



2026
Rulebook

TABLE OF CONTENTS

CONSTITUTION AND BY-LAWS	3
RULEBOOK	10
STANDARD OPERATING PROCEDURES (SOP)	14
Code of Conduct	14
General	15
Committees	15
Forms	16
Contest entry fees	16
Contests	17
Championships	21
Education	22
Hall of Fame	23
ADJUDICATION SHEETS REFERENCE GUIDE	24

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. The duties of the Board of Directors shall include setting the standard operating procedures for the Circuit ~~with the advice of the Advisory Board~~ and recommending to the Membership, for a vote, rules and rule changes brought forth by the Rules Committee, ~~the Advisory Board~~, and the Circuit membership. The Board of Directors will also be responsible for conducting the business and affairs of the Circuit including operations, expenditures, promotion, and sanctioning competitions for color guard. 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 with the Articles of Incorporation.

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

- 1.1. **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 Board~~, or as needed. Job responsibilities include, but are not limited to:
 - 1.1.1. Official correspondence for any Circuit function
 - 1.1.2. Point person for all vendor/facility contracts
 - 1.1.3. Setting of Board of Directors/Circuit meetings
 - 1.1.4. Committees: Oversees the Budget, and Nomination Committees
- 1.2. **VICE PRESIDENT:** The Vice President will be responsible for the continuing education of the Circuit members and instructors. They must run at least two seminars per year: one focusing on the

marching members, one focusing on the instructional staff of the units. ~~The Vice President is a member of the Advisory Board.~~ They will also perform such duties as may be assigned by the President. Job responsibilities include, but are not limited to:

- 1.2.1. Circuit Development: Emphasis on education and exposure to non-MCGC performing units.
- 1.2.2. Clinics: Coordinate Educational and Instructional Clinics; Work in conjunction with Class Representatives
- 1.2.3. ~~Together with Class Representatives, select members of the Advisory Board~~
- 1.2.4. ~~Get input from the Advisory Board when requested by the Board of Directors.~~
- 1.2.5. ~~Oversee review board in charge of reclassification.~~

1.3. **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:

- 1.3.1. Membership Records: Maintain member information on online database.
- 1.3.2. Website: Act as the liaison to the hired webmaster/designer; work in conjunction with the Board of Directors and the Webmaster on Circuit communications
- 1.3.3. Committees: Oversees the Historical and Awards Committees

1.4. **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:

- 1.4.1. Reimburse all Circuit-related expenses that are approved by the Board of Directors.
- 1.4.2. Manage detailed financial reports and have available for all Board of Directors and general membership meetings.
- 1.4.3. Coordinate with show hosts regarding contest payment; Judge Coordinator for judges' payout and calculate contest personnel payout.
- 1.4.4. Manage all MCGC bank and credit accounts.
- 1.4.5. Update unit financial information into online database upon receipt of payment from units
- 1.4.6. Committees: Member of the Budget Committee; oversees the Scholarship Committee.

1.5. **CLASS REPRESENTATIVES:** The Class Representatives will serve as liaisons between the classes they represent and the Board of Directors.

- WGI Representative – represents all guards A class and above.
- MCGC Representative – represents all guards AA class and below.

The Class Representatives are available to assist unit directors with administrative responsibilities, paperwork, and policies. ~~Each Class Representative is a member of the Advisory Board.~~ Job responsibilities include, but are not limited to:

- 1.5.1. Education: Assist the Vice President with hands-on clinics and instructor clinics. Encourage units and their instructors to attend MCGC clinics and WGI events for further educational opportunities.
- 1.5.2. Advertise, maintain, and update the MCGC educational materials library.
- 1.5.3. Promote scholarship availability.
- 1.5.4. Committees: Work in conjunction with the Championships (workers) Committee.
- 1.5.5. ~~Together with the Vice President, select members of the Advisory Board.~~

2. The Judge Coordinator, Contest Coordinator, and Immediate Past President will serve as advisors to the Board of Directors.

