



***2018***

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# CONSTITUTION AND BY-LAWS

## PHILOSOPHY/MISSION STATEMENT

The Michigan Color Guard Circuit exists primarily for its participants: youth, staff, and supporters. This is always the underlying consideration for the direction and decisions of the circuit. The participants are encouraged to raise standards of achievement in terms of excellence and creativity. This must be, however, balanced with the primary need of ensuring respect for all. Competition is the chosen method for organizing this youth activity. It is only a means of achieving higher standards. The interaction of youth and adults aimed at positive life attitudes in a professional and educational manner remains a top priority. The Michigan Color Guard Circuit does not discriminate on the basis of race, creed, sex, national origin, cultural background, marital status, sexual orientation, gender identity, or disability. Its activities are based on the premise that all participants and program styles start with equal opportunity for success.

## CONSTITUTION AND BY-LAWS

### ARTICLE I | Name

The name of the organization shall be "Michigan Color Guard Circuit, Inc."

### ARTICLE II | Purpose

This circuit exists to promote the indoor marching arts activities and their continued growth. All participants shall be concerned with and rewarded for excellence, creativity, and personal integrity both in and out of the competitive arena.

### ARTICLE III | Membership

Membership is open to anyone that is eligible to compete under MCGC rules. Only those that have paid all dues and assessments currently required, and field a performing unit will be considered members.

### ARTICLE IV | Administration

The administration of the Circuit shall be vested in the BOARD OF DIRECTORS. The duties of the Board shall include setting the standard operating procedures for the Circuit and recommending to the Membership, for a vote, rules and rule changes brought forth by the Rules Committee and the Circuit membership. The Board will also be responsible for conducting the business and affairs of the Circuit including expenditures, promotion, operations and sanctioning competitions for color guard and percussion. The Board will be responsible for incorporation as a non-profit organization under the State of Michigan and file an annual report in accordance to the Articles of Incorporation.

A. The following officers shall be elected by the membership:

1. **PRESIDENT:** The President shall supervise all the business and affairs of the Circuit; shall preside at all meetings of the Circuit; and shall appoint any committees requested by the membership, the Board, or as needed. Job responsibilities include, but are not limited to:
  - a. Official correspondence for any Circuit function
  - b. Point person for all vendor/facility contracts
  - c. Setting of Board/Circuit meetings
  - d. Committees: Oversees the Budget, and Nomination Committees
2. **VICE PRESIDENTS OF COLOR GUARD AND PERCUSSION AND WINDS:** The Vice Presidents will oversee their respective branch of the Circuit as well as being responsible for the continuing education of the Circuit members and instructors. Each Vice President must run at least two

seminars per year; one focusing on the marching members, one focusing on the instructional staff of the units. They will also perform such duties as may be assigned by the President. Job responsibilities include, but are not limited to:

- a. Circuit Development: Emphasis on education and exposure to non-MCGC performing units.
- b. Clinics: Coordinate Educational and Instructional Clinics; Work in conjunction with Class Reps
3. **SECRETARY:** The Secretary shall keep minutes of all meetings and publish them; see that all notices are given; be custodian of the Circuit records and keep a register of the membership and their addresses; and, in general, perform all such duties incidental to the office. Job responsibilities include, but are not limited to:
  - a. Membership Records: Maintain member information on online database
  - b. Website: Act as the liaison to the hired webmaster/designer; Work in conjunction with the Board and the Webmaster on Circuit communications.
  - c. Committees: Oversees the Historical, Awards Committees
4. **TREASURER:** The Treasurer shall receive and have charge of, and give receipts for, all moneys due and deposit all such moneys in the name of the Circuit in such banks as may be selected by the Board; send all correspondence informing member units of any financial concerns; process 1099s at close of year and file appropriate federal and state tax forms; and perform such duties as may be assigned by the President. Job responsibilities include, but are not limited to:
  - a. Reimburse all Board approved Circuit related expenses
  - b. Manage detailed financial reports and have available for all board & general membership meetings
  - c. Coordinate with: show hosts regarding contest payment; Judge Coordinator for judges' payout. Also calculate contest personnel payout
  - d. Manage all MCGC bank & credit accounts
  - e. Update unit financial information into online database upon receipt of payment from units
  - f. Committees: Member of the Budget Committee; Oversees the Scholarship and Merchandise Committees
5. **CLASS REPRESENTATIVES:** The Class Representatives will serve as liaisons between the classes represented and the Board.
  - a. WGI Representative – represents all guards that compete in a class offered by WGI (excluding Regional A)
  - b. MCGC Representative – represents all guards that compete in a class not offered by WGI. This will include Regional A.
  - c. Percussion Representative – represents all percussion classes

The Class Representatives are available to assist unit directors with administrative responsibilities/paperwork and policies. Job responsibilities include, but are not limited to:

- ▶ Education: Assist the Vice Presidents with hands on clinics and instructor clinics. Encourage units and their instructors to attend MCGC clinics and WGI events for further educational opportunities.
  - ▶ Advertise, maintain, and update the MCGC educational materials library
  - ▶ Promote scholarship availability
  - ▶ Committees: Work in conjunction with the Championship (workers) Committee.
- B. The Judge Coordinator, Contest Coordinator, and Immediate Past President will serve as advisors to the Board of Directors.
  - C. All elected officers shall be at least eighteen years of age prior to the date of their election.
  - D. Each elected position will be a 2 year term.
    1. Elections for President, Vice President of Percussion and Winds, Treasurer, and WGI Representative, will take place in even-numbered years.

2. Elections for Vice President of Guards, Secretary, MCGC Representative, and Percussion Representative will take place in odd-numbered years.
  3. In the event of death, resignation, or incapacity in the office of the President at the time of elections in an odd-numbered year, a special election shall be held to fill the vacancy for the remainder of the two-year term.
  4. In the event of the same for any other position, the vacancy shall be filled in the manner set forth in these By-Laws. All appointments or special elections will be for the remainder of the term.
- E. The President, Secretary, and Treasurer shall be bonded by the Circuit.
- F. A quorum of the Board shall consist of five members.
- G. The **EXECUTIVE COMMITTEE** shall be comprised of the President, Vice President of Color Guards, Vice President of Percussion and Winds, Secretary, and Treasurer. In case of a critical situation the Executive Committee is empowered by the Board of Directors to make decisions on its behalf, including expenditures of up to \$200. A quorum of the Executive Committee shall consist of four members.
- H. In the event of death, resignation, or incapacity in the office of President, the Vice President of Color Guards shall advance to the office of President, and a special election shall be held to fill the vacancy.
1. In the event of the same in the position of Vice President of Color Guards or Vice President of Percussion and Winds, a special election shall be held to fill the vacancy.
  2. In the event that the office of the President and the office of the Vice President of Color Guards are both vacant at the same time, the Vice President of Percussion and Winds shall advance to the office of President, and special elections shall be held to fill the vacancies in both Vice President positions.
  3. In the event that the office of President, Vice President of Color Guards, and Vice President of Percussion and Winds are all vacant at the same time, the Secretary shall over-see a special election for President. The new President, with assistance from the Secretary, shall then hold special elections to fill both Vice President positions.
  4. In the event of the same for all other positions, the President will appoint a person to complete the remainder of the term. This appointment shall be with the approval of the Board of Directors.
- I. Any Board member absent from three (3) consecutive Board of Directors meetings shall be removed from office. The vacancy created shall be filled as specified in Article IV, Section H. Exceptions may be made for personal emergencies as approved by the Executive Committee.
- J. The Board of Directors was elected to uphold the rules and regulations that are passed by the membership. In the case that any interpretation is needed, interpretation will be provided by the MCGC Board of Directors. See Rule 11. Protests and Complaints.

## ARTICLE V | Hired Positions

- A. **CONTEST COORDINATOR:** The Board of Directors will hire an individual as Contest Coordinator. Any individual interested in applying for the Contest Coordinator position must submit a letter consisting of his/her qualifications and intent at least two weeks prior to the MCGC Spring Meeting. An assignment fee will be paid to this position as set by the MCGC Board. Expenses incurred to fulfill the position will also be reimbursed. It is permissible for the Contest Coordinator to obtain assistance from one or more individuals to fulfill responsibilities. The Contest Coordinator is responsible for a report at the Spring General Membership Meeting. Job responsibilities include, but are not limited to:
1. Contest Director and Tabulator Training: Coordinate at least two Contest Directors' clinics throughout the season.
  2. Contest Director and Tabulator Assignment: Assign Contest Directors under the guidelines set by MCGC; provide Treasurer with a payout by the Sunday before every contest
  3. Contest Director and Tabulator Contracts: have all Contest Directors contracted through MCGC complete a W-9 before any payment.
  4. Season Schedule: Collect all show host applications; set the MCGC season schedule and submit it to the Board for approval no later than September 1<sup>st</sup>.

