

# WINTER GUARD



## & PERCUSSION of Oklahoma

# 2016

# Handbook

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[www.wgpoklahoma.org](http://www.wgpoklahoma.org)

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## **I. Name of Organization**

1. The name of this organization shall be Winter Guard and Percussion of Oklahoma (referred to as WGPO) and it shall be associated with Winter Guard International (referred to as WGI).
2. The mission of Winter Guard and Percussion of Oklahoma is to provide young performers with a chance to display their unique skills in regulated competitions with their peers; to provide continual education to color guard and percussion instructors; and to promote growth of the winter guard and winter percussion activities within the Oklahoma Region.

## **II. Officers and the Executive Board of Directors**

1. The elected officers of Winter Guard and Percussion of Oklahoma shall be a President, a Vice President, a Secretary, a Treasurer, Judges Coordinator, Contest Director, Guard Education Director and Percussion Coordinator. These officers shall form the WGPO Executive Board of Directors. Committees and special appointments may be made by the President and approved by the Executive Board as needed to carry out the policies, decisions, and needs of the organization.
2. Election of the officers shall be at a regular meeting following the WGPO Circuit Championships. Newly elected officers shall assume office following their election and shall serve for terms of two (2) years or until their successors are duly elected.
3. The President shall be the chief executive officer of Winter Guard and Percussion of Oklahoma and shall preside over all meetings. He/she shall appoint committees and officers with the executive board's approval, and is the executive officer member of all standing committees. He/she shall oversee the representation of WGPO to other organizations such as the Oklahoma Bandmasters Association (OBA), the Oklahoma Music Educators' Association (OMEA), and the Oklahoma Secondary Schools Activities Association (OSSAA). The President will also be responsible for securing liability insurance for the circuit. He/she will serve as the primary membership recruiter. This office is to be elected on all ODD calendar years.
4. The Vice-President, in absence of the President, shall preside at all meetings of this organization. The Vice-President shall also serve as scholarship coordinator. He/she shall serve as the primary contact for the Oklahoma Bandmasters Association (OBA), the Oklahoma Music Educators' Association (OMEA) and the Oklahoma Secondary Schools Activities Association (OSSAA). The Vice-President shall also perform such other duties as usually pertained to the office, where as maybe assigned to them by the President of the Executive Board. This office is to be elected on all EVEN calendar years.
5. The Secretary shall keep documentation of all meetings, and shall e-mail out meeting notices and agendas prior to meetings. The Secretary of the WGPO shall promptly certify to the Director of Winter Guard International the names, addresses, and telephone numbers of the newly elected officers. This person shall be the principle source of communication for all correspondence concerning WGPO. He/she shall perform such other duties as usually pertained to the office, where as maybe assigned to them by the President or the Executive Board. This office is to be elected on all EVEN calendar years.

6. The Treasurer shall present a budget to the Executive Board for the next fiscal year, collect all fees and monies, and disburse all monies as directed by the Executive Board and General Membership meetings. He/she shall perform such other duties as by the President of the Executive Board. This office is to be elected on all ODD calendar years.
7. The Judges' Coordinator, in collaboration with the Percussion Coordinator, shall assign judges as needed for each contest. He/she shall also be on hand at each contest, or appoint a delegate in their absence, to clarify any contest rules or regulations. He/she will work in cooperation with the Guard Education Director and Percussion Coordinator on the education and training of prospective judges. This office is to be elected on all ODD calendar years. The duties of the WGPO Judges Coordinator include, but are not limited, to the following:
  - a. Bring all judges' forms necessary for the day's events.
  - b. Be present in the stands to view as many of the guards as possible.
  - c. Assign and adjust the judging panels as necessary due to travel problems or illness
8. The WGPO Contest Director, Judges' Coordinator and Percussion Coordinator will work together to review the schedule of the weekend, review all logistics, contest and critique issues, and to assure the smooth execution of the contest.
9. The Contest Director shall be in charge of scheduling contest dates, setting performance schedules for all WGPO participants, and coordinate the solo/ensemble competition. He/she shall fulfill any and all duties as assigned in the Rules and Regulations Manual and those designated by WGI and the E-board. This office is to be appointed yearly by the Executive Board. The WGPO Contest Director is the link between WGPO, the Sponsor and the competing units during the contest season. Communication must be ongoing and equally open to every unit during the event. The duties of the WGPO Contest Director include, but are not limited, to the following:
  - a. Serve as a source of information for units and sponsors.
  - b. Maintain current awareness of rules and interpretations.
  - c. Assure that all contests are run in a similar manner to benefit the units.
  - d. Assure competing units are aware of any conditions or problems that may arise at the area contests.
  - e. The Contest Director will serve as an employee of the E-board and will not be a voting member of the E-board.
  - f. The Contest Director must obtain permission from the E-board on all actions regarding the Contest Staff.
  - g. Bring all necessary Tabulation Table equipment for the day's events, which includes, but not limited to, computers, printers, and digital recorders.
10. The Guard Education Director shall coordinate and oversee the education of the guard directors of WGPO. He/she will organize and conduct various clinics throughout the year. This shall include, but not be limited to, design clinics, movement clinics, equipment clinics, etc. This office is to be elected on all EVEN calendar years.

11. The Percussion Coordinator shall be the liaison between the executive board and all participating percussion units. He/she shall also oversee all percussion contest issues. This office shall be elected on all ODD calendar years. The duties of the WGPO Percussion Coordinator include, but are not limited, to the following:
  - a. In collaboration with the Judges Coordinator, assign percussion judges as needed for contests where percussion units are competing.
  - b. Be on hand at each contest, or appoint a delegate in their absence, to clarify contest rules and regulations.
  - c. Be in charge of education for judges and instructors.
12. The Parliamentarian shall ensure that all business meetings run in an orderly fashion. He/she shall be a non-voting member of the Executive Board. This office shall be appointed as needed by the active circuit president.
13. The Marketing Director will be responsible for promotion and marketing for the organization with guidance/support from the E-board as listed below.