3. All elected officers shall be at least eighteen years of age prior to the date of their election.

4. Each elected position will be for a 2-year term.

4.1. Elections for President, Treasurer and WGI Representative, will take place in even-numbered years.

4.2. Elections for Vice President, Secretary and MCGC Representative, will take place in odd-numbered years.

4.3. In the event of death, resignation, or incapacity in the office of President, the Vice President will ascend to the office of President. A special election will then be held to fill the open position.

4.4. 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.

5. The President, Secretary, and Treasurer shall be bonded by the Circuit.

6. A quorum of the Board shall consist of four members.

7. The **EXECUTIVE COMMITTEE** shall be comprised of the President, Vice President, 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 three members.

8. In the event of death, resignation, or incapacity in the office of President, the Vice President will call a vote of the remaining members of the Board of Directors 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.

8.1. In the event of the same in the position of Vice President, a special election shall be held to fill the vacancy.

8.2. In the event that the office of President and Vice President are vacant at the same time, the Secretary will call a vote of the remaining members of the Board of Directors 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.

8.3. 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. ~~The Board of Directors may also consult the Advisory Board prior to casting their vote.~~

9. Removal

9.1. Any Board member absent from three (3) consecutive Board of Directors meetings shall be removed from office.

9.2. 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.

9.2.1. The President will call for the vote.

9.2.2. The Vice President will call for the vote in the event that the President is the subject.

9.3. Vacancies created shall be filled as specified above. Exceptions may be made for personal emergencies as approved by the Executive Committee.

10. 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. See the rule regarding Protests and Complaints.

11. ADVISORY BOARD:

There shall be an Advisory Board.

11.1. Membership:

~~The Advisory Board will consist of a minimum of seven members. The Vice President and Class Representatives shall be members of the Advisory Board. The remaining members of the Advisory Board shall be selected by the Vice President and Class Representatives out of a pool of volunteers. Advisory Board involvement shall be open to anyone interested in participating.~~

11.2. Term:

~~The Advisory Board member shall serve a term of one season with terms ending at the Spring Membership Meeting. The Vice President 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 at the discretion of the Vice President. An Advisory Board member may also step away at any time.~~

11.3. Purpose:

~~The purpose of the Advisory Board is to provide more in-depth input to the Circuit membership and Board of Directors. The Advisory Board may provide advice to the Board of Directors on major decisions when requested.~~

11.4. The Advisory Board Chairperson does not have voting rights since they can already do so through the Vice President and Division Representatives.

ARTICLE V | Hired Positions

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

1. 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:

1.1. Contest Director and Tabulator Training:

Coordinate at least two Contest Directors' clinics throughout the season.

1.2. Contest Director and Tabulator Assignment:

Assign Contest Directors and Tabulators under the guidelines set by MCGC.

1.3. Contest Director and Tabulator Contracts:

Have all Contest Directors and Tabulators contracted through MCGC complete a W-9 before any payment.

1.4. 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.

1.5. 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.

1.6. 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.

1.7. Advisor:

1.8. 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.

2. 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:

2.1. Judge Training:

Arranging all judge training as per MCGJA training standards; notify judges of all training events and Field Day.

2.2. Judge Assignment:

Hire and assign judges under guidelines set by MCGC; provide the Treasurer with a payout, including Contest Directors and Tabulators, by the Sunday before every contest.

2.3. Judge Contracts:

Have all judges contracted through MCGJA complete a W-9 before any payment is made; sending and receiving contracts from judges.

2.4. Judge Evaluations:

Create an avenue for feedback for all directors to evaluate adjudicators. Consult and advise adjudicators with overwhelming negative feedback.

2.5. Member of the Review Board:

The Review Board is the committee that evaluates units to ensure correct classification.

2.6. Advisor:

2.7. 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.