5. Contest Schedule: Create show performance, warm-up, and critique schedules on a weekly basis; Keep in constant communication with show hosts, Contest Directors and Judge Coordinator regarding all aspects of scheduling, show hosting, and open issues.
  6. Circuit equipment and supplies: Ensure that all equipment and supplies needed to run a contest are contest ready and coordinate the pick-up/delivery of equipment and supplies to and from every event.
  7. Act as advisor to the Board of Directors, especially in matters concerning scheduling and show hosts. The Contest Coordinator will also act as the Contest Directors' and show hosts' liaison to the Board.
- B. **JUDGE COORDINATOR:** The Board of Directors will hire an individual as Judge Coordinator. Any individual interested in applying for the Judge Coordinator position must submit a letter consisting of his/her qualifications and intent at least two weeks prior to the MCGC Spring Meeting. An assignment fee will be paid to this position as set by MCGC Board. Expenses incurred to fulfill the position will also be reimbursed. It is permissible for the Judge Coordinator to obtain assistance from one or more individuals to fulfill responsibilities. The Judge Coordinator is responsible for a report at the Spring General Membership Meeting. Job responsibilities include, but are not limited to:
1. Judge Training: Arranging all judge training as per MCGJA training standards; notify judges of all training events and Field Day
  2. Judge Assignment: Assign judges under guidelines set by MCGC; provide Treasurer with a payout by the Sunday before every contest
  3. Judge Contracts: have all judges contracted through MCGJA complete a W-9 before any payment is made; sending and receiving contracts from judges
  4. Member of the Review Board – the Review Board is the committee that evaluates units to ensure correct classification
  5. Act as an advisor to the Board of Directors, especially in matters concerning judges or judging. The Judge Coordinator will also act as the judges' liaison to the Board.
- C. **WEBMASTER/WEBSITE DESIGNER:** The Board of Directors will hire an individual or company who has submitted a detailed contract of services and the costs involved to design and lead in maintaining the Circuit website.

#### ARTICLE VI | General Membership Meetings

- A. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Circuit in all cases to which they are applicable and in which they are not inconsistent with these By-Laws and any special rules of order the Circuit may adopt.
- B. At least two meetings shall be held each year: one in the fall, and one in the spring or summer at least five weeks after the last WGI World Championships event. All other meetings will be at the discretion of the President and/or Board.
- C. Written notice for all meetings will be forwarded by electronic mail and via the MCGC website with at least 15 days notice.
- D. A quorum shall consist of 1/3 of the current membership of the Circuit.

#### ARTICLE VII | Voting

- A. Each member unit is entitled to cast one vote on all general membership matters. This vote must be cast, in person, by a voting representative named on the unit's membership application. Any changes to the voting representative must be submitted in writing to the secretary by the unit's controlling organization or individual no later than seven days prior to a vote. This change will be considered permanent unless another letter is received before the next meeting. In the case of school sponsored units, the band director or faculty advisor shall be assumed to have the power to name the unit's representative.
- B. Controlling organizations or individuals that sponsor more than one member unit may name one representative to cast the votes of all their member units. In addition, any individual who has some credible, direct responsibility for more than one unit, not from the same organization, may represent the views of those units by serving as the voting representative for multiple units.

- C. Direct responsibility is defined as a person that serves as unit manager, director, designer, instructor, booster club leader, or school representative.
- D. Voting rights will commence 15 calendar days after the Treasurer receives the new member's dues payment.
- E. The following individuals shall also be entitled to cast a single vote on all general membership matters.
  - 1. Committee chair people who take the time to be a part of the MCGC. A chairperson with no direct responsibility for a member unit may cast only one vote per each general membership matter, no matter how many committees the individual chairs.
  - 2. Board of Directors members who have no direct responsibility for a member unit.

A Board of Directors member or committee chairperson is considered a voting member on behalf of an affiliated unit either in person or by proxy. Additional votes are not awarded for multiple positions within the governing body. For example, if a person is a unit director, Board member, and committee chairperson, that person will have only one vote to cast as a unit director.

#### **ARTICLE VIII | Elections**

- A. Voting will take place at the Spring General Membership Meeting. Nominations from the floor will be accepted. All non-unit affiliated Board members and committee chairpersons will also have a vote.
- B. Only guard members' votes will be counted for electing the Vice President of Color Guard, MCGC Representative, and WGI Representative. Only percussion and winds members' votes will be counted for electing the Vice President of Percussion and Winds and the Percussion Representative. All members, along with any non-affiliated Board members, are eligible to vote for President, Treasurer, and Secretary.  
Non-affiliated committee chairpersons are eligible to vote for all positions.
- C. The new Board will become active prior to new business at the Spring General Membership Meeting.
- D. In the case that an election would need to be held at any time other than at the Spring General Membership Meeting, the procedure will be as follows:
  - 1. An e-mail will be sent to everyone in the Circuit database, and published on the website and other Circuit social media, informing them of the circumstances leading to the need for a special election and that details will follow in an e-mail to unit directors. This e-mail will also alert unit directors that the subsequent e-mail will come from [tellersmccgc@gmail.com](mailto:tellersmccgc@gmail.com) so that ONLY the people counting the votes will see those replies. Unit directors may need to check the junk box in their e-mail service for that second e-mail.
  - 2. A second e-mail will be sent only to unit directors presenting the voting options. In the case that the special election is needed due to a tie, only the names of the people involved in the tie will be listed.
  - 3. The special election will end 15 days from the date of the second e-mail. The results will be announced as soon as the tellers are able to get all of the votes counted.

#### **ARTICLE IX | Amendments**

These by-laws may be amended by a majority of the members present at the Spring General Membership Meeting provided that any proposed changes have been submitted in writing to the Rules Committee at least 30 days prior to the meeting. The President is then responsible to publish the proposed changes and forward them to all members with the meeting notice, to be received at least 15 days prior to the meeting. Any proposals for change received after 30 days prior to the meeting will not be published with the other proposals. Any proposals for change made at the meeting must receive a two-thirds (2/3) majority of the total membership vote to pass.

#### **ARTICLE X | Use of Earnings**

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to

pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in ARTICLE II. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of the articles or bylaws, the corporation shall not carry on any other activities not permitted to be carried on A) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or B) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

#### **ARTICLE XI | Dissolution**

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by the Court of Common Pleas of the county in which the principal office of the corporation is then located, exclusively for such purposes or such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



# RULEBOOK

## 1. Basic Rule Structure

Except where otherwise specified in the Michigan Color Guard Circuit rulebook, the Michigan Color Guard Circuit will follow the current WGI Adjudication Manual and rulebook, including all sheets and tabulation programs.

## 2. Rule Changes

1. Changes, deletions and/or additions to these rules may be made by a majority of the members present at the Spring General Membership Meeting provided that any proposed changes have been submitted in writing to the Rules Committee at least 30 days prior to the meeting. The President is then responsible to publish the proposed changes and forward them to all members with the meeting notice, to be received at least 15 days prior to the meeting.
2. Changes, deletions and/or additions to these rules which have not been submitted to the Rules Committee in accordance with rule 2.1 must receive a 2/3 majority vote of the members present in order to pass.
3. With a 15 day notice, the Board of Directors can also call a special meeting of the general membership to address and vote on urgent situations. All such votes must receive a 2/3 majority vote of the members present in order to pass.

## 3. Membership

1. The MCGC Membership Application will be available online beginning October 1st and must be submitted with membership dues payment on or before December 1<sup>st</sup>.
2. Membership dues shall be one hundred fifty dollars (\$150.00) per year. One hundred (\$100) shall go to the MCGC Treasury for Circuit general expenses; twenty (\$20) shall pay each unit's Competition Suite fee; the remainder shall go toward contest equipment update and upkeep.
3. If either the membership application or membership dues are post marked after December 1<sup>st</sup>, a \$300 late fee will be assessed.
4. Dues are refundable for units withdrawing from the Circuit up to 4 weeks prior to Field Day.

