

2010 Procedures for Competing Units

1. Membership Application

In order for your unit to begin competing in the Rocky Mountain Color Guard Association (RMC GA), you must first submit a Membership Application. This application can be found in the membership section of www.rm cga.org. This needs to be completed every year.

2. Fees

A. Annual Association Fees –

Refer to the Membership Application for a complete list of fees.

Please note that membership fees are nonrefundable once paid.

- B. **Performance Bond** - For all new guards, there is a one-time \$50 performance bond payable with your membership fee. This fee is refundable at the end of each season, if you ask for it in writing. If your performance bond is returned, you will need to pay it again the following year.

Units that enter a contest and are either a “no-show,” or withdraw after the performance schedule has been published (usually 14 days prior) to that contest will forfeit their performance bond. In order to compete in another RMC GA contest, the unit must pay \$150 to the RMC GA Contest Director. From the funds received, RMC GA will replace the forfeited performance bond with \$50 and pay \$100 to the affected show sponsor.

If your unit goes inactive for any length of time, the performance bond must be repaid when your unit becomes active in RMC GA in the future.

3. Entering Contests

- A. **Requirements for Entering Contests** — In order to compete in any contest, you must have a current membership application on file, be current on dues and performance bond.

In order to compete in the Championship contest, each member unit must compete in a minimum of three Association (not including the WINTER GUARD INTERNATIONAL Regional) competitions. Each member unit must compete in at least One Association (not including WINTER GUARD INTERNATIONAL Regional) competition in the same class as entered for the Championship show. If a unit is located more than 150 miles from Denver **Metro Area**, the above requirement will be waived by the RMC GA Board of Directors. Middle School units must only compete in two RMC GA contests to be eligible for Championships.

- B. **Competition Class** — After reading the RMC GA class definitions, determine which class best fits you and your students. The board and judging staff will review all units’ classifications and will notify you if you are found to be in the wrong class. Changes in class must be made in writing to the Contest Director 14 days prior to contest, subject to the approval of the Executive Board.
- C. **Contest Entry** — An entry form will be available at www.rm cga.org, in the membership section as soon as all sites are finalized. Filling in all the blanks is very important. Some of the information will be used to order awards for the Championship Contest.

D. **Spiel Sheet** – You can fill out a spiel sheet online at www.rmcca.org or a paper version at any contest. Please print clearly. Our announcer(s) will do everything they can to pronounce things correctly, any help you can give them would be appreciated. We will keep a copy so you will not need to turn in a new one each week, however if you need to update it, please submit a clean copy to the announcer at any contest or via the website prior to the Friday before the contest.

E. **Order of Appearance**

Order of appearance in a contest will be determined by a random draw within each class. Changes in position will be made only upon request by the unit representatives involved and with approval from the Contest Director.

Seeding for championships - For classes with less than six units, performance order will be randomized. For classes with six or more units a sorted list will be established based upon the highest two RMCGA scores achieved by a unit up to two weeks prior to the Championship weekend. Neighborhoods will be established by grouping units into thirds of the total class. Working in reverse order of score, these neighborhoods will be randomized to determine the performance order. Champions from the previous year retain the option of performing last in finals.

F. **Exhibitions**

Any group who is not an active RMCGA member may request to perform in exhibition at any contest. This request must be made in writing to the Contest Director at least three weeks prior to the date requested. Units may perform in exhibition once during a season at no charge. If a unit would like to perform in exhibition more than once, they must be a paid Associate Member of the Association.

Exhibitions are to be non-judged. If a judged exhibition is requested, the unit must be a fully paid member at the current membership price.

4. Day of Contest Information

A. **Check-in** – Directors must check-in with their entire unit to be stamped. This has been requested by the membership so we need to adhere to it. Please check in at least 1 hour prior to your performance time and prior to unloading any props and/or equipment. At this time you will be given a packet that will contain any last minute information for this contest. At this time you will receive your seven passes for this contest. These passes are meant for staff, however you may use them any way that you like. Please make sure you take care of any bus drivers or parent chaperones as RMCGA will not admit anyone over 7 at no charge.

Each unit will be given one “Director” badge at the beginning of the season. If this badge is lost, it can be replaced for \$25. High School units will also be given a Band Director badge to be used by the Band Director only **and will be mailed directly to the band director**. These badges will allow admittance into all contests (except for the WINTER GUARD INTERNATIONAL regional). This badge will not be replaced if lost. If you do not have it with you at a contest, you will either need to pay admission or use one of your wrist bands.

All performers will be admitted into the performance gym with their hand stamp at no charge.

A manager meeting can be held at any contest. If held, a manager or designated delegate must be present. You will be informed of such a meeting at check-in.