3. Judge Development Coordinator: Judge Development Coordinator: The Board of Directors will hire an individual(s) as Judge Development Coordinator(s) for a term of two (2) years. At the Board's discretion, they may appoint more than one Judge Development Coordinator to share the workload involved in the position. Any individual(s) interested in applying for the Judge Development Coordinator position must submit a letter consisting of his/her qualifications and intent by April 15th of an odd numbered year, so that a person may be hired by May 1. An assignment fee will be paid to individual(s) holding this position as set by the MCGC Board of Directors. Expenses incurred to fulfill the position will also be reimbursed. The Judge Development Coordinator is responsible for a report at the Spring General Membership Meeting. Job responsibilities include, but are not limited to: Recruitment, Curriculum Development, Training and Feedback, and recommendations for feedback.

3.1. Recruitment and Mentor Prospective Judges

3.1.1. Recruit new judges to be involved with MCGC and develop/implement a training and feedback program that allows them to grow.

3.1.2. Create and maintain a comprehensive curriculum for judge training in all captions and for all levels of learning.

3.1.3. Develop/Share tools and materials to aid Prospective Judges.

3.2. Collaborate with Judge Coordinator

3.2.1. Develop a coherent transition from prospective judge to active judge in cooperation with the Judge Coordinator.

3.2.2. Assist Judge Coordinator in training for active judges, as needed.

3.2.3. Create a schedule with the Judge Coordinator for live trials and possible mentors.

3.3. Advisor

3.3.1. Acts as an advisor to the Board of Directors, especially in the matters concerning judge recruitment and development.

4. 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.

1. 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.
2. At least two meetings shall be held each year: one in the fall, and one in the spring or summer at least four weeks after the last WGI World Championships event. All other meetings will be at the discretion of the President and/or Board of Directors.
3. Written notice for all meetings will be forwarded by electronic mail and via the MCGC website with at least 15 days' notice.-

ARTICLE VII | Voting

1. Each member unit is entitled to cast one vote on all general membership matters. This vote must be cast 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.
2. 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.
3. Direct responsibility is defined as a person that serves as unit manager, director, designer, instructor, booster club leader, or school representative.
4. Voting rights will commence 15 calendar days after the Treasurer receives the new member's dues payment.
5. The following individuals shall also be entitled to cast a single vote on all general membership matters.
 - 5.1. Committee chairpersons 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.
 - 5.2. 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

1. Voting for Board positions will be held through a voting-system beginning 2 weeks before the Spring General Membership Meeting and remain open for 7 days. Results will be published within 2 days after the close of voting. Nominations must be received and confirmed by the President at least 24 hours before the start of voting.
2. All members, along with any non-affiliated Board members and non-affiliated committee chairpersons are eligible to vote for all positions.
3. The new Board of Directors will become active immediately prior to new business at the Spring General Membership Meeting.
4. 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:
 - 4.1. 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.

- 4.2. 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.
- 4.3. The special election will end ~~15~~ 7 days from the date of the second e-mail. The results will be announced as soon as the tellers are able to count all the votes.

ARTICLE IX | Amendments

These by-laws may be amended by a majority of members in attendance at the spring meeting provided that any proposed changes have been submitted in writing to the Rules Committee at least 21 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 7 days prior to the meeting. Any proposals for change received after 21 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.

Proposals will be discussed during the Spring General Membership Meeting. Members may attend in person or online. The meeting will also be recorded for those members who are unable to attend. After the meeting, voting will take place electronically. The results will be published once they are known.

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

- 2.1. Changes, deletions and/or additions to these rules may be made by a majority of the members present, in person or virtually, at the Spring General Membership Meeting provided that any proposed changes have been submitted in writing to the Rules Committee at least 21 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 7 days prior to the meeting.
- 2.2. Changes, deletions and/or additions to these rules which have not been submitted to the Rules Committee in accordance with rule 2.1 will not be published with the other proposals. Any proposals made at the meeting must receive a 2/3 majority vote of the members present in order to pass.
- 2.3. 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

- 3.1. The MCGC Membership Application will be available online beginning October 1st and must be submitted with membership dues payment on or before December 1st.
- 3.2. Membership dues shall be three hundred (\$300) per year. One hundred thirty (\$160) shall go to the MCGC Treasury for Circuit general expenses and one hundred forty (\$140) for the photo package.
- 3.3. If either the membership application or membership dues are post marked after December 1st, a \$300 late fee will be assessed.
- 3.4. Dues are refundable for units withdrawing from the Circuit, provided the unit has not attended any MCGC sanctioned contest or Field Day.
- 3.5. 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

- 4.1. It is extremely important for all units to place themselves in the proper class. 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.
- 4.2. Scholastic units must use the name of their high school or school district in their name.
- 4.3. 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.
- 4.4. 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, Collegiate and Senior color guard classes.
 - 4.4.1. **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 be 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 reclassified 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.

