



# Policy Manual

(Revised August 2025)

---

Gulf Coast Guard & Percussion Circuit, Inc.  
1765 E. Nine Mile Road STE 1 #219  
Pensacola, Florida 32514  
BOD@gcgpc.org

# Table of Contents

<b>1.0</b>	<b>UNIT ELIGIBILITY AND REQUIREMENTS.....</b>	<b>4</b>
1.1	Eligibility Requirements	
1.2	Responsibilities	
1.3	Insurance	
1.4	Criminal Background Checks	
1.5	Abuse Prevention Training: “SafeSport Trained”	
1.6	Staff Rosters	
1.7	Suitable Programing	
1.8	Music Licensing and Copyrighting	
1.9	Media Release	
1.10	Seniors and Age-Outs	
1.11	Participant Releases	
1.12	Independent Units	
1.13	Qualification for WGI World Championship	
1.14	Qualification for Circuit Championship	
<b>2.0</b>	<b>CLASSIFICATIONS .....</b>	<b>8</b>
2.1	Color Guard Classifications	
2.2	Percussion Classifications	
<b>3.0</b>	<b>CLASSIFICATION REVIEW .....</b>	<b>12</b>
3.1	Review Committee	
3.2	Color Guard Review	
3.3	Percussion Review	
3.4	Demotions	
<b>4.0</b>	<b>REGISTRATION .....</b>	<b>13</b>
4.1	Fees	
4.2	Membership Registration Procedure	
4.3	Contest Registration Procedure	
4.4	Contest Withdrawal and Conflicts	
<b>5.0</b>	<b>CONTEST AND EVENTS .....</b>	<b>16</b>
5.1	Regular Season Contest	
5.2	Circuit Championship	
<b>6.0</b>	<b>EVENT GUIDELINES .....</b>	<b>17</b>
6.1	Check-in	
6.2	Contest Badges	
6.3	Warm Up Areas	
6.4	Props and Equipment	
6.5	Sound Policy (color guard)	
6.6	Emergency Procedures	
6.7	Critique and Recaps	
6.8	Miscellaneous	
<b>7.0</b>	<b>EVENT SCHEDULING .....</b>	<b>20</b>
7.1	Regular and Championship Contest	
7.2	Performance Line-up	

<b>8.0</b>	<b>ADJUDICATION .....</b>	<b>20</b>
8.1	Panel(s) & Critique	
8.2	Compensation	
8.3	Travel Policy	
<b>9.0</b>	<b>CONTEST HOST .....</b>	<b>21</b>
9.1	Application Procedures	
9.2	Site Requirements	
9.3	Required Information	
9.4	Meetings	
9.5	Contest Set-up	
9.6	Housing and Transportation	
9.7	Contest Admission	
9.8	Fees	
9.9	Circuit Provisions	
<b>10.0</b>	<b>GCGPC AWARDS &amp; SCHOLARSHIPS .....</b>	<b>28</b>
10.1	GCGPC Hall of Fame	
10.2	JC Connor Memorial Scholarship	

## **1.0 UNIT ELIGIBILITY AND REQUIREMENTS**

### **1.1 Eligibility Requirements**

1.1.1 Competitive eligibility for all participating units shall be defined in the GCGPC Rulebook for Color Guard and Percussion.

1.1.2 Administrative eligibility requirements must be met by all registered units wishing to participate in any GCGPC event. units not meeting any administrative requirement by the prescribed deadline can have the privilege of participation in GCGPC events limited, conditioned, suspended, terminated, or denied at any time.

1.1.3 Any participating units having outstanding balances to GCGPC will not be permitted to enter event(s) until the debt has been satisfied.

### **1.2 Responsibilities**

1.2.1 Directors and/or staff read, understand, and know all GCGPC By-Laws, Policy Manual, Rule Book, and Score sheet for unit's classification.

1.2.2 It is mandatory to have returning unit representation at the GCGPC Fall Meeting the 3rd Sunday in August (time and location TBA) See policy 4.1.7 for fee information.

1.2.3 Recommended to have unit representation at the GCGPC Spring Meetings the 1st Sunday in May (time and location TBA)

1.2.4 There is NO penalty if your unit does not have representation at the Spring Meeting; however, unit representation is strongly recommended.

### **1.3 Insurance**

1.3.1 units 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 GCGPC no later than sixty (60) days after event registration.

1.3.2 All independent units using scholastic insurance to fulfill the GCGPC insurance requirement must use the school district/educational institution in their official name and must have an employee (not an independent contractor) authorized to bind the school district/educational institution to the terms of the Policies and Rules Manuals.

### **1.4 Criminal Background Checks**

1.4.1 All participating units must attest to obtaining a national criminal history background check (or some satisfactory equivalent for country or locale) for those in contact with participants. This could include instructional staff, drivers, chaperones, pit or prop crew, clinicians, and others who have more than casual contact with participants. Background checks shall be performed at the discretion of the participating unit's director but in no event less than every two years.

1.4.2 For scholastic units, those requirements can be fulfilled by requirements imposed by the school district/educational institution; however, if a school district/educational institution does not require such background checks, the unit will have to comply with these requirements.

## 1.5 Abuse Prevention Training

1.5.1 All adult instructional and administrative staff having regular contact with or authority over participants of any unit participating in any GCGPC event must complete the “SafeSport™ Trained” Abuse Prevention course. Instructions can be found in Competition Suite or on the Circuit Website.

1.5.2 Individuals required to take this course will receive a certificate of completion delivered via email. Unit directors should collect these certificates, keep a copy on file for each active instructional or administrative personnel, and upload a copy of each certificate to the Competition Suite under Data Collection. Participating units must provide documentation for every staff member listed in Competition Suite to GCGPC by Prior to the unit's 1st performance or the unit will NOT be allowed to perform at a GCGPC show.

## 1.6 Staff Rosters

1.6.1 **All participating units must complete a roster of all instructional and administrative staff in Competition Suite by December 1 at 11:59pm CST.**

1.6.2 Only those individuals on the staff roster in Competition Suite may represent the unit at the Circuit staff table or when corresponding with the Staff at any GCGPC event.

1.6.3 The number of GCGPC Championship staff medals awarded to each unit will be determined by the names entered in Competition Suite with a maximum of 5. Extra medals will incur a charge of \$5.00 per medal.

## 1.7 Suitable Programming

1.7.1 All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors.

1.7.2 Any breach in the above philosophy could result in performance denial or possible disqualification as determined by the Executive Director in consultation with the Executive Board. Contest Directors will serve as a liaison to the Executive Director.

## 1.8 Music Licensing and Copyrighting

1.8.1 **Copyright and Music Licensing Compliant Agreement(s) is due by 11:59pm CST on December 31st.**

1.8.2 All units competing at any GCGPC event must provide required basic music selection information by submitting a *Copyright and Music Licensing Compliance Agreement* for each unit. A copy of the *Copyright and Music Licensing Compliant Agreement* can be found in Competition Suite Resources.

1.8.3 Percussion ensembles participating in any class are required to secure permission to arrange for all songs involved.

1.8.4 As part of the agreement in registration, GCGPC requires all participating units to comply with copyright laws regarding performance and/or use of arrangements of copyrighted music, visual images, and other materials, as well as the use of copyrighted audio, spoken text and display of copyrighted words and images.

1.8.5 All video recordings or webcasts of any GCGPC unit performance are authorized for private display only. All other rights reserved unless expressly authorized in writing by GCGPC. Copying, public display or any other use of the footage is strictly prohibited. Public display includes providing other footage of a GCGPC event and/or posting the performance on the Internet in any form.

1.8.6 If a copyright violation is found to exist, disqualification may occur.

## 1.9 Media Release

**1.9.1 *Media Release Form(s) is due by 11:59pm CST on December 31st***

1.9.2 Each school and or unit is required to submit a *Media Release Form*. A copy of the *Media Release Form* can be found in Competition Suite Resources and will be uploaded in the Data Collection section on Competition Suite.