Responsibilities include but are not limited to the following:

  - a. Maintenance and use of WGPO logo's/branding, as assisted by Secretary
  - b. Work with the WGPO Webmaster as to the Appearance/Image of the WGPO Website
  - c. Create all promotional materials/handouts pertaining to WGPO activities, as assisted by the Secretary
  - d. Confirm/coordinate all media production (photos/video, etc.) pertaining to WGPO website and activities including Photo/Video contracts for championships.
  - e. OBA/OMEA conventions/meetings/clinics, as assisted by Vice President
  - f. Promotion of WGPO Judges and Instructors Clinics, as assisted by Education Director, Judges Coordinator and Percussion Coordinator
  - g. Promotion of all events, with emphasis on WGPO championships, as assisted by Contest Director
  - h. Coordinate Championship Awards presentation ceremony, as assisted by the Vice President
  - i. Create, implement, solicit, and manage all corporate sponsorships, as assisted by the Treasurer
  - j. The President shall serve as the liaison in all of these areas for assistance and guidance.
  - k. This position shall be a non-voting member of the Executive Board and shall be appointed as needed by E-board.
14. Removal from office: Any officer may be removed from office for just cause by a vote of two-thirds of all members of the general membership. Whenever there appears to be sufficient cause for such action, the President shall give the said officer immediate notice of the situation. Consideration shall be given to the facts and reasons why the office should be declared vacant. The officer shall be afforded the opportunity at such time to explain or refute the allegations brought against him/her. In the event that the general membership finds that the alleged facts to be true, the general membership shall have the power to declare such office vacant.

15. Vacancy of an office: In the event of vacancy in the office of President, the Vice-President shall become President. In the event of a vacancy in any other office, the President will nominate a replacement, which is to then be approved by the Executive Board.
16. The duties of the Executive Board shall be to manage the business and to determine the policies of the circuit; to determine the nature and content of color guard and percussion activities in conjunction with input received from competing units; to plan and pursue guard recruitment and development, to maintain an operating budget and oversee the disbursement of funds, and to perform other duties deemed necessary by the organization; not inconsistent with the ideals and objectives of Winter Guard International.

### **III. Membership**

1. WGPO Membership Fee will be:
  - a. \$550 - Due prior to the unit's first competition.
  - b. Beyond any school or organizations first unit, a cost of \$250.00 for the second ensemble and \$175.00 for each additional unit of the same nature will apply.
  - c. A \$50 discount will be given to units that pay their membership fees on or before December 1<sup>st</sup>. For organizations entering more than one unit of the same nature, this discount will only apply to the first unit's membership fee.
  - d. Membership Fees/Forms will be accepted beginning September 1<sup>st</sup>.
  - e. Deadline for Registration will be December 15<sup>th</sup>. A late fee of \$100 will be assessed to any entry form postmarked or submitted after December 15<sup>th</sup>.
  - f. The final day for registration will be the second Friday in January.
  - g. Liability Insurance documents will be due no later than January 15<sup>th</sup>. This applies to Independent Guards only. Proof of insurance will be required before an independent unit will be allowed to perform at a WGPO sanctioned event.
  - h. WGPO Membership includes:
    - i. PDF copy of WGI Rule Book
    - ii. Unlimited WGPO contest participation
    - iii. WGPO Championship Entry
    - iv. Voting Privileges at WGPO Circuit Meetings
    - v. Admission to WGPO Educational Clinics
    - vi. All Circuit Correspondence
    - vii. Access to Competition Suite throughout the season.
2. A visiting unit may compete in any show sanctioned by WGPO, except Championships, for a fee of \$150.00 per show. They will be scored and ranked as any other unit, and receive appropriate awards. If a new, first-year unit wants to become a part of the Circuit after trying one show, they will be allowed to join the circuit late, and have the \$150.00 apply towards their membership dues. They will not be eligible for Championships unless all normal Circuit requirements are met.
3. Non-member, 1st year organizations may perform ONE (1) exhibition at any WGPO sanctioned contest for a fee of \$50.00. Payment is due to WGPO prior to the contest.
4. Dues for patron members will be \$25.00 per year. Deadline for this membership is the same as a unit. Patron membership includes entry to all WGPO sanctioned events, including Circuit Championships

5. Dues for members of the WGPO Judges' Association will be 10% of the pay level. All judges that are members of WGPO Judges' Association and include their WGI Rule Book and Education/Training clinics will pay dues. This amount will be deducted from the judge's first paycheck.
  - a. It is the Judges Coordinator's responsibility to communicate with the Treasurer which judges are members of WGPO Judges' Association, and which judges maintain membership with other Judges' Associations."
6. Independent Member Units must provide a certificate of insurance from an insurance group or school district, listing WGPO as an additional insured. Deadline for all insurance documentation will be January 15<sup>th</sup>. Units will not be allowed to compete until proof of insurance has been received. This requirement is only applicable for independent units.. All scholastic units are exempt from these insurance requirements.
7. All fees due must be paid prior to a unit's first performance.

#### **IV. Meetings and Seminars**

1. All scheduled meetings shall consist of the following order: (1) Call to order, (2) Roll Call, (3) Correspondence, (4) Officer Reports, (5) Executive Board Report, (6) Old Business, (7) New Business, (8) Announcements, and (9) Adjournment.
2. The official membership shall consist of one representative from each member guard or percussion unit in good standing. Members of the Executive board shall have a vote IF they do not have a participating unit. The Judges' Coordinator shall serve as the proxy vote for WGPOJA.
3. The WGPO Circuit Meetings will be:
  - a. The fall meeting will be held during the (2nd) Sunday in September.
  - b. The summer meeting and workshop will be held during the (2nd) Saturday in
    - i. June.
  - c. Winter meetings may be held AS NEEDED during the regular WGPO competitive season. \*\*\*Exact locations and times will be e-mailed along with meeting reminders at least one week prior to the meeting. This information will also be posted on the website.
4. A quorum shall consist of eight (8) members of those units active and in good standing with Winter Guard and Percussion of Oklahoma
5. If a Circuit member cannot attend the Circuit meeting, a proxy vote may be given to another Circuit member that will be in attendance at the meeting. However, each attending person may only bring the proxy votes of ONE school in addition to his or her own vote(s). The unit director requesting proxy must submit all proxy votes in writing to the secretary.
6. The latest edition of "Robert's Rules of Order" shall be the parliamentary authority of all matters specifically designated in this handbook.

#### **V. Contest Host Applications**

1. WGPO will schedule shows to help offset travel distances for all units who participate. The WGPO Executive Board will make every effort to rotate show sites each weekend between

different parts of the state as needed (Oklahoma City area vs. Tulsa area, or eastern Oklahoma vs. western Oklahoma).

