



Policy Manual

August 2026

**WGI POLICY MANUAL
TABLE OF CONTENTS**

1.0	COLOR GUARD DIVISION.....	6
1.1	COLOR GUARD ADVISORY BOARD.....	6
1.11	Purpose	6
1.12	Responsibilities	6
1.13	Membership.....	6
1.14	Voting.....	6
1.2	COLOR GUARD STEERING COMMITTEE	7
1.21	Purpose	7
1.22	Responsibilities	7
1.23	Membership.....	7
1.3	DIRECTOR OF COLOR GUARD	8
1.31	Purpose	8
1.32	Path of Responsibility	8
1.33	Selection/Contract	8
1.34	Fee for Service.....	8
1.35	Duties and Responsibilities	8
1.4	COLOR GUARD CHIEF JUDGE	9
1.41	Purpose	9
1.42	Path of Responsibility	9
1.43	Selection/Contract	9
1.44	Fee for Service.....	9
1.45	Duties and Responsibilities	9
1.5	COLOR GUARD EDUCATION COORDINATOR.....	10
1.54	Purpose	10
1.52	Path of Responsibility	10
1.51	Selection/Contract	10
1.53	Fee for Service.....	10
1.55	Duties and Responsibilities	10
1.6	COLOR GUARD CAPTION SPECIALIST.....	11
1.61	Purpose	11
1.62	Path of responsibility.....	11
1.63	Selection/Contract	11
1.64	Fee for Service.....	11
1.65	Qualifications	11
1.66	Duties and responsibilities.....	11
2.0	PERCUSSION DIVISION	12
2.1	PERCUSSION ADVISORY BOARD	12
2.11	Purpose	12
2.12	Responsibilities	12
2.13	Membership.....	12
2.14	Voting.....	12
2.2	PERCUSSION STEERING COMMITTEE.....	13
2.21	Purpose	13
2.22	Responsibilities	13
2.23	Membership.....	13
2.3	DIRECTOR OF PERCUSSION.....	14

2.31	Purpose	14
2.32	Path of Responsibility	14
2.33	Selection/Contract	14
2.34	Fee for Service.....	14
2.35	Duties and Responsibilities	14
2.4	PERCUSSION CHIEF JUDGE	15
2.41	Purpose	15
2.42	Path of Responsibility	15
2.43	Selection/Contract	15
2.44	Fee for Service.....	15
2.45	Duties and Responsibilities	15
2.5	PERCUSSION EDUCATION COORDINATOR	16
2.51	Purpose	16
2.52	Path of Responsibility	16
2.53	Selection/Contract	16
2.54	Fee for Service.....	16
2.55	Duties and Responsibilities	16
3.0	WINDS DIVISION	17
3.1	WINDS ADVISORY BOARD	17
3.11	Purpose	17
3.12	Responsibilities	17
3.13	Membership.....	17
3.14	Voting.....	17
3.2	WINDS STEERING COMMITTEE	18
3.21	Purpose	18
3.22	Responsibilities	18
3.23	Membership.....	18
3.3	DIRECTOR OF WINDS	19
3.31	Purpose	19
3.32	Path of Responsibility	19
3.33	Selection/Contract	19
3.34	Fee for service	19
3.35	Duties and Responsibilities	19
3.4	WINDS CHIEF JUDGE.....	20
3.41	Purpose	20
3.42	Path of Responsibility	20
3.43	Selection/Contract	20
3.44	Fee for Service.....	20
3.45	Duties and Responsibilities	20
3.5	WINDS EDUCATION COORDINATOR.....	21
3.51	Purpose	21
3.52	Path of Responsibility	21
3.53	Selection/Contract	21
3.54	Fee for Service.....	21
3.55	Duties and Responsibilities	21
4.0	GROUP ELIGIBILITY REQUIREMENTS.....	22
4.1	Eligibility Requirements.....	22
4.2	Participating Group Master Agreement.....	22
4.3	Performer Releases	22
4.4	Insurance.....	22
4.5	Criminal Background Checks.....	22

4.6	Abuse Prevention Education	23
4.7	Adult Supervisor Lists	23
4.8	Music Licensing	23
4.9	Legal Entity Status	23
4.10	World Championships Housing Policy	23
4.11	Suitable Programming	23
5.0	CLASSES OF COMPETITION	24
5.1	Color Guard Classes	24
5.2	Percussion Classes	24
5.3	Winds Classes	24
6.0	EVENT REGISTRATION	25
6.1	Fees 25	
6.2	Registration Procedure	25
6.3	Event Withdrawal	25
6.4	Passes 25	
6.5	Transfers	25
6.6	Waitlists	25
7.0	EVENTS	27
7.1	REGIONAL CHAMPIONSHIPS	27
7.11	Sponsorship	27
7.12	Regional Calendar	27
7.13	Site Selection	27
7.14	Site Requirements	27
7.2	WORLD CHAMPIONSHIPS	29
7.2.1	Sponsorship	29
7.2.2	World Championship Calendar	29
7.2.3	Site Selection	29
7.2.4	Contest Site Specifications	29
7.2.5	Awards	29
7.3	EVENT GUIDELINES	30
7.3.1	Contest Floor	30
7.3.2	Warm Up Areas	30
7.3.3	Video Recordings	30
7.3.4	Sound Policy (Color Guard)	30
7.3.5	Practice Sites	31
7.3.6	Group Housing	31
7.3.7	Merchandise Sales	31
7.3.8	Scores Release	31
7.4	CONTEST ADMINISTRATOR	32
7.4.1	Contract/Selection	32
7.4.2	Fee for Service	32
7.4.3	Path of Responsibility	32
7.4.4	Purpose	32
7.4.5	Duties and Responsibilities	32
8.0	EVENT SCHEDULING	33
8.1	EVENT GUIDELINES	33
8.2	COLOR GUARD SCHEDULING	33
8.2.1	Color Guard Regional Preliminaries	33

8.2.2	Color Guard Regional Finals.....	33
8.2.3	Color Guard World Championship Preliminaries	34
8.2.4	Color Guard World Championship Semi-Finals	34
8.2.5	Color Guard World Championship Finals.....	35
8.3	PERCUSSION SCHEDULING	35
8.3.1	Percussion Regional Preliminaries	35
8.3.2	Percussion Regional Finals	35
8.3.3	Percussion World Championship Preliminaries.....	35
8.3.4	Percussion World Championship Semi-Finals.....	36
8.3.5	Percussion World Championship Finals	36
8.4	WINDS SCHEDULING	36
8.4.1	Winds Regional Preliminaries.....	36
8.4.2	Winds Regional Finals	37
8.4.3	Winds World Championship Preliminaries.....	37
8.4.4	Winds World Championships Semi-Finals	37
8.4.5	Winds World Championship Finals	37
9.0	CLASSIFICATION REVIEW.....	38
9.1	Color Guard.....	38
9.1.1	Classification Review.....	38
9.1.2	Regional A Class Onsite Reclassification	39
9.1.3	World Championship Promotions	39
9.2	Percussion Classification Review.....	39
9.3	Winds Classification Review	40
10.0	ADJUDICATION.....	41
10.1	Color Guard.....	41
10.1.1	Regional Championships.....	41
10.1.2	World Championships	41
10.2	Percussion.....	41
10.2.1	Regional Championships.....	41
10.2.2	World Championships	41
10.3	Winds	41
10.3.1	Regional Championships.....	41
10.3.2	World Championships	41
10.4	Compensation.....	42
11.0	MISCELLANEOUS POLICIES, PROGRAMS & SERVICES.....	43
11.1	TRAVEL POLICY	43
11.1.1	Purpose	43
11.1.2	Responsibility	43
11.1.3	Policy.....	43
12.0	WGI AWARDS & SCHOLARSHIPS.....	44
12.1	WGI HALL OF FAME	44
12.1.1	Purpose	44
12.1.2	Background	44
12.1.3	Responsibility	44
12.1.4	Criteria.....	44
12.1.5	Selection Process.....	45
12.1.6	Ceremony	45
12.1.7	Suspension or Revocation of Hall of Fame Privileges.....	45

