



Policy Manual

As of February 1, 2023

Table of Contents

1.0	COLOR GUARD DIVISION	4
1.1	Advisory Board.....	4
1.2	Steering Committee	5
1.3	Director of Color Guard	6
1.4	Chief Judge	7
1.5	Education Coordinator.....	8
1.6	Caption Specialist.....	9
1.7	Judge Development Supervisors	10
2.0	PERCUSSION DIVISION	11
2.1	Advisory Board.....	11
2.2	Steering Committee	12
2.3	Director of Percussion	13
2.4	Chief Judge	14
2.5	Education Coordinator.....	15
3.0	WINDS DIVISION	16
3.1	Advisory Board.....	16
3.2	Steering Committee	17
3.3	Director of Winds	18
3.4	Chief Judge	19
4.0	GROUP ELIGIBILITY REQUIREMENTS	20
4.1	Eligibility Requirements.....	20
4.1	Participating Group Master Agreement.....	20
4.2	Participant Releases	20
4.3	Insurance.....	20
4.4	Criminal Background Checks.....	20
4.5	Abuse Prevention Training	21
4.6	Staff Rosters	21
4.7	Music Licensing	21
4.8	Qualification for World Championship.....	21
4.9	Suitable Programming	21
5.0	CLASSES OF COMPETITION.....	22
5.1	Color Guard Classes	22
5.2	Percussion Classes	22
5.3	Winds Classes.....	22
6.0	EVENT REGISTRATION	23
6.1	Fees	23
6.2	Registration Procedure	23
6.3	Registration Deadlines.....	23
6.4	Event Withdrawal	23
6.5	Passes.....	23
6.6	Transfers	23
6.7	Waitlists.....	24

7.0	EVENTS	25
7.1	Regional Championships	25
7.11	Sponsorship.....	25
7.12	Calendar	25
7.13	Site Selection	25
7.14	Site Requirements.....	25
7.2	World Championships	27
7.2.1	Sponsorship.....	27
7.2.2	Calendar	27
7.2.3	Site Selection	27
7.2.4	Contest Site Specifications.....	27
7.2.5	Awards.....	27
7.3	Event Guidelines.....	28
7.3.1	Contest Floor	28
7.3.2	Warm Up Areas.....	28
7.3.3	Video Recordings	28
7.3.4	Sound Policy (Color Guard).....	28
7.3.5	Practice Sites.....	29
7.3.6	Group Housing	29
7.3.7	Merchandise Sales	29
7.4	Contest Administrators	30
8.0	EVENT SCHEDULING.....	31
8.1	Event Guidelines.....	31
8.2	Color Guard	31
8.2.1	Regional Preliminaries.....	31
8.2.2	Regional Finals.....	31
8.2.3	World Championship Preliminaries.....	32
8.2.4	World Championship Semi-Finals	32
8.2.5	World Championship Finals	32
8.3	Percussion.....	33
8.3.1	Regional Preliminaries.....	33
8.3.2	Regional Finals.....	33
8.3.3	World Championship Preliminaries.....	33
8.3.4	World Championship Semi-Finals	33
8.3.5	World Championship Finals	33
8.4	Winds.....	34
8.4.1	Regional Preliminaries.....	34
8.4.2	Regional Finals.....	34
8.4.3	World Championship Semi-Finals	34
8.4.4	World Championship Finals	34
9.0	CLASSIFICATION REVIEW	35
9.1	Color Guard	35
9.1.1	Classification Review (A & Open Classes).....	35
9.1.2	Onsite Reclassification (Regional A Class).....	36
9.1.3	World Championship Promotions	36
9.2	Percussion Classification Review	36

9.3	Winds Classification Review	36
10.0	ADJUDICATION	38
10.1	Color Guard	38
10.1.1	Regional Championships	38
10.1.2	World Championships.....	38
10.2	Percussion.....	38
10.2.1	Regional Championships.....	38
10.2.2	World Championships.....	38
10.3	Winds.....	38
10.3.1	Regional Championships.....	38
10.3.2	World Championships.....	38
10.4	Compensation	38
11.0	MISCELLANEOUS POLICIES, PROGRAMS & SERVICES	39
11.1	Travel Policy.....	39
12.0	WGI AWARDS & SCHOLARSHIPS	40
12.1	Hall of Fame	40
12.2	Scholarships.....	42
12.3	Volunteer Award	43
13.0	FEES AND COSTS.....	44
14.0	COMPLIMENTARY PRODUCTS AND SERVICES.....	46
15.0	CHANGES TO POLICY MANUAL	47

1.0 COLOR GUARD DIVISION

1.1 COLOR GUARD ADVISORY BOARD

1.11 Purpose

Determine the competitive aspects of the Color Guard division, including judging, scoring, Regionals, and World Championships.

1.12 Responsibilities

- Meet within ninety (90) days after the end of the competitive season
- Vote on rule change proposals
- Vote on policy change proposals
- Elect persons to the Board of Directors
- Review division reports
- Elect Steering Committee members
- Confirm Chief Judge and Caption Specialists every other year

1.13 Membership

- The Advisory Board is chaired by the Director of Color Guard
- The Color Guard Advisory Board shall be composed of one representative from each Independent World and Scholastic World finalist and the top five (5) finalists from all other classes of competition at the preceding world championships for the term of one (1) year. For groups from outside North America, the term shall be two (2) years.
- Eligible groups must be represented at annual Advisory Board meeting to maintain membership
- Designated representative for eligible groups must appear on published staff list as of April 1
- Advisory Board groups must be actively competing in WGI the following season after qualifying to maintain membership and benefits

1.14 Voting

- Groups must be present to vote on any matter and a non-vote is not considered neither positive nor negative.
- Quorum is 50% of eligible designated representatives
- Elected positions are determined by which candidate(s) receives the most votes (simple plurality). No ties are acceptable and no alternates for positions shall be elected
- Designated representative may only represent one group at any meeting. Proxy voting is not allowed.
- Any proposals approved by vote of Advisory Board must remain in place for a minimum of two (2) years

1.2 COLOR GUARD STEERING COMMITTEE

1.21 Purpose

- Provide active leadership in the direction of the Color Guard activity and the creation of its philosophy and scoring
- Govern the division between meetings of the Advisory Board and serve as a focal point for guidance and direction
- Continually enhance and promote the Color Guard activity

1.22 Responsibilities

- Responsible to the Advisory Board

Philosophy and Scoring System

- Develop and evaluate scoring system and philosophy
- Develop and evaluate score sheets
- Provide rule & legal equipment rulings at the request of division director
- Serve as re-classification committee per guidelines set in Policy Manual

Education

- Act as a resource with regards to judge training
- Act as a resource on developing ongoing instructor education

1.23 Membership

Eight (8) persons:

- Five Instructors: four (4) World Class representatives elected to a two-year term by the Advisory Board World Class representatives and one (1) Open and A Class Representative elected to a two-year term by the Advisory Board Open and A Class representatives. Terms are staggered.
- Chief Judge (1) who has full voting rights
- Education Coordinator (1) – who has full voting rights
- Director of Color Guard (1) - ex-officio, votes in the event of a tie

The Steering Committee functions as a resource jointly in common responsibilities during the off-season. All communication between instructors and administrators other than philosophical issues should cease once the season is underway to avoid any appearance of undue influence unless approved by the Chief Judge or Director of Color Guard. If a Steering Committee instructor has a judging concern, they should use the established procedures as any other active instructor.

1.3 DIRECTOR OF COLOR GUARD

1.31 Purpose

To plan, direct and review the overall activities of the Color Guard division of WGI.

1.32 Path of Responsibility

The Director of Color Guard is responsible to the Chief Executive Officer.

1.33 Selection/Contract

The functions of the Director of Color Guard shall be performed on a contract basis by an individual selected by the Chief Executive Officer with the approval of the Board of Directors. The Director of Color Guard shall not have an affiliation with any group participating in WGI.

1.34 Fee for Service

A fee for services provided shall be determined by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board as part of the overall budget.

1.35 Duties and Responsibilities

Color Guard Division

- Maintain ongoing communications including, but not limited to, Chief Executive Officer, Advisory Board, Steering Committee, and all staff positions within the division to ensure coordination of all areas of joint responsibility
- Maintain common awareness of changes in procedures, policies and/or issues affecting the division
- Communicate effectively to include, but not limited to, participating groups, Circuit Partners, and Event Partners.

Regionals and World Championships

- Develops the competitive event calendar and approves all contest venues
- Work with Regional Event Partners, Contest Administrators, and World Championship staff to ensure proper competition arrangements

Adjudication

- Determine judge roster with Chief Judge and Education Coordinator
- Identify candidates for the position of Chief Judge
- Provides input to the performance review of working judges when selecting adjudicators

Advisory Board and Steering Committee

- Organize Color Guard Advisory Board and Steering Committee meetings.
- Participate in meetings of the Steering Committee as a non-voting member
- Provide an annual report to the Color Guard Advisory Board and the Board of Directors.
- Any other duties as assigned by the Chief Executive Officer.

1.4 COLOR GUARD CHIEF JUDGE

1.41 Purpose

Coordinate and implement the adjudication activities of the Color Guard division of WGI.