1.9.3 This form authorizes GCGPC to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of for any lawful promotional materials including but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits, submissions to journalist, **GCGPC Website, GCGPC Instagram Account, GCGPC Snapchat Account, GCGPC Facebook Account**, other social networking sites, and digital communications, without payment or any other compensation.

1.9.4 This authorization shall continue indefinitely, unless otherwise revoked in writing to the GCGPC Executive Board at bod@gcgpc.org by 11:59pm CST on December 31st.

## 1.10 Seniors and Age-Outs

**1.10.1 *Senior and/or Age-Outs Notification Form due by 11:59pm CST March 1st***

1.10.2 Unit Directors are responsible for submitting a list of Seniors and/or Age-Outs to the Contest Director.

1.10.3 A copy of the *Senior/Age-Out Notification Form* can be found in Competition Suite Resources.

1.10.4 Notifying the contest director of seniors/age outs after the deadline may result in your student(s) not receiving a certificate at championships

## 1.11 Participant Releases

1.11.1 Scholastic Unit Release Form

**1.11.1a *Scholastic Unit Release Form(s) is due by 11:59pm CST on December 31st***

1.11.1b If a middle school and/or high school student is planning on marching with a unit at another middle school or high school that the student(s) do not attend, that student will need to complete the *Scholastic Unit Release Form*

1.11.1b1 A copy of the Scholastic Unit Release Form can be found in Competition Suite Resources and will be uploaded in the Data Collection section on Competition Suite.

1.11.1b2 Both, the band director and the school principal, from the school the student attends must issue a "Released" status and sign in order for a

student to be allowed to perform with another scholastic unit. The GCGPC Board will confirm all released students.

1.11.1b3 Both the band director and the school principal, from the school the student will march with must “Approve” and sign in order for a student to be allowed to perform with another scholastic unit.

1.11.1b4 The Contest Director and/or the Executive Board will confirm all approved students.

1.11.1b5 If an additional member, that requires release, is added to a scholastic unit mid-season/post deadline, a Scholastic Unit Release Form must be submitted before that member will be allowed to perform at a GCGPC contest.

#### 1.11.2 Combined School Policy:

##### **1.11.2a Combined Schools Application is due by 11:59pm CST on December 1.**

1.11.2b Multiple groups within a school district may be approved to combine on a case-by-case review by WGI. In very rare cases, schools from different districts may be approved to combine. A group in any scholastic class may apply for approval to combine students from multiple schools within a school district under the following guidelines:

- Groups combining students from multiple schools within a school district may not have another unit in the same division (Color Guard, Percussion, or Winds) participating locally with a Circuit Partner, or with WGI.
- Only one (1) group, competitive or otherwise, can result from the combining of schools.
- There can be no auditions of any kind to determine participation in the combined school group.
- If a school has a marching band program, they are not eligible to combine with another school with a marching band program.
- Scholastic units utilizing students from parochial, vocational, or charter schools, must apply for approval under combined school guidelines.
- The unit shall submit the Combined Schools Participating unit Master Agreement signed by the district superintendent and filed with GCGPC. Contact the Contest Director for a copy of this agreement.
- If approved, all combined units must compete using the school district name only, nicknames not allowed for Scholastic units.
- Groups who do not meet the new requirements can always combine as an independent group.
- GCGPC Exec Board will have the final determination on whether a unit will be permitted to combine students from multiple schools.

## 1.12 Independent Units

### **1.12.1 Independent Unit Release Form(s) is due by 11:59pm CST on December 31st**

1.12.2 It is recognized as being in conflict with the circuit's goals and ethics for any independent unit to recruit from a high school that has an active winter guard or indoor percussion program.

1.12.2a If a high school does not have an existing winter guard or indoor percussion program the independent unit is free to recruit from that school.

1.12.2b Independent units utilizing members from a high school must have circuit approval and a release form from the attending school.

1.12.2c If an additional member, that requires release, is added to an independent unit mid-season/post deadline, an Independent Unit Release Form must be submitted before that member will be allowed to perform at a GCGPC contest. Also see 'Combined School Policy'

### **1.12.3 Independent Unit Age Verification Form(s) is due by 11:59 pm CST on December 31st**

1.12.3a The Director of the independent unit must submit a roster of members to the Contest Director with a copy of each performing member's driver's license.

1.12.3b If an additional member is added to an independent unit mid-season/post deadline, an updated Age Verification Form and required documentation must be submitted before that member will be allowed to perform at a GCGPC contest. Information for age verification can be found in Competition Suite Resources and will be uploaded in the Data Collection section on Competition Suite.

1.12.4 The independent unit's ability to compete in the circuit will be based upon the unit providing all the required documentation

## 1.13 Qualification for WGI World Championship

1.13.1 All units must attend one WGI Regional Contest to enter World Championships.

## 1.14 Qualification for Circuit Championship

1.14.1 Requirements to perform at Circuit Championships are as follows:

1.14.1a Units must perform in three or more regularly scheduled circuit competitions not including Circuit Championships. Percussion must attend one of the first two scheduled contests of the season and color guard must attend the field day contest.

1.14.1b Units must be in good standing with the GCGPC and have all financial obligations fulfilled.

1.14.1c Each percussion unit is required to attend one (1) of the first two (2) scheduled GCGPC Contests.

1.14.1d Field Day

Field Day will be held no earlier than the last Saturday of January and no later than the First Saturday of February

- GCGPC Field Day will be a required performance for color guards and to qualify for circuit championships.



- Guards will be evaluated for recommendations of placement in an appropriate classification.
- Units will be evaluated on the regular WGI sheet with real scores to assess class assignments.
- The Board of Directors will make recommendations based on the review process to promote to the next highest class or demote to the next lower class at the conclusion of the field day show.
- No scores or placements will be announced and will not be posted on Competition Suite.
- Ratings will be posted based on the total score as with WGI Ratings.
- It will be the unit director's decision to follow any recommendations.
- All units must inform the Board and Contest Director within 24 hours of their decision to accept the recommendation of the board after the Field Day contest for scheduling purposes.

1.14.2 If there are only three regularly scheduled circuit competitions, not including Circuit Championships, units may use one WGI Regional to count towards qualifying for Circuit Championships if the WGI Regional falls on a scheduled circuit competition and is needed for WGI World Championship qualifications.

## **2.0 CLASSIFICATIONS**

2.0.1 Units participating in WGI events must compete in the same class (or higher) as WGI Partner events at all GCGPC Contests.

2.0.2 All units must comply with the policies and rules regarding scholastic and independent eligibility.

2.0.3 The Elected GCGPC Board has the right to create suitable divisions in the Regional A classification, all units intending to participate in SRA or SRAA will be evaluated at the initial show on the Regional A sheet. Following this first event, the two classes will be divided according to the judges' scores from that show for the remainder of the season unless a promotion is made according to GCGPC policy or a unit self-promotes. If deemed appropriate, the Exec Board can consider a further division of the SRAA to a new SRAAA classification to better categorize the regional A units, facilitating a more balanced distribution among the 20-plus units.

### **2.1 Color Guard Classifications**

#### **2.1.1 Scholastic Cadet (SC)**

##### **2.1.1a Circuit classification**

**2.1.1b** Cadet class color guards are limited to middle school and elementary units only

##### **2.1.1c Judged on Novice Score Sheets**

#### **2.1.2 Scholastic Novice (SN)**

##### **2.1.2a Circuit Classification**

**2.1.2b** Designed for starting/newly formed units

2.1.2c Term limit of 2 years with the exception of a school with a junior varsity or feeder unit

2.1.2d Judged on Novice Score Sheets

2.1.2e A unit may reenter into Novice Class if the unit has been inactive for one full season.