2. WGPO sanctions contests sponsored by member units. Members can apply to sponsor a contest by fully completing an application and returning it, along with the site information requested, by the deadline specified by WGPO. All units requesting to host a contest must be a WGPO member with no outstanding debt to WGPO or WGI and have a competing unit during the season they wish to host the contest. The WGPO executive board reserves the right to visit any contest site prior to final scheduling of the contest season. The WGPO Executive Board reserves the right to suspend this rule to ensure a full competitive season.
3. Units that return their application first and meet all of the requirements will be given first consideration.
  - a. A tentative contest schedule will be presented at the Summer WGPO Circuit Meeting
  - b. Any changes and/or additions to the show schedule will not be made after December 1st.
  - c. Contest sponsors shall pay a sponsorship/administrative fee according to the number of guards that attend the contest. This fee will be invoiced the day of the contest at a rate of \$35 per unit competing. The fee is due no later than Circuit Championships.
4. Applicants must include all information requested on contest host application to be considered.
5. Regular Season Contest Hosts must provide the following:
  - a. Provide a 60'x90' performance area, this should not include walkways for spectators. Preference will be given to sites that have open performance area.
  - b. Secure all trophies for the 1st, 2nd, and 3rd place winners in each class.
  - c. Provide a working sound system that is equipped with a CD player and the capability to use external devices such as MP3 players and/or iPods. A variable speed adjustment is a plus but not required. An experienced individual with adult supervision is needed to operate said system. A back-up sound system should be available.
  - d. Provide an adult to be the announcer. This person should have experience based on the needs of this position.
  - e. Provide access to a computer with Windows XP or higher for tabulation.
  - f. Provide access to a printer and copier
  - g. Provide dressing facilities for all performers that shall be separate from the public restrooms
  - h. Provide a "Directors' Hospitality Room"
  - i. Provide a "Judges' Hospitality Room/Area for critique" separate from the "Directors' Hospitality Room".
  - j. Provide "Warm-up Areas" for guard Body and Equipment Warm-Up. Provide two (2) inclement weather "Warm-up Areas" for percussion. There should be no steps or doorposts between "Warm-up Areas" and "Performance Area" for percussion. Outdoor percussion warm-up areas are first come, first served.
  - k. Provide prop/equipment storage area (CANNOT be in ANY Warm-Up Area unless it is clearly separated by some kind of partition in order to avoid distraction for competing units.). It is recommended that Host provide a separate storage area for guard & percussion.



- l. Provide a first aid station and someone to administer first aid if necessary.
  - m. For contests that include percussion, provide a grounded 110volt outlet centered on the front and back of the performance floor.
  - n. Provide all workers necessary:
    - i. Gate
    - ii. Unit check-in
    - iii. Judge runners
    - iv. Time monitors for warm-up areas
    - v. Ushers to keep spectators out of judging areas and keep people from moving around during performances.
    - vi. Video pass monitor (adult) to check for passes & violations
    - vii. Extra workers to offer direction in order to keep things running smoothly
    - viii. Contest host must have a building engineer on duty during event to control all structural, electrical, HVAC, and plumbing issues.
    - ix. Provide a designated Video Area at top & near center of spectator seating area
6. WGPO shall provide the following for all sanctioned contests:
- a. Judges Coordinator, Percussion Coordinator, Certified Judges, Contest Director, Tabulation, and Competition Suite.
  - b. All judges' sheets and digital recorders.
  - c. Liability Insurance for all performing, floor crew, and staff members at the event.
  - d. In addition to these provisions, in the event that there is any property damage to the Contest Host's facilities, WGPO will ensure that the responsible parties will be held financially responsible for any and all damage committed accidentally and purposefully.
  - e. WGPO will also ensure that any units that do not perform at the sanctioned event without a seven (7) day written notice will pay the Contest Host a \$100.00 cancellation fee.
7. WGPO Circuit Championships:
- a. The site for the Winter Guard and Percussion of Oklahoma Circuit Championships shall be determined through a bid process. Prospective host sites should submit a bid at the annual summer meeting. The Executive Board will meet to consider each of the proposed sites and submit a recommendation at the annual fall meeting. The final decision will be by a vote by the membership at the fall meeting. In order to qualify to host the championships, the prospective host should have hosted a previous circuit contest and be a member of the current competitive season.
  - b. The bid from each prospective site should include: Facilities (map of arena and warm-up areas), sound system, support staff, accommodations, restaurants, and seating capacity of the arena.
  - c. The WGPO Circuit Championships host site should also be responsible for programs, T-shirts, (the host school/site would receive profit from these items) and trophies for PRELIMINARY competition. WGPO shall provide trophies, banners and medals (when financially possible) for FINALS competition.
  - d. The host unit of Circuit Championship shall submit to the WGPO treasurer a check for 45% of the gate revenue no later than the Summer Meeting.
8. The price of admission for all regular season WGPO events shall be \$8. The price of admission for a prelim/finals (mock-regional) format contest shall be \$10. The price of admission for WGPO State Championships will be \$12.

9. Contest Hosts must include a letter signed by the site principal or school administrator guaranteeing that specified facilities are available and that there will be no other conflicting events scheduled in the facility during WGPO event.

## **VI. Contest Procedures**

1. Contests should follow WGPO standard format:
  - a. All regular season contests shall begin at 12:00 p.m., and the order of performance is at the discretion of the Contest Director.
  - b. Unit performance times will be by a draw and done as per the Circuit Manager Registration site.
  - c. If necessary, prelims/finals format will be awarded at the discretion of the Executive Board.
  - d. The WGPO Contest Director shall facilitate the scheduling of units.
  - e. Units performing at WGPO contests shall not be required to perform before the time stated in the latest schedule published by WGPO, no later than the Thursday prior to the contest.
  - f. If a unit arrives late to a competition and does not check in with enough time to perform at their regularly scheduled time, then the Contest Director shall decide if the unit may perform competitively or in exhibition only at that contest.
2. Turn in the following when signing in at unit check-in:
  - a. Music performance CD must be labeled with unit name and class. CD's must be labeled with the proper track number if there are multiple tracks.
  - b. Unit spiel sheet (if revised), plus any other pertinent information.
3. Marching members plus SEVEN (7) will be admitted free. All others must pay admission. This includes equipment crew, instructors, parents, designers, etc. as defined per WGI manual. School administrators will be allowed one (1) free pass with a valid OSSAA Pass.
4. All guard/percussion equipment/props will be taken to the assigned storage area. Make sure to keep equipment neatly stacked in the areas provided.
  - a. Contest host will assign dressing rooms. Performers may NOT use those restrooms designated as restrooms as changing rooms.
  - b. Storage areas are a privilege – be prepared to store equipment, props, and belongings in your transport vehicle(s) if necessary.
5. All units must be ready to perform at the assigned time.
6. All equipment will be inspected for proper taping and padding prior to warm-up. This includes any props that come in contact with the floor of the performance area. Please refer to the WGI manual for more details.
7. Warm-up time shall be twice the maximum authorized prop time set for each class by WGI. The way in which this warm-up time is divided is at the sole discretion of the contest director.
8. All Regular Performance Contests will conduct “Captains Only” retreat ceremony. “Full” retreat ceremony will only occur at WGPO Circuit Championships.
9. At WGPO Circuit Championships, a Prelims/Finals format will apply ONLY if approved by the WGPO membership at the regular fall meeting. In this case, the number of participants