12.2	WGI SCHOLARSHIPS.....	46
12.21	Purpose	46
12.22	Responsibility	46
12.23	Eligibility Requirements.....	46
12.24	Funding.....	46
12.25	Selection Process.....	46
12.26	Recognition Ceremony.....	46
13.0	FEES AND COSTS.....	47
13.1	Entry Processing Fee	47
13.2	Regional Fees	47
13.3	World Championship Fees	47
13.4	World Championship Tickets.....	47
13.5	Adjudication Fees.....	47
13.6	Contest Administration Fees	48
14.0	COMPLIMENTARY PRODUCTS AND SERVICES.....	49
14.1	Complimentary Products and Services by Recipient	49
15.0	CHANGES TO POLICY MANUAL.....	50

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 representatives to the Board of Directors
- Review division reports
- Elect Steering Committee members
- Confirm Chief Judge every two (2) years

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 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 finalists must be represented at annual Advisory Board meeting to maintain membership
- Only individuals listed on the participating group's Adult Supervisor list as of April 1 may serve as the group's designated representative or be eligible to run for any elected position.
- 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. Abstentions and failures to vote are not counted as affirmative or negative votes.
- A designated representative may only represent one group at any meeting. Proxy voting is not permitted.
- A quorum consists of 50% of all eligible designated representatives.
- Elected positions are determined by simple plurality, with the candidate(s) receiving the highest number of votes being elected. Ties are not permitted. If a tie occurs, additional balloting shall continue until the tie is broken. No alternate candidates shall be elected.
- Any proposal approved by the Advisory Board must receive a two-thirds (2/3) majority of all eligible votes cast and shall remain in effect for a minimum of two (2) years. During the second year, the Steering Committee may recommend modifications to improve the implementation of the rule or policy or to address unforeseen consequences, provided the original intent is preserved. Any recommended modification must be approved by the Advisory Board before taking effect.

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

Ten (10) individuals:

- Five (5) instructor representatives elected by the Advisory Board.
- Two (2) adjudicator representatives appointed by the Chief Judge.
- Each instructor and adjudicator position will be for a two-year term. Terms will be staggered for continuity.
- Education Coordinator (1) who will serve as chairperson.
- Chief Judge (1)
- Director of Color Guard (1)

Elected instructor representatives will be voting members and will vote on all issues before the Steering Committee. Appointed adjudicator representatives will be limited to philosophical discussions regarding the adjudication system and discussions relating to general adjudication and will be non-voting. Chief Judge and Director of Color Guard will serve in advisory roles for all aspects of the committee and will also be non-voting.

Instructor and adjudicator representatives must meet the eligibility requirements set forth by the WGI Board of Directors.

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.
- 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 shall be appointed by the Director of Color Guard, with the approval of the Chief Executive Officer and may not have an affiliation with any group participating in WGI.

Following the appointment, the Chief Executive Officer shall conduct an anonymous vote of confidence by the Advisory Board at least once every two (2) years.

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.
- 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.
- Serve as Steering Committee chairperson 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.

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 representatives to the Board of Directors
- Review division reports
- Elect Steering Committee members
- Confirm Chief Judge every two (2) years

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 finalists must be represented at annual Advisory Board meeting to maintain membership
- Only individuals listed on the participating group's Adult Supervisor list as of April 1 may serve as the group's designated representative or be eligible to run for any elected position.
- 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. Abstentions and failures to vote are not counted as affirmative or negative votes.
- A designated representative may only represent one group at any meeting. Proxy voting is not permitted.
- A quorum consists of 50% of all eligible designated representatives.
- Elected positions are determined by simple plurality, with the candidate(s) receiving the highest number of votes being elected. Ties are not permitted. If a tie occurs, additional balloting shall continue until the tie is broken. No alternate candidates shall be elected.
- Any proposal approved by the Advisory Board must receive a two-thirds (2/3) majority of all eligible votes cast and shall remain in effect for a minimum of two (2) years. During the second year, the Steering Committee may recommend modifications to improve the implementation of the rule or policy or to address unforeseen consequences, provided the original intent is preserved. Any recommended modification must be approved by the Advisory Board before taking effect.

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

Ten (10) individuals:

- Five (5) instructor representatives elected by the Advisory Board.
- Two (2) adjudicator representatives appointed by the Chief Judge.
- Each instructor and adjudicator position will be for a two-year term. Terms will be staggered for continuity.
- Education Coordinator (1)
- Chief Judge (1)
- Director of Percussion (1)

Elected instructor representatives will be voting members and will vote on all issues before the Steering Committee. Appointed adjudicator representatives will be limited to philosophical discussions regarding the adjudication system and discussions relating to general adjudication and will be non-voting. Chief Judge and Director of Percussion will serve in advisory roles for all aspects of the committee and will also be non-voting.

Instructor and adjudicator representatives must meet the eligibility requirements set forth by the WGI Board of Directors.

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.
- 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 shall be appointed by the Director of Percussion, with the approval of the Chief Executive Office and may not have an affiliation with any group participating in WGI.

Following the appointment, the Chief Executive Officer shall conduct an anonymous vote of confidence by the Advisory Board at least once every two (2) years.

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.
- 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 representatives to the Board of Directors
- Review division reports
- Elect Steering Committee members
- Confirm Chief Judge every two (2) years

3.13 Membership

- The Advisory Board is 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 finalists must be represented at annual Advisory Board meeting to maintain membership
- Only individuals listed on the participating group's Adult Supervisor list as of April 1 may serve as the group's designated representative or be eligible to run for any elected position.
- 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. Abstentions and failures to vote are not counted as affirmative or negative votes.
- A designated representative may only represent one group at any meeting. Proxy voting is not permitted.
- A quorum consists of 50% of all eligible designated representatives.
- Elected positions are determined by simple plurality, with the candidate(s) receiving the highest number of votes being elected. Ties are not permitted. If a tie occurs, additional balloting shall continue until the tie is broken. No alternate candidates shall be elected.
- Any proposal approved by the Advisory Board must receive a two-thirds (2/3) majority of all eligible votes cast and shall remain in effect for a minimum of two (2) years. During the second year, the Steering Committee may recommend modifications to improve the implementation of the rule or policy or to address unforeseen consequences, provided the original intent is preserved. Any recommended modification must be approved by the Advisory Board before taking effect.

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

Ten (10) individuals:

- Five (5) instructor representatives elected by the Advisory Board.
- Two (2) adjudicator representatives appointed by the Chief Judge.
- Each instructor and adjudicator position will be for a two-year term. Terms will be staggered for continuity.
- Education Coordinator (1)
- Chief Judge (1)
- Director of Winds (1) who will serve as chairperson.

Elected instructor representatives will be voting members and will vote on all issues before the Steering Committee. Appointed adjudicator representatives will be limited to philosophical discussions regarding the adjudication system and discussions relating to general adjudication and will be non-voting. Chief Judge and Director of Winds will serve in advisory roles for all aspects of the committee and will also be non-voting.

Instructor and adjudicator representatives must meet the eligibility requirements set forth by the WGI Board of Directors.

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.
- 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 shall be appointed by the Director of Winds, with the approval of the Chief Executive Officer and may not have an affiliation with any group participating in WGI.

Following the appointment, the Chief Executive Officer shall conduct an anonymous vote of confidence by the Advisory Board at least once every two (2) years.

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 and Education Coordinator.
- 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.
- Provide an annual report to the Advisory Board.
- Other duties as assigned by the Director of Winds or Chief Executive Officer.