### 2.1.3 Scholastic Regional AA (SRAA)

2.1.3a Circuit classification

2.1.3b Designed for units starting/newly formed with simple, introductory design and choreographic qualities.

2.1.3c Judged on Circuit Regional AA score Sheets

2.1.3d Regional AA will be classified as Regional A with WGI

2.1.3e Regional A is recognized at WGI Regional level but is not recognized at WGI Championships

### 2.1.4 Scholastic JV (JV)

2.1.4a Circuit classification

2.1.4b Designed to foster the development of the circuit, especially within the Regional A category, by ensuring that younger or newer units do not compete directly with more seasoned second units. It also allows schools with second units to be evaluated fairly, using different criteria than those applied to their first units. This is important because second units typically receive less practice time and financial support.

2.1.4c Judged on Regional A Score Sheets

2.1.4d JV is classified as Regional A with WGI Regional level but is not recognized at WGI Championships

### 2.1.5 Scholastic Regional A (SRA)

2.1.5a WGI and Circuit classification

2.1.5b Designed for units focusing on training and achievement, but with enhanced emphasis on the understanding and achievement of each caption.

2.1.5c Judged on Regional A Score Sheets

2.1.5d Regional A is recognized at WGI Regional level but is not recognized at WGI Championships

### 2.1.6 Scholastic AA (SAA)

2.1.6a Circuit Classification

2.1.6b Designed to challenge the performers by adding to the design and vocabularies that lead the performers' understanding of achievement and excellence.

2.1.6c Judged on Circuit Scholastic AA Sheets

2.1.6d Scholastic AA will be classified as Scholastic A with WGI

### 2.1.7 Scholastic A (SA)

2.1.7a WGI and Circuit classification

2.1.7b Designed for units focusing on evolution within the unit, adding to design and vocabulary range and taking on greater challenges as performers prepare for advancement into Open Classification.

2.1.7c Judged on A Score Sheets

2.1.8 Scholastic Open (SO)

2.1.8a WGI and Circuit classification

2.1.8b Judged on Open Score Sheets

2.1.8c Circuit will refer to WGI Policies and Rules

2.1.9 Scholastic World (SW)

2.1.9a WGI and Circuit classification

2.1.9b Judged on Scholastic World Sheets

2.1.9c Circuit will refer to WGI Policies and Rules

2.1.10 Independent Regional A (IRA)

2.1.10a WGI and Circuit classification

2.1.10b Units composed of members not over the age of 22 as of March 31 of the competitive season

2.1.10c Designed for beginning programs who may not have enough resources from one school or cannot meet eligibility requirements in the scholastic classification

2.1.10d Competitive but not at the level to meet the demands of the “A” Class Score Sheets.

2.1.10e Units focus on training, using basic equipment and movement skills and a basic level of design

2.1.10f Judged on Regional A Score Sheets

2.1.11 Independent A

2.1.11a WGI and Circuit classification

2.1.11b Units composed of members not over the age of 22 as of March 31 of the competitive season

2.1.11c Judged on A Score Sheets

2.1.12 Independent Open

2.1.12a WGI and Circuit classification

2.1.12b Units composed of members not over the age of 23 as of March 31 of the competitive season

2.1.12c Judged on Open Score Sheets

2.1.13 Independent World

2.1.13a WGI and Circuit classification

2.1.13b Units composed of members of any age

2.1.13c May compete at WGI Regionals and Championships

2.1.13d Judged on Independent World Score Sheets

## 2.2 Percussion Classifications

### 2.2.1 Scholastic Marching Novice (SMN)

#### 2.2.1a Circuit Classification

2.2.1b Ensembles are limited to first year competitive high school units, high school feeder units, and middle school units only.

2.2.1c A unit may reenter into Novice Class if the unit has been inactive for one full season.

#### 2.2.1d Judged on Novice Score Sheets

### 2.2.2 Scholastic Marching A (SMA)

#### 2.2.2a WGI and Circuit classification

#### 2.2.2b One student conductor is permitted

2.2.2c Designed for ensembles demonstrating an advanced understanding of basic musical and visual skill sets

#### 2.2.2d Judged on Marching A Score Sheets

### 2.2.3 Scholastic Marching Open (SMO)

#### 2.2.3a WGI and Circuit classification

#### 2.2.3b One student conductor is permitted

#### 2.2.3c Judged on Marching Open Score Sheets

### 2.2.4 Scholastic Marching World (SMW)

#### 2.2.4a WGI and Circuit classification

#### 2.2.4b One student conductor is permitted

#### 2.2.4c Judged on Marching World Score Sheets

### 2.2.5 Scholastic Concert Novice (SCN)

#### 2.2.5a Circuit Classification

2.2.5b Ensembles are limited to first year competitive high school units, high school feeder units, and middle school units only.

#### 2.2.5c Judged on Novice Concert Score Sheets

### 2.2.6 Scholastic Concert A (SCA)

#### 2.2.6a WGI and Circuit classification

#### 2.2.6b Instrumentation oriented to the performance of concert percussion

2.2.6c Movement permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only

#### 2.2.6d One non-student conductor permitted

#### 2.2.6e Credit for musical elements only

#### 2.2.6f Judged on Concert A Score Sheets

### 2.2.7 Scholastic Concert Open (SCO)

#### 2.2.7a WGI and Circuit classification

#### 2.2.7b Instrumentation oriented to the performance of concert percussion

2.2.7c Movement permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only

#### 2.2.7d One non-student conductor permitted

#### 2.2.7e Credit for musical elements only

#### 2.2.7f Judged on Concert Open Score Sheets

### 2.2.8 Scholastic Concert World (SCW)

2.2.8a WGI and Circuit classification

2.2.8b Instrumentation oriented to the performance of concert percussion

2.2.8c Movement permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only

2.2.8d One non-student conductor permitted

2.2.8e Credit for musical elements only

2.2.8f Judged on Concert World Score Sheets

2.2.9 Independent Marching A (IMA)

2.2.9a WGI and Circuit classification

2.2.9b Units composed of members not over the age of 23 as of March 31 of the competitive season

2.2.9c One conductor of age is permitted

2.2.9d Judged on Marching A Score Sheets

2.2.10 Independent Marching Open

2.2.10a WGI and Circuit classification

2.2.10b Units composed of members not over the age of 23 as of March 31 of the competitive season

2.2.10c One conductor of age is permitted

2.2.10d Judged on Marching Open Score Sheets

2.2.11 Independent Marching World

2.2.11a WGI and Circuit classification

2.2.11b Units composed of members not over the age of 23 as of March 31 of the competitive season

2.2.11c One conductor of age is permitted

2.2.11d Judged on Marching World Score Sheets

## **3.0 CLASSIFICATION REVIEW**

### **3.1 Review Committee**

3.1.1 No member may be affiliated with a unit competing in the class of the unit being review or in the class to which the unit may be moved

3.1.2 If a unit is put under review, the Executive Director will notify the unit's director at the end of the contest.

3.1.2a A Review Committee will review and reach a decision. The review committee will consist of 3 individuals that are not affiliated with GCGPC and with knowledge of the classification requirements.

3.1.2b The Executive Director will notify the unit's director within 48 hours if the unit will be promoted up to the next competitive level or not.

3.1.2c If a unit wishes to appeal the promotion decision, the unit's director can submit an appeal to the Review Committee, which will be taken into consideration.

**3.1.3 Promotions will be made no later than two weeks before Circuit Championships to ensure that all promoted units have time to prepare.**

### 3.2 Color Guard Review

3.2.1 Medalist units will be moved up one class from the class of the previous season excluding A and Open Classes.

3.2.2 Non-Medalst units must register in the same class in which the unit competed the previous season or may choose to register in a higher class.