allowed into finals format will be at the discretion of the WGPO EBoard and Contest Director. This will be published at least 30 days prior to WGPO Circuit Championships.

10. The order of appearance at championships for guard groups will be determined by the average of a unit's two highest scores of the first 8 contests. For percussion groups, the order of appearance at championships will be determined by the average of a unit's two highest scores of the season. Contests with a prelims/finals format shall count as 2 contests. Scores from WGI contests occurring NO LATER THAN 2 weeks prior to WGPO championships will be used in this average. Only scores earned on the sheet that the unit will be adjudicated on at championships will be used in calculating this average. Each class will be split into thirds – top third, middle third and bottom third. The bottom third will perform first in their class with performance order with that third determined by draw. The middle third will perform next with performance order within that third determined by draw. The top third will perform last with performance order within that third determined by draw. Averages will be posted no later than five days before championships for the directors to view.
11. Trophies will be awarded for 1st, 2nd, and 3rd place for all classes at all contests.
  - a. In the event of a tie, Olympic trophy standards will apply. For example, if there is a tie for first place in a class, the next highest score would receive the THIRD place trophy. (There would be NO second place award in this instance).
  - b. Awards for circuit championships will be determined by the contest director with the consideration for class champion medals, banners, and the current financial situation of the organization.
12. “Judges’ Critique” shall be offered at the local level for all WGPO sanctioned regular season contests with the following conditions:
  - a. All unit directors wishing to participate in critique MUST sign up for a critique time on the day of competition.
  - b. All unit directors wishing to participate in critique MUST listen to their judges’ tapes and fill out the “Instructors’ Critique Form” PRIOR to meeting with a judge for critique
  - c. Critique shall begin 15 minutes after last competing group and will run in an orderly fashion as directed by T&P judge.
  - d. Guard Critique shall be three (3) minutes per caption: Equipment, Movement, Ensemble Analysis, General Effect, and one (1) minute for travel between captions. Percussion critique shall be five (5) minutes per caption for a total of fifteen (15) minutes.
  - e. Critique is not required, but highly recommended for all units.
  - f. The offering of critique on extended contest days will be left to the discretion of the EBoard. Critique will always be offered at the 1<sup>st</sup> tri contests, regardless of contest length.
13. The Tabulator at each contest will be paid \$75.00 base pay for the first 30 units and \$5 per additional per color guard and percussion unit at all WGPOKLA contests, plus a round trip travel fee calculated using the \$.35 per mile rate if driving the contest. The executive board will appoint the position of Tabulator. The Tabulator will be trained on the current software used for tabulation.
14. The WGPO Percussion Coordinator will be paid \$75.00 base pay for the first 10 units and \$10 per percussion unit (if not judging) thereafter at all WGPO contests, plus a round trip

travel fee calculated using the \$0.35 per mile rate if driving to the contest. The circuit membership will elect the Percussion Coordinator as per the Handbook guidelines.

15. The WGPO Contest Director shall be paid a sum of \$3600 divided equally into 4 (four) payments of \$900 bi-monthly beginning each year on October 15<sup>th</sup> and ending on April 15<sup>th</sup>. A round trip travel fee at \$.35 per mile will be paid for driving to the contest. The circuit membership will elect the Contest Director as per the Handbook guidelines.
16. WGPO Judges Coordinator will be paid an additional \$75 to serve as chief judge the day of the event.
17. Any group of students not otherwise participating in WGPO shall be admitted to any contest for \$2.00 per person when accompanied by a teacher/instructor. This shall be known as a 'group discount admission', which applies only to non-members of the circuit. The teacher/instructor shall notify the Contest Director of their intent to bring a group of students to a contest at least 1 (one) week prior to event. The group must arrive at the Spectator Entrance together accompanied by the teacher/instructor and admission fees should be paid preferably at one time by the teacher/instructor. During the contest, the announcer should welcome the student group to the audience.

## **VII. Video Taping and Photography Policies**

1. AT WGPO CIRCUIT CHAMPIONSHIPS ABSOLUTLEY NO VIDEO TAPING WILL BE ALLOWED.
2. In order to protect the safety of our performers, absolutely NO FLASH PHOTOGRAPHY is allowed during any performance. Photography without flash is acceptable.
3. Only persons directly involved with a specific competing unit (for example: parents, friends, or sponsors) will be allowed to videotape their OWN unit during the WGPO competitive season. Only ONE person may videotape a specific unit and they must have the proper video pass (provided by WGPO). Due to copyright infringement, any violator(s) of this rule will be dealt with on a case-by-case basis.
4. Unit Directors, Instructors, Designers, and Managers are strongly encouraged to help inform their members' family and friends of this policy.

## **VIII. Cancellation Policy**

1. If a unit withdraws from a contest, it must do so at least seven (7) days prior to the contest. Contest Director must be notified via email at [wgpokla@gmail.com](mailto:wgpokla@gmail.com).
2. Late withdrawals will be charged a penalty of \$100.00. This fee must be paid to the contest host before the unit will be allowed to compete again.
3. In the case of extreme circumstances, the WGPO executive board may decide to waive the late fee.
4. A contest/show will be canceled if no more than twelve (12) units are participating. The Contest Director will notify the host site to allow them to campaign for more units for AT

LEAST one week. If no more units enter, the contest will be canceled. The Contest Director will notify the host site one week following the entry deadline if the contest is in jeopardy.