## 4. Classes

1. It is extremely important for all units to place themselves in the proper class. Color guards and percussion units should make every effort to compete in the class for which they are most suited. It is the position of the MCGC to trust the integrity of each unit to place themselves in the appropriate class.
2. Scholastic units must use the name of their high school or school district in their name.
3. Three weeks prior to the first contest in which a unit competes, its director/instructor/manager must determine in which class it will compete. A unit with special handicap or questions about its classification should consult the MCGC Review Board at least 30 days prior to its first contest.
4. MCGC shall provide sanctioned contests that offer competition in all classes offered at WGI Championships. In addition, MCGC shall offer Jr. Regional A, Scholastic Regional A, Independent Regional A, Scholastic AA, Independent AA, Collegiate, and Festival color guard classes as well as a Regional A percussion class, and a Regional A Winds class.
  - a. **JR. REGIONAL A CLASS** will be adjudicated using WGI Regional A judging criteria but will have different timing criteria. This class will be for units with any one of the following characteristics:
    - i. Unit members are ALL under the age of 15 as of MCGC Championships of the current competition season.
    - ii. Unit members are ALL 9th grade or below in a Junior High, Middle School or lower.

- b. **SCHOLASTIC/INDEPENDENT REGIONAL A** is intended to be a class for guards demonstrating introductory skills. Units in this class will be adjudicated using all Regional A criteria submitted by WGI. Units may be promoted from this class in accordance with the Promotion and Reclassification rule.
  - c. **SCHOLASTIC/INDEPENDENT AA** s intended as an intermediate development class between Regional A and Scholastic/Independent A Class. This class will use WGI A class sheets and timing criteria. Units competing in this class may attend one WGI sanctioned event, in Scholastic/Independent A class, per competitive season without being reclassified to A class in MCGC. Units may be promoted from this class in accordance with the Promotion and Reclassification rule.
  - d. **COLLEGIATE CLASS** shall be for any unit whose marching members come from the same college, university or are a recognized student organization that are affiliated with that college or university, regardless of age. Each collegiate unit appearing in an MCGC contest in collegiate class must be prepared to show proof of enrollment in the sponsoring college or university. This class will use WGI A class sheets and timing criteria. Units competing in this class may attend one WGI sanctioned event, in Independent A class, per competitive season without being reclassified to A class in MCGC. (Note: The unit would have to adhere to WGI age requirements for A class.)
  - e. **FESTIVAL CLASS** is a non-competitive class, which will be judged using Regional A judging criteria submitted by WGI. Scores will not be posted or announced. Recaps will not be distributed. Units will receive a rating of:  
Bronze for a score up to 49.99;  
Silver for a score of 50.00 through 59.99; and  
Gold for a score of 60.00 or higher.  
This rating is what will be posted or announced during awards ceremonies. The number ranges for each rating will be fixed and will not change over the course of the season. Units in this non-competitive class will not be promoted and will not be eligible to compete during the first two weekends or last weekend of the regular MCGC season, nor at Circuit Championships. Units in this class may attend Field Day, though it is not required.
  - f. **PERCUSSION REGIONAL A** is intended to be an introductory class. Units in this class will have skill sets at an entry level. Units in this class will be adjudicated using criteria submitted by WGI utilizing the word “beginning” as opposed to “basic,” “intermediate,” or “advanced.” Timing will be one minute less than for Percussion A class. Units competing in this class may attend one WGI sanctioned event, in Scholastic/Independent A class, per competitive season, without being reclassified to A class in MCGC. Units may be promoted from this class in accordance with the Promotion and Reclassification rule.
  - g. **WINDS REGIONAL A** is intended to be an introductory class. Units in this class will have skill sets at an entry level. Units in this class will be adjudicated using criteria submitted by WGI utilizing the word “beginning” as opposed to “basic,” “intermediate,” or “advanced.” Timing will be one minute less than for Winds A class. Units competing in this class may attend one WGI sanctioned event, in Scholastic/Independent A class, per competitive season, without being reclassified to A class in MCGC. Units may be promoted from this class in accordance with the Promotion and Reclassification rule.
  - h. For Timing Requirements for local classes, see the Adjudication Sheets Reference Guide in the back of the rulebook.
6. Any unit competing in any WGI event must compete in the same class in MCGC as in WGI. The only exceptions will be AA guard, Collegiate Class, and Regional A percussion units as detailed above.
  7. Any unit intending to compete in MCGC in Scholastic/Independent Open or Scholastic/Independent World who does not intend to compete in any WGI event must notify the MCGC Review Board by sending a letter to the President at least 30 days prior to their first competition, in order to insure that they are competing in the appropriate class.

8. All classes except Jr. Regional A and Collegiate must follow WGI eligibility requirements.
9. Promotion and reclassification.
  - a. The Vice Presidents will coordinate 3 or more members of the Review Board as defined below to ensure that every Regional A and AA class unit is reviewed at their first contest. If the Review Board deems it appropriate, based largely on show content and maturity, units may be reclassified to the next class.
  - b. The Review Board reserves the right to review, and possibly reclassify, any Regional A or AA class unit at any time until the Promotion Deadline. Units may also be reviewed on a case-by-case basis as requested by the Board of Directors.
  - c. Units that are re-classified will not need to add time to meet next class time requirements. That decision will be left up to the staff of those units.
  - d. For the current season, promotions, reclassification requests, and petitions to the Review Board for Regional A and AA class units will stop 15 days prior to Circuit Championships. WGI class units will follow WGI guidelines.
  - e. **REVIEW BOARD**
    - i. The Review Board will be chaired by the appropriate Vice President and will consist of the Judge Coordinator, MCGJA Caption Heads, MCGJA adjudicators, and WGI certified adjudicators. There must be at least three people from the Review Board to conduct a review. If at least three people from this group cannot be available, the Vice President will utilize leading members within the MCGC community as approved by the Board of Directors.
    - ii. Should a unit wish to protest a promotion, the unit director must send a letter or e-mail, along with a video of the performance that led to the promotion, to the President within two days of the promotion.
    - iii. After a contest, the Review Board may request that a unit provide a video of that performance. If the unit is unwilling or unable to provide a video, and the unit gets promoted, the unit will not be allowed to protest the promotion.
    - iv. If a unit is promoted and then reclassified back to a lower class, the score achieved that initiated the original promotion shall not be considered when assigning performance order at Circuit Championships.

## 5. **Safety Zone**

Due to size limitations within many Michigan Schools, MCGC will only use the safety zone as a reference point. Timing and Penalties judges will make a written notice in the event of a concern, but no penalties will be assessed for crossing into this area.

## 6. **Field Day/Scholarship Show**

1. Field Day is the members' first chance to perform in front of judges. The setting is meant to be less formal than a competition. Unit members and staff have the opportunity to take part in conversation with the judges about their performance. Instructors may sit with the judges.
2. The Field Day Entry Fee will be \$25 for all attending units. Entry fees go to the MCGC Scholarship Fund. Units wishing not to attend Field Day must pay an Opt-Out Fee of \$100. \$50 dollars of this fee will go to the MCGC Scholarship Fund and \$50 will go to the show host.
3. All units must pay the Entry Fee or Opt-Out Fee for Field Day on or before December 1<sup>st</sup>. If payment is postmarked after December 1<sup>st</sup>, the unit must pay the Opt-Out Fee and a \$50 penalty fee will be assessed. The penalty fee will go to the MCGC Scholarship Fund.
4. If a unit commits to Field Day but fails to appear, the Circuit will assess a \$125 penalty unless the withdrawal is due to special circumstances (subject to the scrutiny of the Board). \$50 will go to the show host, \$75 will go to the MCGC Scholarship Fund.
5. Performance times will be set by alphabetical order within the class. This will alternate every other year (A-Z in odd years, Z-A in even years).
6. Judges' commentary will be provided.

7. Only working contest personnel, unit directors, and unit members will get into the show at no cost. ALL OTHERS MUST PURCHASE A TICKET, INCLUDING INSTRUCTIONAL STAFF.
8. The gate from this show will be a 50/50 split between the MCGC Scholarship Fund and the show host.

