



2020

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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

The purpose of the Michigan Color Guard Circuit is to promote the indoor marching arts activities and their continued growth through competition, performance, and education and to encourage excellence, creativity, and camaraderie throughout the Circuit.

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 and ADVISORY BOARDS. The duties of the Board of Directors shall include setting the standard operating procedures for the Circuit with the advice of the Advisory Boards and recommending to the Membership, for a vote, rules and rule changes brought forth by the Rules Committee, the Advisory Boards, and the Circuit membership. The Board of Directors will also be responsible for conducting the business and affairs of the Circuit including expenditures, promotion, operations and sanctioning competitions for color guard, percussion, and winds. The Board of Directors 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 of Directors, the Advisory Boards, 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 of Directors/Circuit meetings
 - d. Committees: Oversees the Budget, and Nomination Committees

2. **VICE PRESIDENT OF COLOR GUARDS AND VICE PRESIDENT OF PERCUSSION AND WINDS:** The Vice Presidents will oversee their respective branches 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. Each Vice President is a member of their respective branch's Advisory Board. 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 Representatives
 - c. Together with Class Representatives, select members of the Advisory Boards
 - d. Get input from Advisory Boards for all votes and decisions related to the Circuit as a whole and their respective branches
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 of Directors and the Webmaster on Circuit communications
 - c. Committees: Oversees the Historical and 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 of Directors; 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 Circuit-related expenses that are approved by the Board of Directors.
 - b. Manage detailed financial reports and have available for all Board of Directors and 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 and 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 Committee.
5. **CLASS REPRESENTATIVES:** The Class Representatives will serve as liaisons between the classes they represent, the Advisory Boards, and the Board of Directors.
 - 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. Two Percussion and Winds Representatives: 1st and 2nd – represent all percussion and winds classes

The Class Representatives are available to assist unit directors with administrative responsibilities, paperwork, and policies. Each Class Representative is a member of their respective branch's Advisory Board. 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 Championships (workers) Committee
 - ▶ Together with the Vice Presidents, select members of the Advisory Boards
 - ▶ Get input from Advisory Boards for all votes and decisions related to the Circuit as a whole and their respective branches
- 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 will call a vote of the remaining members of the Board of Directors with the Advisory Boards, to select someone from the Board of Directors to advance to the office of President, and the newly created vacancy shall be filled as detailed below.
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 President and Vice President of Color Guards are vacant at the same time, the Secretary will call a vote of the remaining members of the Board of Directors with the Advisory Boards, to select someone from the Board of Directors to advance to the office of President. The new President, with assistance from the Secretary, shall then hold a special election to fill the Vice President position.
 3. 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 and Advisory Boards.
- I. Removal**
1. Any Board member absent from three (3) consecutive Board of Directors meetings shall be removed from office.
 2. In the event that a Board member is found to have violated the Code of Conduct, the Board of Directors may remove him/her with a 2/3 vote of no confidence.
 - i. The President will call for the vote.
 - ii. The Vice President of Color Guards will call for the vote in the event that the President is the subject.
 3. Vacancies created shall be filled as specified above. Exceptions may be made for personal emergencies as approved by the Executive Committee.
- J. The Board of Directors is 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 Board of Directors and Advisory Boards. See the rule regarding Protests and Complaints.

K. ADVISORY BOARDS:

There shall be a Color Guard Advisory Board and a Percussion and Winds Advisory Board.

1. **Membership:**
Each Advisory Board will consist of a minimum of seven members. The Vice Presidents and Class Representatives of their respective branches shall be members of their respective Advisory Boards. The remaining members of each Advisory Board shall be selected by the respective Vice Presidents and Class Representatives out of a pool of volunteers.
2. **Term:**
Each Advisory Board member shall serve a term of one season with terms ending at the Spring Membership Meeting. The Vice Presidents and Class Representatives will select the new respective Advisory Board members at the MCGC Spring Meeting or shortly thereafter. An Advisory Board member may be removed for inactivity or ineffectiveness at the discretion of the respective Vice President and Class Representative. An Advisory Board member may also resign at any time. Vacancies shall be filled as quickly as possible using the process described above.
3. **Purpose:**
The purpose of the Advisory Boards is to provide more direct input from Circuit members to the Board of Directors. The Advisory Boards will provide advice to the Board of Directors on major decisions.
4. **Duties:**
The Advisory Boards will have the power to suggest changes to by-laws, rules, and standard operating procedures at any time throughout the year. The Executive Committee will have the power to decide whether to implement the proposed change.

