



Policy Manual

2012

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Southern Association for Performance Arts Mission Statement

The Southern Association for Performance Arts serves to provide pageantry organizations with fair and quality competitions that foster growth and enrich its members, participants and spectators.

Instructor's Code of Ethics

All representatives of the Southern Association for Performance Arts (SAPA) are expected to behave in such a manner as to be exemplary examples for the young people we serve. Courtesy, language, standards, appearance, and personal conduct in and around all SAPA events should be beyond reproach.

If undue and unfair pressure is applied to judges or contest staff through inappropriate behavior, then this places the competitive experience at risk. Examples include, but are not limited to: Instructors raising their voices to judges or contest staff in public, inappropriate conduct of any instructor while accompanying the performing unit onto the contest floor, inordinate and unauthorized telephone calls to judges. There is also a growing concern about disruptive behavior in the warm up areas and rude behavior from the performers and/or staff of one group towards another or to the contest staff. Behavior of this type is intolerable and will result in the loss of privilege that has been violated. For example, instructors could be barred from the arena floor, contest venue, or critique or lose the right to utilize the warm up venue(s). Addressing this important issue must be a priority for every performing unit.

The managing administrator of the situation will determine the application of the action. The managing administrator in judging issues will be the Chief Judge. The designated Contest Coordinator is the administrator in situations pertaining to contest personnel. In matters of poor sportsmanship and inter-unit issues, the Education Director and the Executive Board will act as the managing administrator.

Membership

DEFINITION

- The Membership of the Southern Association for Performance Arts will be comprised of those units that have met all financial obligations for the current season.
- Duties and Responsibilities include:
 - Election of Officers and Board Members
 - Participate in the Annual Meeting
 - Present proposals for changes in policy and procedure of SAPA activities
 - Approve policy for the organization
 - Act as a sounding board and resource for new ideas and concepts which can further improve the organization
 - Provide support to the Executive Board and Staff of SAPA

ANNUAL MEETINGS

- The Membership of the Southern Association for Performance Arts will convene a meeting within sixty (60) days after the end of the competitive year. Said meeting shall be referred to as the Annual Meeting and the following items shall include, but not be limited to:
 - Election of Officers and Board Members
 - Selection of Committees and their members
 - Proposals presented to the Membership for change or adoption
 - Administrative matters presented to the Membership by the Board
- Member units shall appoint one person to represent them at the Annual Meeting. Only duly appointed representatives shall be allowed to vote for units at the Annual Meeting. A unit can authorize another person to vote in proxy for them if the duly appointed representative cannot attend the Annual Meeting. Any proxy authorization must be submitted to the Secretary in writing, by the announced deadline prior to any meeting at which the proxy is to act.
- All proposals must be received by the Secretary in writing two weeks prior to the Annual Meeting
- Each proposal (or group of proposals if more than one covers the same subject) will be read and discussed by the membership. The membership will then vote on the proposal(s). The vote will be final and issues may not be reintroduced.

POLICIES

- If a decision needs to be made during the season by the Executive Board regarding a policy change, opinion will be solicited from the general membership before a decision is made.
- Any legal binding statements requiring the signature of unit directors should be presented and signed individually.
- If there are technical issues beyond the unit's control as determined by the Contest Coordinator, and the unit has completed more than 50% of their interval time, the unit will be able to perform at the end of the class or at the next scheduled break within their class.

Administration

SAPAEXECUTIVEBOARD

- The Executive Board of the Southern Association for Performance Arts will consist of the President, Vice President of Color Guard, Vice President of Percussion, Secretary, Color Guard At Large Member, and Percussion At Large Member.
- Individuals selected for the Executive Board will come from the Membership and shall be elected for two year terms. On even years, the President, Treasurer, Percussion Vice President and Color Guard At Large member will be elected. On odd years, the Secretary, Color Guard Vice President and Percussion At Large member will be elected.
- No person actively serving as a judge at SAPA shows is eligible to be elected to the Executive Board
- REMUNERATION – The President, VP of Color Guard, VP of Percussion and Secretary shall receive an annual compensation for services to the SAPA organization not to exceed the line item on the annual budget deemed for Gift/Staff Payments for work which will be determined by the Executive Board and administered by the Chief Executive Officer.