1.42 Path of Responsibility

The Chief Judge is responsible to the Advisory Board through the Director of Color Guard.

1.43 Selection/Contract

The Chief Judge is appointed by the Director of Color Guard with the approval of the Chief Executive Officer and Advisory Board. The Chief Judge shall not have an affiliation with any group participating in WGI.

The term of the Chief Judge shall be two (2) years and approved by the Advisory Board.

If the position should become vacant, the Director of Color Guard will seek applications. The Steering Committee will evaluate the applications and select up to three nominees. The Director of Color Guard in conjunction with the Chief Executive Officer will then make a recommendation and seek the approval of the Advisory Board, whose decision is final.

1.44 Fee for Service

The fee paid to the Chief Judge shall be set each year by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board of Directors as part of the overall budget.

1.45 Duties and Responsibilities

- Determine judge roster with Director of Color Guard and Education Coordinator.
- Responsible for judge assignments for all contests.
- Plan, direct, and supervise annual judge training in conjunction with the Director of Color Guard and Education Coordinator.
- Act as chief judge at any contest when in attendance. When attendance is not possible, assign another qualified judge to act as chief judge.
- Supervise and review job performance of all judges to ensure the quality control of working judges' numbers management, dialog, and adherence to the philosophy.
- Maintain ongoing communications with the Director of Color Guard to ensure coordination of all areas of joint responsibility.
- Address judges' issues of ethics or standards when necessary. Communication on issues of this nature will be investigated, documented, and discussed with all appropriate parties relative to the situation.
- Participate in Advisory Board and Steering Committee meetings as a non-voting member.
- Provide an annual report to the Advisory Board.
- Other duties as assigned by the Director of Color Guard or Chief Executive Officer.

1.5 COLOR GUARD EDUCATION COORDINATOR

1.54 Purpose

Coordinate the development and dissemination of the Color Guard adjudication philosophy to the various communities within WGI.

1.52 Path of Responsibility

The Color Guard Education Coordinator is responsible to the Director of Color Guard.

1.51 Selection/Contract

The functions of the Education Coordinator shall be performed on a contract basis by an individual selected by the Chief Executive Officer with the approval of the Board of Directors. The Education Coordinator shall not have an affiliation with any participating group.

1.53 Fee for Service

The fee paid for the services of the Education Coordinator shall be determined by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board as part of the overall budget.

1.55 Duties and Responsibilities

- Provide year-round educational direction in the proper and full application of scoring philosophy as set forth by the Steering Committee.
- Create, test, and implement potential scoring system changes as determined by the Advisory Board and Steering Committee.
- Determine judge roster with the Chief Judge and Director of Color Guard.
- Assist in developing curriculum for annual judge training in conjunction with the Chief Judge and Director of Color Guard.
- Maintain positive working relationships between the instructor and judging community.
- Coordinate instructor educational outreach programs via the internet, DVDs, printed materials, and local circuit clinics.
- Act as a resource in curriculum development and staffing of WGI educational events.
- Maintain ongoing communications with the Director of Color Guard to ensure coordination of all areas of joint responsibility.
- Provide an annual report to the Advisory Board.
- Participate in all Steering Committee meetings and provide necessary support and follow-up.
- Any other duties as assigned by the Director of Color Guard.

1.6 COLOR GUARD CAPTION SPECIALIST

1.61 Purpose

Assist the Chief Judge to coordinate and implement the adjudication activities of the Color Guard division.

1.62 Path of responsibility

Caption Specialists are responsible directly and solely to the Chief Judge.

1.63 Selection/Contract

Two Caption Specialists (one for General Effect/Design Analysis and one for Equipment/Movement) are identified by the Chief Judge and approved by the Advisory Board for a two-year term. Caption Specialists shall not have a primary affiliation with any participating group.

1.64 Fee for Service

The fee paid to the Caption Specialist shall be set each year by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board of Directors as part of the annual budget.

1.65 Qualifications

- WGI judge with at least five years' experience.
- Must have ability to effectively communicate with those in captions they oversee with an emphasis on providing feedback on performance.
- An ability to work with diverse viewpoints and resolve differences of opinion to resolve issues. This may include reviewing judge evaluation forms and responding to them as directed by the Chief Judge.

1.66 Duties and responsibilities

- Supervise, coordinate, and ensure the quality control of assigned working judges' numbers management, dialog, and adherence to the philosophy.
- Review judge commentary for each judge and provide at least one written evaluation to that judge during the season as well as year-end evaluation no later than June 1.
- Communicate privately with any judge as directed by the Chief Judge or Education Director regarding complaints, commentary content, or issues of numbers management, etc., expediently and with discretion.
- Provide a comprehensive assessment and comparison of working judges to be used in the development of the judge roster.
- Maintain ongoing communications with the Chief Judge and Education Coordinator to ensure coordination of all areas of joint responsibility.
- Act as chief judge when needed.
- Other duties as assigned by the Chief Judge, Education Coordinator, or Director of Color Guard.

1.7 COLOR GUARD JUDGE DEVELOPMENT SUPERVISOR

1.74 Purpose

Supervise continuing training of new and developing judges.

1.73 Path of Responsibility

The Judge Development Supervisor is responsible to the Education Coordinator.

1.71 Selection/Contract

The Judge Development Supervisor shall be selected by the Education Coordinator and Chief Judge with approval of the Director of Color Guard. The Judge Development Supervisor shall not have an affiliation with any participating group.

1.72 Fee for Service

The fee paid for the services of the Judge Development Supervisor shall be determined by the Director of Color Guard with the approval of the Chief Executive Officer.

1.75 Duties and Responsibilities

- Develop curriculum and facilitate judge academies and identify potential new judge candidates for consideration.
- Create continuing training curriculum to new or developing judges prior to, during, and after the competitive season as assigned by Education Coordinator, Chief Judge and Director of Color Guard.
- Assist in creation of annual judge training curriculum as directed by Education Coordinator and Chief Judge.
- Coordinate educational outreach programs and materials as requested by the Education Coordinator for local Circuit Partner clinics.
- Maintain ongoing communication with Education Coordinator, Chief Judge and Director of Color Guard to ensure coordination of all areas of joint responsibilities.
- Any other duties as assigned by the Education Coordinator or Director of Color Guard.

2.0 PERCUSSION DIVISION

2.1 PERCUSSION ADVISORY BOARD

2.11 Purpose

Determine the competitive aspects of the Percussion division, including judging, scoring, Regionals, and World Championships.

2.12 Responsibilities

- Meet within ninety (90) days after the end of the competitive season
- Vote on rule change proposals
- Vote on policy change proposals
- Elect persons to the Board of Directors
- Review division reports
- Elect Steering Committee members

2.13 Membership

- The Advisory Board is chaired by the Director of Percussion.
- The Percussion Advisory Board shall be composed of one representative from each of the Independent and Scholastic World finalists and the top five (5) finalists from all other classes of competition at the preceding world championships for the term of one (1) year. For groups from outside North America, the term shall be two (2) years.
- Eligible groups must be represented at annual Advisory Board meeting to maintain membership
- Designated representative for eligible groups must appear on published staff list as of April 1
- Advisory Board groups must be actively competing in WGI the following season after qualifying to maintain membership and benefits

2.14 Voting

- Groups must be present to vote on any matter and a non-vote is not considered neither positive nor negative.
- Quorum is 50% of eligible designated representatives
- Elected positions are determined by which candidate(s) receives the most votes (simple plurality). No ties are acceptable and no alternates for positions shall be elected
- Designated representative may only represent one group at any meeting. Proxy voting is not allowed.
- All proposals must pass with a two-thirds (2/3) majority of the Advisory Board.

2.2 PERCUSSION STEERING COMMITTEE

2.21 Purpose

- Provide active leadership in the direction of the Percussion activity and the creation of its philosophy and scoring
- Govern the division between meetings of the Advisory Board and serve as a focal point for guidance and direction
- Continually enhance and promote the Percussion activity

2.22 Responsibilities

- Responsible to the Advisory Board

Philosophy and Scoring System

- Develop and evaluate scoring system and philosophy
- Develop and evaluate score sheets
- Provide rule & legal equipment rulings at the request of division director
- Serve as re-classification committee per guidelines set in Policy Manual

Education

- Act as a resource with regards to judge training
- Act as a resource on developing ongoing instructor education

2.23 Membership

Twelve (12) persons:

- Five (5) Instructor representatives elected to a two-year term by the Percussion Advisory Board. Terms are staggered. Instructors must be Primary Board members to be eligible for the Steering Committee.
- Three (3) Judge representatives elected to a two-year term by the Percussion judges at their annual meeting. Terms are staggered.
- Chief Judge (1) non-voting
- Education Coordinator (1) non-voting
- Director of Percussion (1) – ex-officio, votes in event of a tie

The Steering Committee functions as a resource jointly in common responsibilities during the off-season. All communication between instructors and administrators other than philosophical issues should cease once the season is underway to avoid any appearance of undue influence unless approved by the Chief Judge or Director of Percussion. If a Steering Committee instructor has a judging concern, they should use the established procedures as any other active instructor.

2.3 DIRECTOR OF PERCUSSION

2.31 Purpose

To plan, direct and review the overall activities of the Percussion division of WGI.