3.5 WINDS EDUCATION COORDINATOR

3.51 Purpose

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

3.52 Path of Responsibility

The Education Coordinator is responsible to the Director of Winds.

3.53 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.

3.54 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.

3.55 Duties and Responsibilities

- Provide year-round educational direction in the proper and full application of the Winds 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 Winds.
- Assist in developing curriculum for annual judge training in conjunction with the Chief Judge and Director of Winds.
- Maintain positive working relationships between the instructor and judging community.
- Coordinate instructor educational outreach program via the internet, 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 Winds 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.
- 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 that fail to satisfy any administrative requirement by the prescribed deadline may have their participation in WGI events limited, conditioned, suspended, terminated, or denied at any time.
- Groups whose hometown is within 400 miles of any Regional must participate in at least one Regional to be eligible to enter the World Championships
- Groups that do not have a Regional within 400 miles of their hometown and any groups outside North America, must comply with the video submission requirements and procedures outlined in Section 9.0 (Classification).
- The Director of Color Guard, Director of Percussion, Director of Winds, or Chief Executive Officer shall make the final determination regarding any exemption to an eligibility requirement.
- Any participating group with an outstanding balance owed to WGI will not be permitted to enter any event until the balance has been satisfied.

4.2 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 registration.
- Groups not meeting this deadline will forfeit their registration postmark date, which may affect the order of appearance.
- Any modification to the Participating Group Master Agreement requires prior written approval from WGI. Any unapproved modification shall render the agreement void.

4.3 Performer Releases

- All groups participating in WGI events must have individual performer Release/Waiver forms signed by a parent/guardian for minors (under 18) or adults (18 or older) on file with the WGI office by the designated deadline.

4.4 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 by the designated deadline.
- All independent groups using scholastic insurance to fulfill the WGI insurance requirement must use the school district or educational institution in their official name. The Participating Group Master Agreement must be signed by an authorized employee of the school district or educational institution (not an independent contractor) with authority to bind the institution.

4.5 Criminal Background Checks

- All participating groups are required to obtain a national criminal history background check (or some satisfactory equivalent for country or locale) for all Adult Supervisors. WGI defines an Adult Supervisor as any individual serving in a managerial, instructional, or design role who spends two (2) or more hours in person with participants.
- Background checks must be performed at least once every two (2) years.
- For scholastic groups, national criminal history background check requirements can be fulfilled by existing hiring and compliance policies of the applicable school district, university, or educational institution. If no such policies

exist, the participating group must comply with WGI's requirement that each Adult Supervisor undergo a national criminal history background check at least once every two (2) years.

4.6 Abuse Prevention Education

- All Adult Supervisors of participating groups must complete WGI's abuse educational course requirements by the designated deadline as outlined by WGI. Adult Supervisors who are required to complete educational courses will receive an email confirmation of course completion. Group directors may verify completion through their administrative login to the Director Dashboard.

4.7 Adult Supervisor Lists

- All participating groups must submit a complete list of all Adult Supervisors on file with the WGI office by the designated deadline.
- Only individuals listed on the participating group's Adult Supervisor list as of April 1 may serve as the group's designated representative or be eligible to run for any elected position.

4.8 Music Licensing

- All groups are responsible for complying with all applicable copyright laws and licensing requirements.
- Color Guard groups are required to report song selections for licensing purposes.
- Percussion and Winds groups are responsible for obtaining all permissions required to arrange copyrighted musical works.

4.9 Legal Entity Status

- All groups participating in the Independent classes shall provide WGI with documentation demonstrating its status as a legal entity upon request or as otherwise required by WGI. Acceptable documentation includes, but is not limited to, Articles of Incorporation, Articles of Organization, a Certificate of Incorporation, or a current Certificate of Good Standing issued by the appropriate governmental authority.
- Once acceptable documentation has been submitted and approved by WGI, the Participating Group is not required to resubmit proof of its legal entity status unless requested by WGI. As a condition of participation in WGI events, the Participating Group shall maintain its legal entity in active and good standing status and shall promptly notify WGI of any change that affects its legal status.

4.10 World Championships Housing Policy

- All groups participating in the World Championships who need to secure overnight hotel accommodations are required to use the WGI Housing Service for their overnight accommodations. Groups that do not comply with this requirement will not be permitted to compete.
- Groups with alternative housing options are required to submit a Housing Waiver Request Form and pay a waiver fee if approved.

4.11 Suitable Programming

- All programs, soundtracks, themes, and costuming must be appropriate for presentation in a scholastic venue and suitable for national marketing and sponsorship opportunities.
- Failure to comply with this standard may result in denial of performance or disqualification, as determined by the Chief Executive Officer in consultation with the appropriate Division Director. Designated Contest Administrators shall serve as liaisons to the Chief Executive Officer in administering this policy.

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:

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 shall establish the annual registration fees for all Regional and the World Championships. All registration fees are non-refundable unless otherwise authorized by WGI.
- A one-time processing fee will be assessed each group per season as part of event registration.
- Any participating group with an outstanding balance owed to WGI will not be permitted to enter any event until the balance has been satisfied.

6.2 Registration Procedure

- Prior to each registration period, WGI will publish the registration procedures, timelines, priorities, event capacities, and any other requirements applicable to event registration through its official communication channels. Registration will be administered in accordance with the registration procedures published by WGI for that season. WGI reserves the right to modify the published procedures as necessary to address operational, facility, scheduling, or competitive considerations. Publication of registration procedures does not guarantee entry into any event.

6.3 Event Withdrawal

- Any competing group may withdraw before the published registration deadline with no penalty.
- Groups that withdraw after the registration deadline or fail to appear will be assessed a penalty of \$200.00 for Regionals and \$600 for World Championships. Proceeds from the penalty payments will be donated to the WGI 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.

6.4 Passes

- Each registered group automatically receives participant passes for the declared number of performers and ten (10) staff passes for each registered event. Two of the ten staff passes must include front-side seating.
- Each registered group may purchase one (1) PLUS Pass for each registered event for an additional fee.
- At Regionals, the PLUS Pass provides seven (7) additional staff passes for that event. At World Championships, the PLUS Pass provides seven (7) additional staff passes for all Preliminaries, Semi-finals, and Winds Finals.
- Participating groups that purchase a PLUS Pass for World Championships and not performing in World Finals are eligible to purchase discounted Color Guard or Percussion World Finals tickets for the declared number of performers, up to ten (10) staff members, and up to seven (7) additional staff members covered by the PLUS Pass.
- The PLUS Pass must be purchased at the time of event registration and cannot be added after registration is complete.

6.5 Transfers

- Any registered group may transfer to another Regional with available capacity. Transfers are permitted after the registration deadline, subject to event capacity and approval by WGI in its sole discretion. A group's registration timestamp will be adjusted to the date and time the transfer is processed.

6.6 Waitlists

- Groups will be placed on a waitlist when a Regional reaches its maximum event capacity or when a class at the World Championships reaches its maximum capacity.

- Placement on any waitlist does not guarantee entry into an event.
- If a confirmed registered group withdraws before the registration deadline, the next eligible group on the waitlist will be offered the available position.
- Waitlists are dissolved when the registration deadline has passed. No additional groups will be added to the schedule.
- If a Regional is canceled and participating groups from that event require a qualifying Regional to remain eligible for the World Championships, those groups will receive priority registration into another Regional, subject to available capacity, and will not be subject to an existing waitlist.

7.0 EVENTS

7.1 REGIONAL CHAMPIONSHIPS

7.11 Sponsorship

- WGI 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 that complies with WGI rules and policies. All events shall be conducted using approved contest rules, operating policies and procedures, and adjudication methods.
- WGI will select Regional Event Partners based on the quality and location of the contest site, the ability of an organization to provide sufficient 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 selection, evaluation, and, when necessary, replacement of Regional Event Partners and determine the appropriate Regional locations.
- Event Partners must maintain commercial general 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 prior approval from 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 developing the Regional calendar in conjunction with the Director of Events and subject to approval by the Chief Executive Officer.

