



2015 Procedures for Competing Units

1. Membership Application

In order for your unit to begin competing in the Rocky Mountain Color Guard Association (RMCGA), you must first submit a membership application. This application can be found in the 'Forms' section of www.RMCGA.org and needs to be completed every year.

2. Fees and Obligations

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. If your unit becomes inactive for 1 season or more, the performance bond must be repaid when your unit becomes active with RMCGA in the future.

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

C. Volunteers

Each unit is required to provide at least two volunteers to help with the WGI Regional and/or State Championships. These volunteers can either work one event or split it between both events.

3. Committees

A. Review Committee

The Vice President (Director of Training) will oversee the Review Committee, which will consist of no more than 7 members. Review Committee members will be selected by the Board.

The role of the Review Committee is to review video submissions as part of the evaluation process and to review recaps and performances to help determine class promotions.

B. Task Force

The Task Force shall consist of no more than 6 representatives from the membership. Task Force members will serve a 1 year term.

- 1 representative from Novice class
- 2 representatives from Regional classes (SRA, SNRA, IRA)
- 2 representatives from A classes (SA, SNA, IA)
- 1 representative from Open / World classes

Nominations will not be taken for Task Force members. Interested parties request consideration

by the Board. If there are more than the required amount of representatives interested, the positions will be voted on by the units in that class.

Task Force members are required to meet several times throughout the season. They will need to communicate to the other units in their class to let them know about topics that have been discussed. They may also be asked to get feedback from the units in their class regarding some issues that may arise.

4. 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 a performance bond.

All units are required to compete within the first three judged contests of the season (not including the evaluation show). Exceptions may be made due to an Act of God, as defined in the bylaws. The consequence for not competing within the first three judged contests of the season is performing in exhibition at State Championships.

In order to compete at State Championships, each unit must compete in a minimum of three RMCGA competitions (not including the WGI Regional). Novice units have a minimum of only two RMCGA contests to be eligible for State Championships. Each unit must compete in at least one RMCGA competition (not including the WGI Regional) in the same class as entered for the State Championships show. If a unit is located outside the Denver Metro or Colorado Springs area and will not be able to attend the required minimum (three competitions), please submit a written request to the RMCGA Board of Directors for the above requirement to be waived.

B. Competition Class

After reading the RMCGA class definitions, determine which class best fits you and your members. The Review Committee, along with the Chief Judge and the Board, 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 the contest, subject to the approval of the Board of Directors.

C. Contest Entry

An entry form is available at www.RMCGA.org. Filling in all of the blanks is very important; some of the information will be used to order awards for State Championships.

D. Evaluation Show

All units competing in Scholastic Regional A, Scholastic National Regional A, Scholastic A, or National Scholastic A are required to be evaluated prior to their first judged competition. A unit may do this by either attending one of the evaluation shows, by sending a video of your performance to the Review Committee, or by competing in exhibition for your first competition.

The evaluation show is intended to make sure that are placed in the appropriate competitive class for the season. Recommendations may be made for a unit to move to a different class, but the decision is ultimately left up to the unit director.

Other classes are not required to be evaluated, but may attend the evaluation show if they wish.

E. 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 RMCGA.

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.

F. Spiel Sheet

A spiel sheet is available online at www.RMCGA.org in the "forms" section. You may fill it out and email it to the Contest Director, fill out a paper version at any contest (located at the announcer table) or submit it electronically through the website. Please print clearly. Our announcer(s) will do everything they can to pronounce things correctly; any help you can give them would be appreciated (ie. pronunciation key). 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 via email to the Contest Director the Friday prior to the contest or hand it to the announcer at the contest.

G. Order of Appearance

Order of appearance in a contest will be determined by a random draw within each class.

The Novice class may be moved to a later time in order for them to perform for a larger audience.

Requests for a change in contest order can be submitted to the Contest Director at least 14 days before the contest. The Contest Director will then contact all units from the affected class(es). Schedule changes will only be made if there is a consensus among all competing units in the affected class(es).

Changes in performance times for individual units may occur on the day of a contest only when impacted by an Act of God, as stated in the bylaws. The unit director is responsible for contacting the Contest Director. The contest director will then discuss the request with the other unit(s) in that class to determine if a later performance time will be granted.