2.32 Path of Responsibility

The Director of Percussion is responsible to the Chief Executive Officer.

2.33 Selection/Contract

The functions of the Director of Percussion shall be performed on a contract basis by an individual selected by the Chief Executive Officer with the approval of the Board of Directors. The Director of Percussion shall not have an affiliation with any group participating in WGI.

2.34 Fee for service

A fee for services provided shall be determined by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board as part of the overall budget.

2.35 Duties and Responsibilities

Percussion Division

- Maintain ongoing communications including, but not limited to, Chief Executive Officer, Advisory Board, Steering Committee, and all staff positions within the division to ensure coordination of all areas of joint responsibility
- Maintain common awareness of changes in procedures, policies and/or issues affecting the division
- Communicate effectively to include, but not limited to, participating groups, Circuit Partners, and Event Partners.

Regionals and World Championships

- Develops the competitive event calendar and approves all contest venues
- Work with Regional Event Partners, Contest Administrators, and World Championship staff to ensure proper competition arrangements

Adjudication

- Determine judge roster with Chief Judge and Education Coordinator
- Identify candidates for the position of Chief Judge
- Provides input to the performance review of working judges when selecting adjudicators

Advisory Board and Steering Committee

- Organize Percussion Advisory Board and Steering Committee meetings.
- Participate in meetings of the Steering Committee as a non-voting member
- Provide an annual report to the Percussion Advisory Board and the Board of Directors.
- Any other duties as assigned by the Chief Executive Officer.

2.4 PERCUSSION CHIEF JUDGE

2.41 Purpose

Coordinate and implement the adjudication activities of the Percussion division of WGI.

2.42 Path of Responsibility

The Chief Judge is responsible to the Advisory Board through the Director of Percussion.

2.43 Selection/Contract

The Chief Judge is appointed by the Director of Percussion with the approval of the Chief Executive Officer and Advisory Board. The Chief Judge shall not have an affiliation with any group participating in WGI.

2.44 Fee for Service

The fee paid to the Chief Judge shall be set each year by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board of Directors as part of the overall budget

2.45 Duties and Responsibilities

- Determine judge roster with Director of Percussion and Education Coordinator.
- Responsible for judge assignments for all contests.
- Plan, direct, and supervise annual judge training in conjunction with the Director of Percussion and Education Coordinator.
- Act as chief judge at any contest when in attendance. When attendance is not possible, assign another qualified judge to act as chief judge.
- Supervise and review job performance of all judges to ensure the quality control of working judges' numbers management, dialog, and adherence to the philosophy.
- Maintain ongoing communications with the Director of Percussion to ensure coordination of all areas of joint responsibility.
- Address judges' issues of ethics or standards when necessary. Communication on issues of this nature will be investigated, documented, and discussed with all appropriate parties relative to the situation.
- Participate in Advisory Board and Steering Committee meetings as a non-voting member.
- Provide an annual report to the Advisory Board.
- Other duties as assigned by the Director of Percussion or Chief Executive Officer.

2.5 PERCUSSION EDUCATION COORDINATOR

2.51 Purpose

Coordinate the development and dissemination of the Percussion adjudication philosophy to the various communities within WGI.

2.52 Path of Responsibility

The Education Coordinator is responsible to the Director of Percussion.

2.53 Selection/Contract

The functions of the Education Coordinator shall be performed on a contract basis by an individual selected by the Chief Executive Officer with the approval of the Board of Directors. The Education Coordinator shall not have an affiliation with any participating group.

2.54 Fee for Service

The fee paid for the services of the Education Coordinator shall be determined by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board as part of the overall budget.

2.55 Duties and Responsibilities

- Provide year-round educational direction in the proper and full application of the Percussion scoring philosophy as set forth by the Steering Committee.
- Create, test, and implement potential scoring system changes as determined by the Advisory Board and Steering Committee.
- Determine judge roster with the Chief Judge and Director of Percussion.
- Assist in developing curriculum for annual judge training in conjunction with the Chief Judge and Director of Percussion.
- Maintain positive working relationships between the instructor and judging community.
- Coordinate instructor educational outreach programs via the internet, DVDs, printed materials, and local circuit clinics.
- Act as a resource in curriculum development and staffing of WGI educational events.
- Maintain ongoing communications with the Director of Percussion to ensure coordination of all areas of joint responsibility.
- Provide an annual report to the Advisory Board.
- Participate in all Steering Committee meetings and provide necessary support and follow-up.
- Any other duties as assigned by the Director of Percussion.

3.0 WINDS DIVISION

3.1 WINDS ADVISORY BOARD

3.11 Purpose

Determine the competitive aspects of the Winds division, including judging, scoring, Regionals, and World Championships.

3.12 Responsibilities

- Meet within ninety (90) days after the end of the competitive season
- Vote on rule change proposals
- Vote on policy change proposals
- Elect persons to the Board of Directors
- Review division reports
- Elect Steering Committee members

3.13 Membership

- The Board chaired by the Director of Winds.
- The Winds Advisory Board shall be composed of one representative from each of the Independent and Scholastic World finalists and the top five (5) finalists in all other classes of competition at the preceding world championships for the term of one (1) year. For groups from outside North America, the term shall be two (2) years.
- Eligible groups must be represented at annual Advisory Board meeting to maintain membership
- Designated representative for eligible groups must appear on published staff list as of April 1
- Advisory Board groups must be actively competing in WGI the following season after qualifying to maintain membership and benefits

3.14 Voting

- Groups must be present to vote on any matter and a non-vote is not considered neither positive nor negative.
- Quorum is 50% of eligible designated representatives
- Elected positions are determined by which candidate(s) receives the most votes (simple plurality). No ties are acceptable and no alternates for positions shall be elected
- Designated representative may only represent one group at any meeting. Proxy voting is not allowed.

3.2 WINDS STEERING COMMITTEE

3.21 Purpose

- Provide active leadership in the direction of the Winds activity and the evaluation of its philosophy and scoring
- Govern the division between meetings of the Advisory Board and serve as a focal point for guidance and direction
- Continually enhance and promote the Winds activity

3.22 Responsibilities

- Responsible to the Advisory Board

Philosophy and Scoring System

- Develop and evaluate scoring system and philosophy
- Develop and evaluate score sheets
- Provide rule & legal equipment rulings at the request of division director
- Serve as re-classification committee per guidelines set in Policy Manual

Education

- Act as a resource with regards to judge training
- Act as a resource on developing ongoing instructor education

3.23 Membership

Seven (7) persons:

- Five (5) Instructors elected to a two-year term by the Winds Advisory Board. Terms are staggered.
- Chief Judge (1) non-voting
- Director of Winds (1) – ex-officio, votes in event of a tie

The Steering Committee functions as a resource jointly in common responsibilities during the off-season. All communication between instructors and administrators other than philosophical issues should cease once the season is underway to avoid any appearance of undue influence unless approved by the Chief Judge or Director of Winds. If a Steering Committee instructor has a judging concern, they should use the established procedures as any other active instructor.

3.3 DIRECTOR OF WINDS

3.31 Purpose

To plan, direct and review the overall activities of the Winds division of WGI.

3.32 Path of Responsibility

The Director of Winds is responsible to the Chief Executive Officer.

3.33 Selection/Contract

The functions of the Director of Winds shall be performed on a contract basis by an individual selected by the Chief Executive Officer with the approval of the Board of Directors. The Director of Winds shall not have an affiliation with any group participating in WGI.

3.34 Fee for service

A fee for services provided shall be determined by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board as part of the overall budget.

3.35 Duties and Responsibilities

Winds Division

- Maintain ongoing communications including, but not limited to, Chief Executive Officer, Advisory Board, Steering Committee, and all staff positions within the division to ensure coordination of all areas of joint responsibility
- Maintain common awareness of changes in procedures, policies and/or issues affecting the division
- Communicate effectively to include, but not limited to, participating groups, Circuit Partners, and Event Partners.

Regionals and World Championships

- Develops the competitive event calendar and approves all contest venues
- Work with Regional Event Partners, Contest Administrators, and World Championship staff to ensure proper competition arrangements

Adjudication

- Determine judge roster with Chief Judge and Education Coordinator
- Identify candidates for the position of Chief Judge
- Provides input to the performance review of working judges when selecting adjudicators

Advisory Board and Steering Committee

- Organize Winds Advisory Board and Steering Committee meetings.
- Participate in meetings of the Steering Committee as a non-voting member
- Provide an annual report to the Winds Advisory Board and the Board of Directors.
- Any other duties as assigned by the Chief Executive Officer.

3.4 WINDS CHIEF JUDGE

3.41 Purpose

Coordinate and implement the adjudication activities of the Winds division of WGI.

3.42 Path of Responsibility

The Chief Judge is responsible to the Advisory Board through the Director of Winds.

3.43 Selection/Contract

The Chief Judge is appointed by the Director of Winds with the approval of the Chief Executive Officer and Advisory Board. The Chief Judge shall not have an affiliation with any group participating in WGI.

