

RESPONSIBILITIES OF THE CONTEST ADMINISTRATOR

PRIOR TO EVENT

- Maintain communication with the WGI office and Event Partner
- Ensure that the WGI office receives all proper paperwork and information for each event.
- Coordinate the following with the Event Partner:
 - Assist with securing an adequate announcer for your regional events and providing the announcer with Announcer's Handbook, spiel sheets, and approved music flash drive
 - Assist with securing sound staff/technicians for your regional events
 - Hotel accommodations
 - Transportation
 - Facility requirements (*including but not limited to*)
 - Judges room/critique room/tabulation room
 - Internet availability in the gym and tabulation room
 - Electricity for front and backside of competition floor, as well as in bleachers for judges
 - Coordinate any additional volunteer staff in conjunction with the WGI Volunteer Coordinator
 - In the event that your Event Partner is new to WGI, additional assistance to familiarize the new Event Partner with how WGI runs regional events is necessary. This should include review of the Event Partner Handbook directly with the new Event Partner.
- Assist the Event Manager with the following:
 - Provide the Event Manager the mailing address for each event venue or contact person for event venue
 - Verify and if necessary, configure the facility site maps, performance area layout including group entrance/exit into the performance gym, and contest info packet
 - Obtain the judges information for each event from the Event Partners, including hotel confirmation numbers, shuttle/schedule info for the judges, and emergency contact information for judges and Event Partners the day of the event.

DAY OF EVENT

- Act on behalf of WGI as point person between the event venue, groups, and contracted Event Partner
- Serve as a source of information for the Event Partners and for the groups on the day of the regional event
- Set-up of the competition site inside and out, including but not limited to post signage, set the floor, judge room, volunteer room, tabulation room, bus/trailer parking, tickets, wristbands, vendor area, food/beverage, etc.
- Check floor measurements and assist the T&P Judge with setting the front sideline
- Block off judge area in the stands (*Percussion Administrator will do this at any percussion event whereas they are in attendance.*)
- Assure that all regional events are run according to the schedule issued by the WGI office by
 - Communicate with event staff the importance of timing rules
- Assure competing groups are aware of any conditions or problems that may arise at the regional event, such as weather emergencies
- Do a walk through video of the entire site after the venue has been set up from Group Check In through Group Exit.
- Take pictures of contest floor after set-up
 - Take pictures of any problem areas that could have a potential effect on the contest (ie tight corners)
- Record damage at regional events caused by any participating group (scratches on floor, broken lights, etc.,) using the FLOOR DAMAGE FORM as a means of communicating damage from the participating groups to the WGI office.

- Immediately report any major issue(s) that arise to the Director of Color Guard, Percussion, or Winds. Each issue should also be reported to the office following the event.
- Ensure with the tabulator(s) that all scores are posted to the WGI website within one (1) hour of the conclusion of the contest day.
- Tear down after event including but not limited to remove signage, remove floor, clean judge/volunteer/tabulation rooms, reconcile with ticket office, sign any paperwork, etc.
- **Color Guard ONLY** - Supervise and collect materials for any group classification reviews if requested by the Director of Color Guard.

AFTER EVENT

- Complete and submit the Contest Administrator Report using the format provided as soon as possible after the event.
 - Include any No-Shows
 - Set Up Photo
- Upload the walk through video to your Google Drive Folder
- Complete and submit any incident report forms provided as soon as possible after the event (*if necessary*).
- Alert the WGI Office of any Awards issues.

OTHER RESPONSIBILITIES

- Assure that all regional events are run in a similar manner to benefit the participating groups
- Maintain awareness of current rules and interpretations and the current policy manual
- WGI uses Google Drive to communicate and share all documentation necessary to the operation of WGI events. It is your responsibility to learn how to use Google Drive and to maintain updated Judge-Staff Info Sheets through your Google account.
- Attend Conference Calls/ and or on-site training throughout the year as necessary
- Serve as a Contest Administrator and/or Site Manager at World Championships if requested and as assigned
- Any other duties as assigned by Directors of Color Guard, Percussion , Winds or Executive Director