ARTICLE V |Hired Positions

People occupying the following hired positions may not occupy positions on the Board of Directors

- A. **CONTEST COORDINATOR:** The Board of Directors will hire an individual as Contest Coordinator for a term of two (2) years. Any individual interested in applying for the Contest Coordinator position must submit a letter to the President consisting of his/her qualifications and intent by April 15th of an odd numbered year, so that a person may be hired by May 1st. An assignment fee will be paid to this position as set by the MCGC Board of Directors. 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 and Tabulators under the guidelines set by MCGC.
 3. **Contest Director and Tabulator Contracts:**
Have all Contest Directors and Tabulators 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 of Directors for approval no later than September 1st.
 5. **Contest Schedules:**
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 for a term of two (2) years. Any individual interested in applying for the Judge Coordinator position must submit a letter consisting of his/her qualifications and intent by April 15th of an even numbered year, so that a person may be hired by May 1st. An assignment fee will be paid to this position as set by the MCGC Board of Directors. 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:
Hire and assign judges under guidelines set by MCGC; provide Treasurer with a payout, including Contest Directors and Tabulators, 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. Judge evaluations:
Create an avenue for feedback for all directors to evaluate adjudicators. Consult and advise adjudicators with overwhelming negative feedback
 5. Member of the Review Board:
The Review Board is the committee that evaluates units to ensure correct classification
 6. 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 of Directors.
- 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 of Directors.
- 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 of Directors members and committee chairpersons will also have a vote.
- B. Only guard members' votes will be counted for electing the Vice President of Color Guards, 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 Representatives. 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 of Directors 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 a special email address created specifically for the situation 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 insure 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 1st.
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 1st, a \$300 late fee will be assessed.
4. Dues are refundable for units withdrawing from the Circuit, provided the unit has not attended any MCGC sanctioned contest or Field Day.
5. Units forced to become inactive will be eligible for a refund of entry fees for contests they will not be able to attend.

4. Classes

1. It is extremely important for all units to place themselves in the proper class. Color guard, percussion, and winds 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. Four 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 Festival, Jr. Regional A, Scholastic Regional A, Independent Regional A, Scholastic AA, Independent AA, and Collegiate, color guard classes as well as a Regional A percussion class, and a Regional A Winds class.
 - a. **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 will 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.

- b. **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.
 - c. **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.
 - d. **SCHOLASTIC/INDEPENDENT AA** is 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.
 - e. **COLLEGIATE CLASS** shall be for any unit whose marching members come from the same college or 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.)
 - 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 and Collegiate guard class, and Regional A percussion and winds class 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 contest, in order to insure that they are competing in the appropriate class.

8. All guard classes except Festival and Jr. Regional A must follow WGI eligibility requirements. Percussion Regional A and Winds Regional A must follow WGI A class 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 promotable 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.
 - 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 will stop 15 days prior to Circuit Championships. WGI class units will follow WGI guidelines. All groups requesting reclassification to a lower class must do so at least 30 days prior to Championships.
 - 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. Up to the promotion deadline, MCGC will video record, for Review Board purposes only, all classes where units may be reclassified.

5. Safety Zone

Due to size limitations within many Michigan Schools, MCGC will only use the WGI "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 1st. If payment is postmarked after December 1st, 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 of Directors). \$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 of Directors). 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. Non-Member units who wish to perform at a contest in exhibition will not receive scores or commentary from the judges.
 - d. 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. Normal contest entry fees and deadlines will apply.