#### **7. Contest Participation/Withdrawal**

1. No unit will be allowed to participate in or host a contest, MCGC Championships, or any other event unless their financial and administrative affairs with MCGC are in order.
2. Units may withdraw from any contest prior to its sign-up deadline by notifying the President, Treasurer, and Contest Coordinator in writing or by email.
3. Units withdrawing from a contest after its sign-up deadline shall forfeit the original contest entrance fee to the Circuit. The Circuit will assess a penalty equal to the Contest Entry Fee unless the withdrawal is due to special circumstances (subject to the scrutiny of the Board). The Circuit will then pay this penalty to the show host. The unit will not be allowed to compete in any contest until this penalty has been paid.
4. Exhibitions –
  - a. Non-Member units may perform in exhibition at no charge a maximum of 2 times during any one season.
  - b. Non-member units who wish to perform at a contest in exhibition must sign up by contacting the Contest Coordinator on or before the appropriate contest entry deadline.
  - c. Member units may not perform in exhibition at regular season contests. Exceptions will be made for units hosting a contest in which their class is not offered.
5. Non-members may compete in only one MCGC contest weekend (excluding Championships) without becoming a member of the Michigan Color Guard Circuit.

#### **8. Contest Awards**

1. The show host will furnish all competing units with recognition of participation in their contest, regardless of placement. This may be a trophy, plaque, or framed certificate, along with any other award of the show host's choice.
2. In the case of a tie, all affected units will be announced in the same place. The show host will supply equal awards to all tying units provided the units contact the show host in writing within 30 days of the contest date.

#### **9. Championship Contest**

1. The Championship contest will be hosted by the Circuit. It shall be the last contest of the season, held in late March or early April, prior to WGI Championships, and is open only to MCGC members in good standing.
2. The Championship Contest entrance fee must be postmarked on or before March 1. No entries will be allowed after March 1.
3. In order to be eligible to compete in the Championship Contest, a performing unit must:
  - a. Register and perform at Field Day or pay the Field Day opt-out fee.
  - b. Compete in at least three (3) MCGC sanctioned contests during the current season (Field Day will not be counted as one of the 3 minimum required contests, as it is not a contest).
    - i. If there are not 3 contests that offer the appropriate class within 100 miles of a unit's registration address, that unit will be permitted to attend two (2) MCGC sanctioned contests.
    - ii. The unit will still be responsible for a third contest entry fee.
  - c. Fulfill their obligation to provide Championships volunteer workers by supplying the names and contact information of two people who will work for a portion of the Championships contest, a \$300 worker opt-out fee, or the name and contact information of one person who will work for a portion of the Championships contest plus a \$150 opt-out fee. If none of these options are fulfilled by March 1<sup>st</sup>, the unit must pay the worker opt-out fee. Opt-out fee money will be used to fill voids in the worker corps. Any money not used to supply workers will go to the MCGC Scholarship Fund.

- d. Petition for Board approval if unable to fulfill any of these performance requirements by sending a letter to the President at least three weeks prior to Field Day.
- 4. Each unit will receive 7 staff wristbands. These will include 2 director and 5 additional staff. MCGC regular season staff badges will not be accepted as valid entrance into Championships. Director's wristbands will allow full access to all area seating. Aside from their own unit's performance, all other staff wristbands will allow entrance to sideline viewing areas only.

#### **10. Championship Contest Awards**

- 1. All units in competition will receive an award for their class placement.
- 2. Medals will be awarded to the staff (7 max.) and members of the first, second, and third place units in each class.
- 3. An MCGC Class Champion Flag will be awarded to the winner of each class.

#### **11. Protests and Complaints**

- 1. Petitions for appeal to any rule may be submitted in writing (or e-mail) to the President of the Board of Directors. Finalized interpretation of any and all rules will be decided by the Board.
- 2. Should a unit wish to file a formal protest regarding penalties, the unit director must do the following:
  - a. Verbally notify the Contest Director immediately of his/her intent.
  - b. Write a formal letter of protest to the President within 15 days of the incident detailing all relevant information concerning the protest. Only complaints in writing will be accepted.

## STANDARD OPERATING PROCEDURES (SOP)

THESE PROCEDURES ARE SUBJECT TO CHANGE BY THE BOARD WITHOUT PRIOR NOTICE. THE FOLLOWING SET OF CONSIDERATIONS ARE REQUIREMENTS OF THE CIRCUIT. ANY WILLFUL DISREGARD WILL BE SUBJECT TO PENALTY.

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### CODE OF CONDUCT

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**It is recommended that appropriate parts of this code be read to your unit members prior to attendance at their first contest, and again just prior to the Championship Contest.**

It is the hope of the Circuit that this code will result in dedication on the part of each unit's management toward instilling in its unit the true spirit of cooperation, fellowship, and good sportsmanship under all circumstances before, during, and after a performance, and while proceeding to and from a performance site.

1. The use of overt gestures or actions to display displeasure with the results of a contest will not be tolerated under any circumstances. Examples include the throwing of equipment or items of uniform; the use of abusive, profane, or obscene language; the destruction of any property including personal uniforms or equipment; the physical assault or threat of assault to any person or persons or other non-military-like conduct.
2. The exchange of personal congratulations between participants is encouraged.
3. No unit shall restrict membership, and the privileges of such, on the basis of race or ethnic background.
4. Any judge who feels that racial or ethnic factors may affect his or her judgment should, in the interest of fair and equal treatment for all units, refrain from judging.
5. No unit shall present, on or off the contest floor, any auditory, visual, or behavioral gesture, which is humiliating or degrading to any person.
6. MCGC discourages independent units from utilizing membership composed of any high school students who were previously enrolled in an active high school program and have not yet graduated without prior written consent from the scholastic unit director and the performers' parents or guardians.
7. During the course of a season, units are discouraged from utilizing membership composed of any person who has already committed to another unit without prior consent from both unit directors. A season shall be considered to begin with Field Day.
8. Use of tobacco, alcohol, or any illegal substance is strictly prohibited at all MCGC sanctioned events.
9. Violations of the spirit of this code will be immediately investigated by the Board of Director and/or Contest Director, to determine the guilt or innocence of the alleged perpetrator(s) of the act. If a determination of guilt is made, the penalty to be assessed can be loss of placement and/or award and loss of the unit's eligibility for future contests, depending on the severity.

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## GENERAL

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**1. Fiscal Year**

The MCGC, Inc. fiscal year shall be from October 1st to September 30th.

**2. Meetings**

- ▶ Spring Membership Meeting: This meeting is primarily to vote on new rules and changes for the coming season. Reports from Board members and committee chairs will be given at this meeting.
- ▶ Fall Membership Meeting: This meeting is primarily to organize committees, finalize the MCGC contest schedule, and prepare for the upcoming season.
- ▶ Votes will be based on membership from the previous season.

**3. Payments**

Payments can be accepted as cash, money order, personal checks, and credit cards if paying online. If a problem occurs with a personal check, the unit may not compete until the bill and bank fees have been paid. All further payments by the individual must be made in cash or money order.

**4. Unit Information**

A competing unit may not change their name after the Field Day date for their class.

Changes made after March 1<sup>st</sup> to a unit's show title, member roster, or staff roster may not be included in the Championships program or the unit's spiel sheet, and may not be reflected in the number of medals that the unit may be awarded.

**5. Insurance**

Any unit performing in any MCGC sanctioned event must have, on file with the Circuit, proof of liability insurance coverage. Contact the Secretary for a provider if needed. Any unit will be ineligible to perform until proof of insurance is received.

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## COMMITTEES

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Everyone involved with MCGC is encouraged to participate in any of the following committees, which are governed by the administration of MCGC. All committee chairs must prepare a written report for the Spring General Membership Meeting.

**1. Awards**

This committee is responsible for ordering and obtaining all awards for Individuals and MCGC Championships. The awards committee is also instrumental in the organization of the Championships awards ceremonies.

**2. Budget**

This committee is responsible for setting the operating budget for the upcoming season based on the previous year's expenses and ongoing projects and expenses.

**3. Championships**

This committee is responsible for organizing the various aspects of the MCGC Championships contest. This includes, but is not limited to housing for judges, support staff, and Board members, selecting a location, and organizing the volunteer workers.

**4. Historical**

This committee is responsible for maintaining the MCGC archives.

**5. Individuals**

This committee is responsible for all phases of the Individuals competitions.

**6. Rules**

This committee is responsible for maintaining the MCGC rulebook. Rule proposals go through this committee for the Spring General Membership Meeting.

**7. Scholarship**

This committee is responsible for setting criteria and eligibility, selecting recipients, and supplying the Treasurer and Awards Chairperson with a list of scholarship recipients.