3.44 Fee for Service

The fee paid to the Chief Judge shall be set each year by the Chief Executive Officer with the approval of the Executive Committee and approved by the Board of Directors as part of the overall budget

3.45 Duties and Responsibilities

- Determine judge roster with Director of Winds.
- Responsible for judge assignments for all contests.
- Plan, direct, and supervise annual judge training in conjunction with the Director of Winds.
- Act as chief judge at any contest when in attendance. When attendance is not possible, assign another qualified judge to act as chief judge.
- Supervise and review job performance of all judges to ensure the quality control of working judges' numbers management, dialog, and adherence to the philosophy.
- Maintain ongoing communications with the Director of Winds to ensure coordination of all areas of joint responsibility.
- Address judges' issues of ethics or standards when necessary. Communication on issues of this nature will be investigated, documented, and discussed with all appropriate parties relative to the situation.
- Participate in Advisory Board and Steering Committee meetings as a non-voting member.
- Provide an annual report to the Advisory Board.
- Other duties as assigned by the Director of Winds or Chief Executive Officer.

4.0 GROUP ELIGIBILITY REQUIREMENTS

4.1 Eligibility Requirements

- Competitive eligibility for all participating groups shall be defined in the Contest Rules of the WGI Adjudication Manual & Rulebook for Color Guard, Percussion, and Winds.
- Administrative eligibility requirements must be met by all registered groups wishing to participate in any WGI event. Groups not meeting any administrative requirement by the prescribed deadline can have the privilege of participation in WGI events limited, conditioned, suspended, terminated, or denied at any time.
- Any participating groups having outstanding balances to WGI will not be permitted to enter event(s) until the debt has been satisfied.

4.1 Participating Group Master Agreement

- All groups participating in WGI events must have a Participating Group Master Agreement on file no later than sixty (60) days after event registration.
- Groups not meeting this deadline will forfeit their registration postmark date, which may affect the order of appearance.
- WGI must approve any alteration to the Participating Group Master Agreement in advance. Any alterations without the approval of WGI will invalidate the agreement.

4.2 Participant Releases

- All groups participating in WGI events must have individual participant Release/Waiver forms signed by a parent/guardian for minors (under 18) or adults (over 18) on file with the WGI office no later than the entry deadline date of the group's first registered event.

4.3 Insurance

- Groups participating in all independent classes must provide proof of \$1,000,000 general liability coverage and adequate accident medical coverage (suggested limit of \$5,000) per school or organization on file with the WGI office no later than sixty (60) days after event registration.
- All independent groups using scholastic insurance to fulfill the WGI insurance requirement must use the school district/educational institution in their official name and must have an employee (not an independent contractor) authorized to bind the school district/educational institution to the terms of the Participating Group Master Agreement be the signatory on the agreement.

4.4 Criminal Background Checks

- All participating groups must attest to obtaining a national criminal history background check (or some satisfactory equivalent for country or locale) for those in contact with participants. This could include instructional staff, drivers, chaperones, pit or prop crew, clinicians, and others who have more than casual contact with participants. Background checks shall be performed at the discretion of the participating group's director but in no event less than every two years.
- For scholastic groups, those requirements can be fulfilled by requirements imposed by the school district/educational institution; however, if a school district/educational institution does not require such background checks, the group will have to comply with these requirements.

4.5 Abuse Prevention Training

- All adult instructional and administrative staff having regular contact with or authority over participants of any group participating in any WGI event must complete the “SafeSport™ Trained” Abuse Prevention course.
- Individuals required to take this course will receive a certificate of completion delivered via email. Group directors should collect these certificates and keep a copy on file for each active instructional or administrative personnel. Participating groups must provide documentation to WGI upon demand or through regular and random audits.

4.6 Staff Rosters

- All participating groups must submit a complete roster of all instructional and administrative staff on file with the WGI office no later than the entry deadline date of the group’s first registered event. Only those individuals on the staff roster may represent the group at any meeting if eligible for Advisory Board membership.

4.7 Music Licensing

- Color Guards participating in any class must provide song selection information to the WGI office no later than the entry deadline date of the group’s first registered event.
- Percussion ensembles and Winds groups participating in any class are required to secure permission to arrange for all songs involved.

4.8 Qualification for World Championship

- All groups must attend a Regional Contest if their hometown is within 400 miles of any Regional to be eligible to enter World Championships. This requirement will be waived for any ensembles outside North America or any Winds group that conflicts with a school district concert/festival. Groups beyond a 400-mile radius of any Regional or those outside North America must submit a video recording for classification purposes no later than March 15. The Director of Color Guard, Director of Percussion, or Director of Winds will have final approval of any exemption to this policy.
- Groups beyond a 400-mile radius must have all required paperwork on file by March 31.

4.9 Suitable Programming

- All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors on a national level. Any breach in the above philosophy could result in performance denial or possible disqualification as determined by the Chief Executive Officer in consultation with the Director of Color Guard, Director of Percussion, or Director of Winds. Designated Contest Administrators will serve as a liaison to the Chief Executive Officer.

5.0 CLASSES OF COMPETITION

5.1 Color Guard Classes

- The following Color Guard classes will be offered at all WGI events except for Regional A classes at World Championships. Color Guards participating in WGI events must compete in the same class (or higher) as WGI Circuit Partner events.

Scholastic Regional A	Independent Regional A
Scholastic A	Independent A
Scholastic Open	Independent Open
Scholastic World	Independent World

5.2 Percussion Classes

- The following Percussion classes will be offered at all WGI events:

Scholastic A	Independent A	Scholastic Concert A
Scholastic Open	Independent Open	Scholastic Concert Open
Scholastic World	Independent World	Scholastic Concert World

5.3 Winds Classes

- The following Winds classes will be offered at all WGI events:

Scholastic A	Independent A
Scholastic Open	Independent Open
Scholastic World	Independent World

6.0 EVENT REGISTRATION

6.1 Fees

- The Board of Directors will determine annual event registration fee to all Regionals and World Championships. All registration fees are non-refundable except as determined by the Director of Color Guard, Director of Percussion, Director of Winds or Chief Executive Officer.
- A one-time processing fee will be assessed each group per season as part of event registration. Groups participating in Virtual events are exempt from processing fee.
- Any group having outstanding balances to WGI will not be allowed to register for events until the debt has been satisfied.

6.2 Registration Procedure

- A “tiered system” is utilized for event registration. **Tier 1** is for those groups registering for the WGI World Championships as well as any Regional(s). **Tier 2** is for those groups registering for any events, except for Color Guards in the Regional A Class. **Tier 3** is for Color Guards participating in the Regional A Class.
- Tier 1 will receive the first available postmark date for Tier 2 as the tier system was developed for groups traveling to the World Championships to have priority registration into Regional contests. Tier 3 first available postmark date will be later than Tiers 1 & 2.

6.3 Registration Deadlines

- Deadline for registration for Regionals is five (5) weeks before the event date.
- Deadline for registration to World Championships is March 1.

6.4 Event Withdrawal

- Any competing group may withdraw prior to entry deadline date with no penalty.
- Groups who withdraw after the registration deadline date or fails to appear will be assessed a penalty of \$200.00 for Regionals and \$500 for World Championships. Proceeds from the penalty payments will be donated to the scholarship fund.
- Groups withdrawing must do so in writing using the WGI Withdraw Form prior to the registration deadline date to avoid penalty. No verbal changes to registrations will be accepted.

6.5 Passes

- Each registered group automatically receive passes for participants plus ten (10) staff for each event. Two of the ten Regional passes must provide front-side seating.
- Each registered group shall have the option to purchase a PLUS Pass for an additional fee. For Regionals, the PLUS Pass allows an additional five (5) staff passes. For World Championships, the PLUS Pass allows an additional seven (7) staff passes. The PLUS Pass must be purchased when registering for any event.
- Participating groups with PLUS passes who are non-finalists at World Championships will be eligible to purchase discounted tickets for World Finals for their ten (10) staff and additional seven (7) PLUS passes.

6.6 Transfers

- Any registered group may transfer to another open Regional for a fee. Group postmark date will change to the date of transfer.

6.7 Waitlists

- Groups will be waitlisted when the event reaches the maximum number of participating groups as dictated by the schedule.
- If a confirmed registered group pulls from the event prior to the entry deadline, the next group on the waitlist will be added to the schedule.
- Waitlists are dissolved and closed to any further registrations once the event deadline has passed.
- No waitlisted groups may be added to the schedule once the event schedule has been released.
- Should a Regional be canceled and groups from that event need to qualify for World Championships, those groups will bypass any waitlist and be given priority into another scheduled event.

7.0 EVENTS

7.1 REGIONAL CHAMPIONSHIPS

7.11 Sponsorship

- Winter Guard International shall sponsor a series of Regional Championships for Color Guard, Percussion and Winds to be held during February and March each year. Each event shall be open to any participating group adhering to WGI rules and policies. All events shall be conducted using approved contest rules, operating policies and procedures, and adjudication methods.
- WGI will award Regional contests to local Event Partners based on the quality and location of the contest site, the ability of an organization to provide adequate staffing, the availability of practice sites, and adequate housing for contest personnel.
- The Director of Color Guard, Director of Percussion, and Director of Winds shall oversee the relationship between WGI and local Event Partners, including selection, review, and discontinuation of the host group as well as the area of the regional.
- Event Partner must provide proof of liability insurance with a combined single limit of \$1,000,000 for bodily injury and/or property damage by way of certificate of insurance and endorsement, adding WGI as an additional insured.
- Regional Event Partners are not allowed to offer corporate sponsorships to their Regional without contacting the WGI Marketing Department. No signs or banners other than official WGI signs or those of official WGI sponsors may be displayed at the contest site without the approval of the Contest Administrator.

