



Amendments to the Policies and Procedures

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Policy and Procedures Manual

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For the purposes of this document, WGAZ refers to Winter Guard Arizona, Inc., a non-profit, tax-exempt corporation registered with the State of Arizona and the IRS.



1. WGAZ Relationship with WGI

While WGAZ follows the rules and regulations set forth by WGI, there are specifics that govern WGAZ's organization in the state of Arizona, thus WGAZ by-laws, rules and regulations will supersede WGI in this circuit.

1.1. Philosophy of WGAZ

WGAZ follows the Philosophy of WGI, Winter Guard International. (Please refer to the WGI Colorguard and Percussion Adjudicator's Manual available to all members of WGAZ.)

1.2. Philosophy of the Scoring System

WGAZ follows the Philosophy of the Scoring System as set forth by WGI, Winter Guard International. (Please refer to the WGI Colorguard and Percussion Adjudicator's Manual available to all members of WGAZ.)

1.3. Philosophy of Judging

WGAZ follows the Philosophy of Judging, Teacher – Counselor – Critic as set forth by WGI, Winter Guard International. (Please refer to the WGI Colorguard and Percussion Adjudicator's Manual available to all members of WGAZ.)

2. WGAZ Recognition Awards

WGAZ Recognition Awards are created to **recognize outstanding contributions to Winter Guard, Winter Drumline, and Winter Winds in Arizona.**

The Hall of Fame and Recognition of Service awards will be chosen by a committee of the Executive Board, Advisory Board and members of the Hall of Fame. Any committee members who may be nominated will be replaced with those who do not have a conflict of interest.

The Director of the Year and Volunteer of the Year award will be chosen by a committee of the Executive Board and Advisory Board members. Any committee members who may be nominated will be replaced with those who do not have a conflict of interest.



2.1. Hall of Fame (HOF)

The WGAZ Hall of Fame was formed to recognize and honor individual(s) that have had a positive impact on education and unit growth/awareness and have raised the level of creative and artistic standards of the winter color guard, percussion and winds activity in Arizona.

2.1.1. Nomination Overview

- 2.1.1.1.** Every five years nominations will open in December and close in February (via online submission).
- 2.1.1.2.** WGAZ Hall of Fame recipient(s) are selected by the HOF review committee.
- 2.1.1.3.** This committee will adjust for anyone who is nominated into the Hall of Fame as needed.

2.1.2. Nomination Procedure

- 2.1.2.1.** To nominate, fill out the nomination form located on the WGAZ website and submit with two letters of recommendation before the February deadline.
- 2.1.2.2.** The nomination may be made by any unit band director/delegate/staff, executive board member, advisory board member, WGAZ administrative staff, Hall of Fame member or adjudicator who is NOT currently serving on the HOF review committee.

2.2. Recognition of Service

To recognize and honor individual(s) for their dedication and commitment to the Winter Performing Arts and for their service and significant contributions to the success of the Winter Guard Arizona organization.

2.2.1. Nomination Overview

- 2.2.1.1.** Every five years nominations will open in December and close in February (via online submission)
- 2.2.1.2.** WGAZ Recognition of Service recipient(s) are selected by the HOF review committee.



- 2.2.1.3. This committee will adjust for anyone who is nominated into the Hall of Fame as needed.

2.2.2. Nomination Procedure

- 2.2.2.1. To nominate, fill out the nomination form located on the WGAZ website and submit with two letters of recommendation before the February deadline.
- 2.2.2.2. The nomination may be made by any unit band director/delegate/staff, executive board member, advisory board member, WGAZ administrative staff, hall of fame member or adjudicator who is NOT currently serving on the HOF review committee.

2.3. Volunteer of the Year

WGAZ would like to recognize those individuals involved with WGAZ units that contribute above and beyond the season expectations year after year.

2.3.1. Nomination Overview

- 2.3.1.1. Every year nominations will open in February and close in March (via online submission).
- 2.3.1.2. Recipient(s) are selected by the DOTY/VOTY review committee.
- 2.3.1.3. This committee will adjust for anyone who is nominated for this award.

2.3.2. Nomination Procedure

- 2.3.2.1. To nominate, fill out and submit the form located on the WGAZ website before the February deadline.
- 2.3.2.2. The nomination may be made by any unit student, band director/delegate/staff, or volunteer for units in good standing with WGAZ and who is NOT currently serving on the DOTY review committee.

2.4. Director of the Year

WGAZ would like to recognize those individuals involved with WGAZ units that contribute above and beyond the season expectations year after year.

2.4.1. Nomination Overview

- 2.4.1.1. Every year nominations will open in February and close in March (via online submission).



2.4.1.2. Recipient(s) are selected by the DOTY/VOTY review committee.

2.4.1.3. This committee will adjust for anyone who is nominated for this award.

2.4.2. Nomination Procedure

2.4.2.1. To nominate, fill out and submit the form located on the WGAZ website before the February deadline.

2.4.2.2. The nomination may be made by any unit student, band director/delegate/staff, or volunteer for units in good standing with WGAZ and who is NOT currently serving on the DOTY review committee.

3. Unit Memberships

3.1. Unit Membership and Dues

Unit membership requirements include the current **Master Agreement, Eligibility Certification Form** (which includes verification of enrollment for each participating unit signed by the School Principal and Band Director or the Head Certified Employee that is the sponsor for scholastic unit or Director for independent unit, posting **Verification of Insurance, Performance Surety Bond and Membership Registration/Fees**.

3.1.1. **Master Agreement** - The WGAZ Master Agreement was developed in coordination with the strengthened Code of Conduct for all entities involved in WGAZ. The Master Agreement incorporates eligibility and insurance requirements, and copyright policies that were previously part of the event registration process into one comprehensive document.