4.4.2. **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:

4.4.3. Unit members are ALL under the age of 15 as of MCGC Championships of the current competition season.

4.4.4. Unit members are ALL 9th grade or below in a Junior High, Middle School or lower.

4.4.5. **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 reclassified from this class in accordance with the Reclassification rule.

4.4.6. **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 criteria, with the exception of minimum timing. Minimum Equipment Time and minimum Interval Time will be the same as Regional A. Units competing in this class may attend one WGI Regional, in Scholastic/Independent A class, per WGI competitive season without being reclassified to A class in MCGC (units choosing to attend a WGI Regional must abide by WGI timing criteria). Units may be reclassified from this class in accordance with the Reclassification rule.

4.4.7. **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.)

4.4.8. **SENIOR CLASS** shall be a competitive class which has no age limit for its members. This class will use WGI A class sheets and timing criteria. Units in this class are not eligible to compete at WGI. No unit may accept members with an active scholastic unit available to them without permission from that Scholastic Unit Director.

4.4.9. For Timing Requirements for local classes, see the Adjudication Sheets Reference Guide in the back of the rulebook.

4.5. 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 classes as detailed above.

4.6. 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 ensure that they are competing in the appropriate class.

4.7. All classes except Festival, Jr. Regional A, Collegiate and Senior must follow WGI eligibility requirements.

4.8. **Reclassification**

4.8.1. Up to the reclassification deadline, 15 days prior to Circuit Championships, MCGC will video record, for Review Board purposes only.

4.8.2. The Vice President, with input from the Judge Coordinator and information from the working judge panel, will review units eligible for reclassification after each contest. If it is

determined a unit may be misclassified, the Vice President will notify the Unit Director within 72 hours of that specific performance in question that the unit is under review.

4.8.3. Once notification has been sent to the Unit Director that the review is in process, the Vice President will utilize 3 members from the Review Board, as described below, to determine if reclassification is deemed appropriate based on show content and maturity. Unit Directors will be notified of the decision within 72 hours.

4.8.4. If the reclassified unit finds the decision rendered inappropriate, they may submit a request for reconsideration to the Vice President within 24 hours. Once the request is received, the Vice President will then submit the video to a new selection of at least 3 individuals from the review board. The decision made by the second review board would be final and not eligible for further review or petition.

4.8.5. The Review Board reserves the right to review, and possibly reclassify, any Regional A or AA class unit at any time until the Reclassification Deadline. A video of a recent rehearsal or performance must be provided by the Color Guard within 72 hours of request. Units may also be reviewed on a case-by-case basis as requested by the Board of Directors.

4.8.6. 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.

4.8.7. All units requesting reclassification to a lower class must do so at least 30 days prior to Circuit Championships.

4.8.8. WGI class units (A, Open, World) will follow WGI guidelines.

4.8.9. The champion of each scholastic/independent Regional A and AA class at MCGC championships will automatically be reclassified to the next class up for the next MCGC competitive season.

4.8.9.1. In the event of two rounds for a single class at championships, the champion of each round will be reclassified.

4.8.9.2. This reclassification can be petitioned and reviewed by the board of directors before December 1st. Examples of petitions that will be granted are as follows:

4.8.9.3. The program being reclassified is a Junior Varsity program and reclassification would move them into the same class as their Varsity program.

4.8.9.4. The program has over 50% new membership in their upcoming competitive roster. The board will review rosters from both years in this situation.