8. Contest Awards

1. The show host will furnish the top three (3) competing units in each class with recognition of placement in their contest. 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 in the case of guards, at least two (2) contests in the case of Percussion or Winds, during the current season (Field Day will not be counted as one of the minimum required contests, as it is not a contest).
 - i. For color guards only, at least one of these contests must be prior to March 1st. In the event that March 1st falls on a Saturday, March 2nd will be acceptable.
 - ii. If there are not the minimum number of contests offering the appropriate classes within 100 miles of a unit's registration address, or if a unit is international, that unit will be permitted to attend one fewer MCGC sanctioned contests. The unit will still be responsible for the minimum number of contest entry fees.
 - 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 1st, 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.

4. Each unit will receive 7 staff wristbands (10 if additional passes had been purchased when registering for the season as a member unit). 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 ... 10 if additional passes had been purchased when registering for the season as a member unit) 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 of Directors.
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.

CODE OF CONDUCT

The MCGC Code of Conduct, as well as a form to use to report violations to the Code, can be found at www.mcgc.net.

GENERAL

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 1st 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.

COMMITTEES

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 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 of Directors members, selecting a location, and organizing the volunteer workers.

4. Education

This committee will coordinate with the Vice Presidents and Class Representatives to provide educational resources and materials for the Membership throughout the season.

5. Historical

This committee is responsible for maintaining the MCGC archives.

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.

FORMS

All forms will be completed online at 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. 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. The WGI Scholastic Eligibility form will also be accepted.

Each scholastic unit must submit this form prior to enrolling for their first show. Failure to do so may keep the unit from being put on the schedule for that show.

3. Insurance

Any unit performing in any MCGC sanctioned event must have, on file with the Circuit, proof of liability insurance coverage with the Michigan Color Guard Circuit listed as additional insured. Contact the Secretary for a provider if needed.

Failure to meet insurance requirements prior to enrolling for a unit's first show may keep the unit from being put on the schedule for that show.

Collegiate units may submit a scholastic letter of eligibility, which would satisfy this requirement, if the sponsoring school will allow.

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.

CONTEST ENTRY FEES

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. Contest entry fees and paperwork deadlines will follow the schedule below:
 1. On or before December 1st: Membership dues and Field Day
 2. On or before January 1st: submit insurance forms, member counts, registrations and payments for contest through the end of February
 3. On or before February 1st: submit registrations and payments for regular season contests through the end of March
 4. On or before March 1st: registrations and payments for Championships

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.
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.

CONTESTS

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 a \$300 base fee, plus \$5 per unit for anything over 30 units, and mileage.
- ▶ Judges receive the same base fee as WGI currently pays, plus mileage.
- ▶ Clinician Judges are assigned to the first three (3) contests in each division to help units with an overall view of their show. Clinician Judges receive a \$300 base fee, plus mileage.
- ▶ Tabulators receive a \$200 base fee, plus \$5 per unit for anything over 30 units, and mileage.
- ▶ Sound Personnel will receive a \$200 base fee, plus \$2 per unit for anything over 30 units, and mileage.
- ▶ Hotels – The show host will be responsible for providing hotel rooms for any MCGC contest staff that have traveled 100 miles or more, one way, to attend the show and would like to stay overnight. This request must be made by the Wednesday prior to the contest.

2. Bidding to Host an MCGC Contest

Show Host applications will be due July 1st. After the 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 the membership 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 member groups to perform, the MCGC show host opportunities are intended to act as fundraisers for 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 the member group, provided that is the desire of the member group.

3. **Contest Information**

Directions to contest sites and maps of facilities will be made available on the MCGC website as soon as the schedule is finalized. Judging panels for the season will be made available with the Field Day schedule. Two weeks prior to the event, performance schedules will be available online. Judges will be asked to provide a short bio to be included in the online packet for each 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**

- ▶ Within the color guard division, the order of appearance in each contest will be: Festival; 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 Regional A; Winds Scholastic A; Independent A; Scholastic Open; Independent Open; Scholastic World; Independent World.
- ▶ However, the Contest Coordinator reserves the right to finalize the schedule.
- ▶ Units are placed on regular season contest schedules in random order in their respective classes.
- ▶ 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 13 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.