- Every group participating in WGAZ events must have a signed agreement on file with the WGAZ office.
- The agreement must be on file with the WGAZ office by the event entry deadline.
- The agreement is not on file by this date, your group cannot be scheduled for that event.
- Groups not scheduled for an event due to not having a signed master agreement on file may forfeit any entry fee to that event.
 - Single Scholastic School groups are to have the Master Agreement signed by the Band Director or the Head Certified Employee that is the sponsor for the scholastic unit and the School Principal.
 - Combined Scholastic School groups are to have the Master Agreement signed by the Band Director or the Head Certified Employee that is the sponsor for the scholastic unit, Principals from both schools and Superintendent.



- Independent groups are to have the agreement signed by the Director of the organization.
- University groups are to have the agreement signed by an employee of the university.

3.1.2. Insurance - All independent units competing at WGAZ events shall provide proof of **general liability and accident medical insurance** to the WGAZ Vice President before performing at a WGAZ sanctioned event for the current season. The following are the minimum guidelines for WGAZ competition:

- 3.1.2.1.** General Liability \$1,000,000 general liability coverage per independent unit. This coverage protects your unit, instructors, directors, and officers against claims of bodily injury liability, property damage liability and the litigation costs to defend against such claims. This coverage will also allow any unit to rent rehearsal facilities as most require proof of coverage.
- 3.1.2.2.** Accident Medical \$10,000 accident medical coverage per independent unit. This covers excess medical payments (instructors and performers) at all activities sponsored and supervised by the unit (rehearsals and performances) as well as travel in a group and travel individually from member's home.

3.1.3. Performance Surety Bond - A Performance Surety Bond is required to participate in WGAZ sanctioned events. A Performance Surety Bond is a promise by the member unit which guarantees their performance of said scheduled obligation to ensure participation.

- 3.1.3.1.** **New Member Units** shall identify themselves at the time of registration to ensure the Performance Surety Bond is applied on the unit's invoice. This Bond carries over from year to year.
- 3.1.3.2.** A member unit, at the conclusion of the contest year, may request the Performance Surety Bond by the Band Director (Scholastic) or Director (Independent) to be returned. Only to those who will no longer compete with the Circuit can request, via the online form, the return of said Bond.
- 3.1.3.3.** A member unit Bond will be carried over during a period of the unit's inactivity, but this shall not exceed the period of one fiscal year.
- 3.1.3.4.** Bonds which are unclaimed by renewal of membership or by written notice of inactivity requesting carry over shall be transferred into the general operating fund of the Circuit.



- 3.1.3.5. If a unit must withdraw from a contest during the season, they must contact the WGAZ Treasurer at least twenty-one (21) business days prior to the contest date. Failure to notify WGAZ Treasurer at least twenty-one (21) business days prior to the contest will result in forfeiture of the unit's Performance Surety Bond. The event Coordinator will inform the Treasurer of any such forfeiture the day of the contest.
- 3.1.3.6. Units that fail to appear at a contest for which they have registered will forfeit their Performance Surety Bond and will be required to repost a Performance Surety Bond prior to their next competition. The forfeited Performance Surety Bond will be paid 50% to the Event Host by WGAZ and 50% retained by WGAZ.
- 3.1.3.7. Mitigating circumstances will be reviewed and decided by the Board. Notification of appeal must be sent to the President via email within one week of the event where forfeit occurred.
- 3.1.4. **Membership Registration** for WGAZ, for each season, will occur through the WGAZ website by the Band Director or the Head Certified Employee that is the sponsor for the unit (Scholastic) and Director (Independent), beginning on 10/1 of the current year, unless otherwise directed but the WGAZ Board. Membership payments must be posted through the website or postmarked by 11/30 of the current year to not incur the \$100.00 late fee. The **Band Director or the Head Certified Employee that is the sponsor for the unit (Scholastic) and Director (Independent)** are the responsible parties to WGAZ. All requests to review WGAZ documents must have written approval from said responsible party.
 - 3.1.4.1. With membership, each member unit shall assign a **delegate to represent** their unit. The name of the delegate shall be appointed by the Band Director or the Head Certified Employee that is the sponsor for the unit (Scholastic) or Director (Independent) and be included in the unit's registration.
 - 3.1.4.1.1. Delegates may represent only one unit and must be an adult of at least 18 years of age and may not be a performing member of said unit.
 - 3.1.4.1.2. Band Director or the Head Certified Employee that is the sponsor for the scholastic unit or Director for independent units, will appoint at registration an alternate to represent the unit in event of inability of the delegate to attend a meeting. The alternate must be



listed on the unit's current staff list with WGAZ and may only represent one unit.

- 3.1.4.1.3.** A permanent change in the name of the registered delegate must be presented in writing by the Band Director or the Head Certified Employee that is the sponsor for the scholastic unit, or Director (Independent) to the WGAZ Board prior to the beginning of the first meeting following such change.
- 3.1.4.2.** Each unit is required to pay one of the **membership fee** structures presented by the WGAZ Board each season prior to registration. Membership fees are per unit. event selection must be completed at time of registration to complete the invoice for the unit's membership fee.
- 3.1.5.** Prior to registration, the WGAZ Board will determine the number of WGAZ sanctioned events needed to qualify to compete in the WGAZ Championships. Competing in the Phoenix WGI regional will count as one sanctioned event. Units located more than 125 miles one way from the WGAZ mailing address must compete in one WGAZ sanctioned competition to be eligible for the WGAZ Championship competition (WGI Phoenix Regional does not count).
- 3.1.6.** All units Regional A, A, Open, World class units (winds, percussion, and winter guard) must compete by a set date to be determined by the board.¹
- 3.1.7.** All fines, fees, or bills of any kind due to WGAZ must be paid prior to the participation of the next event.
- 3.1.8.** Fines can only be waived by a vote of the WGAZ Executive Board.
- 3.1.9.** Units that notify WGAZ, in writing, of the intent to not participate in the current season prior to the first scheduled event, could result in a partial forfeit of fees already paid, to be determined by the Executive Board. If notice is given twenty-one (21) business days prior to the first event scheduled, all but administration fees will be refunded.