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## FORMS

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All forms will be completed online at [www.mcgc.net](http://www.mcgc.net) or mailed to the appropriate office as stated on each particular form. No unit will be allowed to perform at any MCGC sanctioned event until all necessary forms are completed.

1. **Membership**

The MCGC Membership Application will be available online beginning October 1st and must be submitted with membership dues payment. Membership entitles a unit to all MCGC notifications, voting rights, and the current MCGC and WGI rulebooks.

2. **Sign-Up / Payment Form**

This form is available online and must be printed and sent to the Treasurer with any monies due including Field Day entry fees, Field Day opt-out fees, and contest entry fees. By completing and submitting this form, with payment, for contest entry, the unit is committing to appear at the stated contests, and will be responsible for any penalty fees if they fail to appear. Monies sent without a payment form will not be accepted.

3. **Scholastic Eligibility Form**

This form is available online and must include the names of all performing members. The form must be signed by the building principal to verify the eligibility of all performing members. Units combining members from multiple schools within the same district will need a form for each school, and a signature from the District Superintendent. This form is only required for Scholastic ensembles, and can be submitted to the MCGC Secretary at [secretarymcgc@gmail.com](mailto:secretarymcgc@gmail.com). The WGI Scholastic Eligibility form will also be accepted.

4. **MCGC Championship Workers**

This form is available online and is used to submit worker information. This form must also be submitted with worker opt-out fee payment.

5. **Refund Form**

This form is available online and must be filled out and sent to the Treasurer in order to get money back for any reason. Examples include units withdrawing from a contest before the sign-up deadline, units folding after having paid membership dues, etc.

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## CONTEST ENTRY FEES

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1. Entry fees for all regular season circuit-sanctioned contests will be \$150.
2. Twelve (\$12) from each contest entry fee shall go to the MCGC Treasury for circuit general expenses; the balance shall go to contest expenses.
3. Entry fees for regular season contests must be post-marked at least four weeks prior to the contest date. Units originating outside the United States must have entry fees post-marked at least five weeks prior to the contest date.  
Upon paying entry fees, you have committed to attendance at that specific contest. Entry fees are designated upon payment and are not transferable or refundable once the deadline for the intended contest has passed. Any entries after the contest deadline will not be permitted. Those not meeting the contest deadline may be able to perform in exhibition only, at the Contest Coordinator's discretion. No judge's comments or scores will be given.
4. Entry fees for Circuit Championships will be \$175 for units in all classes. 100% of these fees go to Championships contest expenses.
5. These fees may be re-assessed each season to adjust for changes in related judging, travel, and circuit costs.



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## CONTESTS

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### 1. Contest Staff Costs

These people are absolutely necessary for the smooth and proper operation of each MCGC sanctioned contest. These costs may be re-assessed each season to adjust for changes in related judging, travel, and circuit costs.

- ▶ Contest Director will receive \$300, \$5 per unit for anything over 30 units, and mileage.
- ▶ Judges receive \$350, \$10 per unit for anything over 40 units, and mileage. For individuals competition, judges receive \$100 plus mileage.
- ▶ Timing and Penalties Judges and Tabulators receive \$200, \$5 per unit for anything over 30 units, and mileage.
- ▶ Sound Personnel will receive \$200, \$2 per unit for anything over 30 units, and mileage.
- ▶ Hotels – The show host will be responsible for providing hotel rooms for any contest staff that have traveled 100 miles or more, one way, to attend the show and would like to stay over-night. This request must be made by the Wednesday prior to the contest. This includes Timing and Penalties judges, Tabulators, Sound Personnel, and Contest Directors.

### 2. Bidding to Host an MCGC Contest

After the show host application deadline has passed, the Contest Coordinator will evaluate all of the applications. Only applications from groups in good standing will be considered. If facilities are acceptable, each group may be awarded a contest.

- ▶ In the event that more than one group applies to host on the same date, the Contest Coordinator will compare the strengths and weaknesses of each application. Factors for consideration will include warm up areas, acoustics, lighting, ceiling height, routing, seating, prop entrance and storage, homerooms, location, housing availability, volunteers and hosting experience.
- ▶ The show host who can provide a better overall experience to our groups will be awarded the date in question. Open contest dates will be offered first to bidding organizations not already on the schedule before being offered to an organization that has already been awarded a contest.
- ▶ All contests will require a \$1,500 Show Host fee. This fee is due on the day of the awarded contest.
- ▶ In addition to providing a venue for our member groups to perform, the MCGC show host opportunities are intended to act as fundraisers for our member groups. The expectation is that 100% of the proceeds will go to benefit the host.
- ▶ A non-affiliated organization will only be considered as a potential host after all interested MCGC member groups' applications have been awarded. A joint hosting effort involving a member group and a non-affiliated organization will be considered as an application by a MCGC member group provided that is the desire of the MCGC member group.

### 3. Contest Information

Directions to contest sites and maps of facilities will be made available on the MCGC website as soon as possible. Two weeks prior to the event, performance schedules will be available online. Warm-up schedules will be available when units check in at the contest.

### 4. Competition Area availability

The competition area must be made available to the Contest Director at least two hours prior to the start of the competition.

## 5. Contest Schedule

The Contest Coordinator will propose a tentative schedule for the season to the Board of Directors to be approved. This tentative schedule will be published at the Fall Membership Meeting.

- ▶ Within the color guard division, the order of appearance in each contest will be: Festival Class; Jr. Regional A; Scholastic Regional A; Independent Regional A; Scholastic AA; Independent AA; Scholastic A; Independent A; Collegiate; Scholastic Open; Independent Open; Scholastic World; Independent World.
- ▶ Within the percussion division, the order of appearance in each contest will be: Percussion Regional A; Scholastic A; Independent A; Scholastic Open; Independent Open; Scholastic World; Independent World.
- ▶ Within the Winds division, the order of appearance in each contest will be: Winds Scholastic A; Independent A; Scholastic Open; Independent Open; Scholastic World; Independent World.
- ▶ However, the Contest Coordinator reserves the right to finalize the schedule.
- ▶ In the event that a contest has 40 or more units (30 or more for Sunday contests), or at the discretion of the Contest Coordinator, verified scores will be posted in a public area in lieu of an awards ceremony. In most cases, scores will be posted within 30 minutes following a unit's performance.
- ▶ In the event that a change of venue is needed for an MCGC contest, the Contest Coordinator will work closely with the show host to make the change happen as smoothly and efficiently as possible. In the event of inclement weather, an emergency contact phone number (available online) will provide information as to the status of the contest as soon as possible.
- ▶ In the event that there are over 14 units in one class at a contest, that class will be split equally into rounds (if an inconvenient number of units exists, the first round will be larger). Each round will be adjudicated individually and adjudicators will be able to reuse the full range of available numbers. At the end of the contest, placements will be announced separately for each round. Regular season rounds will be determined by random draw. Championship rounds will be determined utilizing the current MCGC seeding process, placing units in rounds from the top of the class. For example, if there are 3 rounds, the top scoring unit will be in Round 1, the second unit in Round 2, the third in Round 3, the fourth unit in Round 1, the fifth in Round 2, and so on.

## 6. Judges

The MCGC traditionally uses judges from the MCGJA (Michigan Color Guard Judges' Association). It is a standard procedure to request 2 WGI certified judges on each panel as assigned by the Judge Coordinator. The judges will be certified by their association in the caption that he/she is assigned to judge. Each color guard contest will have certified judges in Equipment, Movement, Design Analysis, and 2 in General Effect. Percussion contests will have judges in Visual, Effect Visual, Music, and Effect Music. Winds contests will have judges in Visual Analysis, Music Analysis, and Overall Effect. All contests will have a judge in Timing and Penalties. Assigned judges will comply with all WGI affiliation requirements.

## 7. Badges

Each unit will be given a total of seven laminated staff badges: five staff and two Director. Three extra staff badges can be purchased for \$80 when registering a unit as a member of MCGC. \$50 of this money will go to the MCGC Scholarship Fund, \$30 will go toward Championships awards to cover the cost of the possible extra medals.

Badges will be available to all unit directors at the Unit Check-In table or Contest Table at Field Day or at their first MCGC contest. Any official, current badge created by MCGC will grant the bearer admission at any regular season MCGC sanctioned contest. Only Director badges will grant the bearer access to the front stands at Circuit Championships. The hands of those bearing the badges should NOT be stamped.