3.2.3 Unit directors may petition the Executive Board to move a unit down a class. The request must be via email and should give details regarding the request. **All petitions due December 31st at 11:50 PM CST**

3.2.4 During the season, units in the Novice, Scholastic Regional AA, Scholastic Regional A, and Scholastic AA are eligible for reclassification.

3.2.5 The Executive Director or his/her representative is responsible for classification changes based on the recommendation of the independent review committee and informing the Unit Director(s).

3.2.7 The promoted unit must compete in the new assigned class for a minimum of one year.

3.2.8 Minimum timing requirements will be waived if a unit is promoted two weeks before circuit championships when timing requirements differ in the new classification.

3.2.9 Cadet color guards will be excluded from a required promotion.

3.2.10 Medalist, JV or feeder units, in Novice or Regional A classes will be promoted with the understanding that if the unit maintains 90% new students, the unit may petition the board to be reinstated to the Novice class or Regional A class. **All petitions should be made via email by December 31 at 11:59 PM CST.**

3.2.11 Any unit has the ability to self promote at any time no later than two weeks before a contest.

3.2.12 WGI promotions will be automatically recognized and the unit will be placed in that classification for the remainder of the season and the following season.

3.2.13 A unit that has been reclassified and completes its first full season in the new class but falls in the bottom one-fourth (1/4) of their class at championships may petition the board to move down one class the following season. **All petitions should be made via email by December 31 at 11:59 PM CST**

3.2.14 In the event of extenuating circumstances that require a unit to be demoted after the deadline, the unit's director must submit a request to the GCGPC Executive Board, who will then review and make a decision regarding the request for a demotion.

3.2.15 A Color guard in any class will be put under review by the process below:

- First Week of Competition, Field Day - Scoring 5 (five) or more Box 4, Box 5 or combination sub caption scores.
- Second Week of Competition - Scoring 6 (six) or more Box 4, Box 5 or combination sub caption scores.
- Third Week of Competition - Scoring 6 (six) or more combination of Box 4 and at least 2 (two) Box 5 sub caption scores.
- Fourth Week of Competition - Scoring 7 (seven) or more combination of Box 4 and at least 3 (three) Box 5 sub caption scores.
- Fifth week of Competition or up to the last day in February - Scoring 8 (eight) or more combination of Box 4 and at least 4(four) Box 5 sub caption scores

### 3.3 Percussion Review

3.3.1 WGI promotions will be automatically recognized and the unit will be placed in that classification for the remainder of the season and the following season.

3.3.2 Units may reclassify at least two weeks before the first scheduled competition of the season with notification to the Executive Board and Contest Directors via email.

3.3.3 Units competing uniquely on a local level are subject to reclassification throughout the season. The Executive Board along with the chief judge is responsible for making this change and informing the unit Director.

3.3.4 A unit that has been reclassified and completes its first full season in the new class but falls in the bottom one-fourth (1/4) of their class at championships may petition the board to move down one class the following season. **All petitions should be made via email by December 31 at 11:59 PM CST**

### 3.4 Demotions

3.4.1 Self-demotion is used to describe a unit moving itself down to a lower class than the unit entered at the beginning of the competition season.

3.4.2 If there is an extenuating circumstance that requires a unit to be demoted after the deadline, the unit's director must submit a request to the Review Committee, who will then review and make a decision regarding the request for a demotion.

## 4.0 REGISTRATION

### 4.1 Fees

**4.1.1 Membership fee must be paid by December 31st at 11:59pm CST**

4.1.2 The GCGPC membership will determine and vote, at the Circuit Fall Meeting, the one-time annual cost for unit(s) registration fee. All registration fees are non-refundable except as determined by the Executive Director and Executive Board. All membership fees cover membership to GCGPC, Competition Suite Fee, and Music/Arrangement Copyright Fees.

4.1.2a Competitive or Exhibition Scholastic Unit

\$575.00 per unit per year for 2 or more contests

4.1.2b Competitive or Exhibition Scholastic Middle School/Feeder Unit

\$300.00 per unit per year for 2 or more contests

4.1.2c Competitive or Exhibition Independent Unit

\$575.00 per unit per year for 2 or more contests

4.1.2d One GCGPC Contest (Guest Units/Non-Members)

\$175.00 per unit

4.1.3 Member Units will be charged a \$100 fee if membership fees are not paid in full by the deadline

4.1.4 Member Units will be charged a \$100 fee if a unit is not registered for at least two contests by the deadline

4.1.5 Member Units will be charged a \$100 fee if a unit withdrawals after the registration deadline from one or both of the two original contests initially committed

4.1.6 Member Units will be charged a \$100 fee if a unit reschedules later than two weeks prior to the first scheduled contest

4.1.7 Member Units will be charged a \$100 fee if representation for each unit is not present at the Fall Circuit Meeting

4.1.8 Non-Member Units will receive late fee of \$100 if fees are not paid in full by the deadline

4.1.9 Non-Member Units will receive a late fee of \$100 if a unit withdraws from the committed contest after the deadline. Checks will be made out to the contest host and mailed to GCGPC treasurer. The treasurer will distribute checks to the contest host.

4.1.10 Unit(s) will receive a \$200 withdrawal fee if the unit(s) withdraws from any contest less than two weeks prior to the scheduled contest. Checks will be made out to the contest host and mailed to GCGPC treasurer. The treasurer will distribute checks to the contest host.

4.1.11 Units will receive a \$200 withdrawal fee if failure to appear at a scheduled contest. Checks will be made out to the contest host and mailed to GCGPC treasurer. The treasurer will distribute checks to the contest host.

4.1.12 Units will receive a \$200 fee If a unit fails to appear or withdraws from a scheduled contest due to conflict of schedule (i.e. prom) if the circuit is informed less than two weeks prior to the first scheduled contest of the season. Checks will be made out to the contest host and mailed to GCGPC treasurer. The treasurer will distribute checks to the contest host.

4.1.13 Any unit that withdrawals from a contest less than one week prior to a contest will be assessed a penalty of \$300.00. This cancellation notice would be defined as 11:59 pm on the Saturday one week (7 days) before the scheduled contest. Checks will be made out to the contest host and mailed to GCGPC treasurer. The treasurer will distribute checks to the contest host.

4.1.14 An invoice will be sent to unit directors via email and/or mailing address, which includes payment options, after the registration form has been submitted.

4.1.15 Any unit having outstanding balances to GCGPC will not be allowed to sign up for events until the debt has been satisfied.

4.1.16 Units who withdraw prior to the first performance of the season will be allowed to roll over their membership dues to the next season.

4.1.15a If a unit does not use the credit given the following season, the unit will forfeit the money to the circuit. The forfeited money will go towards an educational purpose for the entire circuit.

## 4.2 Membership Registration Procedure

**4.2.1 Membership registration and updates must be completed by 11:59pm CST on December 1st**

4.2.2 Membership registration is available on Competition Suite. It is required to have an account set up for each unit.

- Competition Suite Access: If you are NOT a member of a GCGPC group on Competition Suite or your group affiliation has changed, please contact the Contest Director at [contestdirector@gcGPC.org](mailto:contestdirector@gcGPC.org) to get access.
- Unit Registration: After you log into Competition Suite and select your group from the menu bar on the left, you can locate the "GCGPC Registration Form" for the



season under the “Resources” tab on the top menu bar. Click on the file and complete the Google form by using the link in the document.

**4.2.3** Each unit that signs up will be sent an invoice to the address entered at the time of registration.

**4.2.3a** If payment has not been received by the deadline of December 31st at 11:59pm CST, your registration will be deleted. To re-apply you will need to contact the Executive Board. If approved for re-application, a fee of \$100 will be charged to the unit. Payment is due before the unit's first performance unless otherwise directed by the Executive Board.