4.8.9.5. The board will review any other petition on a case-by-case basis.

4.9. REVIEW BOARD

4.9.1. The Review Board will be chaired by the 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.

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

6.1. 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.

6.2. 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. This opt out fee goes to the MCGC scholarship fund.

6.3. 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.

6.4. If a unit commits to Field Day but chooses to withdraw after the registration deadline, the Circuit will assess a \$125 penalty fee, unless the withdrawal is due to special circumstances (subject to the scrutiny of the Board of Directors). The Circuit will then pay the penalty to the show host.

6.5. 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).

6.6. Judges' commentary will be provided.

6.7. 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.~~

6.8. 100% of the gate from this show will go to the show host.

7. Contest Participation/Withdrawal

7.1. 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.

7.2. 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.

7.3. 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.

7.4. Non-members may compete as guest units in no more than two (2) MCGC contest weekends (excluding Championships) without becoming a member of the Michigan Color Guard Circuit. Normal contest entry fees and deadlines will apply.

8. Contest Awards

8.1. 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.

8.2. 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. Solo and Ensemble

9.1. This event will be held at a Circuit-sponsored competition or virtually.

9.2. An entry fee will be assessed, by the Board of Directors' discretion, that will support the cost of adjudication. This entry fee must be received by March 1st.

9.3. Classes of participation include:

- 9.3.1. Regional A (Junior Regional A, Scholastic/Independent Regional A)
- 9.3.2. (Scholastic/Independent AA, Scholastic/Independent A, Collegiate)
- 9.3.3. Open/World
- 9.3.4. Adult (Senior)
- 9.3.5. Staff

9.4. A solo shall consist of one performer; an ensemble shall consist of 2-20 members.

9.5. Categories of participation include flag, rifle, sabre, movement, and mixed equipment

- 9.6. Performances will adhere to the following timing rules:
 - 9.6.1. Solos will be no less than 90 seconds and no more than 3 minutes
 - 9.6.2. Ensemble performances will be no less than 90 seconds and no more than 4 minutes and 30 seconds
- 9.7. Participants will receive judge feedback and ratings.
- 9.8. Select performances may be invited back as encores at MCGC Championships, at the discretion of the judges, contest staff, and the Board of Directors.

10. **Circuit Championships**

- 10.1. 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.
- 10.2. The Championship Contest entrance fee must be postmarked on or before March 1. No entries will be allowed after March 1.
- 10.3. In order to be eligible to compete in Circuit Championships, a performing unit must:
 - 10.3.1. Compete in at least three (3) MCGC sanctioned contests, during the current season (Field Day will not be counted as one of the minimum required contests, as it is not a contest).
 - 10.3.1.1. 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.
 - 10.3.1.2. 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.
 - 10.3.2. 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.
 - 10.3.2.1. Unit Badges will be used at State Championships. Only the two (2) Director badges for the Unit will get front sideline seating. Staff Badges will have access to the side seating.

11. **Circuit Championship Awards**

- 11.1. All units in competition will receive an award for their class placement.
- 11.2. 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.
- 11.3. An MCGC Class Champion Flag will be awarded to the winner of each class.

12. **Protests and Complaints**

- 12.1. 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.
- 12.2. All decisions on Protests and Complaints are final.
- 12.3. Decisions by the Review Committee cannot be protested once the process is completed.

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.mcmc.net.

All MCGC Personnel including, but not limited to, the President, Vice President, Secretary, Treasurer, WGI Representative, MCGC Representative, Past President, Contest Coordinator, Judge Coordinator, Judge Development Coordinator, Judges, and Contest Staff will be subject to undergo a background check. These background checks will

screen convictions and pending dispositions for felonies, crimes involving force or threat of force against a person, crimes of a sexual nature (including sex offender registrants), crimes involving controlled substances, crimes involving cruelty to animals, and crimes involving harm to a minor. Based on the circumstances considered, the decision to apply disciplinary action or dismissal can be at the discretion of the President and Vice President.