**8. Check-In**

Upon arrival at the show site, a unit representative is to check in immediately. All equipment is to be taken to the equipment area and props to the designated prop area as directed at unit check-in.

Access to the show site will not be available to performing units earlier than two (2) hours prior to the start of the contest.

Access to unit homerooms or areas may not be available earlier than two (2) hours prior to the unit's performance time.

**9. Equipment Protection**

All units will follow the equipment protection guidelines as set up by WGI.

**10. Audio Considerations**

- ▶ Sound personnel will be placed in the best possible location for quality and level control. Locations can include front and center in the stands, balconies, contest table, etc.
- ▶ Compact discs and digital audio players only.
- ▶ Sound checks for guards will be available prior to the contest and during breaks in the performance schedule. A record of your first sound check is kept and will be used for your performance. **FINAL DECISION ON SOUND LEVEL WILL BE AT THE DISCRETION OF THE SOUND PERSONEL AND/OR CONTEST DIRECTOR.**
- ▶ In the event of MCGC mechanical failure during a show, a Unit Representative may request of the Timing and Penalties Judge to restart their show. It is advised that the Unit Representative be near sound personnel in case there is a problem.
- ▶ Each unit should have two copies of its music readily available.

**11. Videos/Photos/Recordings**

This notice should be posted on spectator entrance doors and throughout the building and made known to each unit's booster organization.

*Due to copyright laws and artistic licensing, individuals are only allowed to tape their own unit. Individuals videotaping should be respectful of spectators around them and must never interfere with the judges or their line of sight, and must have their camera in-hand. Any person found in violation will be asked to leave the premises or the recorder will be confiscated until the conclusion of the contest. This policy applies to all video recorders, camcorders, digital cameras, and cell phones with video or audio capability.*

**NO RECORDING WILL BE ALLOWED AT MCGC CHAMPIONSHIPS.**

**NO FLASH PHOTOGRAPHY:** Flash photography is strictly prohibited as it is distracting to the performers and may cause injury. Photography **WITHOUT THE USE OF FLASH** is permitted.

**12. Consulting Judges**

Unit Directors or personnel are not to consult judges at any time before or during a contest. Questions relating to the actual contest are to be directed to the Contest Director. No one other than OFFICIAL contest personnel will be allowed in the tabulating area.

**13. Staff Seating**

When and where possible, accommodations will be made to secure a number of seats in the stands for staff members to view their unit's performance. The staff must then vacate these seats once their performance is done.

**14. Retreat**

- ▶ A Contest Director or Board member will line up units for closing ceremonies. The decision of a "full" retreat (all marching members on the floor) or a "commanders only" retreat (2 representatives from each unit) will be made by the Contest Director based on time, host requests, and number of units in the contest. **Unit representatives will enter the contest area in the order of their appearance.** The National Anthem will be played or performed after the units or officers are assembled in the contest area and prior to the reading of the judges' scores.

- ▶ The host unit will provide at least 4 uniformed personnel for the presentation of the National Colors at the retreat. The National Flag bearers from the host unit will report ten minutes prior to the retreat. The Contest Director or Board member will line up the National Flag Bearers and give instructions to insure the correct presentation of the Colors. The Contest Director will provide all necessary equipment for retreat.

#### 15. **Sheets and Judges' comments**

- ▶ Unit representatives can pick up their sheets at the Contest Table. Unit representatives may be asked to fill out a site evaluation before receiving sheets. Recorded comments and sheets will be made available as soon as possible. Individuals are asked to keep their score confidential so as not to take away from the excitement of announcing the score at the retreat.
- ▶ Recorded comments and tabulation are handled through Competition Suite. Units will be required to pay for using Competition Suite when they register as an MCGC member. Competition Suite is handled and managed by the Contest Coordinator.
- ▶ All penalties are at the discretion of the Contest Director according to MCGC rules, and are not to be discussed when picking up sheets. A Unit Director may approach the Contest Director about a penalty if necessary (see the Protests and Complaints rule). No timing or boundary penalties will be given during the first two contest weekends for each division.

#### 16. **Recaps**

When possible, recaps of all scores will be made available at the Critique for contest officials, judges, and Unit Directors. At contests where scores are posted, recaps will be made available to Unit Directors in the posting area after each class.

#### 17. **Critique**

**It is recommended that this be read to your unit instructors prior to their first critique of the season.**

- ▶ At most contests, following the final unit in competition, the judges will make themselves available for critique. Critique might not be offered due to size of show, venue, schedule, or any other contest dynamic at the discretion of the President, Contest Coordinator, and Judge Coordinator.
- ▶ The critique is an opportunity for instructor and judge to exchange insights relative to the performance of the ensemble. It is most often for the benefit of the instructor, although the exchange of information can be beneficial to the judge as well. The critique belongs to the instructor, who should take the lead: ask the questions and guide the dialogue. Participation at critique is optional. The judge will not take offense at your absence.
- ▶ On the Sunday prior to a contest, an email will be sent to all unit directors attending that contest asking them to declare their intent to attend critique. These Unit Directors will have until 11:59pm on Wednesday to respond. Critique times will be assigned based on performance order. If a unit fails to appear for their scheduled critique time, they will forfeit any critique time for the rest of the season.
- ▶ Each unit staff that has signed up for critique will have the opportunity to sit at each judge station for 3 minutes. Once the 3 minutes have expired, the person running the critique will ask each staff to move to the next judge. A unit's critique time is over when they've spoken to all of the judges.
- ▶ **CRITIQUE ETIQUETTE**
  - Study and know the scoring system and understand the philosophy behind each sheet.
  - You are best prepared if you watch your group's performance from the perspective of the judge.
  - Listen to the recorded comments of the judges to whom you will be speaking. Taking notes on the recordings may also be beneficial for your critique.
  - Go directly to the judge; introduce yourself and your ensemble's name. Tell the judge your show title and describe the uniform to refresh his/her memory and expedite dialogue.
  - Critiques are short and it is important for you to get to your point quickly so that the judges can explain why he or she evaluated the program as they did.
  - Don't ask the judge to tell you how to write your show.

- Don't ask the judge to comment on ideas that are not yet in the show. Don't ask for a scoring projection for something that isn't yet in the show.
- Don't criticize or berate another group or their performance.
- Never use profanity in your dialogue.
- Please don't attack the judge's integrity or intelligence. It will get you nowhere and could create barriers that will be counterproductive to good communication.

Contact with judges outside of critique may only occur under the guidelines of the MCGJA Operation Manual and WGI guidelines. The person running the critique, with assistance from the Chief Judge, may terminate the critique, or any part or it, if anyone is causing trouble in any way, or is monopolizing any one judge. More about critique can be found in the WGI Manual.

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## CHAMPIONSHIPS

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### 1. Championships Performance Schedule

Units will be listed based on their highest scores from throughout the MCGC season in the class in which they will be competing at Championships. Then the total number of units in each class will be divided into groups of 3, starting from the top. Within each group, the 3 units will be placed in the Championships schedule in random order. For example, if a class has 9 units, the top 3 will go on in random order, then the middle 3 will go on in random order, and then the other 3 will go on in random order.

If a class has one unit leftover, that unit will be randomized with the 3 above it. If a class has 2 units leftover, just the 2 of them will be randomized. For example: if a class has 7 units, the top 3 will be randomized, and then the bottom 4 will be randomized. If a class has 5 units, the top 3 will be randomized, and then the bottom 2 will be randomized.

The Contest Coordinator will decide the number of awards ceremonies with input from the Championships Committee.

If more than 75 guard units register, and are eligible for Championships, the bottom few units in Jr. Regional A class, the bottom few units in the Regional A classes, and the bottom few in the AA classes will be subject to elimination. Each unit's high score will be expressed as a ratio of the top score in the class. Cuts will be made based on that ratio.

For example, a AA unit with a high score of 70 compared to a high score in that class of 84, is 83%. A JrRegA or Regional A unit with a high score of 68 compared to a high score in that class of 80, is 85%. The AA unit would be eliminated.

If more than 40 percussion units register, and are eligible for Championships, the bottom few Regional A units will be subject to elimination.