5. If a contest is cancelled (and will not be re-scheduled at a site on the same side of the state) after the season has begun (i.e. after the preview contest), units that were scheduled to perform at the cancelled contest should be given credit for attending that contest and not required to attend another contest in its place. Their scores from the remaining contests in the season will be averaged out for placement at Championships.

## **IX. Eligibility**

1. Winter Guard or Percussion unit composed of members not over the age of twenty-two (22) as of 12:01AM on May 1st. This age rule applies to all units except those entered in Independent World Class. Independent World Class may compete with members of any age.
2. All students residing within a school district may compete with a scholastic color guard or percussion ensemble as long as the principal of the sponsoring school approves their participation.
3. Each scholastic unit **MUST** comply with eligibility requirements set forth by its respective activities association and school district.
4. No guard member may perform in more than one (1) winter guard from the same sponsoring organization. Please note that WGI rules will apply if your unit is performing at a WGI Regional Contest. Performers and directors should be aware of any state or local activities association's rules, which may not allow this.
5. No unit may perform with less than five (5) or more than thirty (30) members on the floor of competition at any time, including commanding officer(s).
6. For guard units, the use of recorded music and/or live musical instruments is optional. Proficiency of playing shall not be judged. Musicians' ages and eligibility must be consistent with WGPO rules.
7. Independent units may not utilize membership from a high school that has an established competitive winter guard or percussion program without the expressed written consent of a Parent/Legal Guardian AND the High School's Unit Director. A copy of the written and signed release must be kept on file by the unit with which the member performs, the High School Unit Director and WGPO.
8. Timing for each classification shall be as follows:

### **Color Guard Times:**

<b>Classification</b>	<b>Maximum performance time</b>	<b>Minimum authorized prop time</b>	<b>Minimum interval time</b>	<b>Required Equipment time</b>
<b>Middle School</b>	<b>3.5 minutes</b>	<b>2.5 minutes</b>	<b>7 minutes</b>	<b>2.5 minutes</b>
<b>SRB, SRA, IRA</b>	<b>4.5 minutes</b>	<b>3 minutes</b>	<b>7 minutes</b>	<b>3 minutes</b>
<b>SB, SA, IA</b>	<b>5.5 minutes</b>	<b>4 minutes</b>	<b>8 minutes</b>	<b>3.5 minutes</b>
<b>Open</b>	<b>6.5 minutes</b>	<b>5 minutes</b>	<b>9 minutes</b>	<b>3.5 minutes</b>

### Percussion Times:

Classification	Minimum Performance time	Maximum Performance time	Interval
Scholastic Concert A	4 minutes	6 minutes	9 minutes
Independent Concert	4 minutes	6 minutes	9 minutes
Scholastic Marching B	3 minutes	6 minutes	9 minutes
Scholastic Marching A	4 minutes	6 minutes	9 minutes
Independent Marching	4 minutes	6 minutes	9 minutes

For any questions regarding eligibility not addressed in this section, please refer to the WGI adjudication manual.

### X. Unit Classification

1. The WGPO classification strategy has one main goal: “Provide a consistent and fair grouping of units achieving at a similar level while encouraging their development”
2. This goal can be met by doing the following:
  - a. Provide unit management and staff with clear descriptions of the qualities of performing ensembles in each class.
  - b. Provide incentives for performing ensembles to move into the higher levels of classification.
  - c. Provide mechanisms for the circuit to ensure consistent and fair groupings.
  - d. Provide an appeal process for performing ensembles that feel they are unfairly classed.
3. When units are deciding a classification they must consider the following WGPO policy:
  - a. If a unit attends a WGI Regional and competes in Open or World class, a unit should perform in that class within the WGPO for the remainder of the season.
  - b. If a unit attends a WGI regional(s) and is judged on A class sheets, you should perform in WGPO in either Scholastic A, Scholastic B, or Independent A.
  - c. If a unit attends a WGI regional in ANY Scholastic class, then the members of that unit must attend the same school or schools that feed into the same school. This differs slightly from the WGPO Scholastic classifications.
4. Classification in WGPO will consist of the following divisions, each reflecting a stage in the learning process: “Discovering, Exploring, Knowing and Applying”.
5. A returning unit requesting to be moved down in classification must compete in the same class as the previous season for the first contest, and then must send a letter to the EBoard requesting to be moved down.
6. Guard Classifications:
  - a. Middle School Class
    - i. This class is restricted to units with members attending junior high/middle school and all from the same school district (Units with members from multiple junior highs within a district will be accepted). It is recognized that Middle School Class is designed for training for younger members, and exposure to the Winter Guard activity. Units will not be eligible for promotion from within this classification. This class will be judged on a Regional A sheet.

- b. Scholastic Regional B Class
  - i. Unit members must attend schools from the same school district. The purpose of this classification is to take units through the intermediate steps towards the participation in Scholastic Classes. This class will be judged on a Regional A sheet.
- c. Scholastic Regional A Class
  - i. Unit members must attend schools from the same school district. The purpose of this classification is to take units through the final steps towards participation in the “Scholastic B” class. This class will be judged on a Regional A sheet.
- d. Independent Regional A Class
  - i. Every member must not attend the same school. This class is for a competitive Regional A unit which is not ready for the demands of the A Class sheet. Units competing in this classification will be judged using the WGI “Regional A Class” criteria.

For ALL units judged on a Regional A sheet: (SRB, SRA, and IRA)

- e. Equipment and movement will focus on the training and achievement of the basic skills. Tosses use a limited variety of release and catch points and typically take place from a stationary position. Weapons will usually toss no higher than a triple. Dimensionality is limited and phrases are often very short (16 to 24 counts) with much built in recovery time. Movement is mostly demonstrated by moving from place to place with a good range of gestural qualities being demonstrated. There is usage of simple turns and leaps and performers occasionally explore level changes around the body. Performers should demonstrate good examples of body awareness (posture, line, shape, weight) with very little change in dynamic qualities. Ensemble Analysis will display a beginning level of artistic effort that focuses on clear staging of the elements, logical progression of ideas (horizontal orchestration) and the basic use of the design elements. The triad is never completely used with elements most often being presented singularly and occasionally presented two at a time. In General Effect, the concept and intent should be clear, consistent and moderately developed. Ideas should move successfully from one to another and the intent of the concept is not totally dependent on the role of the performers. Performer role, character and emotional development is evident but at a basic level with minimal changes.
- f. Scholastic B Class
  - i. This classification is the intermediate level of Class A competition. Unit members must attend the same school district. Members and instructors in the class have shown their experience as seasoned performers or directors at the intermediate level and are ready for more advanced involvement in the activity. This class will be judged on a Class A sheet.
- g. Scholastic A Class
  - i. This classification is the highest level of competition in Class A. Unit members must attend the same school district. Members and instructors in this class have shown their experience as seasoned performers or directors at the advanced level and are ready to be compared with all WGI Scholastic A guards. This class will be judged on a Class A sheet.