7.13 Site Selection

- Any participating group or Circuit Partner 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. A minimum five-foot (5') safety zone shall be maintained around the required 60' x 90' competition area. The Director of Color Guard, Percussion, and/or Winds has the discretion to waive these requirements based on facility limitations.
- The competition area may not exceed the maximum performance area used for the World Championships Finals. The current maximum dimensions are 106' by 78' for Color Guard and 106' by 72' for Percussion and Winds.
- Spectator seating with a minimum of sixteen (16) rows.
- Adequate parking facilities for competing groups and spectators.
- Adequate indoor Color Guard warm-up facilities for body and equipment.
- Adequate indoor Percussion or Winds warm-up areas (band room, choral room without risers) so the sound does not carry to the competition area.
- 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.
- Adequate space for staging equipment and props.
- Dedicated 110-volt grounded power sources shall be available at the front and back of the center line of the competition area. WGI will provide 10-gauge extension cables at least 25 feet in length. These shall be the only power sources available for use by Participating Groups. Groups may not plug into wall outlets within the

competition area and must provide their own extension cords as needed. Whenever possible, electrical boxes shall provide dedicated 20-amp service and be reserved exclusively for use by performing groups. Electrical boxes may not be shared with computers, phone chargers, sound systems, or any other equipment.

- For Color Guard contests, a sound system capable of accepting playback from a mobile device, MP3 player, laptop computer, or music uploaded through CompetitionSuite with sound mixing capabilities. A separate laptop (Apple or PC) must also be available onsite for contest personnel to access music uploaded through CompetitionSuite.
- Secure tabulation area with internet access close to a separate, private judges' room.
- A concession stand or snack bar shall be open at least one (1) hour before the event and remain open throughout the 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 participating group that complies with 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 through Sunday) each year in April. The Board of Directors shall approve the dates and location. The dates selected shall, whenever practicable, avoid conflicts with Easter and Passover.

7.2.3 Site Selection

The Board of Directors shall select the World Championship site as necessary from proposals submitted by interested host cities.

7.2.4 Contest Site Specifications

- All World Championship event sites will have a black curtain backdrop whenever practicable.
- Percussion and Winds groups will have optional use of tents regardless of weather conditions. Tent usage shall be incorporated into the official event logistics schedule.
- Whenever possible, Winds groups shall have access to a temperature-controlled indoor tuning area.

7.2.5 Awards

- WGI shall determine the awards presented at the World Championships, which may include trophies, medallions, championship flags, plaques, patches, and other forms of recognition.

7.3 EVENT GUIDELINES

7.3.1 Contest Floor

- If a contest floor cover is used, it shall be black in color, contain no writing or logos, and be secured using WGI-approved tape when permitted by the venue or Event Partner. The floor cover shall be properly secured to ensure participant safety and prevent movement during performances, subject to the approval of the Contest Administrator.
- 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 it to the Contest Administrator.
- The Contest Administrator will inform the group's director and forward to the WGI office immediately following the 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) body warm up interval and one (1) equipment warm up interval regardless of the amount of space at a particular show.
- Percussion and Winds groups shall be provided a minimum warm-up period equal to two (2) performance intervals before their scheduled performance time. The specific warm-up areas and sequence shall be determined based on the operational needs and venue layout of each event.
- Groups may use clearly marked outdoor practice floors for warm-up at WGI events, depending on the venue and available space. A floor or tarp intended for use during the group's performance may not be used in any warm-up or practice area.
- The WGI office will issue a detailed logistics schedule that must be followed by all participating groups.

7.3.3 Video Recordings

- Video recording of performances at WGI Regional and World Championship events is prohibited. 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)

- Groups 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.
- Groups 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 the volume being too low, the music beginning in the wrong place, or skipping, 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 determination of performance volume rests with 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 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.

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 WGI's official merchandise vendor at no cost prior to January 15 at any Regional event. If the 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.

7.3.8 Scores Release

- Scores from Preliminary contests will be published on the WGI website after the scores for each individual class or round have been verified.
- Scores from Finals contests will be published on the WGI website with one (1) hour after the conclusion of the event.
- All score recaps, including Preliminary contest recaps, will be published on the WGI website after the conclusion of the Finals for that event.

7.4 CONTEST ADMINISTRATOR

7.4.1 Contract/Selection

The Directors of Color Guard, Percussion, and Winds shall determine the number of Contest Administrators to be contracted each season based on operational needs. Any affiliation with a participating group shall be disclosed before appointment and approved by the Chief Executive Officer.

7.4.2 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.

7.4.3 Path of Responsibility

Contest Administrators shall report to the Director of Color Guard, Director of Percussion, or Director of Winds, as applicable.

7.4.4 Purpose

The Contest Administrator serves as WGI's official representative and is responsible for promoting the professional administration of WGI events by ensuring the consistent implementation of WGI policies, procedures, and contest standards.

7.4.5 Duties and Responsibilities

Event Preparation

- Coordinate event preparation with the WGI office and Event Partner.
- Ensure all required event information and documentation are complete.
- Assist in coordinating event personnel and logistics.
- Contest Administrators may not serve in this role while also acting as the Event Partner.

Event Administration

- Serve as WGI's official representative at assigned events.
- Oversee the operation of the event in accordance with WGI policies and procedures.
- Interpret and enforce WGI policies and procedures during assigned events, consulting with the appropriate Division Director when necessary.
- Support adjudicators, event staff, participating groups, and Event Partner.
- Report facility damage, incidents, and other operational concerns.

Other Duties

- Maintain current knowledge of WGI rules, policies, and procedures.
- Serve in assigned roles at World Championships when requested.
- Perform other duties as assigned by the applicable Division Director, Director of Events, Director of Operations, or Chief Executive Officer.

8.0 EVENT SCHEDULING

8.1 EVENT GUIDELINES

- WGI will make reasonable efforts to schedule events no earlier than 9:00 a.m. and conclude all performances by 11:00 p.m.
- The Directors of Color Guard, Percussion, and Winds are responsible for determining all competition schedules in accordance with the policies set forth in this section, including the maximum number of entries for each event based on registrations, the number of groups advancing to Finals, and the operational needs or limitations of the event. The Director may also determine the order of competition classes as necessary for the efficient operation of the 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” Preliminary rounds. If multiple groups have the same registration date, a random draw will determine their order of performance within that date.
- Classes with fifteen (15) or fewer registrations will not use Preliminary rounds.
- Order of performance within each class or Preliminary round shall be determined by registration date. Groups with earlier registration dates will perform later in the schedule. If multiple groups share the same registration date, their order of performance shall be determined by random draw.

8.2.2 Color Guard Regional Finals

- The number of finalists at all Regionals shall be determined using the following formula: 100% of World Class groups, 75% of Open Class groups, and 50% of A Class groups, up to a maximum of fifteen (15) finalists per class. If scheduling permits, the Director of Color Guard may increase or decrease the number of A or Open Class finalists beyond the percentage otherwise provided in this section.
- If applying the finalist qualification percentages would result in only one (1) group not advancing to Finals, all eligible groups shall advance to Finals. The number of finalists shall be rounded to the nearest whole number.
- Each Finals contest shall include a minimum of three (3) finalists in each class.
- Color guards in the World and Open Classes must achieve the minimum qualifying score to advance to Finals.
- If the total number of eligible finalists exceeds thirty-six (36) groups, the number of groups advancing to Finals may be reduced due to scheduling constraints, at the discretion of the Director of Color Guard.
- For Regional A Classes, the number of finalists shall be determined using a formula of 50% of the registered groups, up to a maximum of three (3) finalists. The Director of Color Guard, in the Director's sole discretion, may increase the number of finalists based on the total number of registered groups and available scheduling time.
- Order of appearance in Finals shall be determined by the reverse order of finish in Prelims. If Preliminary competition is conducted in multiple rounds, the highest-scoring groups shall advance to Finals regardless of the round in which they competed. If Preliminary competition is conducted in multiple rounds with multiple panels of judges, then finals seeding will consist of one-third (1/3) of the finalists from each panel, with the remaining one-third (1/3) advancing based on the highest scores across all panels.
- If two or more groups receive identical scores, their order of appearance in Finals shall be determined by a tie-breaker number assigned by WGI. The tied scores shall remain unchanged.
- WGI may modify the published Finals schedule at the discretion of the Contest Administrator. If the schedule is modified, competing groups will be notified through WGI's official communication methods.