MCGC will require all unit staff to have their backgrounds checked, and WGI 3P Participant Protection Program certifications will need to be uploaded to Competition Suite. All unit directors must download and review the MCGC Code of Conduct (available on the MCGC website) and sign the bottom of the document. The whole document must then be uploaded to Competition Suite by January 1. If received after January 10th, a \$100 late penalty will be assessed, which must be paid, in additional the uploading of the proper documentation, prior to the unit's first performance or the unit will be ineligible to perform.

GENERAL

1. Fiscal Year

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

2. Meetings

- 2.1. 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.
- 2.2. Fall Membership Meeting: This meeting is primarily to organize committees, finalize the MCGC contest schedule, and prepare for the upcoming season.
- 2.3. 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. 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. Branding

This committee will cultivate a recognizable, sustainable brand for the circuit and will work with all committees and the Board to ensure branding is consistent and meets the standards and requirements of the brand kit.

4. 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.

5. Education

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

6. Historical

This committee is responsible for maintaining the MCGC archives.

7. Rules

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

8. 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.mcmc.net. 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/Proof of Liability Insurance

- 2.1. The Scholastic Eligibility form must be completed by all scholastic units and uploaded in Competition Suite. It is available on the MCGC website 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. The WGI Scholastic Eligibility form will also be accepted. Collegiate units may also submit a Scholastic Eligibility form if they are receiving liability coverage through their college/university.
- 2.2. Independent units must furnish proof of liability insurance, with the Michigan Color Guard Circuit named as additional insured. This certificate provided by the insurance provider must be uploaded in Competition Suite.
- 2.3. **The deadline to upload Scholastic Eligibility forms/proof of liability insurance is January 1st. If received after January 10th, a \$100 late penalty will be assessed, which must be paid, in addition the uploading of the proper documentation, prior to the unit's first performance or the unit will be ineligible to perform.**

3. Participant Protection Certification

All units must ensure that their staff members are trained in participant protection. For units participating in WGI events, they should use WGI's 3P Participant Protection. Information may be found at <https://www.wgi.org/participantprotectionpractice/>. Units not participating in WGI events should use SafeSport Participant Protection Training (www.uscenterforsafesport.org). The unit director must compile the certificates of all staff into one PDF document and upload it to **Competition Suite by January 1st**. These forms will be cross-checked against staff rosters on Competition Suite. If a new staff member is added during the course of the season, they must also complete a Participation Protection training; their certificate must be added to the file and re-uploaded. If an initial upload is **not made by January 10th, a \$100 late penalty will be assessed**, in addition to the uploading of the proper documentation, which must be paid prior to the unit's first performance or the unit will be ineligible to perform.

4. Code of Conduct Agreement

Each unit is required to review our MCGC Code of Conduct (located on www.mcmc.net), share the relevant information with their directors, staff, participants, and volunteers, and then sign the agreement at the end of the document showing that all people involved with the unit have been given the appropriate information. This agreement must be submitted to Competition Suite by January 1. If an initial upload is not made by January 10th, a \$100 late penalty will be assessed, in addition to the uploading of the proper documentation, which must be paid prior to the unit's first performance or the unit will be ineligible to perform.

5. 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 if a unit chooses not to send Championship workers.

CONTEST ENTRY FEES

1. Entry fees for all regular season circuit-sanctioned contests will be \$200.
2. Contest entry fees and paperwork deadlines will follow the schedule below:
 - 2.2. On or before December 1st: Membership dues and Field Day

- 2.3. On or before January 1st: submit insurance forms, member counts, registrations and payments for contest through the end of February
- 2.4. On or before February 1st: submit registrations and payments for regular season contests through the end of March
- 2.5. On or before March 1st: registrations and payments for Championships
- 2.6. 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.

3. Entry fees for Circuit Championships will be \$200 for units in all classes. 100% of these fees go to Championships contest expenses.

4. 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 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.