Penalty: The Penalty for violating any requirement in the Membership Fee Structure will result in the inability to compete in WGAZ until all issues have been resolved.

¹ edited 4/2022



3.2. Eligibility

- 3.2.1.** It is the responsibility of Scholastic Unit Directors to ensure compliance with all school, district, and state academic and athletic eligibility regulations.
- 3.2.2.** A marching member may perform in a Scholastic and Independent or Collegiate/Senior unit during the season. No marching member may perform in more than one (1) Scholastic, Independent or Collegiate/Senior unit within the same class.
- 3.2.3.** Independent units may not recruit students who are/have been active members of their school's Scholastic unit during that current school year if the scholastic unit is a current member of the WGAZ circuit. Current school year pertains to outdoor marching band and indoor color guard/percussion programs. It is the Independent unit's directors' responsibility to ensure that the student does not have a scholastic unit at their school prior to having that student as a member of their organization. Failure to comply with the following regulations could result in the unit's loss of membership in WGAZ at the discretion of the Board of WGAZ.
- 3.2.4.** A student's first obligation is to their school's scholastic colorguard/percussion programs. If a student is a member of their school's outdoor marching band and/or scholastic colorguard/percussion unit at any time during the current school year which precedes the competitive winter season, and the student wishes to leave that unit and join an Independent or Collegiate/Senior unit, a letter must be submitted and on file with the Vice President of WGAZ stating that the student is officially released of any obligations to the Scholastic unit. This letter must be signed all parties involved including: the student, a parent or guardian of the student, the director of the Independent or Collegiate/Senior unit and the official credentialed teacher in charge of the Scholastic unit or a school administrator (non-credentialed or walk-on coaches signatures are not valid).
- 3.2.5.** If a student decides to participate with an Independent or Collegiate/Senior unit as well as their Scholastic unit, a letter stating that the Scholastic unit takes priority must be signed by the student, a parent or guardian of the student, the director of the Independent or Collegiate/Senior unit and the credentialed teacher in charge of the Scholastic unit. A copy of this letter must be submitted and on file with the Vice President of WGAZ and it is recommended that a copy of this letter also be given to the student, the Independent or Collegiate/Senior unit and the Scholastic unit.



- 3.2.6.** If a student from a school with a Scholastic unit that is a member of WGAZ is not a member of that unit during the current school year which proceeds the competitive winter season and chooses to join an Independent or Collegiate/Senior unit, a letter must be signed all parties a letter must be submitted and on file with the Vice President of WGAZ stating that the student is officially released of any obligations to the Scholastic unit. This letter must be signed all parties involved including: the student, a parent or guardian of the student, the director of the Independent or Collegiate/Senior unit and the official credentialed teacher in charge of the Scholastic unit or a school administrator (non-credentialed or walk-on coaches signatures are not valid).
- 3.2.7.** Members of units in Independent classifications may not change units within WGAZ after the first (1st) of December, which precedes the competitive season, without the written consent from the directors of both units involved.
- 3.2.8.** If a member changes organizations from one season to the next and leaves a debt with the prior unit, the directors of both units are encouraged to resolve the debt prior to the member performing with the new unit.
- 3.2.9.** WGAZ follows the WGI age eligibility rules.
- 3.2.10.** Each unit appearing at a WGAZ contest shall be prepared to event proof of a member's age (does not apply to Ind. World Class for the Color Guards).
- 3.2.11.** Units whose total membership comes from the same high school and/or middle schools that feed into said high school may compete in the Scholastic classification provided by WGAZ. Units whose total membership comes from more than one high school and/or middle schools that do not feed into said high school are not eligible to compete in the Scholastic classification and will compete in the Independent classification.
- 3.2.12.** WGAZ will follow WGI rules for minimum and maximum number of performers on the floor.

Penalty: The Penalty for violating any requirement in the eligibility section is disqualification and the unit's position and standing in the contest shall be forfeited.

4. Unit Classifications

Units should compete in the class for which they are most suited, as determined by national and proximal standards. Units who may be competing in the wrong class could find that the scoring process will isolate them because the adjudication criteria is so strongly attuned to the curriculum involved in the developmental process for the unit. Units should not feel the need to be reclassified when competing nationally, as the goal of a local circuit is to adequately prepare them for the national circuit.

4.1. Winter Guard

- 4.1.1.** World (Scholastic and Independent) uses the WGI World Criteria and Score Sheets. Follows national standard classifications.
- 4.1.2.** Collegiate/Senior uses the WGI Open Criteria and Score Sheets.
- 4.1.3.** Open (Scholastic and Independent) uses the WGI Open Criteria and Score Sheets. Follows national standard classifications.
- 4.1.4.** National A (Scholastic and Independent) uses the WGI A Criteria and Score Sheets. Follows national standard classifications.
- 4.1.5.** Regional A (Scholastic and Independent) uses the WGI Regional A Criteria and Score Sheets. Follows national standard classifications.
- 4.1.6.** Regional AA (Scholastic and Independent) uses the WGI Regional A Criteria and Score Sheets. This class is for any unit in which members consist of beginning high school students or those who are eligible.
- 4.1.7.** Junior Class (Scholastic and Independent) uses the WGI Regional A Criteria and Score Sheets. This class is for non-high school groups that have middle school age members-scores and placements are announced.
- 4.1.8.** Junior High A Class (Scholastic and Independent) uses the WGI Scholastic A Criteria and Score Sheets. This class is for non-high school groups that have middle school age members-scores and placements are announced.
- 4.1.9.** Prep Class (Scholastic and Independent) uses WGAZ Prep sheets and will receive a festival rating which is intended for those beginning units wishing to perform for judges' comments only. No scores will be announced for units performing in the Prep Class – only the announcement of festival ratings will be made.
- 4.1.10.** Elementary Class uses Prep Sheets and will receive a festival rating. This class is intended for those younger units wishing to perform for judges' comments



only. No scores will be announced for units performing in the Elementary Class – only the announcement of festival ratings will be made.

