



Below are the official 2021 Event Protocols for In-Person events.

Please share with all stakeholders in your communities including, but not limited to: directors, parents, students, spectators.

Please remember that we can only provide this opportunity if everyone is on the same page and works toward the same goal.

## Groups

### Responsibility

- Units should follow CDC guidelines as it relates to temperature checks and other safety protocol before arriving at a show site.
  - Do not take the chance of bringing a sick student, staff member or parent/volunteer to a show site.
- Everyone in the Group is required to wear masks while in the building.
- **Performing members may not remove masks while actively warming up or performing.**
  - All unit members will be required to properly wear a mask over nose and mouth during the entire time in the venue during performance including guard units, winds units, and percussion concert and marching units.
    - **WINDS performers will also be required to use bell covers on all wind instruments.**
    - Students with medically diagnosed breathing problems (e.g. asthma, etc.) that can present proper documentation (e.g. complete documentation including a medical diagnosis) will be allowed to perform without a mask, but must keep it on while setting up and tearing down. Parental notes will not be accepted.
- Groups are required to comply with all posted signage and directions from Staff, Volunteers, and Boosters working the event.



- All individuals in groups are required to bring their own personal water bottles.
  - Units should be prepared that they may not be able to fill water bottles up on site.
- Groups should disinfect all equipment/props prior to entering the building.
- Groups should ***ONLY*** bring personal belongings into the building.
  - Personal belongings is defined as anything necessary to perform.
  - **Units should not bring into the building extra belongings such as backpacks, blankets, make-up bags, change of clothes, etc.**
    - **Whatever you bring in with you will stay with you from entering the building to exiting the gym.**
- Groups should be encouraged to routinely wash their hands or use hand sanitizer while inside the building.

## Check-in

- Performers and floor crew will NOT receive wristbands as performers will be entering on the way to warm up, warmup, performance, then exiting the building.
- TWO wristbands or passes will be provided for Director use to view the performance in the stands.
- Upon arrival at the event venue, only the director will check in the group. We are working to offer a digital check in that directors can use upon arrival to the venue parking lot.
- ANY PERSON(S) ARRIVING WITH THE UNIT WILL STAY WITH THE UNIT THE ENTIRE PROCESS AND ONLY BE SEATED IN THE FLOOR CREW AREA DURING THE UNIT PERFORMANCE AND NOT ALLOWED IN THE SPECTATOR SEATING AREA.

## Group Holding Areas

- THERE WILL NOT BE ANY HOLDING AREAS INSIDE THE EVENT VENUES.
- Groups should limit the amount of personal items they bring into a competition.
- **Groups will carry all of their belongings with them through rotation INCLUDING FLOORS AND PROPS.**



## Group Restrooms

- Restrooms WILL NOT BE AVAILABLE FOR GROUP USAGE (i.e. no changing areas will be provided).

## Group Changing Rooms

- THERE WILL NOT BE GROUP CHANGING AREAS PROVIDED.
- Groups should arrive in competitive attire.
- Groups should limit the amount of personal items they bring into a building.
- All personal belongings must stay on the person while in rotation.

## Indoor Timed Warm Up Areas

- When indoors, maximize air circulation however possible.
  - Show Hosts should check to make sure there are no alarms that could go off with doors propped.
  - Units should understand that doors open could change the temperature inside.
- Whenever possible, groups should utilize a separate door for entrance and exit for warm up.
- **Guard - use of shared sound system in warm up is discontinued. Groups must provide their own sound system if they wish to have music in warm up.**
- **VENUES THAT ONLY ALLOW ONE DIVIDED AREA MAY NOT ALLOW FOR SOUND IN WARMUP**

## Outdoor warm-ups for Color Guard, Percussion/Winds

- There will be NO indoor general warm-up
- Groups should not intermingle while outside.
- During inclement weather, those groups utilizing outside warm up should seek shelter inside their transportation. There will be no space to gather inside the building.
- Performers should maintain a 6ft social distance as much as possible between each other as they are warming up outside.
- Warm up monitors must wear masks and must stay outside of the warm up area except when providing the time calls. If this is not possible then monitors should stand a minimum of 10ft away from any performers.