- 1.1. Contest Director will receive a \$350 base fee, plus \$5 per unit for anything over 30 units, and mileage.
- 1.2. Site Manager will receive a \$300 base fee plus mileage.
- 1.3. MCGC will pay judges following the WGI fee structure, plus mileage.
- 1.4. Overview Representative will be assigned to two (2) contests for each division to help units with an overall view of their production. Overview Representatives receive a \$300 base fee, plus mileage.
- 1.5. Tabulators receive a \$300 base fee, plus \$5 per unit for anything over 30 units, and mileage.
- 1.6. Sound Personnel will receive a \$250 base fee, plus \$2 per unit for anything over 30 units, and mileage.
- 1.7. Hotels – MCGC 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 over-night. This request must be made 3 weeks 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.

- 2.1. 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.
- 2.2. 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.
- 2.3. All contests will require a \$1,500 Show Host fee. This fee is due on the day of the awarded contest.
- 2.4. 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.
- 2.5. 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.

- 2.6. Ticket prices for regular season competitions will be a flat price at \$10.
- 2.7. In order to ensure an equitable experience for all units, the Contest Coordinator will exhaust all options in order to provide a contest on each side of the state on the last competitive weekend of the season before MCGC Championships.
- 2.8. There shall be no limit to how many dates a unit may apply to host a contest in the MCGC Show Host Application

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.

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.

4. Competition Area

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

- 5.1. 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; Senior; Scholastic Open; Independent Open; Scholastic World; Independent World.
- 5.2. Schedules for Saturday shows will be set with a general practice of the final unit performing after 8:00pm.
- 5.3. Units are placed on regular season contest schedules in random order in their respective classes.
- 5.4. 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 contest will have qualified judges in Equipment, Movement, Design Analysis, and 2 in General Effect, along with a judge in Timing and Penalties.

Assigned judges will comply with all MCGC affiliation requirements.

7. Badges

Each unit will be given a total of seven laminated Staff badges: two Director and five Staff. The two Director badges will allow for front side seating while the five Staff badges will allow for side and rear seating only. 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 at Field Day or at their first MCGC contest.

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 Contest Rule Manual.

10. Audio Considerations

10.1. MCGC Sound personnel will be placed in the best possible location for quality and level control, taking into consideration the guidelines provided by the MCGC Judge and Contest Coordinators.

10.2. Units should upload their show music to CompetitionSuite. Acceptable file types include .WAV and .MP3. **MP4 files are NOT supported by our sound personnel.** This must be done by the Wednesday prior to the contest.

10.3. Sound checks for guards will be available at each contest. 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.**

10.4. In the event of MCGC mechanical failure during a show, a unit representative may request 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.

10.5. 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

13.1. Accommodations will be made the stands for staff members to view their unit's performance. The location of these seats will be listed in the Director's Packet.

13.2. Due to fire regulations, there is no seating in a bleacher aisle way. Staff sitting in an aisle way and violating regulations will be asked to move immediately. The Contest Director has the authority to keep the performance from starting in order to get people to vacate the aisle. Timing may continue and timing penalties may apply.

14. Retreat

14.1. Regular season contests will hold 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. A Contest Director or Board member will line up units for closing ceremonies.

14.2. In the event that a regular season contest has more than 40 units at a Saturday contest or more than 30 units at a Sunday contest, the Contest Coordinator may make the decision to “post scores” rather than hold awards ceremonies. “Posting Scores” means scores will be announced in the gym and physically posted in a common area of the venue.

15. **Judges' comments and Score**

15.1. Recorded comments, scores, and recaps will be made available electronically 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.. Staff

15.2. Recorded comments and tabulation are handled through Competition Suite. Competition Suite is handled and managed by the Contest Coordinator.

15.3. Any penalty relating to a contest will follow the WGI Color Guard penalty rule.

15.3.1. Timing and Penalty judges will assess all penalties for infractions that take place in the competition area. Contest Staff may not waive competition area penalties. A color guard has a right to challenge any penalty in consultation with the Lead Judge but any final decision regarding penalties will remain with the Timing and Penalty judge.