H. Promotion Policy

As voted on by the membership at the May 2014 meeting, the following policy will be used to determine units for promotion.

Should a unit's score meet or exceed the designated promotion score in a given week of the competitive season, that unit will be promoted to the next classification for the remainder of the season.

The unit director may submit a letter of appeal and a video of the unit's performance to the Chief Judge no later than 12:00pm on the Monday following the competition of promotion. The Chief Judge, in coordination with one other judge from the panel of the competition of promotion, will then make a final decision within 24 hours. That final decision cannot be appealed.

All units in Regional A, National Regional A, Scholastic A and Independent Regional A, including those already promoted during the 2015 season, are eligible for promotion through the 5th weekend of the 2015 competitive season.

This policy does not apply to National Scholastic A or Independent A units. Winter Guard International will promote units in those classes if they medal or make it to finals 3 years in a row. Promotion to units in "A" to "Open" classes should be left up to WGI.

The proposal was amended to allow for appeal to the Review Committee and Chief Judge for units who are moved up and do not feel they will be successful.

2015 Weekly Promotion Scores

	SA to NSA Using "A" class judging sheets	NRA to SA Using "RA" judging sheets	IRA to IA Using "RA" judging sheets	RA to NRA Using "RA" judging sheets
Wk. 1 – Jan. 31	61	69	69	59
Wk. 2 – Feb. 7	63	71	71	61
Wk. 3 – Feb. 14	65	73	73	63
Wk. 4 – Feb. 21	67	75	75	65
Wk. 5 – Feb. 28	69	77	77	67
Wk. 6 – March 7	71	79	79	69

I. Seeding for State Championships

All units will be seeded for state championships using their most recent competitive score increased by 1.5 points per week till the end of the competitive calendar. The resulting ranking will be used to determine performance order at state championships. Classes with more than six competing units will compete in a preliminary round in reverse order of their seed score, with the unit of the highest seed performing last. The top half of scoring units in that classification will advance on to finals, always taking the middle unit should a class have an odd number of competitors. These units will perform in reverse order based on their preliminary score, with the highest scoring unit performing last. Color guards with identical scores or seeds will randomly be assigned as to which performs first.

J. Judges

There will be a single panel of judges at all regular season contests. If available, a double panel will be used for State Championships.

- Downstairs judges: Equipment and Movement
- Upstairs judges: Ensemble Analysis, General Effect 1, General Effect 2
- Floor judge: Timing and Penalties

5. Contest Day Information

A. Contest rules

RMCGA contests will be run using Winter Guard International rules. The RMCGA Board of Directors shall rule upon requests for exemption from the Winter Guard International rules.

B. Protests

Any protest regarding a contest will be reviewed by the RMCGA Board of Directors and Task Force, and will be acted upon accordingly. Protests MUST be filed in writing to the Contest Director or Chief Judge by the Monday following the contest.

C. Check-in

Directors must check in with their ENTIRE unit present. If you need for your unit's members to be stamped individually, you must have a valid reason for your need, and receive approval from the Contest Director prior to the day of the contest.

Directors will receive a packet at check-in that contains any last minute information for that contest, as well as your 7 wristbands for staff, floor/prop helpers, parent chaperones, and/or bus drivers.

Note: RMCGA will not admit anyone at “no charge” so please distribute the wristbands wisely.

D. Badges

These badges will allow admittance into all RMCGA contests. Badges must be visible at all times. If you do not have your badge at the contest, you will either need to pay admission or use one of your wristbands.

- Each unit will receive one RMCGA badge for the Unit Director (Band Directors for Scholastic Units will also receive one badge).
- If your badge is lost, it can be replaced for \$25.00.
- Each unit who has at least one representative at the RMCGA November meeting will be given one extra badge for the season.

Performing members will be admitted into the performance gym with their hand stamp. When available, performing members are required to sit on the back side of the floor. If rear seating is not available, performing members should sit toward the outermost edges of the stands. Leave the front stands and most central stands for paying spectators.

- Units found violating this request may be assessed penalties and possible disqualifications.

RMCGA badges will not allow admittance into the Winter Guard International Regional contest.

E. Floors, Carts and Props

Props can be unloaded one hour prior to your performance time. If you need more than one hour, please contact the Contest Director.