7.12 Regional Calendar

- The Directors of Color Guard, Percussion, and Winds are responsible for the Regional calendar with approval by the Chief Executive Officer.
- Regionals that fall below a minimum number of thirty (30) Color Guard entries, ten (10) Percussion, and five (5) winds entries may be rotated off the contest calendar for the following year and may apply in two years for reinstatement.

7.13 Site Selection

- Any group participating in WGI can submit a proposal to become an Event Partner for a new or existing Regional.
- In the event of competing proposals, the Directors of Color Guard, Percussion, and Winds will submit all proposals to the Chief Executive Officer for final decision with their recommendation.

7.14 Site Requirements

- Competition area at least 70' x 100' in size. The 70' must be from the bottom row of spectator seating across to the bottom row of back stands. There must be always a safety zone of at least five (5) feet around the minimum size 60'x90' competition area. The Director of Color Guard, Percussion, and/or Winds has the discretion to waive these requirements, if necessary, given the facilities.
- No competition area may exceed the maximum size of the competition area that is offered at the site of the World Championship Finals site. For 2023, that size is 106' by 78' for Color Guard and 106' by 72' for Percussion and Winds.
- Seating at least 20 rows high.
- Adequate parking facilities for competing groups and spectators.
- Suitable Color Guard warm-up facilities for body and equipment and suitable Percussion or Winds warm-up areas (band room, choral room without risers) so the sound does not carry to the competition area. For Winds, a dedicated community warm-up room when possible.

- Doors with center bar removal or double doors for easy access and/or exit of equipment and carts. WGI will provide pictures and dimensions of entry and exit doorways.
- Room for staging equipment and props.
- Percussion and Winds will have two (2) four-outlet electrical boxes (20-amp preferred, if possible) with a minimum of 25 feet of cord (10 gauge for Percussion) placed at the front and back centerline in the competition area. Color Guard will have one (1) four-outlet electrical box. Such electrical boxes must be solely dedicated for the use of the participating groups only (no other use by computers, phone charges, sound systems, etc.)
- For Color Guard contests, a sound system with a mixing board and input for MP3 or iPod, amplifier, etc. A laptop (Apple or PC) must also be available to upload music from CompetitionSuite.
- Secure tabulation area with internet access close to a separate, private judges' room.
- Concession or snack bar available open one (1) hour before and throughout event.
- Expo/booster sales space.

7.2 WORLD CHAMPIONSHIPS

7.2.1 Sponsorship

Winter Guard International shall sponsor a Color Guard World Championship, a Percussion World Championship, and a Winds World Championship to be held each year. Each event shall be open to any group adhering to WGI rules and policies. All events shall be conducted using approved contest rules, operating policies and procedures, and adjudication methods.

7.2.2 World Championship Calendar

World Championships shall be held on two weekends (Thursday, Friday and Saturday) each year in April. The Board of Directors shall approve the dates and location. Date(s) chosen will make every attempt to avoid conflict with Easter and/or Passover.

7.2.3 Site Selection

The Board of Directors shall select the site for the World Championships from time to time, as necessary. The site will be selected from applications from interested host cities.

7.2.4 Contest Site Specifications

- All world championship event sites will have a black curtain backdrop whenever possible.
- Percussion and Winds groups will have optional use of tents regardless of weather conditions and integrate tent schedules into the primary logistics schedule.
- Winds groups will have access to space inside the arena for those desiring the option of tuning in a temperature-controlled space whenever possible.

7.2.5 Awards

- Trophies for first, second and third place groups in each class.
- Medallions for participants and staff for first, second and third place groups in each class.
- Championship flags for the champions in each class.
- Plaques will be presented to finalists in each class.
- Participant, Semi-Finalist, or Finalist patches to each participant in every class.

7.3 EVENT GUIDELINES

7.3.1 Contest Floor

- The contest floor cover (if used) should be black in color with no writing or logos and be taped down using tape approved with WGI and/or Event Partner in advance (if tape is allowed at the venue) around the entire perimeter and must cover the competition area.
- Groups will be advised of the nature of the competition floor under the contest floor cover in advance of the event.
- Should any damage to the contest floor occur, the Timing and Penalty Judge is responsible to complete the “Floor Damage Report” and submit to the Contest Administrator.
- The Contest Administrator will inform the group’s director and forward to the WGI office immediately after event.
- In most instances, WGI reimburses the facility for the repair to the floor and invoices the participating group for repair costs.

7.3.2 Warm Up Areas

- Warm up areas at WGI events shall be solely reserved for participating groups warming up to perform. No other activities will be scheduled in these areas whenever possible (Check-in, etc.).
- Each Color Guard will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up regardless of the amount of space at a particular show.
- Percussion and Winds groups will determine warm up areas based on the individual particulars of each event. The use of clearly marked outdoor practice floors during warm-up at all WGI events, dependent on the venue and the amount of space available is allowed.
- The WGI office will issue a detailed logistics schedule that participating groups that must be followed.

7.3.3 Video Recordings

- There is to be no video recording of any WGI Regional or World Championship performance. No video cameras will be allowed in any contest venue and no authorized space will be provided for groups to record their performance.
- Any liability associated with unauthorized recordings will rest with the individual or organization making the recording. WGI does not condone, nor accept any liability for, any unauthorized recordings.
- No video passes will be issued.

7.3.4 Sound Policy (Color Guard)

- Color Guards must have a designated person at the sound table to provide the method for the soundtrack to be played via smartphone, MP3 player, laptop computer, or music uploaded in CompetitionSuite. The designated person is responsible for setting up and playing the device, and it is strongly recommended to have a backup option in the event of a malfunction.
- It is recommended to do a sound check at the designated times provided in the contest information to ensure the playability of any device used by checking the soundtrack at multiple intervals in the music.
- Color Guard must provide their music in a timely manner to the sound operator. Any delay in providing music is the responsibility of the group.
- If there is an issue with the music such as music is too soft, begins in the wrong place or skips, the designated person must make the decision to stop the music and tell the operator to stop the music. If the choice is made to complete the program, the group will not be offered an opportunity to repeat their performance.

- Interval timing will continue as the group resets and begins again. The Contest Administrator has the sole discretion in waiving any timing penalty due to the restart. If the stoppage is due to faulty sound equipment, operator error or other unexplained reason, overtime penalty may be waived.
- Issues related to the equipment provided by the group or error by the designated person (using wrong playlist on MP3, etc.) will result in the actual interval timing being used and penalties, if any, being assessed.
- Volume direction must come from the designated person at the sound table. Direction will not be taken from the audience viewing area or across the floor.
- Final volume discretion is given to the sound operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level. Sound decibel levels for each performance venue will be measured from the area designated for the General Effect judges.
- The designated representative may provide direction to the sound operator during the performance regarding equalization.
- Under no circumstances will verbal abuse of the sound operator be tolerated. Penalties will be assessed per current WGI rules.

7.3.5 Practice Sites

- At Regionals, Event Partners should provide as many practice site rentals as possible as a service to those groups participating in the contest. Availability of practice sites will be used as a factor in determining the most appropriate Event Partner to host a Regional.
- At World Championships, WGI will offer practice site rentals in a manner that is fair and equitable to all participating groups wishing to obtain practice time.

7.3.6 Group Housing

- Event Partner may not offer overnight housing to participating groups at any Regional event site. This will be strictly enforced. Event Partners violating this policy will forfeit sponsorship of their Regional contest.
- WGI will not offer any overnight housing in connection with the World Championships.

7.3.7 Merchandise Sales

- The maximum fee for a merchandise table or 10'x10' booth at Regionals will be \$200.00 per space for regular users and \$50.00 per space for participating groups.
- WGI may request a 10' x 30' prime space for official vendor of WGI merchandise at no cost prior to January 15 at any Regional event. If official vendor for WGI merchandise is not in attendance, Event Partner will participate in consignment sales program.
- Up to five weeks prior to any Regional event, WGI may request a 10' x 10' merchandise space for each WGI Corporate Partner or Presenting Sponsor at no cost.
- At World Championships, the fee for a 10'x 10' merchandise space will be discounted 50% for participating groups.

7.4 CONTEST ADMINISTRATORS

4.21 Contract/Selection

The Directors of Color Guard, Percussion, and Winds shall determine the number of Contest Administrators and contract based upon need. Any affiliation with groups participating in WGI must be disclosed in advance of appointment and approved by the Chief Executive Officer.

4.22 Fee for Service

The fee for service for Contest Administrators shall be set each year by the Chief Executive Officer with the approval of the Executive Committee.

4.23 Path of Responsibility

The Contest Administrators shall be responsible to the Director of Color Guard, Director of Percussion or Director of Winds.

4.24 Purpose

Promote the professional administration of regional contests governed by WGI. Act as WGI's representative to assigned regional contests to ensure that the specifications and standards as defined by the Board of Directors and the Advisory Board are met.

