

Michigan Color Guard Judges' Association

Constitution, Operations Manual, & Contest
Procedures

Revised: 2018

CONSTITUTION

I. Name

The name of the 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 two weeks 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

1. 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.
2. 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.

OPERATIONS MANUAL

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

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. MCGJA adjudicators will follow the WGI Code of Conduct and Ethics as stated in the WGI Adjudication Manual.

3. Prospective Judges

Any individual interested in judging Guard, Percussion or Winds will contact the MCGC Judge Coordinator. The prospective judge will work with their caption head as they progress through the training process. Judges already accredited in a bon-a-fide WGI judges association shall submit a letter of recommendation from that associations training officer or President as well as sample commentary to be reviewed by the Judge Coordinator and appropriate caption head.

The following requirements must be met before being allowed to judge an MCGC event:

- Submit letter of interest to the MCGC Judge Coordinator including the caption of interest and resume of experience in the pageantry arts/educational background.
- Attend the preseason MCGC training clinic (this may be combined with field day in certain cases)
- Attend field day

Guard

- Complete WGIcertify levels 100-300 (in their caption of choice)
 - The prospective judge will work closely with their caption head as they develop through the process.
 - Upon successful completion of level 300, the prospective judge will be a WGI certified circuit judge.

Percussion & Winds

- Complete a home study course provided by the Judge Coordinator.
- Once the prospective judge starts to make live commentary, they will be assigned to contests to shadow alongside the working judge. This is a time to practice making live commentary, practice scoring, and attend critique to observe the process of a working judge at a contest.
- Successful completion of the trialing process will be determined by the caption head and Judge Coordinator.

4. **Accreditation Criteria**

To maintain accreditation, all MCGJA judges must:

- ▶ Fulfill rules and obligations as set forth by MCGJA Operations Manual.
- ▶ Attend a MCGJA preseason clinic. If unable to attend, a member may, at the discretion of the Judge Coordinator, attend another association's clinic.
- ▶ 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 trialing session and any other review for any caption not judged in the last two years.

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.

CONTEST PROCEDURES

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

Observe the conduct of judges. Record any lack of performance to Operations Manual and submit to the Judge Coordinator within one week.

▶ 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.