## Props Storage

- THERE WILL NOT BE PROP STORAGE INSIDE EVENT VENUE.
- Boosters/Volunteers/Show Staff will not touch the group's props/floors.
- PROPS/FLOORS WILL FOLLOW UNIT THROUGH THE WARM UP AND PERFORMANCE PROCESS.
- Cross traffic should be eliminated wherever possible.
- Props/floors should be disinfected prior to bringing them into the building.

## Performance Entrance/Exit

- Groups should maintain at least 6ft social distancing as much as possible while congregating outside the performance entrance.
- Groups will do a QUICK FOLD in the PERFORMANCE GYM immediately following the performance enough to fit on the cart to exit the building.
- Groups should exit directly outside after performing.
- Groups are not to congregate directly outside the performance exit.
- One group should completely clear the performance space before another group is allowed into the performance space.
  - **There will be an additional minutes added to each interval time to allow for removal of props/floor, etc at a safe pace.**
- **Floor refolding will occur outside the building if needed.**

## Performance Gym

- **The front and back boundaries of the performance floor should now be 10ft from the first row of seating.**
- The T&P judge should stand at least 10ft from the group while they are performing.
- The performance space sanitation will be done by show hosts.



## **Backside Seating**

- Only unit floor crews (individuals/non-performing teams) will be allowed in the backstands during the primary unit's performance.
- Groups should take all belongings with them when exiting the stands.
- Groups must wear a mask while in the stands.
- Groups must practice social distancing while in the stands.
- Groups must follow all posted signage and walk, sit, or stand only in those designated areas.

## **Finale/Retreat**

- There will be no retreats offered until further notice.
- Awards will be digital and announced online.



## Spectators

### Responsibility

- **Wristbands will be sold AT THE DOOR WHILE LIMITED SEATING LASTS.**
  - NTCA is not responsible for selling wristbands. This is the responsibility of the host.
  - NTCA will provide spectator wristbands for host to sell
- There will be less seating available, with every show being a little different as far as capacity.
  - A limited number of tickets will be sold per block of performances.
    - A Block is a certain number of performances. Morning (Before lunch break), Afternoon (After lunch break but before dinner break), Evening (After dinner).
    - Percussion/Winds will also have their own wristband color(s).
  - Wristbands will be colored and only good for 1 block of performances.
- Spectators will be required to **wear masks at all times while inside** to protect students, volunteers and staff.
  - Any issues with mask-wearing will delay the contest and could penalize the performing group.
- Spectators that have been in contact with COVID-19 infected people should not attend.
  - Spectators will complete a COVID screening form before being allowed to purchase a ticket.
- Spectators will only be allowed to be in the gym for a predetermined amount of time.
  - Gyms will be emptied for sanitization.
- Spectators should follow CDC guidelines as it relates to temperature checks and other safety protocol before arriving at a show site.
  - Do not take the chance of bringing a sick student, family member or parent/volunteer to a show site.



- Spectators are required to socially distance themselves from others not in their party.
  - Spectators are required to comply with all posted signage and direction from Staff, Volunteers, and Boosters working the event.
- Spectators should limit the amount of personal belongings they bring into the building.
- Spectators are encouraged to routinely wash their hands or use hand sanitizer while inside the building.

## **Spectator Entrance/Exit (Performance Gym)**

- Spectators should not be allowed to congregate at the entrance to the performance gym so that they can practice social distancing. Marks on the floor can help.
- Spectators should be aware to exit the gym space while avoiding crowds.
- Spectators leaving the space should be allowed to completely leave the performance gym before the next round of spectators should be allowed into the gym.
- Only those volunteers/boosters monitoring wristbands should be allowed to open the doors. Door handles should be disinfected periodically through the day.

## **Spectator Seating**

- Spectators must sit 6ft away from those not in their party.
- Spectators must wear a mask while in the stands.
- Spectators must follow all posted signage and walk, sit, or stand only in those designated areas.
- Spectators should take all belongings with them when exiting the stands.

## **Spectator Parking**

- Signage should be displayed prominently to encourage social distancing even when parking vehicles.
- Social distancing controls should be utilized in pedestrian areas.



## Judge

- Judges are required to wear masks while inside the building.
- Judges are expected to comply with all posted signage and lead by example.
- **Judges are responsible for their own electronics including tablets and headsets.**
- Judges should use proper social distancing when not judging, including transportation to/from the event.
- Judges are encouraged to routinely wash their hands or use hand sanitizer while inside the building.
- Judges will receive a sanitation package provided by the circuit to hold during the day.