4.2. Percussion

- 4.2.1.** World (Scholastic and Independent) uses WGI world criteria and score sheets. Follows national standard classifications.
- 4.2.2.** Open (Scholastic and Independent) uses WGI open criteria and score sheets. Follows national standard classifications.
- 4.2.3.** A (Independent) uses WGI A criteria and score sheets. Follows national standard classifications.
- 4.2.4.** National A (Scholastic) uses WGI A criteria and score sheets. Follows national standard classifications.
- 4.2.5.** Regional A (Scholastic and Independent) uses WGI A criteria and score sheets.
 - 4.2.5.1.** Approval for Percussion Regional A Class (Scholastic and Independent) Percussion units (marching) who are at the “beginning” or “basic” skill set level should register for A Class (and not Regional A Class), unless otherwise directed by the Percussion Judges Coordinator or the Percussion Liaison. A unit can compete for a maximum of two consecutive years in this classification.
- 4.2.6.** Junior Class (for Middle School age students and younger) (Scholastic and Independent) uses the WGI A criteria and score sheets apart from changing the verbiage from BASIC to BEGINNER.
- 4.2.7.** Concert World (Scholastic and Independent) uses the WGI Concert World class criteria and score sheets.
- 4.2.8.** Concert Open (Scholastic and Independent) uses the WGI Concert Open class criteria and score sheets.
- 4.2.9.** Concert A (Scholastic and Independent) uses the WGI Concert A class criteria and score sheets.
- 4.2.10.** Concert Junior (Scholastic) uses the WGI Concert A class criteria and score sheets.
- 4.2.11.** Percussion Scholastic Elementary will receive a festival rating which is intended for those beginning units wishing to perform for judges’ comments



only. No scores will be announced for units performing only festival ratings will be announced.

4.3. Winds

- 4.3.1.** World (Scholastic and Independent) uses WGI world criteria and score sheets. Follows national standard classifications.
- 4.3.2.** Open (Scholastic and Independent) uses WGI open criteria and score sheets. Follows national standard classifications.
- 4.3.3.** A (Scholastic and Independent) uses WGI A criteria and score sheets. Follows national standard classifications.

5. Unit Reclassification

All units are subject to review for potential misclassification. Guards can be reviewed at WGAZ and WGI Competitions within our competitive season.

- 5.1.** Reclassification can occur via WGAZ Judge's recommendation. WGI promotions will be honored.
- 5.2.** Unit identification process for review for possible promotion/Reclassification may originate from any of the following: Membership, Unit Instructor/Director or Adjudicator.
- 5.3.** If a unit is recommended to be reviewed for possible promotion/reclassification, the Judge's Coordinator will notify all assigned judges at the next relevant event to be cognizant of the pending decision.
- 5.4.** Guard Reclassification

WGAZ Reclassification Committee will consist of the Color Guard Liaison, Color Guard Judges Coordinator and at least one appointed instructor chosen each year by the Liaison and Judges Coordinator that has knowledge of identifying units misclassified. Committee promotes and reassigns units in accordance with the educational criteria of each class with the intention of providing the units with the optimum environment in which to experience growth and achievement.

- 5.4.1.** At least three (3) judges, one being an Individual Analysis Judge, and the Judges Coordinator recommend Reclassification for the unit in question to the Promotions Committee.



- 5.4.2.** A final decision will be made by the Monday evening following a recommendation.
- 5.4.3.** There is a due process for the units to follow if they feel a promotion was inappropriate.
- 5.4.4.** There is a due process for the units to follow if they feel a promotion was inappropriate. This process requires a written challenge to the WGAZ Judges Coordinator, supported by the unit's reason.
- 5.4.5.** Units may petition to move down one classification if both of the following occur at a regular season contest (excluding the final regular season event of the year – a regular season event does not include WGAZ Championships)
 - 5.4.5.1.** The unit is awarded a Box 2 score by three of the five judges.
 - 5.4.5.2.** Requests to move down must be made in writing to the WGAZ Judges Coordinator within 24 hours of the awards ceremony at the regular season event. The WGAZ Judge's Coordinator will contact the Caption Head from each category to review the unit in question. Guards will be able to petition to move down one classification after week 6 of the competitive season. A petition to move down will not be granted to any unit that does not compete at least once before week 6. If a unit is recommended to be reclassified after week 6, they must be able to perform twice in their new class before WGAZ Championships.
- 5.4.6.** Any Regional A winter guard that places top 3 in 2 out of 3 years are automatically promoted to the next class ²
- 5.4.7.** Those units who compete at WGI regionals in a higher classification will be reviewed based on a finalist spot in the next highest class. (class on the WGAZ level does not exist in the WGI model)

5.5. Percussion and Wind Reclassification

WGAZ Reclassification Committee will consist of the Percussion Liaison, Percussion Judges Coordinator and at least one appointed Instructor chosen each year by the Liaison and Judges Coordinator. Committee promotes and reassigns units in accordance with the educational criteria of each class with the intention of providing the units with the optimum environment in which to experience growth and achievement.