### 2. Judges at Championships

The Board of Directors must approve the panel at MCGC Championships. For the MCGC Championship contest, if possible, the MCGC will:

- ▶ Provide double panels
- ▶ Allow MCGJA judges with current affiliations to adjudicate classes that are not affected by their affiliation

### 3. Championships Workers

- ▶ The Championships contest is only possible with the help of a corps of volunteer workers provided by the member units of MCGC. Any unit choosing to opt-out of sending workers must pay a worker

opt-out fee that will go to an MCGC unit booster group to compensate them for supplying the necessary volunteers to fill the void. The Championships Committee will direct the efforts of the booster group to fill the needed roles up to and during Championships.

- ▶ The MCGC Board will select the booster group based on bids for this Volunteer Worker Corps. The bid application is available online and must be printed, completed, and sent to the President. If a unit has been awarded the bid, that unit will not be awarded the bid again until all other interested booster groups have had a chance to participate.

#### **4. MCGC Championship Program**

The MCGC Board of Directors will take bids from units to publish and sell the program as a fundraiser. Bids must be submitted using the official online submission application. This form is available online and must be printed, completed, and sent to the President. If a unit has been awarded the bid, that unit will not be awarded the bid again until all other interested booster groups have had a chance to participate.

#### **5. MCGC Championships DVDs**

The MCGC Board of Directors takes bids from video production companies to record, reproduce, and sell Championship DVDs. For this reason, private video recording of any portion of Circuit Championships is strictly prohibited. Order forms for the purchase of the DVDs are typically available at Championships or online prior to the event.

#### **6. MCGC Championship Photos**

The MCGC Board of Directors takes bids from photography companies to shoot and sell group photos at Championships. Order forms for the purchase of the photos are typically available at Championships or online prior to the event.

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## EDUCATION

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### 1. **MCGC Clinics**

Every year the Vice Presidents of the Circuit are responsible for organizing clinics for their particular branch of the Circuit. The VP of Guards will organize one clinic focused on guard marching members, one focused on instructors, and one focused on judges and judging. The VP of Percussion will do the same for percussion marching members, instructors, and judges. These clinics often take place one to two months before the start of the competitive season.

### 2. **Judge Clinician Program**

In a program developed by the MCGC Board of Directors and the Judge Coordinator, a current judge may act as a clinician to any unit. The focus of the clinician sessions will be technique and performance, not program design. Every effort will be made to make judges equally available to all units in participating classes. Other than an approved clinician session, a current judge is not permitted to give any consultation to any unit outside a Field Day event or the allotted time within the critique at a contest. Anyone interested in having a judge do a clinic for a unit may contact the Judge Coordinator for further details. The fee for the judge is \$50 for a rehearsal lasting up to 4 hours, plus mileage. A unit may only take advantage of the clinician program once per performance caption (equipment and movement for guard, performance for percussion) per season.

### 3. **Educational Library**

The MCGC has various training materials available to its membership. Contact your Class Representative or visit [www.mcgc.net](http://www.mcgc.net) for a current list. Additional materials may be found at [www.wgi.org](http://www.wgi.org) under resources.

### 4. **Scholarships**

The purpose of the MCGC scholarship program is to provide students the opportunity to further develop their technical skills and encourage them to seek experiences outside and beyond their current programs. It is our hope that they will bring back new ideas, experiences and knowledge that will benefit the future growth of the Michigan Color Guard Circuit. It is our further hope that the Scholarship Program will encourage the scholarship recipients to become future instructors, designers, and administrators of the Michigan Color Guard Circuit. Instructors and judges may also apply to the Scholarship Program for fees to attend judges' training clinics, instructor workshops, or other developmental activities related to pageantry arts.

In addition, to help new or young units gain the experience of competing on a national level, MCGC offers up to seven scholarships to reimburse the registration fee of any scholastic district or independent organization competing at a WGI regional for the first time. Exceptions may be made for units in a new division. For example: a new Winds line or Percussion line under the same organization as an existing color guard. To take advantage of this scholarship, a unit director should contact the President. Proof of performance at the Regional will be the unit's score on the prelims recap.

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## HALL OF FAME

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The Hall of Fame is comprised of those individuals who make a significant contribution to MCGC, and who have in some way influenced the course of the Circuit's history. Nominations for the Hall of Fame can be made by anyone by contacting the President. The current Hall of Fame members are responsible for selecting inductees into the Hall of Fame.



# MICHIGAN COLOR GUARD JUDGES' ASSOCIATION (MCGJA)

## CONSTITUTION AND CHARTER

### I. Name

The name of this association shall be Michigan Color Guard Judges' Association, herein called MCGJA.

### II. Objective

The purpose of MCGJA shall be to provide the best possible judging services to the competitive marching pageantry community, and to provide training opportunities for those who aspire to become a judge for MCGJA or to expand their qualification. MCGJA shall also assist in providing educational or training programs to the pageantry community.

### III. Membership

Membership in the association is open to any person who has attained the age of 21 and has met eligibility requirements set forth by the MCGC Judge Coordinator. Assessment of experience is necessary to determine eligibility.

### IV. Officers

#### A. JUDGE COORDINATOR

The Board of Directors will hire an individual as Judge Coordinator. Any individual interested in applying for the Judge Coordinator position must submit a letter consisting of his/her qualifications and intent at least two weeks prior to the MCGC Spring Meeting. An assignment fee will be paid to this position as set by MCGC Board. Expenses incurred to fulfill the position will also be reimbursed. It is permissible for the Judge Coordinator to obtain assistance from one or more individuals to fulfill responsibilities. The Judge Coordinator is responsible for a report at the Spring General Membership Meeting. Job responsibilities include, but are not limited to:

1. Judge Training: Arranging all judge training as per MCGJA training standards; notify judges of all training events and Field Day
2. Judge Assignment: Assign judges under guidelines set by MCGC; provide Treasurer with a payout by the Thursday before every contest
3. Judge Contracts: have all judges contracted through MCGJA complete a W-9 before any payment is made; sending and receiving contracts from judges
4. Member of the Review Board – the Review Board is the committee that evaluates units to ensure correct classification
5. Act as an advisor to the Board of Directors, especially in matters concerning judges or judging. The Judge Coordinator will also act as the judges' liaison to the Board.

#### B. CAPTION HEADS

- ▶ Caption Heads will be appointed by the Judge Coordinator to the following categories: General Effect, Design Analysis, IA-Movement, IA-Equipment, Percussion Music Effect, Percussion Music, Percussion Visual Effect, Percussion Visual, Winds, Timing and Penalties. The Caption Heads for other categories shall be appointed as necessary.
- ▶ The Caption Heads shall be responsible for the implementation of the MCGJA training standard to all MCGJA members and prospectives within their assigned caption. The Caption Heads will be directly responsible to the Judge Coordinator for the development and implementation of training curriculum. A Caption Head may appoint a qualified mentor to supplement instruction to individual trainees as necessary. Caption Heads are responsible for a report to the Judge Coordinator for the Spring General Membership Meeting.

### V. Amendments

Amendments to this constitution shall be made by a majority vote of the combined group of the MCGC Board of Directors, MCGC Judge Coordinator, and MCGJA Caption Heads.



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## OPERATIONS MANUAL

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The MCGJA Operations Manual and Contest Procedures can be amended by the MCGC Board of Directors in conjunction with the MCGC Judge Coordinator.

### 1. Code of Ethics

- ▶ No judge should publicly display preference towards any competitive unit that he/she shall possibly judge. This includes the wearing of a unit's insignia.
- ▶ No judge shall communicate with competing personnel while adjudicating a contest unless their responsibilities specifically require it. This rule does not apply to the preservation of safety.
- ▶ Any criticism of a judge's performance by another judge must be addressed through
  - 1) direct discussion with that judge;
  - 2) the attention of the Caption Head or Chief Judge for that contest.
- ▶ No judge shall attempt to change a score once it has been verified, except by permission of the Chief Judge. The guidelines for this procedure are outlined in the "Duties of the Chief Judge."

### 2. Affiliations

An MCGJA judge may not adjudicate a unit with which he or she has a formal affiliation for the current winter season. Formal affiliations are defined as below.

- ▶ Designers: Individuals responsible for the program concepts, written drill, movement, or equipment design.
- ▶ Instructors: Individuals responsible for the unit's technique or artistic instruction. This does not include the judge clinician program.
- ▶ Management: Individuals responsible for the operation of the unit including travel, show booking, meeting representation or any other decision-making role relative to the unit.
- ▶ Marching Members: Any individual who has auditioned for or rehearsed as a member with the unit.