- h. Independent A Class
    - i. Units in this classification must meet all WGI requirements regarding A Class and Independent membership. Units in this class will be competing, and compared with the WGI Independent A guards. This class will be judged on a Class A sheet.
  - i. Scholastic Open Class
    - i. Students range in age from 14 to 18 years. Unlike the SA guards, these groups have a stronger personality and are not similar to one another. Depth of training and skills are consistent to one another, and are more challenging. Most groups are not as physically mature as their counterparts in Independent Open. However, their programs are often freshly unique and original. This class will be judged on the WGI Open class sheet.
  - j. Independent Open Class
    - i. Units in this classification must meet all WGI requirements regarding Open Class and Independent membership. Units in this class will be competing, and compared with the WGI Independent Open guards. This class will be judged on WGI Open class sheet.
7. Percussion Classifications: (All percussion classifications may be combined if there are fewer than three (3) units in each classification.)
- k. Scholastic Concert A Class
    - i. All members attend the same school or feeder school.
  - l. Scholastic Marching B Class
    - i. All members attend the same feeder school. Ensembles are the younger less developed participants. 'B' class ensembles have one instructor who may not be a percussionist, have members which percussion is not their primary instrument, and have little or no experience on these instruments. Battery members may not have marched in the fall during marching band. Flam passages (other than isolated flam attacks), open diddle passages, and fast open stroke rolls will be considered as basic 'A' class skills, not beginner, 'A' class skills. These units may have limited use of facilities to rehearse. This is where the beginner student discovers the joy of performing and realizes the sense of achievement as each skill is learned. Units in this classification will be judged using the WGI 'A' class criteria. Scores should relate and be compared to the 'A' class lines for the purpose of reviews and promotions.
  - m. Scholastic Marching A Class
    - i. All members attend the same school or feeder school. Ensembles may have some members with indoor percussion experience but possibly not all. "A" Class ensembles typically have more instructors and have members, which have some intermediate level skills, but are not quite ready for the demands of Open class. These lines may have some means of rehearsal facilities and manage to rehearse on a fairly regular basis. Here is where the beginning to intermediate student starts to broaden their range of performance and skills. Units competing in this classification will be judged using the WGI "A Class" criteria. Any unit competing at a WGI event must compete in this class.



- n. Scholastic Regional Concert Class
  - i. All members attend the same school or feeder school. This class shall be restricted to units competing for the first time as an organized WGPO percussion ensemble. Units in this class may have traditionally focused on district or statewide solo and ensemble competitions (ie. OSSAA, UIL, TSSEC). The purpose of this class is to bring new percussion ensembles into the activity with the idea of nurturing members and instructors through the process of WGI and WGPO. (Units with one-year experience may be placed in this classification with the permission of the judges' coordinator, contest director, and WGPO E-board approval). Scholastic regional class ensembles usually have one instructor who may not be a percussionist, have members which percussion is not their primary instrument, and have little or no experience on these instruments. This is where the beginner student discovers the joy of performing and realizes the sense of achievement as each skill is learned. Units will not be allowed to participate in this class for more than TWO (2) consecutive years. Units in this classification will be judged using the WGI 'A' class criteria emphasizing the unique contributions concert percussion ensembles make to an overall band program. Minimum performance time of 2.5 minutes, maximum performance time of 6 minutes, interval of 9 minutes.
  
- o. Independent Concert Class
  - i. This class is for percussion units do not fall into the definition of a scholastic unit. The age limit is 14-21. Units competing in this classification will be judged using the WGI "A Class" criteria.
  
- p. Independent Marching Class
  - i. This class is for percussion units who wish to combine the elements of percussion and marching but do not fall into the definition of a scholastic unit. The age limit is 14-21. Units competing in this classification will be judged using the WGI "A Class" criteria.

## **XI. Rules Applying to Promotion and Reclassification**

1. In the competitive season (excluding championships), promotions, appeals from promotions, and requests for reassignment must be made NO LATER THAN 15 days prior to Circuit Championships.
  
2. Promotion
  - a. A unit placing first in Scholastic B, Regional A and Regional B at WGPO Circuit Championships is promoted to the next higher class for the following season. Any unit that is promoted at the end of a competitive season MUST compete at that higher classification for at least ONE regular season contest during the following season.
  
  - b. A unit will be promoted to the next higher classification of competition of 3 of 5 judges assign that unit a score that is equal to or greater than the designated promotion score for the week. The effect of the promotion is notification by the

Judges' Coordinator and/or Contest Director at Critique or via email by 11:59pm on Sunday following the contest.