## Judge Area/ Seating

- Judges should have a clear space of 10ft minimum around them.
  - The center section of bleachers should be marked off from spectators.
- No judge runners
- NTCA will provide Judges access to disinfecting wipes and hand sanitizer to wipe the hard surfaces around them and their electronics during extended breaks.
- If an issue arises and a tabulator needs to make an adjustment, the tabulator should wear a mask and gloves while assisting the judge with their equipment. Tabulator should try not to touch any of the judge electronics.

## NTCA Staff and Event Volunteer Responsibility

- Staff and Volunteers are required to do a temperature check PRIOR TO ARRIVING TO THE SITE.
- Staff/Volunteers are required to wear a mask at all times.
- Staff/Volunteers are expected to comply with all posted signage and lead by example.
- Staff/Volunteers should be encouraged to social distance when not interacting with groups. This includes any transportation to/from the event.
- Staff/ Volunteers should be scheduled to work individually but in cases where multiple people are needed, they should form a “work team” in which people would routinely work together but not interact with other work teams.





## **Announcer/Sound Area**

- The announcer/sound table must be at least 10ft away from the performance floor.
- Consider having plastic protective dividers.
- Color Guard - the group representative should stand at least 6ft away from the table during the performance.
- Announcers should sanitize microphones before use.
- Audio equipment should be disinfected before they are brought into the building.
- Audio equipment should be disinfected before it is removed after the event.



## **Host**

### **Group Check In (Set Up)**

- Check in stations should be set up inside for NTCA staff that allows social distancing
- All paperwork and reference information should be digital only.

### **Indoor Timed Warm Up Areas**

- Warm up monitors must wear masks and stay outside of the warm up area except when providing the time calls. If this is not possible, then monitors should stand a minimum of 10ft away from any performers.
- When indoors, maximize air circulation however possible.
  - Show Hosts should check to make sure there are no alarms that could go off with doors propped if available.
- Whenever possible, groups should utilize a separate door for entrance and exit for warm up.
- Warm up monitors should disinfect any high touch surfaces often.

### **Judge Room**

- Pre-packaged/ individually wrapped meals/products only including food, beverage and cutlery - no buffets, crockpots, or shared meals.
- Set up enough tables to ensure social distancing.
- Hand sanitizer should be available in the room.
- Clean and disinfect the hard surfaces every time the judges leave the room.



## Tabulation Room

- Only the tabulator, contest director, and lead judge should be in the tabulation room throughout the day. Tabulation area to be set up in the performance gym for 2021 season if possible.
- **Eliminate paper scores.**
- Set up enough tables to ensure social distancing.
- Sanitizer available in the room.
- Clean and disinfect the hard surfaces periodically throughout the day.
- Whenever possible, hallways should be one way or should be marked to ensure safe social distancing.

## Ticket Sales/ Wristband distribution

- Set up 6ft queuing markings on the floor for those waiting for service.
- If using more than one, ticket sales areas should be set up 6ft apart.
- Ticket sellers should wear gloves.
- Encourage cash free transactions by using cash apps/credit card only.
- Clean and disinfect high touch areas frequently.

## Concessions

- Consider eliminating indoor food service.
- Pre-packaged products only (no buffets, crockpot or shared meals) including food, beverage, and cutlery.
- Event partners could invite food trucks to park outside and encourage groups/spectators to go outside to eat while encouraging social distancing and outdoor dining.
- Reduce indoor seating areas capacity per the CDC (or state mandated) guidelines.
- The person taking money should not handle food or drink items.
- Clean and disinfect high touch areas often.



## **Restrooms**

- Restrooms for group usage should be maxed at 50% usage, blocking stalls and sinks when possible to encourage social distancing.
- If not already marked, mark out 6ft waiting spaces to encourage social distancing.
- Disinfect between rushes.
- Clean/Disinfect high touch points constantly.

## **Vendor Space**

- NO indoor vendor space sales - outdoor only that allows social distancing
- Do not allow people to touch the merchandise
- Encourage cash free transactions/use cash apps/credit card only.

## **Bus/ Truck Parking**

- Signage should be displayed prominently to encourage social distancing even when parking vehicles.
- Boosters/Volunteers working the bus/truck lot should strive to keep groups separated as they are parking buses and trucks, especially in those areas where outdoor warm up is utilized.