**4.2.4** Units wishing to join the circuit after December 1st must request their membership directly through the GCGPC Executive Board.

### **4.3 Contest Registration Procedure**

**4.3.1 Contest Registration(s) is due by 11:59pm CST on December 1st**

**4.3.2** Units registering for the championship contest must follow the requirements listed under policy 1.14.

**4.3.4** Contest Registration is through Competition Suite

- Log in to Competition Suite
- Click on your group from the main menu on the left
- Click Registration under the group you'd like to register
- Click Register next to the events you'd like to register

### **4.4 Contest Withdrawal and Conflicts**

#### **4.4.1 Withdrawal**

**4.4.1a Any competing unit may withdraw from a scheduled contest prior to the contest registration deadline of 11:59pm CST on December 1st with no penalty.**

**4.4.1b** Unit Directors are responsible for notifying the Executive Board and Contest Director of a unit(s) withdrawal from any contest no less than two weeks prior to the scheduled contest. Failure to notify prior to two weeks or failure to appear at a scheduled contest will be assessed a penalty paid to GCGPC. The penalty fee will be distributed to the contest host by GCGPC. See policies under 4.1 for fee amounts.

**4.4.1c** A unit(s) withdrawing from a contest must do so in writing via email to the Executive Board and Contest Director no less than two weeks prior to the scheduled contest to avoid penalty. Further instructions will be sent via the contest director. No verbal changes to registrations will be accepted.

**4.4.1d** Any withdrawal fees will be made payable to the host's school or boosters and sent via mail to the board of directors' treasure who will then confirm receipt of payment to the contest director and then mail the payment to the host.

#### **4.4.2 Conflicts**

**4.4.2a** Unit Directors are responsible for notifying the Executive Board and Contest Director of any schedule conflicts relating to prom no later than 2 weeks

prior to the first scheduled contest of the season. If prom schedule conflicts are submitted after the prior two weeks of the first scheduled contest:

- ...and if a unit wishes to adjust the performance schedule to perform earlier or later, a \$100.00 rescheduling fee will be applied to the unit.
- ...and if a unit requests to withdraw from the scheduled competition, a standard \$200.00 withdrawal fee will be applied to the unit.

## **5.0 CONTESTS & EVENTS**

### **5.1 Regular Season Contest**

5.1.1 The GCGPC Executive Board will present the submitted applications from potential contest hosts to membership at the Fall Circuit Meeting (third Sunday in August) for membership discussion and vote.

5.1.2 Schedule will be sent to the GCGPC website and social media outlets within 24 hours at the close of the circuit Fall Meeting.

### **5.2 Circuit Championships**

5.2.1 GCGPC shall conduct a Circuit Championship for Color Guard and Percussion to be held each year. This event shall be open to any unit adhering to GCGPC rules and policies. This event shall be conducted using approved contest rules, operating policies and procedures, and adjudication methods.

5.2.2 Date approved by GCGPC membership at the Circuit Fall Meeting.

5.2.3 The site will be selected by GCGPC membership from applications from interested contest hosts.

5.2.4 Awards will be given in the following forms:

5.2.4a Trophies for first, second and third place units in each class.

5.2.4b Medallions for participants and staff for first, second and third place units in each class.

## **6.0 EVENT GUIDELINES**

### **6.1 Check-in**

6.1.1 Arrive at the contest site in plenty of time to check in, complete a sound check, become familiar with routes and warm up areas.

6.1.2 Contest Hosts are not required to provide separate rooms for each unit; however, are required to have both male and female dressing facilities.

### **6.2 Contest Badges**

6.2.1 Each school that is a member of GCGPC will receive 2 Band Director Badges

6.2.1a Each band director must sign for and pick up their badge at the Contest Director table. These badges will not be given to any other individual.

6.2.2 Every unit will receive 2 Unit Director Badges

6.2.3 Every unit will receive 10 staff Badges

6.2.3a These passes should only be used for Staff, Chaperones, bus Drivers, and Equipment Crew/drivers

6.2.4 The video badge does grant entry into a contest, only to the videoing area. Entry must be paid.

6.2.5 It is the unit's responsibility to keep up with badges. Badges will not be replaced if lost.

6.2.6 If a badge breaks or falls apart and a new one is needed, the old badge must be brought in exchange for a new badge.

6.2.7 Each Hall of Fame Member will be given a badge that will admit free admission to any GCGPC contest.

6.2.8 Board Member, Hall of Fame, Judge, Band Director, and Unit Director badges are the only individuals permitted in Hospitality and the only individuals permitted to sit in the front spectator seating.

6.2.8a Staff Badges are for back seating unless otherwise directed by the Contest Director.

6.2.9 If misuse of these passes (by any unit, in any way) is brought to the attention of the GCGPC Board or Contest Director(s), the number of passes will be reduced to 2 Band Director Badges and 2 Unit Director Badges only, and the Contest Director(s) will collect the remaining 10 passes.

6.2.9a Misuse is in the form of, but not limited to, giving a director's pass to an individual to gain access to hospitality, entering the contest and then passing off the pass to another individual to gain access to the contest as well, and sitting on the wrong side of the competition area.

### 6.3 Warm Up Areas

6.3.1 Warm up areas at GCGPC events shall be solely reserved for participating units warming up to perform. No other activities will be scheduled in these areas whenever possible (Check-in, etc.).

6.3.2 Each Color Guard will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up regardless of the amount of space at a particular contest.

6.3.3 GCGPC will issue a detailed logistics schedule to participating units that must be followed.

6.3.4 Color Guard and Percussion units must maintain a distance so as not to disturb or disrupt another unit's warm-up in the lot or other areas of a contest site that has been deemed as a warm up area.

6.3.5 Dr Beats, music soundtracks, and amplification should not be pointed towards the contest area and should never be directed toward any other unit for any reason in the warm up areas.

6.3.6 If an issue arises contact a Contest Director for assistance in the matter.

6.3.7 If it is determined that a breach of etiquette has occurred, this may result in a penalty by the timing and penalty judge under WGI Rule 8.2

### 6.4 Props and Equipment

6.4.1 All tips on rifles, flag poles, and sabres must be padded and tapped

6.4.2 All props, flats, and scenery made of wood, metal, plastic, PVC type plastic, or other materials not mentioned, must be padded or taped on the bottom, sides (up to 2 inches) and on any surface of the prop(s) that will touch the floor.

6.4.3 Units unable to take corrective actions regarding taped, padded equipment and props, will not be allowed to perform due to the possibility that the gym floor will be damaged.

6.4.4 contest Hosts are not required to provide prop storage. Be prepared to assemble and disassemble props at your truck and/or bus.

6.4.5 Cadet/middle and elementary school guards will be allowed to fold their floor and put the floor on a cart, staying under the 7 minute interval time, if there is not another group able/willing to help snake out. This is due to typically smaller teams, smaller bodies, and major height differences within that age group.

## 6.5 Sound Policy (Color Guard)

6.5.1 **Performance soundtracks must be uploaded by 11:59 pm CST the Thursday prior to the unit's first scheduled contest of the season**

6.5.2 Units will utilize the music upload feature in Competition Suite for color guard unit soundtracks/music playback.

6.5.2a This is a one-time upload. If changes are made to a unit's soundtrack, a new file must be uploaded into Competition Suite by 11:59pm cst prior to the unit's next scheduled contest

6.5.3 Soundtracks will only be played from Competition suite

6.5.3a Each unit should have a back-up plan in the event there are any issues with your unit's soundtrack: CDs, Phone, iPad, or anything that can be plugged into an auxiliary cord. If you are using a device as a backup method, someone from the program must be at the sound table to press play on the device.

6.5.4 It is recommended to do a sound check before the contest begins or during breaks to ensure playability and accuracy of volume.