8.2.3 Color Guard World Championship Preliminaries

- Classes will be seeded in tournament-style Preliminary rounds using the score from each group's most recent Regional appearance, increased by 1.5 points for each full week of the event calendar. The score used for Championship seeding shall be the higher Preliminary, Semi-finals, or Finals score from that Regional appearance.
- The resulting standings will be used to assign groups to their Preliminary round. Groups with identical scores will be seeded into rounds with their appearance order determined by random draw and shall perform in the same order within their respective rounds. For example, if Group A performs fourth (4th) in the earlier round, Group B would automatically draw fourth (4th) in the later round.
- Classes will be divided into rounds of no more than twelve (12) groups per Preliminary round. In the event of multiple Preliminary contest sites occurring simultaneously, the number of rounds will be rounded up to the next even number to ensure competitive equity.
- Groups without a seeding score due to eligibility under the 400-mile rule or international status shall be assigned to an appropriate competitive range, as determined by the administrative team. Such placement shall not displace any group that has earned a seeded position through Regional competition. Instead, the assigned Preliminary round shall be expanded by one (1) performance position to accommodate the additional group.
- For groups in the Scholastic A class, groups will be seeded into rounds and performance order determined by random draw.
- For groups in all other classes, groups will be seeded into rounds, then divided into two groupings within each round according to ranking (highest ranking, next highest ranking, etc.) Performance order will be determined within these groupings by random draw with the highest-ranking groups performing in the second half of the round.
- A single panel of judges will judge all Preliminaries.
- If a performance scheduling conflict exists between two or more performing groups from the same school or organization at the WGI World Championships, the group must notify the WGI office in writing no later than March 1 by submitting the Championship Scheduling Conflict Form. Scheduling accommodations are not guaranteed for non-affiliated groups or groups that are not traveling together. These groups should plan accordingly, including making appropriate arrangements for stagehand assistance. Any accommodation is at the sole discretion of the Director of Color Guard and/or the Chief Executive Officer. All scheduling considerations apply to preliminary performances only.

8.2.4 Color Guard World Championship Semi-Finals

- All classes will have a 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-finals.
- If Preliminary contests are held at multiple sites and judged by different panels, Semi-finals will utilize a double panel of judges.
- The highest scoring groups will advance to the 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, Scholastic A Class Semi-finalists will be seeded in the same manner as their Preliminary rounds using their Preliminary score and placed into rounds of no more than fourteen (14) groups per round. Each round will be divided into two groups according to ranking (highest ranking, next highest ranking, etc.). Performance order will be determined by random draw within a grouping with the highest-ranking group performing in the second half of the round.
- Independent A Class Semi-finalists will be seeded in the same manner as their Preliminary rounds using their Preliminary score and placed into rounds of no more than twelve (12) groups per round with the highest scoring Semi-finalist in the last round.

- 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 in rounds of no more than twelve (12) groups per round with the highest scoring Semi-finalist in the last round.
- Identical scores will break ties based on a tie-breaker number assigned by WGI and be placed into separate rounds but perform in the same performance time within their respective rounds. For example, if tied Group A draws a performance time #4 in the earlier round, tied Group B would automatically draw performance time #4 in the later round.
- All World Class Semi-finals performances will be in same location for Finals.

8.2.5 Color Guard World Championship Finals

- All classes will have Finals.
- A double panel of judges will judge all Finals.
- Performance order for all Finals contests shall be in reverse order of Semi-finals scores.
- If two or more groups receive identical scores, their order of appearance in Finals shall be determined by a tie-breaker number assigned by WGI. The tied scores shall remain unchanged.

8.3 PERCUSSION SCHEDULING

8.3.1 Percussion Regional Preliminaries

- Order of performance for all classes will be determined by registration date. Groups with earlier registration dates will perform later in the schedule. If multiple groups have the same registration date, a random draw will determine their order of performance within that date.

8.3.2 Percussion Regional Finals

- The number of finalists at all Regionals shall be determined using the following formula: 100% of World Class groups, 75% of Open Class groups, and 50% of A Class groups, up to a maximum of fifteen (15) finalists per class. If scheduling permits, the Director of Percussion may increase or decrease the number of A or Open Class finalists beyond the percentage otherwise provided in this section.
- Each Finals contest shall include a minimum of three (3) finalists in each class.
- If applying the finalist qualification percentages would result in only one (1) group not advancing to Finals, all eligible groups shall advance to Finals. The number of finalists shall be rounded to the nearest whole number.
- Order of appearance in Finals shall be determined by the reverse order of finish in Prelims.
- If two or more groups receive identical scores, their order of appearance in Finals shall be determined by a tie-breaker number assigned by WGI. The tied scores shall remain unchanged.
- WGI may modify the published Finals schedule at the discretion of the Contest Administrator. If the schedule is modified, competing groups will be notified through WGI's official communication methods.

8.3.3 Percussion World Championship Preliminaries

- Classes with twenty (20) or more entries will be seeded in tournament-style Preliminary rounds. Rounds will be seeded based on input from adjudicators and coordinated by the Director of Percussion.
- Once placed in a round, groups will be placed in reverse order of registration date, with earlier registration dates performing later within each round. Groups with identical registration dates shall have their performance order determined by random draw.

- Classes with nineteen (19) or fewer groups will perform in reverse order of registration date, with earlier registration dates performing later within each round. Groups with identical registration dates shall have their performance order determined by random draw.
- A double panel of judges will judge all Preliminaries.
- If a performance scheduling conflict exists between two or more performing groups from the same school or organization at the WGI World Championships, the group must notify the WGI office in writing no later than March 1 by submitting the Championship Scheduling Conflict Form. Scheduling accommodations are not guaranteed for non-affiliated groups or groups that are not traveling together. These groups should plan accordingly, including making appropriate arrangements for stagehand assistance. Any accommodation is at the sole discretion of the Director of Percussion and/or the Chief Executive Officer. All scheduling considerations apply to preliminary performances only.

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.
- A double panel of judges will judge all 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 groups will perform first in ascending order to complete the prescribed number of Semi-finalists.
- If two or more groups receive identical scores, their order of appearance in Finals shall be determined by a tie-breaker number assigned by WGI. The tied scores shall remain unchanged.
- 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 shall advance fifteen (15) finalists to Finals.
- Concert World, Open, and A Classes will advance a maximum of twelve (12) finalists to Finals.
- A double panel of judges
- Performance order for all Finals contests not utilizing rounds in the event leading to Finals will be in reverse order of scores.
- If Preliminary rounds are used, Finals appearance order shall be determined by placing the top three finishers from each Preliminary round last in the following order: lowest third-place score, highest third-place score, lowest second-place score, highest second-place score, lowest first-place score, and highest first-place score. All remaining finalists shall perform in ascending score order.