4.25 Duties and Responsibilities

Event Preparation and Planning

- Work with the WGI office to establish all performance schedules with approval from Directors of Color Guard, Director of Percussion and/or Director of Winds.
- Ensure that the WGI office receives all proper paperwork and information for each event.
- Coordinate with Event Partner selection of announcer(s) and ensure approved WGI script is used.
- Contest Administrators may not act in this role if also acting as an Event Partner.

Plan and Prepare for support to Adjudicators

- Supervise the preparation of all judging materials (sheets, etc.) to be used at the contest.
- Coordinate all transportation needs of judges.

Direct the Regional Contest on behalf of WGI

- Act as Contest Administrator on the day of show and perform all duties as outlined in this Policy Manual.
- Ensure that all scores are posted to the WGI website within one (1) hour of the conclusion of contest day.
- Supervise and collect materials for ensemble classification reviews.
- Report all damage to floor and/or contest site using the appropriate form.

Other Duties

- Serve as a Contest Director at World Championships if requested and as assigned.
- Any other duties assigned by Directors of Color Guard, Director of Percussion, Director of Winds or Chief Executive Officer.

8.0 EVENT SCHEDULING

8.1 EVENT GUIDELINES

- All WGI events should not begin earlier than 9:00 am, whenever avoidable. All performances should conclude by 11:00 pm.
- The Directors of Color Guard, Percussion, and Winds are responsible to determine all competition schedules according to the policies set forth in this section which includes determining the maximum number of entries into each event based on the number of groups registered and number of groups advancing to Finals. Same personnel will have discretion concerning the order of the classes of competition depending on the specific needs or limitations of each event.
- Events may allow one (1) exhibition in Finals provided the exhibition group is not participating in WGI regular competition and is approved in advance by the Chief Executive Officer.

8.2 COLOR GUARD SCHEDULING

8.2.1 Color Guard Regional Preliminaries

- Regional classes with 16 or more registrations will be seeded into “tournament-style” rounds using a random draw. After rounds have been determined, the Director of Color Guard may adjust the rounds based on the current year’s regional and local scores if available or if the random draw has created a significant imbalance within the rounds. Appearance order will be based on postmark date within the round.
- Classes with 15 or fewer entries will not use rounds and appearance order will be based on postmark date of entry.
- Order of performance for all classes will be determined by the postmark date of entry. The earlier the registration postmark, the later that group will appear in the schedule. Color guards sharing the same postmark date will be randomly drawn within the same postmark date.

8.2.2 Color Guard Regional Finals

- The number of finalists at all Regionals shall be determined by the formula of 100% of World Class, 75% of Open Class, and 50% of A Class groups up to a maximum of fifteen (15). However, if time permits, the maximum may be increased to include up to 50% of A Class groups from Preliminaries at the discretion of the Director of Color Guard.
- Each Finals contest will accept a minimum of three (3) finalists in each class.
- The number of finalists in Regional A Classes shall be determined by the formula of 50% of registered groups up to a maximum of three (3). The Director of Color Guard has the sole discretion to increase the number of Regional A finalists based on the total number of registrations and time permitting.
- In cases where applying the finalist percentages would eliminate only one (1) group, all would advance to Finals. The percentage is also rounded to the nearest whole number when determining number of finalists.
- Color Guards in the World and Open classes must achieve the minimum score to advance to Finals.
- Order of appearance in Finals shall be determined by the reverse order of finish in Prelims. If rounds are used in Prelims, the highest scoring groups will advance regardless of the round in which they competed.
- Finals schedules may be adjusted up to 15-20 minutes from the advance published schedules with groups notified via text at the conclusion of Preliminaries.

8.2.3 Color Guard World Championship Preliminaries

- Classes will be seeded in “tournament-style” rounds using their most recent Regional score increased by 1.5 points each week of the regional calendar. The score used for championship seeding will be the higher preliminary, semi-final, or finals score of their last Regional appearance.
- The resulting “standings list” will be used to assign groups to their round. Color Guards with identical scores will be assigned to the same round.
- Once placed into a round, Color Guards will be divided into two groups according to ranking (highest ranking, next highest ranking, etc.) Color guards will random draw for performance order within their group with the highest-ranking Color Guards in that group performing in the second half.
- All color guards with potential scheduling conflicts must notify the WGI office using the Championships Scheduling Conflict Form by March 1.

8.2.4 Color Guard World Championship Semi-Finals

<u>Total Entries in Preliminaries</u>	<u>Number to Semi-finals</u>
30 or less	20
31-50	24
51-80	36
81-128	56
129 or more	64

- All classes will have Semi-finals.
- If a single panel of judges adjudicates a Preliminary contest for an entire class, even at multiple sites, then a single panel of judges will be used in the Semi-final.
- If Preliminary contests are held at multiple sites and judged by different panels, Semi-finals will be a double panel of judges consisting of both panels from each preliminary site.
- The highest scoring groups will advance to Semi-finals, regardless of the round in which they competed. In the case of multiple preliminary contest sites, an equal number of groups from each contest site will be taken to make the total number of Semi-finalists.
- After preliminaries are completed, A Class Semi-finalists will be seeded in the same method as the Preliminary rounds. Color guards will be ranked based on their Preliminary score and placed in rounds with the highest scoring Semi-finalist in the last round. Once all color guards are place in rounds, they will be drawn randomly in two groups to determine the performance order.
- Open and World Classes Semi-finalists will perform in reverse order of Preliminary score with the highest score performing last. Should any Open or World Class Semi-finals have more than twenty-four (24) color guards, they will be seeded in the same manner as their preliminary rounds using their preliminary score and placed in rounds with the highest scoring Semi-finalist in the last round.
- All World Class Semi-finals performances will be in same location chosen for Finals.

8.2.5 Color Guard World Championship Finals

<u>Total in Semi-finals</u>	<u>Number to Finals</u>
55 or less	15
56 or more	20

- All classes will have Finals.
- Performance order for all Finals contests will be reverse order of scores from Semi-finals regardless of rounds.

8.3 PERCUSSION SCHEDULING

8.3.1 Percussion Regional Preliminaries

- All classes will be scheduled by postmark with earliest postmark going on last. Ensembles sharing the same postmark will be randomly drawn within groups with the same postmark.

8.3.2 Percussion Regional Finals

- The number of finalists at all Regionals shall be determined by the formula of 100% of World Class, 75% of Open Class and 50% of A Class Percussion ensembles. Each Finals contest will accept a minimum of three (3) finalists in each class.
- In cases where applying the finalist percentages would eliminate only one (1) percussion ensemble, all would advance to Finals. The percentage is also rounded to the nearest whole number when determining number of finalists.
- Order of appearance in Finals shall be determined by the reverse order of finish in prelims.

8.3.3 Percussion World Championship Preliminaries

- Classes with twenty (20) or more entries will be seeded in “tournament-style” rounds for Preliminaries. Rounds will be seeded based on input from adjudicators and coordinated by the Director of Percussion.
- Once placed in a round, ensembles will be placed in reverse order of entry postmark date with the earliest postmark performing last. Identical postmark dates will draw for performance order.
- Classes with nineteen (19) or less ensembles will perform in reverse order of entry postmark date. Identical postmark dates will draw for performance order.

8.3.4 Percussion World Championship Semi-Finals

- All World Class marching classes will have a Semi-finals contest. A & Open Classes with forty (40) or more entries will have a Semi-finals contest. Concert classes will not have a Semi-finals.
- In the case of multiple preliminary contests sites, an equal amount from each contest site will be taken to make the total number of semi-finalists (for example, two contest sites and 40 semi-finalists, 20 will be taken from each preliminary contest site.)
- After the preliminaries are completed, Semi-finalists will be placed in rounds with the top three in each round performing last in score order: lowest third place, highest third place, lowest second place, highest second place, lowest first place, and highest first place last. The wild card ensembles will perform first in ascending order to complete the prescribed number of Semi-finalists.
- The Director of Percussion will have sole discretion, based on situations such as contest scheduling or judge availability, to add a Semi-finals contest to any class with fewer than forty (40) ensembles.

8.3.5 Percussion World Championship Finals

- All marching classes will have Finals of fifteen (15) percussion ensembles.
- Concert World & Open Classes will advance 75% of class to Finals up to a maximum of twelve (12) percussion ensembles. Concert A Classes will advance 50% of the class to Finals up to a maximum of twelve (12) percussion ensembles.

- Performance order for all Finals contests not utilizing rounds in the event leading to Finals will be in reverse order of scores.
- Performance order for all Finals contests using rounds in the event leading to Finals will utilize a wild card seeding process. Depending on the number of performing ensembles, the Director of Percussion has the discretion to choose an equal number from each round (top 3, top 4, top 5, etc.) and then add wild card ensembles to complete the designated number of finalists.

8.4 WINDS SCHEDULING

8.4.1 Winds Regional Preliminaries

- All classes will be scheduled by postmark with earliest postmark going on last. Winds groups sharing the same postmark will be randomly drawn within groups with the same postmark.

8.4.2 Winds Regional Finals

- All groups will advance to Finals at Regionals having fewer than eight (8) entries. Regionals with nine (9) or more entries, the Director of Winds has sole discretion to assign the number of finalists in any class based on the total number of entries and time permitting.
- Order of appearance in Finals shall be determined by the reverse order of finish in prelims.