6.5.5 If there is an issue with the music such as the music is too soft, begins in the wrong place or skips, the designated person must make the decision to stop the music and tell the operator to stop the music. If the choice is made to complete the program, the unit will not be offered an opportunity to repeat their performance.

6.5.6 Interval timing will continue as the unit resets and begins again. The Contest Director 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.

6.5.7 Issues related to the equipment provided by the unit or error by the designated person (using wrong playlist on device, etc.) will result in the actual interval timing being used and penalties, if any, being assessed.

6.5.8 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. The designated representative may provide direction to the sound operator during the performance regarding equalization.

6.5.9 Final volume discretion is given to the sound operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level. Sound decibel levels for each performance venue will be measured from the area designated for the General Effect judges.

6.5.10 Under no circumstances will verbal abuse of the sound operator be tolerated. Penalties will be assessed per current GCGPC Rule Manual.

## 6.6 Emergency Procedures

6.6.1 If an emergency alarm of any kind should occur during a contest

6.6.1a All activities will cease and desist until the issue is resolved

6.6.1b The performing unit will restart their performance

6.6.1c The Contest Director and Timing and Penalties Judge are responsible for implementing the restart of a performance accurately

## 6.7 Critique and Recaps

6.7.1 Score recaps will be sent out through Competition Suite after the awards ceremony concludes.

6.7.2 Units will sign up for critique time slots in Competition Suite two weeks prior to the contest date

6.7.2 Critique sign up will close the Thursday before the scheduled contest

6.7.3 Critique will begin after the last unit has performed and judges have finalized all numbers.

6.7.3a If you are not at critique at your scheduled time your critique session is forfeited.

6.7.3b Units that did not sign up for critique prior to the contest may fill slots that are forfeited by other units. Go to the critique area and inform the person running critique that your unit is available to fill a slot if it becomes available.

6.7.4 Listen to the judges' comments in Competition Suite prior to critique to ensure you are getting the most out of your critique time with the judges.

## 6.8 Miscellaneous

6.8.1 Please support the contest host by having your members visit the concession stand, shops and encouraging the family and friends of the members to attend contests.

# **7.0 EVENT SCHEDULING**

## 7.1 Regular and Championship Contest

7.1.1 The Contest Director is responsible to determine all competition schedules according to the policies set forth in this section.

7.1.2 A tentative performance schedule will be posted on the circuit website and competition suite by 11:59 pm (CT) three weeks prior to a contest. This is a tentative schedule ONLY and may change due to withdrawals, additions, and other minor changes. This will give time for unit directors to make sure a unit(s) were not added or

left off in error or have an issue when multiple units from one school are put at a disadvantage by not enough time between their units.

7.1.3 The Contest Director will have discretion concerning the order of the classes of competition depending on the specific needs or limitations of each event.

7.1.4 The contest should be structured so that retreat starts no later than 9 PM. The start time should be scheduled at contest director discretion based on judge's travel (flights purchased) but should maintain a start time that is no earlier than between 11 AM to 12 PM to allow for unit travel.

7.1.5 During the regular season shows and championships, announcements will only include scores for the top three placements in each classification. For those finishing in fourth place and below, only their placement will be shared, without disclosing their scores.

## 7.2 Performance Line up

7.2.1 The general rule of scheduling performance times at each contest is simply the luck of the draw with two exceptions:

7.2.1a The host of the contest will automatically be scheduled to go on last in their competing class except for at Circuit Championships.

7.2.1b At Circuit Championships the winner of each class from the prior year will be scheduled last in that class.

7.2.2 If there is no returning champion in the individual class, then the luck of the draw will take effect.

7.2.3 Any changes to the Performance Line-Up must be approved by the Executive Board.

7.2.4 Circuit Championships will schedule Percussion performing at the start of the contest day and Color Guard performing at the end of the contest day during even numbered years. This will alternate to Color Guard performing at the start of the contest day and Percussion performing at the end of a contest during odd numbered years.

## 8.0 ADJUDICATION

### 8.1 Panel(s) & Critique

8.1.1 A single panel of judges will adjudicate. Multiple single panels will be assigned when the schedule dictates.

8.1.2 Critiques will be offered when there is sufficient time in the schedule. The Executive Director, Contest Director, and the Chief Judge shall have discretion over whether critique is offered. It is the goal to have critiques at all contests, and have as many units participate, as the schedule will allow.

### 8.2 Compensation

8.2.1 The GCGPC Membership shall approve compensation for contracted adjudicators as part of the budgetary approval process as presented by the Executive Board.

## 8.3 TRAVEL POLICY

### 8.3.1 Airline Travel

8.3.1a All airline travel for GCGPC business will be booked through the Executive Board. Individuals are not to book airline travel on their own without prior authorization. No reimbursements for airline travel will be paid without the authorization of the Executive Director and the Executive Board

8.3.1b All travel arrangements should be made as soon as possible to obtain the best possible fare.

8.3.1c Travel will be booked based on the lowest cost of airfare with one stop or fewer between cities.

8.3.1d Changes to itineraries that accommodate personal requests are at the traveler's expense, i.e., any change after a ticket is issued that incurs any additional fees.

8.3.1e Individuals may not use any airline ticket purchased expressly for GCGPC travel for any other purpose.

### 8.3.2 Mileage

8.3.2a Cost of mileage not to exceed the lowest airfare possible at the time reservations are made.

8.3.2b Mileage reimbursement will be calculated by the Contest Director and paid the night of the contest by the Executive Board

8.3.2c The circuit will use the current IRS Standard Mileage Rate.

## 9.0 CONTEST HOST

### 9.1 Application Procedures

9.1.1 Potential Contest Host must submit an application to the Executive Board, with requested dates, to host a GCGPC Contest,

9.1.2 Application due the 3rd Sunday in August at the Fall Circuit Meeting where membership will review and vote on the upcoming season's schedule.

9.1.3 A representative from the potential host school must be in attendance at the Fall Circuit Meeting

9.1.4 Any unit participating in GCGPC Contests can submit an application to become a Contest Host.

9.1.5 Any Middle School or University with Executive Board pre approval can submit an application to become a Contest Host.

9.1.6 In the event of competing proposals to host a contest, the GCGPC membership will discuss the applications and then vote by majority at the Fall Meeting.

## 9.2 Site Requirements

9.2.1 Competition area at least 60' x 90' in size. The 60' must be from the bottom row of spectator seating across to the bottom row of back stands. There must always be a safety zone of at least five (5) feet around the minimum size 60'x90' competition area. The Executive Board has the discretion to waive these requirements, if necessary, given the facilities.

9.2.2 No competition area may exceed the maximum size of the competition area that is offered at the site of the WGI World Championship Finals site.

9.2.3 The contest floor cover (if used) should have no writing or logos and be taped down (if tape is allowed at the venue) around the entire perimeter and must cover the competition area.

9.2.4 Adequate parking facilities for competing units and spectators.

9.2.5 Suitable Color Guard warm-up facilities for body and equipment and suitable Percussion (band room, choral room without risers) so the sound does not carry to the competition area.

9.2.6 Doors with center bar removal or double doors for easy access and/or exit of equipment and carts. GCGPC contest hosts will provide pictures and dimensions of entry and exit doorways.

9.2.7 Room/hall for staging equipment and props, if possible in the facility.

9.2.8 Percussion will have two (2) four-outlet electrical boxes (20-amp preferred, if possible) with a minimum of 25 feet of cord (10 gauge for Percussion) placed at the front and back centerline in the competition area. Color Guard will have one (1) four-outlet electrical box. Such electrical boxes must be solely dedicated for the use of the participating units only (no other use by computers, phone charges, sound systems, etc.)