8.4 WINDS SCHEDULING

8.4.1 Winds Regional Preliminaries

- Order of performance for all classes will be determined by registration date. Groups with earlier registration dates will perform later in the schedule. If multiple groups have the same registration date, a random draw will determine their order of performance within that date.

8.4.2 Winds Regional Finals

- All groups shall advance to Finals at Regionals with eight (8) or fewer groups. For Regionals with nine (9) or more groups, the Director of Winds, in the Director's sole discretion, shall determine the number of finalists in each class based on the total number of registered groups and available scheduling time.
- Order of appearance in Finals shall be determined by the reverse order of finish in Prelims.
- If two or more groups receive identical scores, their order of appearance in Finals shall be determined by a tie-breaker number assigned by WGI. The tied scores shall remain unchanged.
- WGI may modify the published Finals schedule at the discretion of the Contest Administrator. If the schedule is modified, competing groups will be notified through WGI's official communication methods.

8.4.3 Winds World Championship Preliminaries

- Classes with sixteen (16) or more entries will be seeded in tournament-style Preliminary rounds. Rounds will be seeded based on input from adjudicators and coordinated by the Director of Winds.
- Once placed in a round, groups will be placed in reverse order of registration date, with earlier registration dates performing later within each round. Groups with identical registration dates shall have their performance order determined by random draw.
- Classes with fifteen (15) or fewer groups will perform in reverse order of registration date, with earlier registration dates performing later within each round. Groups with identical registration dates shall have their performance order determined by random draw.
- A double panel of judges will judge all Preliminaries.
- If a performance scheduling conflict exists between two or more performing groups from the same school or organization at the WGI World Championships, the group must notify the WGI office in writing no later than March 1 by submitting the Championship Scheduling Conflict Form. Scheduling accommodations are not guaranteed for non-affiliated groups or groups that are not traveling together. These groups should plan accordingly, including making appropriate arrangements for stagehand assistance. Any accommodation is at the sole discretion of the Director of Winds and/or the Chief Executive Officer. All scheduling considerations apply to preliminary performances only.

8.4.4 Winds World Championships Semi-Finals

- There will be no Semi-finals contests for Winds.

8.4.5 Winds World Championship Finals

- A Classes shall advance between 50% and 100% of the class to Finals, as determined by the Director of Winds.
- Open Classes shall advance between 75% and 100% of the class to Finals, as determined by the Director of Winds.
- World Classes shall advance 100% of each class to Finals, up to a maximum of fifteen (15) groups in each Independent and Scholastic class.
- In cases where applying finalist percentages would eliminate only one (1) group, all would advance to Finals.
- If Preliminary rounds are used, Finals appearance order shall be determined by placing the top three finishers from each Preliminary round last in the following order: lowest third-place score, highest third-place score, lowest second-place score, highest second-place score, lowest first-place score, and highest first-place score. All remaining finalists shall perform in ascending score order.
- If rounds were not used in Preliminaries, order of appearance in Finals will be determined by the reverse order of finish in Preliminaries.
- If two or more groups receive identical scores, their order of appearance in Finals shall be determined by a tie-breaker number assigned by WGI. The tied scores shall remain unchanged.
- A double panel of judges will judge all Finals.

9.0 CLASSIFICATION REVIEW

The purpose of the classification review process is to ensure that participating groups compete in the class that best reflects their demonstrated level of achievement. Throughout the Regional season, groups competing in the A and Open classes may be reviewed for appropriate classification in accordance with procedures established by their respective division.

9.1 Color Guard

9.1.1 Classification Review

- All Color Guards in the A and Open classes are subject to review for potential misclassification. Classification reviews may occur only at WGI Regional events 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 A Class and Independent A Class Color Guards, along with the first-place Scholastic and Independent Open Class Color Guards, will automatically be reviewed at each Regional.
- Groups that do not have a Regional within 400 miles of their hometown and any groups outside North America are required to submit a video for classification review by the designated deadline.
- Initial classification reviews will be conducted independently by the Education Coordinator, Chief Judge, and Director of Color Guard. If all three independently determine that a Color Guard should be reclassified, the review will be forwarded to the five instructors on the Color Guard Steering Committee for final consideration.
- If a majority of the five instructors (three or more) vote to reclassify, the Color Guard will be reclassified. The decision of the instructor review panel is final.
- The Color Guard must submit a video of a recent performance within seventy-two (72) hours following its most recent Regional event. Floor-level videos will not be accepted. Instructions for uploading the video will be provided by WGI.
- The Color Guard may submit a brief written statement to accompany its video submission.
- Failure to submit the required video within seventy-two (72) hours will result in the immediate reclassification of the Color Guard to the next higher class.
- If a determination cannot be made due to poor video quality or material differences between the submitted video and the Regional performance, the review panel may rely on observations made by the WGI personnel conducting the initial review.
- A final decision will be made within ten (10) days, and the Director of Color Guard will notify the participating group of the outcome.
- A Color Guard that is reclassified will perform first in its new class at its next Regional if the schedule has already been published. If the schedule has not yet been published, the Color Guard will be included in the regular performance order draw.
- A Color Guard competing in the Open or World Class may request a one-time review for reclassification to the next lower class if its highest score earned at its first Regional is within ten (10) points of or below, the applicable weekly qualifying score published in the Adjudication Manual and Rulebook. The request, along with a review video, must be submitted to the Director of Color Guard no later than the Wednesday following the group's first Regional.
- A Color Guard registered for World Championships that is attending only one (1) Regional may request a classification review before that Regional by submitting a video of a recent performance recorded within two (2) weeks prior to the Regional. If the review results in reclassification, the Color Guard must compete in the new class and will perform first in its class.
- A Color Guard that qualified for the Semi-Finals round of the Open or World Class at the previous World Championships is not eligible to compete in a lower class the following season. To request consideration for returning to a lower class in a subsequent season, the Color Guard may submit a completed show video by January 31 following its Semi-Finals appearance.
- A Color Guard that is reclassified during the competitive season or promoted as a result of its finish at the World Championships must remain in the higher class for the following season, or the next season in which it

participates at the World Championships. This requirement does not apply to a Color Guard that failed to qualify for the Semi-Finals round of the previous World Championships.

9.1.2 Regional A Class Onsite Reclassification

- Regional A Class Color Guards determined to be significantly misclassified may be reclassified to A Class following their Preliminary performance.
- All decisions regarding onsite reclassification must be approved by the Director of Color Guard.
- An onsite reclassification may be recommended by the Director of Color Guard, Education Coordinator, Chief Judge, any member of the Color Guard Steering Committee, Lead Judge, or Contest Administrators.
- Without eliminating any qualifying A Finalists, the reclassified Color Guard will perform first in A Class Finals.
- Reclassification will not alter the number of Regional A Finalists.
- Circuit Partners are expected to recognize WGI onsite reclassifications when determining a Color Guard's classification within their circuit.

9.1.3 World Championship Promotions

- The following World Championship finalists shall be promoted to the next higher class of competition: the top five (5) Independent A Class finalists, the top three (3) Independent Open Class finalists, the top ten (10) Scholastic A Class finalists, and the top five (5) Scholastic Open Class finalists.
- Additionally, Scholastic A and Independent A Class Color Guards that are finalists for three (3) consecutive years shall be promoted.
- If a Color Guard is promoted, the director may submit a written request describing extenuating circumstances that would make the promotion an undue hardship for the Color Guard. The Review Committee may then reopen the review and decide whether the circumstances warrant a reversal of the reclassification.
- Once the following season has begun and the promoted Color Guard believes it is 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 reopen the review and decide whether a reversal of the promotion is warranted.
- Appeals will be reviewed by a three-member committee that did not participate in the original decision. The committee shall consist of the Director of Color Guard, Education Coordinator, and the Chief Judge. If the Director of Color Guard participated in breaking a tie during the original decision, a Caption Specialist shall serve in place of the Director of Color Guard on the Appeals Committee.