Floors and props are to be stored in the designated prop storage area. For all shows, you must remove all props from the contest site as soon as possible after your performance, unless otherwise noted. This will help to relieve congestion in the prop storage area. Let the contest director know if you would like to refold your floor following the contest.

F. Equipment/Prop Inspection

Inspection may happen any time 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.

G. Areas within the School

We need to respect the wishes of the school in order to continue to hold shows at any location. Any unit found violating these rules may be assessed penalties and possible disqualifications.

- Please do an inspection of your unit's designated staging area at the end of the day to make sure all trash, equipment and belongings are cleaned up.
- All food must be eaten in the designated areas.
- Spinning is not allowed in any hallways or spaces except the designated warm-up areas. This is a safety issue for anyone traveling through the hallways as well as a concern for damage to our host schools.

H. Guard Staging Areas

This is the location where your guard is allowed to put belongings and do minimal stretching. People must be able to pass through your area.

- Units from the first half of the show are asked to vacate their staging area and load up their

tarp/props/equipment within 30 minutes of their performance time so the space can be used for later performing units.

- Your unit must clean up the staging area.
- If your unit chooses to stay for the second half of the show, you are asked to store belongings in your vehicles.
- Please advise your members that it is not wise to leave valuables in the staging areas. RMCGA and the host schools cannot be responsible for any losses.
- Any unit found violating this request may be assessed penalties and possible disqualification.

I. Sound Check

Sound check will be allowed 1 hour prior to the contest start time at most contests. Sound checks may be allowed during breaks, however it will NEVER be guaranteed. The volume will be set using the WGI requirement of a decibel meter. The purpose of sound check is to adjust speed and to ensure your music (CD, media device, etc) will play in the RMCGA system.

J. Warm-up areas

It is up to the unit director to ensure their unit arrives at warm-up on time. If you do not wish to go to all warm-up locations, please let the Contest Director know. A member of the contest staff will direct you to leave the 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 the Contest Director.

K. Critique

Most shows will have a critique afterward. Refer to the show information for critique details. Please contact the Chief Judge if you have any questions.

L. Video Policy

RMCGA does not have a designated video person. A video area will be made available to allow one person to videotape a unit. Anyone violating these policies may be asked to leave the venue.

M. Photography Policy

Only non-professional cameras will be allowed into the competition area except with permission from the Contest Director. For the safety of the performers, there is a strict NO FLASH policy. Please check to make sure that your flash is off before the contest begins.

6. Hosting Contests

A. Application Form/Process

If your unit wishes to host a contest, make sure your location fits all the needs of a contest site. You can determine this by reading the Contest Sponsor packet checklist. Fill out an application to sponsor a contest. Once the application has been signed by the unit director and a building supervisor, submit it along with a check for \$100.00 (for each show applying for) to the RMCGA Treasurer. Units will be notified by the Contest Director if your unit is awarded a contest.

B. Host Fee

Upon completion of a hosted contest, the sponsoring unit will pay RMCGA the remaining host fee within one week. 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 BINGO transfer.

7. Miscellaneous Information

A. Age-outs and 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 put on the RMCGA website and the RMCGA Facebook page.

B. Souvenir Selling

Any active RMCGA unit may sell souvenirs at any RMCGA contest. The charge for the space is \$25.00 for the entire season. This charge does not include the WGI Regional or State Championships. No items may be sold that will interfere with the host school's concessions. Units must bring their own tables.

- Selling at the WGI Regional will be granted through the Regional sponsor.
- Selling at State Championships will be granted based on RMCGA's agreement with the venue.

C. Code of Conduct

RMCGA adheres to the WGI Code of Conduct. Each person receiving an RMCGA badge (unit director, judge, contest staff member, etc) will receive a hard copy in which they will be expected to sign each year. If you are found to violate any section of this code, your RMCGA badge will be revoked for the remainder of the season.

All unit directors are responsible for the actions of their performers as well as the staff of that organization.

D. Recruitment Policy

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

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 student's instructors and band director to adequately inform all involved of the student's wishes and the independent unit's intentions. This notification should be made no later than one week after the student attends their first rehearsal of an independent unit.

In the end, it will be the parents, not RMCGA, who will 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 any member of the RMCGA Board of Directors. Email addresses can be found on www.RMCGA.org.