8.4.3 Winds World Championship Semi-Finals

- There will be no Semi-finals contest for Winds classes in 2023.

8.4.4 Winds World Championship Finals

- All classes will have Finals with a minimum of three (3) winds groups.

9.0 CLASSIFICATION REVIEW

9.1 Color Guard

9.1.1 Classification Review (A & Open Classes)

- All Color Guards in the A and Open classes are subject to review for potential misclassification. Color Guards can be reviewed only at a WGI Regional contest unless approved by the Director of Color Guard
- Color Guards may be reviewed multiple times through the Regional competitive calendar.
- The top two (2) Scholastic and Independent A Class color guards and the first place Open Class Color Guards will automatically be reviewed at every Regional.
- Any Color Guard participating in the Open and World classes may request a one-time review to reclassify to the next lower class under the condition that their highest score at their first Regional is within ten (10) points of, or lower than, the weekly qualifying score for those classes in the Adjudication Manual and Rulebook. The group will have until Wednesday following their first Regional to submit a request for appeal along with a video for review. Request must be received by the Director of Color Guard in this timeframe.
- The Review Committee consisting of the five (5) Steering Committee Instructors and the Education Coordinator will vote on reclassification. The Director of Color Guard will break any ties.
- A video of a recent performance must be provided by the Color Guard within 72 hours of their most recent Regional. Floor level videos will not be accepted. Instructions on how to upload the video will be sent by the WGI office.
- Failure to upload the review video in the required 72-hour time frame will result in the immediate reclassification of the group to the next highest class of competition.
- If a determination cannot be made because of video quality or discrepancies between the performance and the video, then information from WGI personnel listed above will be used.
- A decision will be made within ten (10) days and the Director of Color Guard will notify the participating group in question of the result.
- Units reclassified into the next class will go on first at their next Regional if that schedule has been published. If performance times have not been published, the unit will be included in the draw for performance order.
- If the Review Committee reclassifies a color guard, the director may submit a letter of appeal on extenuating circumstances on why this would adversely affect their Color Guard. The committee may then re-open the review and decide whether the circumstances warrant a reversal of the decision.
- Appeals will be reviewed by a committee of three individuals not on the original committee, consisting of the Director of Color Guard, Chief Judge, and Chief Executive Officer. If the Director of Color Guard broke a tie in the original decision, a Caption Manager will take their place on the appeals committee.
- Any Color Guard reclassified from A Class to Open Class may forfeit their initial appeal and participate at their next Regional in the Open Class with the understanding that if their highest score is within ten (10) points of, or lower than, the weekly qualifying score for Open Class in the Adjudication Manual and Rulebook, the group may request and will be granted an appeal review.
- Color Guards that attended World Championships in Open and World Class and qualify to compete in the Semi-Finals round of that class may not choose to compete in a lower class the following season. The color guard may submit a video of a completed show by January 31st of the year following their appearance in Semi-Finals for consideration to return to the lower class of competition.
- Color guards that are reclassified during the season or promoted at World Championships must remain in the higher class of competition the following season or the next time they attend WGI World Championships unless they did not qualify for semi-finals in the prior Championship season.

9.1.2 Onsite Reclassification (Regional A Class)

- Those Regional A color guards that appear to be overtly misclassified may be reclassified into the A Class after their Preliminary performance.
- All considerations for this onsite reclassification must go through the Director of Color Guard.
- Those able to call for onsite reclassifications are the Director of Color Guard, Education Coordinator, Chief Judge, Steering Committee, Lead Judge, and Contest Administrators.
- Without eliminating any qualifying A Finalists, the reclassified color guard will perform at the start of A Finals.
- The number of Regional A Finalists will not change because of color guard is reclassified.
- Any reclassified color guard performing in the A Class at a WGI Regional should also expect to be reclassified to the A Class in their local home circuit.

9.1.3 World Championship Promotions

- The top five (5) A Class finalists and the top three (3) Open Class finalists from the World Championships will be promoted to the next higher class of competition. In addition, Scholastic A and Independent A Class color guards that are finalists for three (3) consecutive years will also be automatically promoted.
- If a color guard is promoted, the director may submit a letter on extenuating circumstances on why this would adversely affect their color guard. The committee may then re-open the review and decide whether the circumstances warrant a reversal of the reclassification.
- Once the following season has begun and the promoted color guard feels they are misclassified, they may submit a video recording of their complete program by January 31st or 21 days prior to the color guard's first regional appearance (whichever is later) for consideration to return to the lower class of competition. The Review Committee may then re-open the review and decide whether a reversal of the promotion is warranted.
- Appeals will be reviewed by a committee of three individuals not on the original committee consisting of the Director of Color Guard, Chief Judge and Chief Executive Officer. If the Director of Color Guard broke a tie in the original decision, a Caption Manager will take their place on the appeals committee.
- Color guards that are reclassified during the season or promoted at World Championships must remain in the higher class of competition the following season or the next time they attend WGI World Championships unless they did not qualify for Semi-finals in the prior season.

9.2 Percussion Classification Review

- A classification review may be instituted at any Regional if Percussion Administration feels such an action is appropriate. The Director of Percussion will send written notification of any percussion ensemble under review.
- Reclassification may be done between regional contests up to and including World Championships. An ensemble may be asked to produce a current performance video for evaluation within seven (7) days.
- A decision will be made within ten (10) days and Director of Percussion will notify the ensemble under review of the result.
- An ensemble may then appeal reclassification with the Director of Percussion and Steering Committee and receive a final decision within ten (10) days.

9.3 Winds Classification Review

- A classification review may be instituted at any Regional if the Director of Winds feels such an action is appropriate.
- A group may be reclassified to any class.
- The Director of Winds will send written notification of any Winds group under review.
- Reclassification may be done between regional contests up to and including World Championships. A Winds group may be asked to produce a current performance video for evaluation within seven (7) days.
- A decision will be made within ten (10) days and Director of Winds will notify the group under review of the result.

- A Winds group may then appeal reclassification with the Director of Winds and Steering Committee and receive a final decision within ten (10) days.
- Reclassification may occur between Prelims and Finals at any event if the Director of Winds is present and feels such action is warranted.

10.0 ADJUDICATION

10.1 Color Guard

10.1.1 Regional Championships

- A single panel of judges will adjudicate Color Guard Regionals. Multiple single panels will be assigned when schedule dictates.
- Critiques will be offered at Regionals when there is sufficient time in the schedule. The Director of Color Guard and the Chief Judge shall have discretion over whether critique is offered.

10.1.2 World Championships

- A single panel of judges will adjudicate all Preliminary and most Semi-finals Color Guard World Championship contests.
- A double panel of judges will judge Semi-finals in classes when multiple sites are used and all Finals contests.

10.2 Percussion

10.2.1 Regional Championships

- A single panel of judges will adjudicate Percussion Regionals. Multiple single panels will be assigned when schedule dictates.
- It is the goal to have critiques at all Percussion Regional contests, and have as many ensembles participate, as the schedule will allow.

10.2.2 World Championships

- A double panel of judges will adjudicate all Percussion World Championships contests.

10.3 Winds

10.3.1 Regional Championships

- A single panel of judges will adjudicate Winds Regionals. Critiques will be offered at all Winds regional contests.

10.3.2 World Championships

- A double panel of judges will adjudicate all Winds World Championships contests.

10.4 Compensation

- The Board of Directors shall approve compensation for contracted adjudicators as part of the budgetary approval process as presented by the Chief Executive Officer.
- WGI will establish a payment schedule for Regional Championships based on a fee per participating group for all adjudicators.
- WGI will establish payment schedule for World Championships based on preliminary and/or finals assignments and based on the number of participating groups adjudicated.

11.0 MISCELLANEOUS POLICIES, PROGRAMS & SERVICES

11.1 TRAVEL POLICY

11.11 Purpose

Provide guidelines for WGI travel.

11.12 Responsibility

The Chief Executive Officer is responsible for the implementation of this policy.

11.13 Policy

Airline Travel

- All airline travel for WGI business will be booked through the approved travel reservation system retained by WGI. Individuals are not to book airline travel on their own without prior authorization. No reimbursements for airline travel will be paid without the authorization of the Event Manager, Chief Executive Officer or Director of Color Guard, Director of Percussion, or Director of Winds.
- Individuals should make travel arrangements as soon as possible to obtain the best possible fare. In the event the individual does not make their arrangements by a prescribed date, travel may be canceled.
- Travel will be booked based on the lowest cost of airfare with one stop or fewer between cities. Any fare over \$60.00 over the lowest cost of airfare will be the responsibility of the individual.
- Any airfare over \$425.00 requires additional approval from the WGI Office.
- Changes to itineraries that accommodate personal requests are at the traveler's expense, i.e., any change after ticket is issued that incurs any additional fees.
- Individuals may not use any airline ticket purchased expressly for WGI travel for any other purpose.

Mileage

- Cost of mileage not to exceed the lowest airfare possible at time reservations are made.
- Mileage reimbursement forms must be submitted within 60 days of the travel to receive reimbursement. Forms submitted after 60 days may forfeit reimbursement.