9.2 Percussion Classification Review

- All groups participating in WGI events will be evaluated for appropriate classification throughout the season.
- All A and Open Class groups participating in WGI World Championships are required to send a performance video to the Percussion Administrators for classification review by the designated deadline.
- If at least two-thirds (2/3) of the Percussion Administrators determine that a group should be further evaluated for appropriate classification, the group's performance video will be sent to the Percussion Steering Committee for review.
- To trigger a reclassification to a new class, a supermajority vote of at least two-thirds (2/3) of the members of the Steering Committee will be required. Potential reclassifications that do not receive a least two-thirds (2/3) of the vote will fail, even if receiving a majority vote for reclassification.
- If a group is determined to be misclassified at a WGI Regional event, they may be reclassified by the Percussion Administrator or Chief Judge between Prelims and Finals.
- If a potentially misclassified group at a Regional is also attending the World Championships, they may opt to voluntarily change classes between Prelims and Finals or may choose to wait for their Steering Committee evaluation.
- WGI reserves the right to involuntarily reclassify a significantly misclassified group between Prelims and Finals upon the unanimous recommendation of the entire adjudication panel and the Percussion Administrator/Chief Judge onsite.

- If a potentially misclassified group at a Regional is not attending World Championships, they may be reclassified onsite by the Percussion Administrator or Chief Judge.
- Reclassifications may occur at any point in the season, up to and including World Championships.
- If a group is advised to move down a class, it will be at the discretion of the group director to make the advised move.

9.3 Winds Classification Review

- All Winds groups are subject to review for potential improper classification at any point in the Regional season.
- A group may be reviewed if, in the judgment of the Director of Winds, Education Coordinator, and Chief Judge, and Lead Judge, the group appears to be competing in an inappropriate class.
- Groups that do not have a Regional within 400 miles of their hometown and any groups outside North America are required to submit a video for classification review by the designated deadline.
- The Director of Winds will send written notification to any Winds group under review, at which point the group must submit a current overview performance video for evaluation within 72 hours of the notification.
- Groups will be permitted to submit a brief written statement to accompany their original video submission.
- Failure to submit the required review video within seventy-two (72) hours may result in reclassification at the discretion of the Director of Winds.
- Initial classification reviews will be conducted independently by the Director of Winds, Education Coordinator, and Chief Judge. If a majority of the three administrators determines that a group should be reclassified, the review will be forwarded to the Winds Steering Committee for final consideration.
- If a majority of the Winds Steering Committee votes to reclassify, the group is reclassified. The decision of the Steering Committee is final.
- A final decision will be made within ten (10) days of submission of the review video, and the Director of Winds will notify the group of the outcome.
- A group that is reclassified will perform first in its new class at its next Regional if the schedule has already been published. If the schedule has not yet been published, the group will be included in the regular performance order draw.
- Groups reclassified before the World Championships will participate in the performance order draw for their new class, if applicable.

10.0 ADJUDICATION

10.1 Color Guard

10.1.1 Regional Championships

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

10.1.2 World Championships

- A single panel of judges shall adjudicate all Preliminary contests and most Semi-finals contests. When Preliminary contests are conducted at multiple sites using different judging panels, Semi-finals and Finals shall be adjudicated by a double panel of judges.
- All Finals contests will be adjudicated by a double panel of judges.

10.2 Percussion

10.2.1 Regional Championships

- A single panel of judges shall adjudicate Regionals. Multiple single panels will be assigned when schedule dictates.
- A double panel of judges shall adjudicate all Regional + Finals.
- Critiques will be offered at Regionals when there is sufficient time in the schedule. The Director of Percussion shall have discretion over whether critique is offered.

10.2.2 World Championships

- All Percussion World Championship contests shall be adjudicated by a double panel of judges, except that World Class Finals shall be adjudicated by a quad panel of judges.

10.3 Winds

10.3.1 Regional Championships

- A single panel of judges shall adjudicate Regionals.
- A double panel of judges shall adjudicate all Regional + Finals.
- Critiques will be offered at Regionals when there is sufficient time in the schedule. The Director of Winds shall have discretion over whether critique is offered.

10.3.2 World Championships

- A double panel of judges shall adjudicate all Winds World Championships contests. When three (3) judging panels are available, Finals shall include one panel from the Preliminary contests and a new panel for the Visual and Music Analysis captions.

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 shall establish a payment schedule for Regional Championships based on a fee per participating group for all adjudicators.
- WGI shall establish a payment schedule for World Championships based on Preliminary and Finals assignments and based on the number of participating groups adjudicated.

11.0 MISCELLANEOUS POLICIES, PROGRAMS & SERVICES

11.1 TRAVEL POLICY

11.1.1 Purpose

To establish policies governing travel conducted on behalf of WGI.

11.1.2 Responsibility

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

11.1.3 Policy

Airline Travel

- All airline travel on behalf of WGI shall be booked through WGI's approved travel reservation system unless otherwise authorized in advance. Airfare booked outside the approved system will not be reimbursed without prior authorization from the Event Manager, Director of Events, Director of Operations, Chief Executive Officer, or applicable Division Director.
- Travelers shall make travel arrangements as early as possible to secure the lowest available fare. Failure to book by an established deadline may result in cancellation of the assignment.
- Travel shall be booked at the lowest available fare requiring no more than one (1) stop between departure and destination cities. Airfare exceeding \$425 requires prior approval from the WGI office.
- Any airfare selected by the traveler that exceeds the lowest available qualifying fare by more than \$60 shall be the responsibility of the traveler.
- Travelers are responsible for costs resulting from itinerary changes made for personal convenience, including fees incurred after ticket issuance.
- Airline tickets purchased by WGI or for WGI travel may not be used for any purpose other than the authorized WGI assignment.

Mileage

- Mileage reimbursement shall not exceed the cost of the lowest available qualifying airfare at the time reservations would have been made.
- Mileage reimbursement requests should be submitted within 30 days of completion of travel. Requests submitted more than 60 days after completion of travel may be denied.

Board of Directors and Committee Travel

- Members of the Board of Directors shall be reimbursed for reasonable travel expenses including airfare or mileage, airport transfers, and meals, for meetings duly called by the President.
- Members of the Board of Directors shall be reimbursed for reasonable travel expenses for travel to either the Color Guard World Championships or Percussion and Winds World Championship events provided those expenses are not otherwise paid or reimbursed by a participating group.
- The President or Chief Executive Officer may authorize reimbursement for travel to additional WGI events when deemed appropriate.
- Members of WGI Steering Committees shall be reimbursed for reasonable travel expenses incurred for scheduled meetings in accordance with the Airline Travel and Mileage provisions of this policy.
- Reasonable travel expenses include coach airfare, mileage, airport parking, airport transfers, required baggage fees, authorized lodging, and meals consistent with WGI reimbursement policies.

12.0 WGI AWARDS & SCHOLARSHIPS

12.1 WGI HALL OF FAME

12.11 Purpose

The mission of the WGI Hall of Fame is to honor excellence, preserve the history of WGI, and recognize individuals whose extraordinary contributions have shaped the indoor color guard, percussion, and winds activities. Hall of Fame members exemplify leadership, achievement, and service that inspire future generations. The Hall of Fame ceremony is held annually during the WGI World Championships.

12.12 Background

The WGI Hall of Fame was established in 1992 as the Laurel Awards and was later renamed the WGI Hall of Fame.

12.13 Responsibility

The WGI Board of Directors Hall of Fame Committee administers the Hall of Fame program with the support of the Chief Executive Officer.

12.14 Criteria

The WGI Hall of Fame recognizes individuals whose contributions have significantly advanced the indoor color guard (in odd-numbered years) or indoor percussion and winds (in even-numbered years) activities through their leadership, innovation, and service. Individuals may be selected for induction based on their contributions as a designer, instructor, director, administrator, adjudicator, adjudication leader, WGI employee, or volunteer. The following criteria shall be used when evaluating Hall of Fame candidates.