- c. Promotion scores will be published on the circuit's website, [www.wgpoklahoma.org](http://www.wgpoklahoma.org).
3. A unit will be promoted into the next higher class following a top three (3) placing in the Circuit Championships in three (3) consecutive years.
4. Timing and Procedure for Appeal of Promotion.
5. If any unit so promoted chooses to appeal that promotion so that it may remain in its current lower at which they were promoted.
6. The Color Guard Classification Review Committee will consist of the Executive Board of the circuit (excluding the Percussion Coordinator) and three elected unit representative. The unit representative will be elected by the Circuit membership at the fall meeting, serve a one-year term, and must be a color guard unit director in good standing with the circuit.
7. The Percussion Classification Review Committee will consist of the Executive Board of the circuit (excluding the Color Guard Judges' Coordinator) and three elected unit representatives. The unit representatives will be elected by the Circuit membership at the fall meeting, serve a one-year term, and must be a percussion unit director in good standing with the circuit.
8. The appealing unit will provide video of the performance earning the promotion scores to each member of the review committee. (omit: "If mailed") The video to each committee member must be emailed no later than Wednesday 11:59pm of the week following the contest as which the promotion scores were earned. The appealing unit's director may not have any other contact with the classification review committee/ this prohibition extends to any member, associate, or representative of the appealing unit. By the following Friday at 11:59am, the review committee is to review the video, confer, and report their decision to (omit: "the appealing unit's director) the contest director and to the judges' coordinator/percussion coordinator. The Contest Director or Secretary will report decisions to the appealing unit's director.
9. Request for Reassignment to a lower classification:
  - a. Should a director find his/her unit is in a higher classification than appropriate for his/her group, the director may request reassignment to a lower classification. The director and unit may seek reassignment only once during the competitive season, and may not seek reassignment if the unit has met the criteria for promotion as previously outlined.
10. Timing and Procedure for Requesting Reassignment:
  - a. To seek reassignment to a lower classification, the director must make a formal request to the contest director and judges' coordinator/percussion coordinator. Procedures for reviewing the request the follow approximately the same steps and timeline indicated for promotion. The classification review committee will be the same as listed above (#5, #6). If a quorum of the review committee is present, the contest director will inform the unit director that videos of the unit's most recent performance are not required. The contest director will convene the committee who will review the request for reassignment. If a quorum of the review committee is not

present, then the appealing unit is responsible for providing video of the unit's most recent competition performance to the WGPO Review Committee via the WGPO email address. The video must be emailed no later than the Wednesday at 11:59pm of the week following the contest as which the promotion scores were earned. The requesting unit's director may not have any other contact with the classification review committee; this prohibition extends to any member, associate, or representative of the appealing unit. By the following Friday at 11:59am, the review committee is to review the video, confer, and report their decision to the appealing unit's director, to the contest director, and to the judges' coordinator/percussion coordinator. The Contest Director or Secretary will report the Review Committee's decision to the appealing unit's director. The decision of the review committee is final and takes effect immediately, and will be implemented at the next competition in which the appealing unit is entered.

11. If necessary, timing requirement issues due to movement between classes will be addressed by the E-Board on an individual basis.

## **XII. Eligibility to Compete in WGPO Circuit Championships**

1. WGPO shall facilitate seven (7) regular season contests beginning on the third, fourth or fifth Saturday in January (at the discretion of the Contest Director) and continue until WGPO circuit championships.
2. These seven contests shall be divided as follows:
  - i. Segment 1: two contests, no penalties to be given
  - ii. Segment 2: three contests
  - iii. Segment 3: two contests
  - iv. To be eligible to compete in WGPO Circuit Championships, each guard unit must compete in AT LEAST one contest per Segment for a total of at least three contests.
3. One (1) WGI Regional score may be substituted for ONE (1) regular season contest score.
4. Percussion groups are required to attend two (2) contests throughout the season as they are offered in order to be eligible to attend championships. They are not required to attend a contest in each Segment as percussion contests are not made available each week as they are for guards.

## **XIII. Solos and Ensembles Competition**

1. Color Guard/Winter Guard performers are eligible to compete in WGPO solo and ensemble contests regardless of circuit affiliation as long as the following requirements are met.
2. All entry forms and fees must be postmarked 15 days prior to the scheduled Solo and Ensemble contest date. No late entries will be accepted. All fees must be turned in with the entry forms.
3. Classifications for Solo & Ensemble Contest will be as follows: Middle School Solo/Duet/Ensemble, Scholastic Solo/Duet/Ensemble & Independent Solo/Duet/Ensemble.
4. Outstanding soloists and ensembles are invited and encouraged to perform prior to the finals competition at Circuit Championships.

5. The judging panel will consist of an Effect Judge, Equipment Judge and Movement Judge. Each judge will score the competitor with a I (Superior) through V (Poor) rating, with Olympic scoring. Scoring for all solos and ensembles will be based upon correct and consistent completion of various fundamentals and standards for each level of classification. As the levels of achievement and completed standards increase, the possible score criteria will increase as well.
6. Performance time shall be a minimum of 1 minute and a maximum of 2 minutes.
7. A student may enter a maximum of three (3) events. No person may perform on like equipment on any like solo or ensemble.
8. All equipment used must be padded. Hard sole shoes must also be padded
9. Music must be provided on a mp3 player or CD. If an mp3 player is used, then the unit must provide a representative to operate the device during the performance.
10. Fee: Solos - \$12.00; Ensemble - \$7.00 per member. Solo and Ensemble entry forms and fee MUST be postmarked 15 days prior to the scheduled event.
11. WGPO Executive Board will have the final decision on all matters regarding solo and ensemble.

#### **XIV. WGPO Scholarships**

1. The recipient must be in his/her senior year of high school or currently attending a college or university.
2. The recipient must attend a college or university. Trade and vocational institutions are also acceptable.
3. The recipient must be an active member of a unit that is attending the WGPO Circuit Championships.
4. Each unit may submit up to two (2) nominees.
5. The Scholarship will be paid by check to the recipient and his/her college, university, or trade school of their choice.
6. The WGPO Scholarship is a one (1) time award. A new recipient will be selected each year.
7. The WGPO Vice-President will recommend the top five (5) nominees. A committee will select the scholarship recipient from the five (5) nominees. This committee will consist of the Executive Board minus the President, and three (3) adjudicators. In the case of a draw between two (2) nominees, the WGPO President will select the winner.
8. Announcement of the WGPO Scholarship Recipient will be made at the closing of WGPO Circuit Championships.

9. The scholarship application must be completed in FULL and POST MARKED no later than March 1st of the current year. Any scholarship application not completed in full or postmarked by March 1 will be deemed ineligible for consideration.