9.2.9 Concession or snack bar available open one (1) hour before and throughout the event.

9.2.10 Expo/booster sales space.

## 9.3 Required Information

9.3.1 The following must be submitted to the GCGPC Contest Director in Competition Suite under Organization Data no later than two weeks prior to the host's event:

9.3.1a Diagram(s) of the facilities for fair weather that includes:

- bus, school/unit, spectator parking
- unit competition entrance and exit, spectator entrance and exit
- warm up areas, holding area, and ready area
- location of electrical outlets on contest floor
- boys/girls dressing areas and restrooms
- Concessions
- unit check-in area outside gym/competition area
- directors' hospitality and separate judges' hospitality
- equipment loading/unloading
- spectator/judges side of the gym (front)



- clearly noted if passageways are covered/uncovered/paved/gravel/dirt and where the curbs are with ADA ramps.
- Area for permitted videotaping

9.3.1b Diagram(s) of the facilities for inclement weather, if the diagram(s) are different from the fair weather.

9.3.1c Documentation stating any additional taping or padding of equipment requirements for your contest floor area

9.3.1d List of concession items available at the contest site complete with pricing

9.3.1e Measurements and pictures of the gym/competition area, holding area, ready area, and warm-up areas (color guard and percussion)

## 9.4 Meetings

9.4.1 Contest hosts should conduct a meeting with ALL staff, volunteers, and students, prior to the contest, to ensure all elements to hosting a competition are covered and all questions are answered before the day of the contest, especially emergency procedures in the event of a situation.

9.4.1a Ensure all the workers understand that individuals must be firm but pleasant in carrying out all duties. If a problem arises that cannot be resolved, have an individual contact the Contest Director immediately.

9.4.2 Contest hosts and GCGPC Contest Directors will need to schedule a meeting the day of the contest, before the event begins, to ensure that all staff, volunteers, and student workers understand individual responsibilities and to answer any questions about the contest procedures

9.4.2a Staff, volunteers, and student workers that start the contest will need to be available to meet at this time and will pass the information on to replacements as the contest progresses throughout the day.

## 9.5 Contest Setup

### 9.5.1 Circuit Trailer

9.5.1a contest host will communicate with the previous week's contest host and arrange pick up of the Circuit trailer

9.5.1b Trailer will need to be parked as close to a gym entrance as possible for Circuit staff to unload and load

9.5.1c The first contest host of the season can obtain the location of the trailer from the Contest Director

9.5.1d All contact information for contest hosts can be obtained through the Contest Director

### 9.5.2 Unit Check-in

9.5.2a located outside of the competition area

9.5.2b The following should be provided in the check-in areas

- An adult that can answer all questions about the facility including location of the gym, warm up areas, prop storage area, dressing rooms, bus parking, emergency care location, etc.

- An adult to stamp each of the performer's hands for back sideline seating at the contest.
- If bands are given, the items should be secured by an adult and given to the director of each unit(s) for performers only.
- Extra copies of the performance schedule and maps of the facilities for unit directors.
- signs indicating the area and directions to other important areas

### 9.5.3 Warm-ups

9.5.3a Located a sufficient distance from the performance area so that the use of music, metronome, etc. cannot be heard in the performance area.

9.5.3b Provided only adult (21+) volunteers to monitor the areas to ensure the following:

- Music is only played in equipment warm up, or not at all, when two guards are warming up for body and equipment in the same area
- Ensure rally cheers are not done in the warm up areas
- Enforce that all guidelines are followed for warm up areas and contact the Contest Director with any issues
- Ensure that if a warm-up area or holding area gets backed up, the Contest Director is notified immediately to ensure that warm up does not get cut short for units or that holding does not have more than one unit at a time waiting to perform.

9.5.3c Clearly mark the holding area going into body warm-up

### 9.5.4 Judge's Hospitality

9.5.4a Area provided that should be quiet and not around areas that will have directors and unit members

9.5.4b Be prepared to offer refreshments during the contest

9.5.4c Provide an adult to monitor area throughout the contest for needs

### 9.5.5 Board, Director, and Hall of Fame Hospitality

9.5.5a Location must be separate from the judges

9.5.5b Provide an adult(s) to monitor the area and ensure only those with badges labeled Board Member, Hall of Fame, Judge, Band Director, and Unit Director are permitted in the area.

### 9.5.6 Security and Medical

9.5.6a Uniformed security and emergency medical service (adult) is REQUIRED for the duration of the contest (paramedic, nurse, first aid, certified adult)

9.5.6b Location of first aid area should be clearly marked with signage and communicated to the unit directors and the GCGPC staff

9.5.6c If an emergency alarm of any kind should occur during the contest, the contest will cease and desist and the contest host's director/contact should:

- Immediately contact the contest director with/for information
- Immediately implement emergency plan with volunteers to ensure the safety of all attendees (this plan should be communicated to the volunteers and to the Contest Director prior to the contest)
- Maintain contact with Contest Director during the emergency

- Provide instruction to volunteers after the emergency is cleared

#### 9.5.7 Performance area

9.5.7a Provide a minimum of three student runners for the judges during the contest. Runners should report to the Circuit Staff table for instructions prior to the contest and will be under the direction of the Contest Director.

9.5.7b Ensure an electrical outlet or extension cord is provided for all units. The extension cord should reach from the designated electrical outlet to the center of the front line and one outlet on the back line.

9.5.7c A clearly marked judge's area should be provided in the center of the stands. The contest director will help in the proper placement of the judge's area. Electricity and fans made available for the judges if needed.

9.5.7d provide a designated area for unit video pass holders to video their unit. Tables and chairs and trash cans are to be provided for the Contest Director, Tabulator and Sound Technician.

9.5.7e Electricity is required to be provided for the Contest Director, Tabulator and Sound Technician, with separate lines to each of the staff members.

9.5.7f Ensure there is a person(s) checking props and equipment for padding and taping per GCGPC guidelines. See Props/Equipment

9.5.7g Ensure that the performer entry and exits are free of hanging items that could be a safety issue to performers, equipment, or props.

9.5.7h Provide signs or caution tape that block spectators from crossing back and forth from front and back sidelines over the performance area.

#### 9.5.8 Spectator Entrance

9.5.8a provide a large sign with the ticket price and requirements for free admission so spectators can have their money ready before purchases.

9.5.8b If Credit/Debit Card payment is offered, ensure notice of additional fees is provided before running a card payment.

9.5.8c Have an adult (21+ years of age) at all doors and entrances into the gym checking hands to ensure that everyone entering the contest has paid.

#### 9.5.9 Storage and Maintenance

9.5.9a Provide an area for prop storage, such as an unused hallway or a room with large doors, for units to utilize. If an area is not available, inform the Contest Director so that the information can be communicated to directors.

9.5.9b Provide a location for units to refold floor tarps after exiting the performance area

#### 9.5.10 Miscellaneous

9.5.10a contest Hosts are to have both male and female dressing facilities.

9.5.10b CLEARLY mark and label all entrances, exits, warm-up areas, restrooms, hospitality, first aid, etc.

9.5.10c Provide care (i.e. students) to see that all warm up, ready areas, and the contest area are kept clean of dirt and debris kept off the competition area as it can get scuffed.

9.5.10d Provide an area for prop storage, such as an unused hallway or a room with large doors, for units to utilize. If an area is not available, inform the Contest Director so that the information can be communicated to directors.

9.5.10e Ensure communicative devices are available (phones, walkie-talkies, other hand-held radios, etc) are provided for communication between the volunteers and staff.

9.5.10f Provide an area outside the competition area for the sale of Happy Grams. This is optional but highly encouraged.

9.5.10g Championship hosts will provide trophies. Championship price increase is to assist in covering the cost of trophies.

## 9.6 Housing and Transportation

9.6.1 It is the sole responsibility of the contest host to provide transportation to and from the airport, contest site, and hotel for any judges that are flying into the closest airport. This can be provided by adults associated with the contest host to save on cost. The host school chooses housing for the judges, but must be approved by the Executive Board.