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.

Each color guard contest will have qualified judges in Equipment, Movement, Design Analysis, and 2 in General Effect. Percussion contests will have qualified judges in Visual, Effect Visual, Music, and Effect Music. Winds contests will have qualified 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.
- ▶ Units may upload their show music to Competition Suite. This must be done by the Wednesday prior to the contest. If units choose not to upload their music, they can provide a compact disc or digital audio player.
- ▶ 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 PERSONNEL 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 a 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 record their own unit. Individuals video recording should be respectful of spectators around them and must never interfere with the judges or their line of sight, and must have their recording device 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.

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 a unit’s absence.
- ▶ Critique sign-up will open automatically through Competition Suite when a contest schedule is posted. Sign-up will automatically close at 11:59pm on the Wednesday before the contest. Critique times will be assigned based on performance order. If a unit fails to appear for their scheduled critique time, they may lose the opportunity to sign up for 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 been to all of the judge stations.
- ▶ 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.
- 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.

CHAMPIONSHIPS

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. A unit may use a score received at a WGI event on the last MCGC regular season weekend for their division (a recap must be sent to the appropriate MCGC Vice President for verification).

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.

Championship rounds within a single class 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.

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

Championships for all Regional A class guard units, including Junior Regional A, will be held the weekend prior to Championships for all other classes at a high school chosen by the Board of Directors in consultation with the Contest Coordinator.

If more than 75 guard units register, and are eligible, for WGI class Championships, the bottom few units in each class 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 units register, and are eligible, for Percussion and Winds Championships, the bottom few units in each class will be subject to elimination using the above formula.

2. Judges at Championships

The Judge Coordinator must make the Board of Directors aware of the panel for MCGC Championships by March 1st. 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. Radio Frequencies

MCGC will share known radio frequencies in use at the Championships venue with units at least one week prior to the Championships event.

4. 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 of Directors, with input from the Championships Committee, will select the booster group based on bids for this Volunteer Worker Corps. The bid application is available online and must be completed and sent to the President. If a unit has previously 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 Championship Program

The MCGC Board of Directors will take bids from units to publish and sell the Championships Program as a fundraiser. The bid application is available online and must be completed and sent to the President. If a unit has previously 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.

EDUCATION

1. MCGC Clinics

Every year the Vice Presidents of the Circuit are responsible for organizing clinics for the marching members and for unit instructors in their particular branches of the Circuit. These clinics often take place one to two months before the start of the competitive season.

The Vice Presidents will present clinic dates to the President by September 1st.

2. Judge Clinician Program

A current judge may act as a clinician to any Junior Regional A, Regional A, or AA unit. This is based on the availability of the judges, and WGI judges may not take part.

The focus of the clinician sessions will be technique and performance, not program design. The judge may not view or hear any portion of the competitive production.

Anyone interested in having a judge do a clinic for a unit may contact the Judge Coordinator for further details.

A unit may only take advantage of the clinician program once per performance caption (Equipment and Movement for Guard, Music for Percussion, Music Analysis for Winds) per season.

The Clinician Program is only available through February 1st.

The fee for the judge is \$50 for a rehearsal lasting up to 4 hours, plus mileage, and MCGC will cover the cost.

3. Educational Library

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

4. Scholarships

The purpose of the MCGC scholarship program is to provide students, staff, and judges the opportunity to further develop their 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 student recipients to become future instructors, designers, and administrators of the Michigan Color Guard Circuit.

Instructors and judges may 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, contact the President. Proof of performance at the Regional will be the unit's score on the prelims recap.

HALL OF FAME

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.

ADJUDICATION SHEETS REFERENCE GUIDE

TIMING/MEMBERS REFERENCE

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

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 secretarymccg@gmail.com.

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