- 5.5.1.** Reclassification consists of either of the following:

² edited 4/22



- Promotion – moving up a class
- Reassignment – moving down a class. Moving down a class may only occur if a makes a written request to the reclassification committee. WGAZ does not reassign units down without a written request. Reclassification can occur via WGAZ Judge's recommendation, and WGI promotion. Reclassification requests will follow these steps: reclassification petitions can be found on the WGAZ.org website completed petitions should be directed to the Percussion Liaison.

5.5.2. The WGAZ Percussion Promotion Committee will review units.

- 5.5.2.1.** Units will be reviewed at a WGAZ event or via Video submission (at the request of the reclassification chairperson). Promotion will be determined at this time.
- 5.5.2.2.** The WGAZ Promotion Committee Chairperson will contact the Unit Director with WGAZ's recommended class placement in a designated post performance meeting time at a WGAZ event.
- 5.5.2.3.** Promotions awarded at WGI Regional Competitions will be honored by WGAZ.

5.5.3. There is a due process for units to follow if they feel the promotion or reassignment was inappropriate:

- 5.5.3.1.** The Unit Director submits a written challenge to the WGAZ Reclassification Chairperson, supported by their reason. The WGAZ reclassification Chairperson will then immediately reopen the discussion with the Judges Coordinator and the review committee to review the scoring which prompted the promotion.

5.5.4. Unit Directors may petition to move down one classification with the following process:

- 5.5.4.1.** The Unit is awarded a Box 2 score by two of the four judges for percussion and two of the three Winds units, and a Performance Analysis Judge was one of the two judges.
- 5.5.4.2.** The Unit Director files a petition to move down. All requests must be made in writing to the WGAZ Percussion Liaison.
- 5.5.4.3.** The reclassification Committee will review the Units' scoring and will render a decision.
- 5.5.4.4.** If approved, the Percussion Liaison will contact the WGAZ event Coordinator and the unit will begin competing in the new classification at the next WGAZ event.



- 5.6. No unit will be allowed to change classes at WGAZ Championships. A unit may, however, be promoted or move down a division, with a written request, up to but not including WGAZ Championships.

6. **Hosting a WGAZ Sanctioned Event**

- 6.1. Only WGAZ member units are privileged to host a WGAZ sanctioned event.
- 6.2. The WGAZ Executive Board will set event dates and parameters for the WGAZ season.
- 6.3. The WGAZ Event Selection Committee and/or WGAZ Board will award the right to host a WGAZ sanctioned event based on the following criteria, but not limited to: Valid Event Bid submission between August – September (unless otherwise directed by the WGAZ Executive Board), bid deposit, late or incomplete bid, as well as history of previous event host.
- 6.4. See WGAZ Event Host Handbook for further details. This document is changed yearly to reflect current guidelines.
- 6.5. Regular Season Event Bid Form and Focus Event Bid Form will be made available for WGAZ member units to bid. Focus Events will be those units who partner with WGAZ to co-host said event.

7. **Contest Procedures**

Contest Rules: WGAZ uses the WGI Color Guard Contest Rules, Percussion Contest Rules and Winds Contest Rules in the adjudication of competitions. These rules are updated/amended yearly by WGI. See the WGAZ Competition Suite Resource tab to view a current copy of the WGI Adjudication Manual and Rule Book.

- 7.1. Units may verify their performance time by checking the Order of Performance posted on the WGAZ website www.wgaz.org. event schedules will be posted to the WGAZ website no later than 2 weeks before a competition.
- 7.2. The contest sponsor will be provided the option to select which category performs first at their sponsored event – Percussion, Winds or Guard. However, the event Host Coordinator or Executive Board will have the final say based on business needs.
- 7.3. The Classification order of performance at a regular season event shall be:



Color Guard: Prep, Elementary, Junior, Novice, Regional A, Scholastic AA, Scholastic A, National A, Independent A, Scholastic Open, Independent Open, Scholastic World, Independent World, Collegiate/Senior.

Percussion: Elementary, Junior, Scholastic Regional A, Scholastic A, Independent A, Scholastic Open, Independent Open, Scholastic World, Independent World. Percussion Concert classes will be scheduled at the discretion of the event host coordinator.

Winds: A (Scholastic and Independent), Open (Scholastic and Independent), World (Scholastic and Independent).

- 7.4.** The order of performance for each category is determined by a random draw of unit names in each class except for Championships.
- 7.5.** Guest performance ensembles may compete in WGAZ events for a fee. A guest performance ensemble (to include exhibition) which fails to notify WGAZ, in writing, of the intent to not appear twenty-one (21) business days prior to the scheduled event, will result in forfeit of any/all fees.
 - 7.5.1.** Guest Performance Ensembles will be required to include the current Master Agreement, Eligibility Certification Form (which includes verification of enrollment for each participating unit signed by the School Principal and Band Director for scholastic units or Director for independent units), posting Verification of Insurance, Performance Surety Bond and Guest Performance Ensemble Registration/Fees.
- 7.6.** A Contest sponsor may have no more than 2 Exhibition units per grouping (Percussion/Guard) per event, which includes the sponsoring unit.

Scheduling of exhibition units will be at the discretion of the Event Host Coordinator. Exhibition groups will be allowed to perform based on space available within the event schedule and will not be counted in the competing unit cap number per event.

Exhibition groups will strictly be performing Exhibition. No judged Exhibition will be allowed at either a regular event or a championship event. Exhibition units are not adjudicated for comments or score.

Exhibition groups will be required to pay a fee for performing at any WGAZ sponsored event. This fee will be decided by the WGAZ Executive Board.