15.3.2. Any color guard violating any rule or part of a rule, breaching standard contest etiquette or failing to comply with directions from contest personnel for which no specific penalty is provided, shall be penalized for each such violation, not less than 0.1 point up to disqualification at the discretion of the Lead Judge, Contest Staff, and Board of Directors.

15.4. No timing or boundary penalties will be given during the first two contest weekends of the season.

16. **Recaps**

Recaps of all scores will be made available through Competition Suite for contest officials and judges prior to the start of critique and for unit Directors, Staff and the public (via mcgc.net) once scores have been announced.

17. **Critique**

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

17.1. 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.

17.2. 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.

17.3. Critique sign-up will be done through Competition Suite monthly starting on the 5th and closing on the 15th for the following month's 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.

17.4. Each unit staff that has signed up for critique will have the opportunity to sit at each judge station for 3 minutes.

17.5. CRITIQUE ETIQUETTE

17.5.1. Study and know the scoring system and understand the philosophy behind each sheet.

17.5.2. You are best prepared if you watch your group's performance from the perspective of the judge.

- 17.5.3. 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.
- 17.5.4. 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.
- 17.5.5. 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.
- 17.5.6. Don't ask the judge to tell you how to write your show.
- 17.5.7. 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.
- 17.5.8. Don't criticize or berate another group or their performance.
- 17.5.9. Never use profanity in your dialogue.
- 17.5.10. 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 of 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.

CIRCUIT 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 3, the second unit in Round 2, the third in Round 1, the fourth unit in Round 3, the fifth in Round 2, and so on. The Contest Coordinator will decide the number of awards ceremonies with input from the Championships Committee.

If more than 75 units register, and are eligible, for Championships, the Board will determine if Championships need to be held on two days. If so, Scholastic Classes would perform on Saturday and Independent Classes would perform on Sunday.

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:

- 2.1. Provide double panels.
- 2.2. Allow MCGA judges with current affiliations to adjudicate classes that are not affected by their affiliation.

3. Championships Workers

- 3.1. 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.
- 3.2. 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.

4. Championships 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. Championships T-Shirt

The MCGC Board of Directors takes bids from members to create (with Board approval) and sell Championships T-Shirts. Order forms for the purchase 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 President is responsible for organizing clinics for the members of the Circuit.

2. Clinician Program

A current judge may act as a clinician to any 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) per season.

The Clinician Program is only available through February 1st.

The fee for the judge is \$50 for a rehearsal lasting up to 2 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.mcmc.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 color guard 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.

The following scholarships will be awarded each year:

Up to 5 Distinguished at a value up to \$1000 each.

Up to 20 Honorary at a value up to \$300 each.

HALL OF FAME

The Hall of Fame is composed 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 Hall of Fame designate. The current Hall of Fame members are responsible for selecting inductees into the Hall of Fame by using a third party voting system.

ADJUDICATION SHEETS REFERENCE GUIDE

TIMING/MEMBERS REFERENCE

CLASS	MAX. PERF. TIME	MIN. PERF. TIME	MAX. INTERVAL TIME	MIN. EQUIP. TIME	MIN. PERF. TIME	MAX. PERF.
Jr. Regional A	3.5	2.5	7.0	2.5	5	50
Sch/Ind Reg. A Festival	4.5	3.0	7.0	3.0	5	50

Sch/Ind AA	5.5	3.0	8.0	3.0	5	50
Sch/Ind A	5.5	4.0	8.0	3.5	5	50
Collegiate						
Sch/Ind Open	6.5	4.0	9.0	3.5	5	50
Sch/Ind World	7.5	4.0	10.0	3.5	5	50

 MCGC OR WGI CLASS ADJUDICATION SHEETS

Jr. Regional A, Sch/Ind Regional A, & Festival

Sch/Ind AA, Sch/Ind A, Collegiate & Senior

Scholastic Open & Independent Open

Scholastic World & Independent World

WGI Regional A Class Color Guard

WGI A Class Color Guard

WGI Open Class Color Guard

WGI World Class Color Guard

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 secretary@mcmc.net.

Michigan Color Guard Circuit, Inc.

www.mcmc.net

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