Category	Evaluation Criteria
Designers / Instructors	• <i>Meritorious contributions</i> • <i>Influence on WGI</i> • <i>Depth and length of service</i> • <i>Program success</i> • <i>Role in WGI educational programs and committees</i> • <i>Service to Advisory Boards</i>
Administrative Leaders / Group Directors	• <i>Meritorious contributions</i> • <i>Influence on WGI</i> • <i>Depth and length of service</i> • <i>Role in WGI educational programs and committees</i> • <i>Service to Advisory Boards</i> • <i>Service to the WGI Board of Directors</i>
Adjudicators / Adjudication Leaders	• <i>Meritorious contributions</i> • <i>Influence on WGI</i> • <i>Depth and length of service</i> • <i>Role in WGI educational programs and committees</i> • <i>Service on WGI committees</i> • <i>Success in the design or improvement of the adjudication system</i>

Volunteers	• <i>Meritorious contributions</i> • <i>Influence on WGI</i> • <i>Depth and length of service</i> • <i>Support to WGI in all areas</i>
WGI Employees	• <i>Meritorious contributions</i> • <i>Influence on WGI</i> • <i>Depth and length of service</i> • <i>Support to WGI in all areas</i> • <i>Success in program development</i>

Length of service alone is not sufficient for selection to the WGI Hall of Fame. It should be considered together with an individual's overall contributions and achievements. Candidates should be evaluated based on the totality of their accomplishments over time.

12.15 Selection Process

- Three (3) individuals shall be elected to the Hall of Fame each year. In the event of a tie, additional individuals may be elected.
- The names of the nominees who are not elected shall remain confidential.
- Voting records and ballot details shall remain confidential and shall not be disclosed.
- Voters shall rank the candidates in order of preference. The three individuals with the lowest total scores shall 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. Individuals who are members of both groups may cast only one vote.
- 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 membership and all necessary action shall be taken for induction of such person at the next Annual Induction Ceremony.

12.16 Ceremony

- Hall of Fame inductees shall be recognized during the WGI World Championships.

12.17 Suspension or Revocation of Hall of Fame Privileges

- WGI may suspend or revoke any or all privileges associated with Hall of Fame membership when a member violates the WGI Code of Conduct or engages in conduct that is inconsistent with WGI's mission, values, policies, or the integrity of the Hall of Fame.

12.2 WGI SCHOLARSHIPS

12.21 Purpose

This section establishes the policy governing the annual award of WGI Scholarships.

12.22 Responsibility

The Chief Executive Officer is responsible for administering the WGI Scholarship Program.

12.23 Eligibility Requirements

Applicants must:

- Be a participant in a group competing at the current World Championships.
- Be a high school senior or currently enrolled in, or accepted for enrollment at, a college or university.
- Submit a completed scholarship application.
- Submit three (3) letters of reference.
- Submit official high school and, if applicable, college transcripts.
- ACT or SAT scores are optional.
- Submit two (2) recent photographs.

12.24 Funding

- Each scholarship award shall be no less than \$1,000.

12.25 Selection Process

- The Chief Executive Officer shall appoint a Scholarship Selection Committee chairperson and oversee the application and selection process.
- The Selection Committee shall consist of nine (9) individuals appointed by the committee chairperson subject to the approval of the Chief Executive Officer. Individuals should reflect diverse experience within WGI, including administration, adjudication, and sponsorship.
- The Selection Committee shall determine the number of scholarship recipients each year.

12.26 Recognition Ceremony

- Scholarship recipients shall be recognized during their respective class finals at the WGI World Championships.

13.0 FEES AND COSTS

13.1 Entry Processing Fee

One-time processing fee.....\$100

13.2 Regional Fees

Regional entry fee\$345

Regional + entry fee.....\$445

Regional PLUS pass (7 extra).....\$150

Regional entry fee after December 15\$395

Regional + entry fee after December 15\$495

Transfer fee\$100

* Any Winds group attending their first event, or hasn't participated since 2022, shall have the registration fee for their first event waived.

13.3 World Championship Fees

World Championship entry fee\$600

World Championship entry fee after December 15\$700

World Championship PLUS Pass (7 extra).....\$325

* Any Winds group attending their first World Championship, shall have their registration fee waived.

13.4 World Championship Tickets

WGI Fan Club (per weekend).....\$620

WGI VIP (per weekend)\$345

Color Guard World Finals\$87, \$97, \$107

Color Guard Open Finals\$62

Color Guard Semi-Finals & A Finals (Friday, all sites)\$62

Color Guard Prelims (Thursday, all sites)\$47

Percussion World Finals\$87, \$97, \$107

Percussion Open Finals\$62

Percussion Semi-Finals, A Class, & Concert Finals (Friday, all sites)\$62

Percussion Prelims (Thursday, all sites)\$47

Winds Finals\$62

Winds Prelims\$47

13.5 Adjudication Fees

One Day Regional Caption Judge.....\$450 or \$10 per group performance, whichever is greater

Two-Day Regional Caption Judge\$850 or \$10 per group performance, whichever is greater

One Day Regional T&P Judge.....\$350 or \$8 per group performance, whichever is greater

Two-Day Regional T&P Judge\$650 or \$8 per group performance, whichever is greater

Non-working Chief Judge (One Day)\$450 or \$10 per group performance, whichever is greater

Non-working Chief Judge (Two Days)\$850 or \$10 per group performance, whichever is greater

Championship Caption Judge\$450 or \$10 per group performance per day, whichever is greater

Championship T&P Judge	\$350 or \$8 per group performance per day, whichever is greater
Working Lead Judge	\$50 per event
Travel Reimbursement.....	\$50 per event

13.6 Contest Administration Fees

One Day Regional Contest Administrator	\$450 or \$10 per group performance, whichever is greater
Two-Day Regional Contest Administrator	\$850 or \$10 per group performance, whichever is greater
Championship Contest Administrator.....	\$450 or \$10 per group performance per day, whichever is greater
Travel Reimbursement.....	\$50 per event
Tabulator (per day).....	\$350
Announcer (per day)	\$350

14.0 COMPLIMENTARY PRODUCTS AND SERVICES

For Board Members, Hall of Fame Members, Advisory Board Members, Steering Committee Members, Judges, and Volunteers.

14.1 Complimentary Products and Services by Recipient

The following complimentary products and services may be provided by WGI as a courtesy. Unless otherwise specified, these benefits are personal to the recipient, are non-transferable, and have no cash value.

Item	Board of Directors	Hall of Fame	Advisory Board	Steering Committees	Volunteers	Judges
Season badge	X	X	X	X		X
World Championships badge	+	+			X	+
World Championships tickets	up to 2*	up to 2*				
VIP suite access	X	X	X		X	X
Staff shirt					X	
Merchandise discount	X	X			X	X

** Available to individuals attending the World Championships in person. Tickets are non-transferable.*

+ A spouse or partner badge will be provided if the spouse or partner is present at the World Championships

15.0 CHANGES TO POLICY MANUAL

- Proposed amendments to the Policy Manual shall be submitted to the Advisory Board on an annual basis for review and recommendation.
- The Board of Directors may adopt amendments to the Policy Manual at any time before the annual publication of the Policy Manual.
- Administrative and operational changes that do not alter Board-approved policy may be authorized by the Division Director, Chief Operating Officer (COO), or Chief Executive Officer (CEO) prior to the annual publication.
- Any amendment to the Policy Manual that has financial, legal, or governance implications for WGI shall require approval by the Board of Directors.
- The Policy Manual shall be reviewed, updated as necessary, and published annually prior to the opening of registration for the upcoming season.