- 7.7.** Upon arrival at a contest, director(s), or representatives are to immediately check in at the designated table.
- 7.8.** Each unit's performing members will receive admittance to the contest plus additional passes for backside seating. These may be used at the unit's discretion for



staff, parents, boosters, bus drivers, etc. Any additional members or staff must purchase spectator admittance.

- 7.9.** All Color Guards should do a sound check prior to the start of the contest or during a scheduled break to ensure the playability of any device or CD.
- 7.10.** At WGAZ sanctioned events, performance floors may only be used in the parking lots if they lie completely atop a secondary floor or tarp. Otherwise, performance floors may not be pulled out prior to performance. Practice floors clearly marked practice may be pulled out at a WGAZ sanctioned event. Failure to comply will result in a 5-point penalty or disqualification at the discretion of the contest director. (Suggested: If your school requires you to rehearse outside, we HIGHLY RECOMMEND using practice floor or a floor to keep from dragging the elements into the performance area).
- 7.11.** The WGAZ Percussion Judge's Coordinator and Colorguard Judge's Coordinator assigns all judging personnel.
- 7.12.** All adjudicators, with the exception of the Timing and Penalty Judge, will be located in the stands.
- 7.13.** Units who damage a gymnasium floor may be held liable for the repair and/or replacement of the floor. WGAZ expects all units to inspect their equipment for wear and follow all inspection guidelines, before proceeding to the official inspection area at a contest. Please be responsible and help protect the contest floor by making certain your equipment meets these guidelines. Penalties for improperly taped equipment will be assessed if these requirements are not met.
 - 7.13.1.** Equipment inspections will occur prior to a unit entering the warmup gym. The purpose of equipment inspection is for the adult volunteer to suggest to the unit director what adjustments should be made to properly pad equipment to the best of their knowledge and training. Unit directors are responsible for knowing and following the WGI equipment policy (WGI 4.1) Understanding that the Timing and Penalty judge with approval from the Contest Administrator will ultimately decide if equipment is properly prepared and will assess all penalties whether or not the adult volunteer suggested to the director to make an adjustment or not.
- 7.14.** All Color Guard classes have the ability to use pre-event/walk-on music.
- 7.15.** Critique will be available after each WGAZ contest. Critique after Championships can be available upon request for those units attending WGI Championships. A recap will be provided before the first unit enters critique.



7.16. At the close of a contest a critique for judges and instructors will be held and run by the T&P Judge, The Chief Judge or Contest Director. The purpose of this session is to allow for two-way communication.

7.17. Critique Etiquette - Refer to WGAZ Code of Conduct

7.17.1. Never criticize or berate another group of their performance.

7.17.2. Never use profanity in your dialog.

7.17.3. Please do not attack the judge's integrity and intelligence. It will get you nowhere and could create barriers that will be counterproductive to both of you.

7.17.4. Do not ask the judge to tell you how to write your show.

7.18. Instructors Recourse for Competitive or Judging Issues

7.18.1. When an instructor feels there is an issue regarding judge commentary or scoring, they should contact the Judge's Coordinator or when the onsite non-working Chief Judge of the contest is empowered to address the concern immediately if at all possible. Many times, the Chief Judge may be a working judge at the contest. In this case they may ask that you meet during a break.

7.18.2. If an adjudication concern arises at a contest, please be prepared to discuss your concern at critique with the judge. Preparation must include listening to your commentary. These tools were developed to aid you in the critique process.

7.18.3. If an adjudication issue or concern should occur with a judge, discuss the issue with the WGAZ Judge's Coordinator within five (5) business days.



8. WGAZ Championships

- 8.1.** Performance order will be in reverse order of the unit rankings, with the highest ranked unit performing last in each class.
- 8.2.** Guard units will be ranked using an average of their two (2) highest seeding scores. Scores will be increased by 1.5 points per week until the cutoff date for rankings (two weeks prior to championships). If the ranking system results in a tie, a coin flip will be used to determine performance order.
 - 8.2.1.** WGI Phoenix regional scores will be the only regional scores used for ranking, if the unit competes in the same class WGAZ offers.
 - 8.2.2.** Prior to registration, the WGAZ Board will determine the number of WGAZ sanctioned competitions needed to qualify to compete in the WGAZ Circuit Championships.
 - 8.2.3.** Scores used for seeding for championships will conclude the weekend, two weeks prior to championships.
- 8.3.** Percussion units will be ranked using the highest score achieved up to the seeding date, to include WGI Phoenix Regional. (Two weeks Prior to Championships) If the ranking system results in tie, a coin flip will be used to determine performance order. When a classification has 10 or more units competing within the class, a midseason split will occur. This split and assignment of each unit to a sub-class would be defined by the Board and would occur two or more weeks before Championships. Essentially, the classification would be split into divisions with no more than 12 units in each subclass.
- 8.4.** Winds units will be ranked using the highest score achieved up to the seeding date, to include WGI Phoenix Regional.. (Two weeks Prior to Championships) If the ranking system results in tie, a coin flip will be used to determine performance order.
- 8.5.** A scholastic unit may request special consideration for Championship performance times. The request must: 1) involve a school sponsored event; 2) be in writing; 3) be signed by the Band Director and Principal.
- 8.6.** The Order of Performance assignments will be final, and NO changes will be made after the Monday preceding the Championship date. Empty performance times will remain open.
- 8.7.** The WGAZ Judges Coordinators will assign an adjudication panel for Championships.



- 8.8.** The WGAZ President will appoint a Championship Committee which will facilitate the organization and execution of the WGAZ Championships on behalf of the circuit members.