B. **Props** - Props can be unloaded 1 hour prior to your performance time. If you need more than one hour, please contact a member of the RMCGA contest staff. Props are to be stored in the proper area. For all shows, you must remove all props and equipment from the contest site as soon as possible after your performance, unless otherwise noted. This will help to prevent congestion in the prop storage area. You may leave tarps, as you will have an opportunity to refold them after the RMCGA tarp is removed from the floor. **DO NOT UNLOAD PROPS PRIOR TO CHECKING IN.**

- C. Sound Check** - Will be allowed 1 hour prior to contest start time at *most* contests. We may allow sound check at breaks, however it will **NEVER** be guaranteed. Information relating to each contest will be sent with the final performance schedule. The volume will be set using the WGI requirement of a decimal meter. The purpose of sound check is to adjust speed and to ensure your CD will play in our system.
- D. Restricted Areas** - There may be areas that will be off limits to everyone. Signs will be posted identifying these areas. Any unit found violating these boundaries may be assessed penalties and possibly disqualified. We need to respect the wishes of the school in order to continue to hold shows at any location.
- G. Equipment/Prop Inspection** - Inspection may happen anytime prior to your performance. The rules for inspection as stated in the WINTER GUARD INTERNATIONAL Rule Book will be adhered to. Basically, anything that could damage the floor will not be allowed.
- H. Warm up Areas** - Spinning is not allowed in hallways. This is a safety issue for anyone traveling through hallways as well as a concern for damage to our host schools.
- A member of the contest staff will direct you to leave all warm up areas at your scheduled time. Please listen to these individuals, they will be in constant contact with the performance gym and will inform you of any delay of show. If there is a problem, please inform any member of the contest staff.
- I. Critique** – Please refer to your show information for each contest for more information. If you have any questions, please contact the Chief Judge.
- J. Video Policy** – RMCGA does not have a video person. Anyone may videotape, however, only video your own unit. Please ensure all your parents are aware of this requirement and respect each other’s units.
- K. Contest Rules** – RMCGA contests will be run using WINTER GUARD INTERNATIONAL rules. The RMCGA Executive Board shall rule upon requests for exemption from WINTER GUARD INTERNATIONAL rules.
- L. Protests** - Any protest regarding a contest will be reviewed by the RMCGA Board and Task Force and acted upon accordingly. **Protests must be filed via the form available under the ‘Forms’ tab on www.rmcca.org by Monday following the show.**

5. Hosting Contests

- A. Application Form/Process** – If your unit wishes to host a contest, the first step is to look at your site and determine if it would work for a contest. You can determine this by reading the Contest Sponsor Packet to determine if your site provides all the necessary space. After you have concluded your site can work, you will need to fill out an Application to Sponsor a contest (found in the Contest Sponsor Packet). After your application is signed by the unit director and a building supervisor, submit all the necessary paperwork (including pictures) and a \$100 check. The Contest Director will notify you if your unit is awarded a contest.
- B. Host Fee** – Each unit wishing to host a contest will pay \$100 with the host application form to RMCGA. Upon completion of a hosted contest, the sponsoring unit will pay RMCGA the remaining host fee within one week following the contest per the contest agreement. The remaining host fee will be based on the schedule found in the Contest Sponsor Application packet. You may either pay this remaining fee via check or via bingo transfer; these monies are due within 7 days of the contest.

6. Miscellaneous Information

- A. Age-outs – Seniors** - Age-outs and high school seniors will have the opportunity to put a paragraph and picture in the championship program. Additional information will be posted on our website.

- B. **Souvenir Selling** - Any active RMCGA unit may sell souvenirs at any RMCGA contest. The charge for the space is \$25 for the entire season. Groups must bring their own tables. This charge does not include the WGI Regional or Championships. For selling at the WGI Regional, please contact the regional sponsor directly. Championship agreements will be based on RMCGA's agreement with the venue. No items may be sold that will interfere with the host schools concessions.
- C. **Code of Conduct** – RMCGA adheres to the WINTER GUARD INTERNATIONAL Code of conduct, which can be found in the WINTER GUARD INTERNATIONAL Rule Book. All unit directors are responsible for the actions of their performers as well as the staffs of that organization.

RMCGA encourages all high school students to participate in their respective high school marching band and winter guard programs. The time for high school participation only exists for one moment in life. There is time for independent programs to follow graduation. Independent, or mixed school units will not recruit from high school programs without notification of, and communication with the band directors.

If any situation arises where a high school student, whose high school is an active member of RMCGA, wishes to be involved with an independent unit, the parents, students, and instructors should communicate with each other to ascertain the best option for the student. In an effort to foster professional courtesy and communication, the independent units should provide a letter of intent to the high school students instructors, and band directors to adequately inform all involved of the students wishes, and the independent units intentions, **no later than 1 week after the student attends their first rehearsal of an independent unit.**

In the end, it will be the parents and not RMCGA who resolve the situation.

This practice also needs to be adhered to between independent units as well.

If you have any questions about any information within this document, please contact the Contest Director at Kendra@rmcga.org