Board of Directors/Executive Committee/Steering Committee Travel

- Members of the Board of Directors and Executive Committee are reimbursed for all reasonable travel expenses for airport transfers, meals, and travel (air or mileage) for meetings duly called by the President.
- Members of the Board of Directors are reimbursed for all reasonable travel expenses for travel to either the Color Guard or Percussion World Championship events if they are not traveling with a competing group.
- The President and/or Chief Executive Officer may authorize additional travel to other WGI events for Board of Directors.
- Members of Steering Committee(s) will be reimbursed for all reasonable travel expenses for all scheduled meetings by following the above policies for mileage allowance or airline travel.

12.0 WGI AWARDS & SCHOLARSHIPS

12.1 WGI HALL OF FAME

12.11 Purpose

- The Mission of the Winter Guard International Hall of Fame is to honor excellence and preserve our evolving history.
- The WGI Hall of Fame was formed to recognize the individuals in the winter color guard and winter percussion activity whose extraordinary efforts and accomplishments have enhanced the WGI Organization, broadened the appeal of these activities and whose lives and accomplishments serve to inspire, educate, and be role models for all those who participate in WGI.
- The WGI Hall of Fame ceremony is hosted annually at the World Championships to honor individuals that have achieved the highest level of success and admiration by the entire activity.

12.12 Background

The WGI Hall of Fame was established in 1992 as the Laurel Awards. It was renamed to be the Hall of Fame in recent years.

12.13 Responsibility

The WGI Board of Directors Hall of Fame Committee is responsible for the award, with the support of the Chief Executive Officer.

12.14 Criteria

The WGI Hall of Fame recognizes individuals in the winter color guard (in odd numbered years) or winter percussion (in even years) activities that have contributed most significantly to the standards and direction of WGI. Selection to the WGI Hall of Fame can be achieved as a designer, a director or other administrative position, an adjudicator or in adjudication leadership, from amongst WGI employees or as a volunteer. The following criteria will be used when evaluating potential Hall of Fame members:

DESIGNERS/INSTRUCTORS

Meritorious contributions
Influence on WGI
Depth and length of service
Program success
Role in WGI educational programs and committees
Service to Advisory Boards

ADJUDICATORS

Meritorious contributions
Influence of WGI
Depth and length of service
Role in WGI educational programs and committees
Success in design or improvement of judging system

ADMINISTRATIVE & GROUP DIRECTORS

Meritorious contributions
Influence on WGI
Depth and length of service
Role in educational programs and committees
Service to Advisory Boars
Service to WGI Board of Directors

VOLUNTEERS

Meritorious contributions
Influence on WGI
Depth and length of service
Support to WGI in all areas

WGI EMPLOYEES

Meritorious contributions

Influence on WGI

Depth and length of service

Support to WGI in all areas

Success in program development

While listed in several areas of the criteria, it should be noted that length of service should be combined with other areas of achievement for an individual to be considered for selection to the WGI Hall of Fame. Individuals should be evaluated through time for their achievements. It is important to consider only the merits of the criteria.

12.15 Selection Process

- Three (3) individuals will be added to the Hall of Fame in any year. (In the event of a tie, this number may be higher).
- The names of persons who are nominated for election, but who are not elected as such, shall not be disclosed at any time to any person (including those who are nominated) other than members of the WGI Hall of Fame Committee, Board of Directors and Chief Executive Officer. No member of the WGI Hall of Fame Committee or any other person shall disclose to any person how any member of the Selection Committee voted on the election of any candidate (including the particulars of the balloting).
- Voters will be asked to rank the candidates in their order of preference. The three individuals with the lowest total scores will be elected to the Hall of Fame. All members of the WGI Hall of Fame and sitting members of the Board of Directors have voting rights in all elections. If a person is a member of both, they may only vote once.
- Only complete ballots will be considered.
- After the WGI Hall of Fame Committee has completed all balloting for election into the Hall of Fame, the President of the Board of Directors or an alternate person designated by the Board shall then release the names of those elected for general publication.
- When a person is honored as a Hall of Fame Member, the name of such person shall be duly certified by the President of the WGI Board of Directors for official enrolment into Membership and all necessary action shall be taken for induction of such person at the next Annual Induction Ceremony.

12.16 Ceremony

Recognition of each year's recipients occurs at WGI World Championships.

12.2 WGI SCHOLARSHIPS

12.21 Purpose

The purpose of this section is to establish the policy for the annual award of WGI Scholarships.

12.22 Responsibility

The Chief Executive Officer is responsible for the scholarship program.

12.23 Criteria

Applicants must:

- Be a participant in a group competing in the World Championships.
- Be a senior in high school, already attending a university/college or going to attend one.
- Submit completed application provided.
- Provide three (3) letters of reference
- Provide high school and college level transcripts.
- ACT/SAT scores (optional).
- Two (2) photos.

12.24 Funding

- Scholarships not to be less than \$1,000 per award.

12.25 Selection Process

Applications, information, and selection of committee are the responsibility of the Chief Executive Officer. The Selection Committee consists of nine (9) individuals selected by the Chief Executive Officer and should represent diversity from all areas within WGI including administration, adjudication and/or sponsors.

The Selection Committee will determine the number of scholarship recipients each year.

12.26 Ceremony

The presentations and announcement are made at the recipient's class finale at the annual World Championships.

12.3 WGI VOLUNTEER AWARDS

12.31 Purpose

The purpose of this section is to establish Volunteer Awards.

12.32 Criteria

The WGI Volunteer Award is to honor those who have given long service of significance to WGI at Championships or other WGI events.

12.33 Responsibility

Volunteer Awards are given at the discretion of the Chief Executive Officer. Applications, information, and selection of the committee are the responsibility of the Chief Executive Officer.

12.34 Selection Process

A committee of three (3) appointed by the Chief Executive Officer makes the selection of recipients. No more than five (5) recipients will be chosen per year

12.35 Ceremony

The awards are conferred at each of the Color Guard, Percussion or Winds World Championships.

13.0 FEES AND COSTS

13.1 Entry Processing Fee

One-time annual.....\$100

13.2 Regional Fees

One day Regional entry fee\$295

Two-day Regional entry fee.....\$345

Regional PLUS pass.....\$100

One day Regional entry fee after December 15.....\$345

Two-day Regional entry fee after December 15.....\$395

Transfer fee\$100

13.3 World Championship Fees

Entry fee.....\$575

Entry fee after January 15\$675

PLUS Pass.....\$265

13.4 World Championship Tickets

WGI Fan Club (per weekend).....\$600

WGI VIP (per weekend)\$325

Color Guard World Finals\$77, \$87, \$97

Color Guard Open Finals\$52

Color Guard Semi-Finals & A Finals (Friday, all sites)\$52

Color Guard Prelims (Thursday, all sites)\$37

Percussion World Finals\$77, \$87, \$97

Percussion Open Finals\$52

Percussion Semi-Finals, A Class, & Concert Finals (Friday, all sites)\$52

Percussion Prelims (Thursday, all sites)\$37

Winds Finals\$52

Winds Prelims.....\$37

13.5 Adjudication Fees

One Day Regional Caption Judge.....\$400 or \$8 per group performance judged, whichever is greater

Two-Day Regional Caption Judge\$750 or \$8 per group performance judged, whichever is greater

One Day Regional T&P Judge.....\$300 or \$6 per group performance judged, whichever is greater

Two-Day Regional T&P Judge\$550 or \$6 per group performance judged, whichever is greater

Championship Caption Judge\$400 or \$8 per group performance judged per day, whichever is greater

Championship T&P Judge\$300 or \$6 per group performance judged per day, whichever is greater

Travel Reimbursement..... \$50 per event

13.6 Contest Administration Fees

One Day Regional Contest Administrator	\$400 or \$8 per group performance, whichever is greater
Two-Day Regional Contest Administrator	\$750 or \$8 per group performance, whichever is greater
Non-working Chief Judge (One Day Regional)	\$400 or \$8 per group performance, whichever is greater
Non-working Chief Judge (Two Day Regional)	\$750 or \$8 per group performance, whichever is greater
Travel Reimbursement (Contest Administrator, Chief Judge, Quality Control)	\$50 per event
Tabulator (per day).....	\$200
Announcer (per day)	\$200

14.0 COMPLIMENTARY PRODUCTS AND SERVICES

(For Members of Hall of Fame, Board and Committee Members, Judges and Volunteers)

14.1 Chart of Products and Groups/Individuals who receive them as a courtesy

Item	Board of Directors	Hall of Fame	Advisory Board	Steering Committees	WC Volunteers	Judges
Season badge	X	X	X	X		X
WC badge	+	+			X	+
Free Event Processing fee			X			
WC tickets	up to 2*	up to 2*				
WC VIP suite access	X	X	X		X	X
Staff shirts					X	
Merchandise discount	X	X			X	X

* If present in person and non-transferable

+ spouse/partner badge made available if present at championships

15.0 CHANGES TO POLICY MANUAL

Policy Manual updates can be made by Advisory Board and/or Board of Directors. Administrative changes can be made by Director of Color Guard, Director of Percussion, Director of Winds, and Chief Executive Officer. Financial impacts to WGI will always require Board of Directors approval. Policy proposals are voted on annually at the Advisory Board meetings.