9. WGAZ Staff Compensation

9.1. Contest Staff compensation

- 9.1.1.** Contest Staff referenced in this section includes the following:

Guard Judges – Captions outlined by the current WGI manual
Percussion/Wind Judges – Captions outlined by the current WGI manual
Timing and Penalty (TnP) Judge(s)
Sound Person
Tabulator / Multimedia Coordinator
Contest Director

- 9.1.2.** Compensation will be based on the number of units on the competition day. Staff's pay includes critique time. The WGAZ Executive Board will review and set the compensation annually.

9.2. Corporation Staff compensation

- 9.2.1.** The Executive Board may vote to hire additional staff to help in the running of the corporation. Such staff could include, but not be limited to, CPA/Accountant, Marketing, Web Design, etc.
- 9.2.2.** Compensation will be voted upon by the Executive Board and must be included in the corporation's approved budget.

10. Conflict of Interest Policy

No ACTIVE Executive Board Member with voting privilege shall receive any financial payment for any services rendered at a WGAZ sanctioned event without prior approval of the Executive Board. The Executive Board must vote to approve any such conflict of interests, after exploring other arrangements that would not produce a conflict of interest. Said board members shall refrain from voting on any issues directly related to the arrangement. It is recommended that board members not work at an event that requires them to oversee or help as part of their board responsibility.

Any one of the two required signatures on a bank check may not be affiliated with said payee.



Adjustments to all fees will require 2 persons to adjust (CPA and Treasurer) and provide the Executive Board with a detailed explanation.

No active member of a registered unit of WGAZ may create/start or organize a circuit like WGAZ during an active season October through May.

Sharing confidential WGAZ information/discussion with anyone for any reason other than a "NEED TO KNOW BASIS" is against WGAZ's private and confidential standards.

At no time shall any member use their personal funds for services that require reimbursement from WGAZ that receive personal benefits from said transactions.

Due to legal implications, at no time shall any board member, member unit, delegate or persons doing business with WGAZ create, comment or "LIKE" any content posted to any WGAZ social media platform that has the potential to damage or impair an individual or business.

WGAZ Executive Board members shall not be delegates representing units and will hold only one vote as a board member.

11. Code of Conduct

CODE OF CONDUCT, ETHICS, & HARASSMENT POLICY

Any board member, member, staff, independent contractor and volunteer of WGAZ is expected to accept and act in accordance with the policies and procedures outlined within this WGAZ Code of Conduct and Ethics.

By the acceptance of assignments, any board member, member, staff, independent contractor and volunteer agrees to abide by the WGAZ Code of Conduct and Ethics. Any violation must be submitted in writing to the WGAZ Officers with information about the violation.

Definitions:

- **Board Member:** Any member from the Executive Board or Advisory Board.
- **Member:** Any unit (Scholastic or Independent) who represent WGAZ in a competitive or noncompetitive setting, to also include those unit's parents, boosters and volunteers.
- **Staff:** Any person who is hired for a wage, salary, fee, or payment to perform work for WGAZ.
- **Independent Contractor:** Any hired person who provides seasonal services.
- **Volunteer:** Any person who gives of their time freely to WGAZ. Volunteers are offered assignments for various events. These assignments can be refused.



WGAZ will not tolerate conduct that impacts negatively on the organization, either in terms of any member or their group, staff or contractor's individual work performance, workplace safety, or the business interests and corporate image of WGAZ. Any board member, member, staff, independent contractor and volunteer must consider themselves as an ambassador of WGAZ. You are not only expected to uphold all policies yourself, but to help remind others of them when necessary.

ALCOHOL

Any board member, member, staff, independent contractor and volunteer agrees to not consume alcohol while "at work" with WGAZ. "At work" includes the time period between the beginning of the day and close of competition. Any board member, member, staff, independent contractor and volunteer agrees not to consume alcohol until his/her responsibilities are completed for the day. Violators may receive disciplinary actions, including dismissal or suspension.

It is unlawful to bring alcohol onto any school grounds or most arena facilities. Violation of these laws could result in immediate dismissal or suspension.

Any board member, member, staff, independent contractor and volunteer driving or transporting WGAZ personnel must refrain from consuming any alcohol beverages.

CONTROLLED SUBSTANCES

Any board member, member, staff, independent contractor and volunteer agrees not to pursue, continue, or engage in the use of, or be under the influence of, illegal or recreational drugs or prescription medications or substances which may affect your ability to function or cause one to be impaired while "at work" with WGAZ. "At work" includes the time period between the beginning of the day and close of competition. Violators may receive disciplinary actions, including dismissal and referral to law enforcement for violations of the law.

GENERAL CONDUCT

Our reputation depends on the conduct of Any board member, member, staff, independent contractor and volunteer. All those employed or engaged by WGAZ must play a part in maintaining that reputation to the highest ethical standards. Good manners, courtesy, and common sense are generally all that is required to ensure appropriate conduct and behavior. Conduct or language that could be perceived by a reasonable person as being rude, inappropriate, abusive, disorderly, derogatory, immoral, or threatening will not be tolerated. Violators may receive disciplinary actions, including dismissal or suspension.



HARASSMENT/BULLYING

It is WGAZ's policy to provide a safe environment for ALL members of this circuit. WGAZ will NOT tolerate any form of harassment/bullying, including cyber-bullying. Behavior that may be considered inappropriate or may be deemed as harassment is not allowed. Harassment/Bullying refers to a wide spectrum of offensive behavior. When the term is used in a legal sense, it may refer to behaviors that can be found to be threatening or disturbing, and beyond those that are sanctioned by society.