9.6.2 Individual housing is to be provided for judges who live further than a 50-mile radius from the contest site.

9.6.2a All housing requests, from the judges, are due at least one week prior to the contest or reservations may be canceled by the contest host.

9.6.2b Hotel Reservations should include the name of the individual judges to avoid issues when judges check-in.

## 9.7 Contest Admission

9.7.1 Judges and their families will be admitted into the contest for free. Judges will identify themselves as a judge and have an official GCGPC Judge Badge Pass.

9.7.2 All GCGPC Board Member(s), Unit Director(s), and Hall of Fame Member(s) will be admitted into GCGPC contests/contests for free and have access to front sideline seating. All members listed must have their circuit provided badges to gain entry into the contest area.

9.7.3 Band Directors are to be admitted for free and must have their circuit provided badges to gain entry into the contest area.

9.7.4 Uniformed members will be allowed to enter the contest and are to sit on the backside of the gym ONLY; unless otherwise instructed by the Contest Director.

## 9.8 Fees

9.8.1 The judges and Circuit staff payments are paid by the host. The total amount for judges and staff would be added into one total check that would be paid to The Gulf Coast Guard and Percussion Circuit, by the day of the contest.

9.8.2 WGI Judges will be paid the current WGI rate. The circuit will cover any additional cost over the \$350 paid by the contest host.

9.8.3 If percussion and color guard is in a single day, only one Timing and Penalty Judges is required

### 9.8.3a Color Guard

■ Movement Judge	\$350.00
■ Equipment Judge	\$350.00
■ Ensemble Judge	\$350.00
■ General Effect Judge 1	\$350.00
■ General Effect Judge 2	\$350.00
■ Timing and Penalty Judge	\$250.00

### 9.8.3b Percussion

■ Music Judge	\$350.00
■ Visual Judge	\$350.00
■ Music Effect Judge	\$350.00
■ Visual Effect Judge	\$350.00
■ Timing and Penalty Judge	\$250.00

### 9.8.3c Contest director \$450.00

- Paid based on a fixed "Day Rate" salary

### 9.8.3d Sound Technician \$350.00

- Paid based on a fixed "Day Rate" salary

### 9.8.3e Travel Fund \$750.00

- required to be paid by the contest host to the circuit to assist in paying for the judge's travel. The travel paid to judges that drive shall not exceed the national IRS Standard Mileage Rate for the current season.

9.8.3f Mileage pay for Judges choosing to drive to a GCGPC contest will be limited to 200 miles each way. A round trip total of 400 miles will be the maximum payable mileage for any Judge or GCGPC personnel, that drives a rental or a POV to a GCGPC event.

9.8.4 Cost of transportation to and from the airport, contest site, and hotel for any judges that are flying into the closest airport if cost is incurred.

9.8.5 The official Contest Admission prices should be the same for every contest except for championships to cover the cost of trophies.

9.8.5a Regular admission price is \$12.00 for Cash purchase.

9.8.5b Regular admission price is \$15.00 for Card purchase.

9.8.5c Circuit Championships admission price is \$15.00 for CASH purchase.

9.8.5d Circuit Championships admission price is \$18.00 for Card purchase.

9.8.5e Children five years old and under are to be admitted for free

9.8.5f Adults sixty-five years old and over are to be admitted for free.

9.8.6 If the host chooses to sell Happy Grams, the cost MUST be at least \$2 with 50% given to the GCGPC for the JC Connors Scholarship Fund.

## **9.9 Circuit Provisions**

9.9.1 A sound system with a mixing board and input capabilities for device connection (provided by GCGPC) .

9.9.1a The volunteer should report to the Contest Director 45 minutes prior to the start of the contest to learn how to run the program and is required to stay for the entire event.

9.9.2 The timing and penalty judge will mark the contest floor with the front boundary line and the timing line before the first unit enters the gym.

9.9.3 Circuit will Secure a Contest Director, Sound Technician, and Judges for your contest.

9.9.4 Provide all Judges Sheets and Digital Recorders required for your contest.

9.9.4a The GCGPC will utilize electronic tablets for judges' score entry into Competition Suite and provide printed sheets as a backup method.

9.9.5 A performance schedule will be posted on the circuit website no later than Sunday at 10:59 pm (CT) two weeks prior to the contest.

9.9.5a If a unit withdraws after the schedule is posted, a line will be drawn through the unit's time slot and in turn become a break.

9.9.5b The deadline above is contingent upon units submitting all the required information, completing registration, payment of dues, etc. by the deadlines set forth in the GCGPC Guidelines and Policies. Performance schedule postings may be delayed/changed as necessary due to contest withdrawals, inclement weather, school related conflicts, and a variety of encountered issues throughout the season.

## **10.0 GCGPC AWARDS & SCHOLARSHIPS**

### **10.1 GCGPC HALL OF FAME**

#### **10.1.1 Purpose**

The Mission of the GCGPC Hall of Fame is to honor excellence and preserve our evolving history. The GCGPC Hall of Fame was formed to recognize the individuals whose extraordinary efforts and accomplishments have enhanced the GCGPC Organization, broadened the appeal of these activities, and whose lives and accomplishments serve to inspire, educate, and be role models for all those who participate in GCGPC.

#### **10.1.2 Criteria for Individual**

The GCGPC Hall of Fame recognizes individuals in the winter color guard (in odd numbered years) or winter percussion (in even number years) activities that have contributed most significantly to the standards and direction of GCGPC. Selection to the

GCGPC Hall of Fame can be achieved as a designer, a director or other administrative position, an adjudicator or in adjudication leadership, from amongst GCGPC staff or as a volunteer. The following criteria will be used when evaluating potential Hall of Fame members:

- Meritorious contributions
- Influence on GCGPC
- Depth and length of services
- Program success
- Role in GCGPC educational programs and committees
- Service to the Executive Board or committees
- Success in design or improvement of judging system
- Support to GCGPC in all areas
- Success in program development

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

### 10.1.3 Criteria for Show Candidates

The Show must be from 1980 through at least five (5) years removed from the current season

- The Show had a positive influence on the activity within the GCGPC
- The Show had great success within the GCGPC
- The Show had wide ranging contributions to the activity within the GCGPC
- The success of any Show should be subject to the success at the GCGPC level and not necessarily WGI level.

### 10.1.4 Selection Process

10.1.4a Prior Hall of Fame inductees, the Executive Board, and the Unit Directors of the circuit will be allowed to nominate the candidates to be put on the ballot.

10.1.4b Hall of Fame Nomination Forms are due by 11:59 pm cst March 1st

10.1.4c Once all nominations are received, a bio will be provided on each of the individuals and shows nominated.

10.1.4d Each current member of GCGPC will be allowed one vote. Current members include Hall of Fame Members, Executive Board, and unit directors.

10.1.4e One individual will equal one vote. No additional votes allowed for individuals holding multiple roles within the circuit.

## 10.2 JC Connor Memorial Scholarship

Applicants must be a participant in a GCGPC Unit: High School Senior or Independent Age Outs and Complete the application process in full (Application located on the GCGPC website)

10.2.1 **Applications must be submitted by March 1 11:59 pm CST**

10.2.2 Scholarships not to be less than \$200 per award.

10.2.3 Contest hosts will contribute 50% of the Happy Gram earnings and GCGPC will contribute the remaining balance to ensure each selected applicant receives the minimum amount in the event there are not enough funds from Happy Gram sales.

10.2.4 The Selection Committee consists of 3 individuals not associated with the circuit or any unit in the circuit.

10.2.5 2 percussion applicants and 2 color guard applicants will be selected as the recipients. In the event of a tie, a Hall of Fame member not affiliated with the units, will serve as the tiebreaker.

10.2.6 Scholarship will be presented at the circuit championship award ceremony.