#### Secondary Affiliation

- ▶ Family and personal relationships with any of the above-described persons could be construed to be a secondary affiliation and should render that individual ineligible to judge that unit. Secondary affiliations are to be handled through the Judge Coordinator.
- ▶ A time span of one guard season from the last date of affiliation must pass before the above-described individuals may judge that unit.

### 3. Consultations

- ▶ A current judge may act as a clinician in a program developed by the MCGC Board and the Judge Coordinator. The focus of the clinician sessions will be technique and performance, with no program design. Every effort will be made to make judges equally available to all units in participating classes.  
Other than an approved clinician session, a current judge is not permitted to give any consultation to any unit outside a Field Day event or the allotted time within the critique room at an MCGC contest.
- ▶ A member shall not refuse to critique a unit without the recommendation of the Chief Judge or Board.
- ▶ Information regarding a unit's technical or programmatic problems shall be considered confidential. It must not be shared with other units' instructors, parents, or the audience. No judge will attempt to influence another judge's future evaluation. For training purposes, a mentor may discretely discuss a unit with a trainee, if necessary.
- ▶ MCGJA judges shall exercise discretion in discussion and actions in social situations where the reputation of the judge and the association is open to scrutiny.

#### 4. Prospective Judges

An individual may apply for membership by contacting the MCGC Judge Coordinator. Prospective judges:

- ▶ Must complete an application to MCGJA, accompanied by a resume of experience in pageantry arts including educational background,
- ▶ Must attend a seminar specifically designed for prospective judges,
- ▶ Must complete a home study course provided by the Judge Coordinator,
- ▶ Must attend a WGI Regional Clinic for the current contest season
- ▶ Must attend a MCGJA preseason clinic that may be presented in conjunction with MCGC Field Day. If no Field Day is scheduled, the preseason clinic will then be scheduled independently. In lieu of that clinic, a member may, at the discretion of the Judge Coordinator, attend another association's clinic.
- ▶ Will have an individual training profile or curriculum determined and implemented by the Judge Coordinator with the help of the appropriate Caption Head and/or a qualified mentor,
- ▶ Must field trial not less than three contests with no fewer than 10 competing units each. The trial judge will complete recorded **comments and scores** for each unit as well as attend critique for observation.
- ▶ Prospective judges who are already accredited in a bon-a-fide WGI judges association shall submit a letter of recommendation from that association's training officer or President.

#### 5. Accreditation Criteria

To maintain accreditation, all MCGJA judges must:

- ▶ Fulfill rules and obligations as set forth by MCGJA Operations Manual.
- ▶ Attend a WGI Regional Clinic for the current contest season.
- ▶ Attend a MCGJA preseason clinic that may be presented in conjunction with MCGC Field Day. If no Field Day is scheduled, the preseason clinic will then be scheduled independently. In lieu of that clinic, a member may, at the discretion of the Judge Coordinator, attend another association's clinic.
- ▶ Be prepared to attend the WGI Academy when the opportunity is presented.
- ▶ Remain current in all rule changes and trends in the Winter Guard or Winter Percussion activity, through communiqués, rule changes, clinics, home study projects, etc.
- ▶ Complete a home study course in any caption not judged in the last two years.
- ▶ Partake of continuing arts and education through classes, texts, articles, journals, performances, etc. Opportunities should be continually sought. Sharing of appropriate materials is encouraged.

**REMOVAL:** Removal from membership will occur for unethical behavior or conduct unbecoming of a member. The Judge Coordinator shall recommend removal to the Board. The individual in question will have the right to appeal to the Board, and, if rejected, can appeal to the General Membership at the next meeting. A member removed may reapply after 1 calendar year from the time the removal action was finalized. Normal membership procedures shall be followed for reinstatement.

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## CONTEST PROCEDURES

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**1. Reporting**

All judges shall report to the Chief Judge at the time listed on the Assignment Sheet, or as communicated by the Judge Coordinator.

**2. Judges Meeting**

The Chief Judge will conduct a mandatory meeting for judges and field trialers prior to the start of the contest. This meeting will be to confirm attendance and brief all personnel on contest specifics.

**3. Dress**

All MCGJA judges will wear businesslike, professional attire to all contests they judge. Clothing shall be clean and in good repair. All judges shall appear well groomed.

**4. During the Contest**

Judges will not converse during a unit's performance. They will not discuss a unit's performance in public. Judges should avoid excessive displays of emotion or gesture. No judge shall leave the competition area without permission of the Chief Judge. If the judge should discover an error in his/her scores, he/she should notify the Chief Judge immediately.

**5. Critique**

The Chief Judge may have the responsibility for administering critique. All judges will stay until dismissed by the Chief Judge. No judge shall be permitted to continue discussion outside of the allotted time provided in the critique room.

**6. The Duties of the Chief Judge**

The Chief Judge is appointed by the Judge Coordinator to be the on-site administrator of the contest judges.

- ▶ **Pre-Contest**

At least one hour prior to the contest, check with the contest officials about all specifics of the contest. This includes, but is not limited to, introductions, emergency situations, location of critique, special rule changes, contest area, adjudication positions, electric power, refreshments, guest judges' flights, etc. Conduct a pre-contest meeting to discuss the specifics of the contest, take roll, record tardiness and reason, or make any last minute panel adjustments that may be necessary. Monitor field trialers locations and procedures. Assure professional appearance and conduct of panel. Check for sufficient contest materials.

- ▶ **During the Contest**

Be available for discussion of penalty situations, emergencies, etc. Observe the conduct of judges. Record any lack of performance to Operations Manual and submit to the Executive Committee within one week. Any changes in scoring by a judge should be handled through the Chief Judge. Corrections should be made prior to the distribution of recaps or the announcement of scores.

- ▶ **Post-Contest/Critique**

In critique, maintain standards of behavior of Instructors and Judges. If there is unprofessional conduct by the competitors during the critique, the Chief Judge may do the following:

- Ask the offending individual to modify his/her behavior.
- Warn the entire staff of the offending behavior.
- Ask the entire staff to leave critique.
- As a last resort, end the entire critique for everyone. Any action shall be reported to the Board within one week.

## ADJUDICATION SHEETS REFERENCE GUIDE

CLASS	MAX. PERF. TIME	MIN. PERF. TIME	MAX. INTERVA L TIME	MIN. EQUIP. TIME	MIN. PERF.	MAX. PERF.
Jr. Regional A	3.5	2.5	7.0	2.5	5	30
Sch/Ind Reg. A Festival	4.5	3.0	7.0	3.0	5	30
Sch/Ind AA Sch/Ind A Collegiate	5.5	4.0	8.0	3.5	5	30
Sch/Ind Open	6.5	4.0	9.0	3.5	5	30
Sch/Ind World	7.5	4.0	10.0	3.5	5	30
Perc./Winds Reg. A	5.0	3.0	8.0	N/A	6	NO LIMIT
Perc. Sch/Ind/SchConc/Winds A	6.0	4.0	9.0	N/A	6	NO LIMIT
Perc. Sch/Ind/SchConc/Winds Open	7.0	4.0	10.0	N/A	6	NO LIMIT
Perc. Sch/Ind/SchConc/Winds World	8.0	4.0	11.0	N/A	6	NO LIMIT

## TIMING/MEMBERS REFERENCE

## MCGC OR WGI CLASS ADJUDICATION SHEETS

**Jr. Regional A, Sch/Ind Regional A, & Festival**  
**Sch/Ind AA, Sch/Ind A, & Collegiate**  
**Scholastic Open & Independent Open**  
**Scholastic World & Independent World**  
**Percussion Regional A**  
**Marching Percussion A, Open, World**  
**Percussion Scholastic Concert A, Open, World**  
**Winds Regional A**  
**Winds A, Open, World**

WGI Regional A Class Color Guard  
 WGI A Class Color Guard  
 WGI Open Class Color Guard  
 WGI World Class Color Guard  
 WGI Marching Percussion using "Beginner"  
 WGI Marching Percussion  
 WGI Concert Percussion  
 WGI Winds using "Beginner"  
 WGI Winds

The Michigan Color Guard Circuit provides services to schools and independent organizations that are promoting sports of the arts while maintaining focus on creating a competitive environment that supports education within the activity.

For general inquiries, please contact the MCGC Secretary at [secretarymcgc@gmail.com](mailto:secretarymcgc@gmail.com) .

Michigan Color Guard Circuit, Inc.  
www.mcgc.net  
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