#### **XV. Judges' Association**

1. The Winter Guard and Percussion of Oklahoma Judging Association (WGPOJA) operates as a part of the circuit and plan to fulfill all requirements to become bona fide by WGI.
2. Anyone judging any WGPO show must hold credentials with WGPOJA, WGI, or a judges association, which is currently bona fide by WGI.
3. The WGPOJA Advisory Committee will consist of: The Color Guard Judges' Coordinator, the Percussion Coordinator, the Guard Education Director, the appointed Color Guard Representative, and the appointed Percussion Representative. The committee will report to the WGPO Executive Board.
4. The positions of Color Guard and Percussion Representatives will come from the Member Unit Directors, and will be appointed by the WGPO Executive Board at the fall meeting.
5. The Judges' Coordinator, the Director of Education, and the Percussion Coordinator will be responsible for recruiting and the training of judges. They will set the curriculum and organize training sessions for the Circuit's judges. They will keep all records pertaining to training and will report to the WGPO E-board.
6. Each season, a committee will be established to recommend an appropriate pay scale for WGPOJA. Listed below are the recommended pay scales for the 2010 season:
  - a. **2016 Guard:**
    - i. Level I = 1st year\* \$125 for 30 units \$5 per unit over 30
    - ii. Level II = 2-3 years experience\* \$175 for 30 units \$6 per unit over 30
    - iii. Level III = 4+ years experience\* \$225 for 40 units \$7 per unit over 30 (includes former WGI judge)
    - iv. Current WGI Greater of \$300 or \$7 per unit
    - v. Judging for an official winter guard circuit, Bands of America, Drum Corps International, or any official judges association.
  - b. **Guard Judges Adjudicating Percussion Contests**
    - i. The above scale will be used. If total number of guard/percussion units in contest is not above 30, no additional amount will be paid.
  - c. **2016 Percussion:**
    - i. \$75 minimum or \$15 per unit (whichever is greater)
    - ii. + \$50 extra for those who judge championships
    - iii. In the event of a split judging assignment, if an adjudicator is judging less than 10 units, then they shall receive 1/10th of their usual pay per unit judged. Example: if a first year judge is judging 8 units then they get paid \$12.50 per unit. If a second year judge is at the same contest, they get \$17.50 per unit.

7. Travel will be paid at \$0.35 per mile, round trip, for all judges, Contest Director, Percussion Administrator and Tabulator. Judges' Coordinator or Contest Director will calculate mileage from residence address to address of contest. If judges or staff travels in a vehicle together, only one travel fee will be paid to the driver of the vehicle.
8. If a contest starts at 8:00 a.m. or before and is more than 100 miles one way from the judges' travel starting point, then the Circuit shall pay up to \$80.00 per night for one (1) night of hotel lodging either the night before or the night of the contest.
9. Timing and Penalties judges will be paid \$150.00 for the first 30 units, then \$5.00 for each additional unit, not to exceed \$300, plus a round trip travel fee calculated using \$0.35 per mile rate if driving to the contest. Anyone judging this caption must be aware of both WGI Guard & Percussion rules and guidelines, and will be trained by the Judges Coordinator and Percussion Coordinator.
10. Judges that are trialing at a WGPO contest shall be paid mileage for one of the first two (2) contests.
11. Instructors may judge, except in the division in which they have an affiliation. They must join the judges' association, make all required training sessions, and complete the workbook in the appropriate caption.

## **XVI. Revenues**

1. The fiscal year for WGPO, (the period of time membership is valid before fees must be paid again), shall extend from July 1st, to June 30th.
2. Revenue may be derived from other resources in such a manner as may be determined by the Executive Board. Any lottery, raffle, drawing, or games of chance so approved, must not contradict any laws, customs, or traditions of the country, state or county in which the fundraising activity is to be held. The organization shall not directly or indirectly engage in any activity, which may reflect unfavorably on the good name of WGPO or WGI.

## **XVII. Incorporation**

1. If permitted by state, provincial, or national law, Winter Guard and Percussion of Oklahoma may incorporate as a non-profit organization.

## **XVIII. Disciplinary Action**

1. All Participating units in WGPO must abide by the WGPO Code of Conduct: "One of the hallmarks of our activity are to promote good sportsmanship. WGPO believes that our participating members learn good sportsmanship from their fellow members of the activity including directors, staff, judges, family, and friends. The positive, professional and competitive environment that WGPO strives to create cannot exist without good sportsmanship by all WGPO participants. We must lead by example. It is the responsibility of the adults in this activity to teach and stress good sportsmanship to students. Good sportsmanship should occur in warm-up, during performance, and massing. It should also occur in critique, in the stands, on the WGPO website, and in all communication between staff and judges. We (instructors and judges) must all remember to adhere to the Code of Ethics set by Winter Guard International."
2. Competitive units displaying unsportsmanlike conduct may be subject to sanctions by the WGPO Executive Board. Some examples of unsportsmanlike conduct include:
  - a. Offensive language exclaimed by performers at a contest.

- b. Unprofessional behavior during massing
  - c. Booing performers, judges, or fans during score announcements.
  - d. Inflammatory or derogator posts on the website.
  - e. Making derogatory comments or yelling at a judge at any time.
  - f. Vandalism of any kind on school property
3. Sanctions for unsportsmanlike conduct may include: an official written warning, removal from critique, suspension of the winter guard for a certain time, or forfeiture of a title of ranking as determined by the WGPO Executive Board. Units will be held financially liable for any destruction of school property (accidental or purposeful) committed by any person(s) associated with that unit. (Staff, student, or parent).
  4. Signs are not permitted in the gym during performances, unless sanctioned by WGPO.

### **XIX. Changes or Additions to the WGPO Rules and Regulations**

1. These Rules and Regulations should be reviewed annually. An amendment procedure requires a TWO-THIRD vote of those present at any regular meeting. Copies of the Rules and Regulations should be distributed to all members of the organization annually or when changes occur.
2. Any Rules or Regulations not explicitly addressed in this document shall be those established by Winter Guard International.
3. Any changes to the Rules and Regulations must be made at the June membership meeting.
4. The Rules and Regulations in the most recently updated WGPO Handbook supersede any other document that pertains to the circuit.
5. Any member having new business to present to the membership must submit the proposal in writing to the Circuit President one-month prior and then the proposal must be distributed to the membership two weeks prior to the meeting in order for the proposal to be discussed. Unscheduled proposals will not be discussed at WGPO meetings.

### **XX. Adoption of WGI Rules and Regulations**

1. WGPO has adopted the WINTER GUARD INTERNATIONAL rules and regulations for its contest rules, code of ethics, competition procedures, definitions of eligibility, and adjudication standards. The WGI rules shall work in conjunction with the WGPO rules and regulations. WGPO will utilize the score sheets and judging standards established by WGI.
2. After becoming a member of WGPO, all units will receive a copy of the WGI Guard or Percussion Rule Book and agree to abide by these rules, regulations and procedures. It is the responsibility of the member units to be knowledgeable of the contents of the WGPO Handbook, the WGI Adjudication Manual and Rule Book, The WGI Procedure Manual and communicate these contents to staff members, performers and supporters.