Any conduct that creates a hostile working environment is prohibited. Such conduct may include but is not limited to:

- Repeated unwanted sexual flirtations, advances, or propositions
- Verbal abuse of a sexual nature
- Verbal comments about an individual's body
- Sexually degrading words used to describe an individual
- Unwanted physical contact
- Any other behavior that is not socially acceptable in a professional environment
- Verbal abuse-shouting, yelling, swearing, name calling, and vulgarity
- Spreading malicious rumors, gossip, and lies
- Threats of physical abuse
- Intentional isolation, ignoring, and excluding persons
- Intimidation or manipulation
- Sabotaging or impeding a person's success
- Cruel comments, belittling, and insults
- Unjust, harsh, and constant criticism
- Aggressive behavior
- Sexual harassment, unwanted touching, or stalking
- Personal or offensive jokes
- Invading a person's privacy or personal belongs
- Unequal treatment due to race, gender, sexual orientation, age, size, religion, or country of origin
- Taking credit for someone else's work
- Cyber-bullying or social media abuse

Any board member, member, staff, independent contractor and volunteer who is found after an appropriate investigation to have harassed/bullied another board member, member, staff, independent contractor, volunteer, performer, or customer of WGAZ will be subject to appropriate disciplinary actions, including dismissal or suspension.

SOCIAL NETWORKING

WGAZ respects the right of employees, contractors, and volunteers to use social networking sites on their own time and does not wish to discourage from self-publishing or self-expression. Nevertheless, we expect those employed or engaged by WGAZ to follow applicable guidelines and policies.



Our policies prohibit the use of social media to post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or hostile on account of race, color, religion, national origin, age, sex, sexual orientation, veteran status, marital status, physical or mental disability, or any other basis or characteristic protected by applicable law.

When posting to any website, assume that many people, including coworkers, fans, supporters, performers, parents, school administrators, customers and potential customers, and the media are reading your comments. All parties should be aware of your association with WGaz in online media streams. Use common sense, professional judgment, and caution.

DISCIPLINARY ACTION

A failure to adhere to the Code of Conduct may subject the board member, member unit, staff, independent contractor, or volunteer to termination or suspension of involvement, employment, or revocation of any and all remaining assignments.

WGaz reserves the right to discipline, discharge or suspend a board member, member unit, staff, independent contractor, or volunteer who engages in unlawful activity outside the organization to the extent consistent with applicable law.

Any board member, member unit, staff, independent contractor, or volunteer against whom removal is contemplated shall be given the opportunity to be heard before any such vote takes place by the Executive Board.

By registering you acknowledge you have read WGaz's Code of Conduct, Ethics & Harassment/Bullying Policy

12. Background Check Policy

Background checks help WGaz:

- Ensure a safe and educational environment for WGaz members.
- Verify if candidates have been convicted of criminal behavior.
- Ensure WGaz establishes relationships with reliable board members, staff, contractors and volunteers.

- 12.1.** Each member unit is responsible for completing background checks on all staff, clinicians and other individuals who may work directly with students. Each unit will certify that background checks have been completed and that to the best of their knowledge, none of these individuals pose a danger to members of any unit or other



members of WGAZ. WGAZ is not liable nor responsible for any individuals. WGAZ is responsible for validating background checks on board members, staff, clinicians, judges, volunteers and any other individuals **hired by WGAZ** who work directly with students. Please make sure you are aware of the Level 2 requirements the Executive Board is using through their provider to make sure that your screening is equal or higher than.

- 12.2. WGI background checks, State Fingerprint clearance cards and school affiliated background checks will be accepted as proof of documentation.

13. Amendments to the Policy and Procedures

- 13.1. The Policy and Procedures Manual may be amended by a two-thirds majority of the established quorum at any meeting. Amendments affecting the current season may not be changed after registration begins and before Championships conclude. Exceptions must have a unanimous vote of the Executive Board to make any changes deemed necessary to further the operation of WGAZ. Proposals to make changes to the Policy and Procedures must be submitted in writing to the President at least two (2) weeks prior to the membership meeting. WGAZ will publish all proposals online prior to the meeting.
 - 13.1.1. Proposed amendments to the Policy and Procedures can be submitted by any member unit in good standing.
 - 13.1.2. The Color Guard Delegates are responsible for voting on proposed amendments that affect the Color Guard segment of the Circuit.
 - 13.1.3. The Percussion/Winds Members of the Advisory Board are responsible for voting on proposed amendments that affect the Percussion/Winds segment of the Circuit.
 - 13.1.4. All/any proposals passed must remain in place for a minimum of 2 years. In such a case where an unforeseen situation arises in which it will negatively affect the purposes of WGAZ, a $\frac{2}{3}$ majority vote by the Executive Board can remove/amend prior to 2 years.
- 13.2. Exceptions to amendment procedures may occur in cases of an Emergency Action Amendment and must have a $\frac{2}{3}$ majority vote of the Executive Board. An Emergency Action Amendment is an amendment deemed necessary to further the betterment of WGAZ. Said amendment should be submitted in writing to the President at least 48 hours prior to the meeting and be included on the agenda. A unanimous vote to pass any Emergency Action Amendment to the Policy and Procedures must occur to make any changes mid-season.



- 13.3.** Temporary Suspensions: Any of the bylaws or Policy and Procedures of WGAZ may be temporarily suspended if needed to further the purposes of the corporation by unanimous vote of the Executive Board.
- 13.4.** No amendment, revision, or suspension will conflict with *the Articles of Incorporation for WinterGuard Arizona, Incorporated*, the compliance for IRS Nonprofit Organizations or the Arizona State Law Book governing Nonprofit Corporations in Arizona.
- 13.5.** Changes to any section of this document may be made by the Advisory Board with the approval of the Executive Board for those matters with a financial impact, operational impact or related to the bylaws of WGAZ.