PRESIDENT

- Purpose: To plan, direct, and review the activities and operations of SAPA. Coordinate SAPA activities with outside organizations. Function as the Representative of the Executive Board to the Membership.
- Duties include but are not limited to:
 - Preside over all official meetings pertaining to SAPA
 - Act as Primary Contact with the Chief Financial Officer
 - Convey Board Policy
 - Appoint committees as needed
 - Ex-Officio Member of all SAPA Committees
 - Act as the official interface to SAPA for all external organizations
 - Other duties as deemed necessary

VICEPRESIDENTOFCOLORGUARD

- Purpose: To plan, direct, and review the overall activities of the Color Guard division of SAPA. Coordinate and implement the adjudication and training of the SAPA Color Guard activity.
- Duties include but are not limited to:
 - Carry out the duties of the President in their absence
 - Advance, promote and manage the Color Guard Division of SAPA
 - Maintain ongoing communication with WGI on issues of the Guard community
 - Maintain ongoing communication with color guard units and sponsors aiding in the development of the Color Guard community
 - Assure that all communication reflects WGI and subsequent SAPA Philosophy
 - Plan, prepare, and execute Color Guard training activities
 - Work with the Contest Coordinator and Championship Coordinator to insure proper Color Guard competition arrangements
 - Assist the CFO and Color Guard Judge Administrator in arranging transportation for adjudicators when necessary
 - Serve on the Field Day Review Committee
 - Serve in the Color Guard Review and Reclassification Process as outlined
 - Provide a report at the Annual Meeting
 - Other duties as deemed necessary

VICEPRESIDENTOPERCUSION

- Purpose: To plan, direct, and review the overall activities of the Percussion division of SAPA. Coordinate and implement the adjudication and training of the SAPA Percussion activity.
- Duties include but are not limited to:
 - Carry out the duties of the President in their absence
 - Advance, promote and manage the Percussion Division of SAPA
 - Maintain ongoing communication with WGI on issues of the Percussion community
 - Maintain ongoing communication with color guard units and sponsors aiding in the development of the Percussion community
 - Assure that all ongoing communication reflects the WGI and subsequent SAPA Philosophy
 - Plan, prepare, and execute Percussion training activities
 - Work with the Contest Coordinator and Championship Coordinator to insure proper Percussion competition arrangements
 - Assist the CFO and Percussion Judge Administrator in arranging transportation for adjudicators when necessary
 - Provide a report at the Annual Meeting
 - Other duties as deemed necessary

SECRETARY

- Purpose: To serve as the chief official in the maintenance of all records of SAPA, its committees, and its meetings.
- Duties include but are not limited to:
 - Assure the maintenance of all minutes of official meetings and activities of SAPA
 - Provide for distribution of reports, minutes, policies, and procedures to the membership in a timely manner
 - Maintain ongoing communication with the Web Master
 - Assist and keep records of all correspondence of the SAPA organization
 - Collect and maintain all records of committees
 - Assist in the development and distribution of the agenda for the Annual Meeting
 - Other duties as deemed necessary

COLORGUARDATLARGEMEMBER

- Purpose: To serve as a representative of the Color Guard division of SAPA to the Executive Board
- Duties include but are not limited to:
 - Serve as the representative of the Overall Color Guard community of SAPA
 - Assist the Vice President of Color Guard with the maintenance of the Color Guard division, including circuit school
 - Assist with the disbursement of accurate information pertaining to the Color Guard division
 - Co-chair the scholarship committee
 - Other duties as deemed necessary

PERCUSSIONATLARGEMEMBER

- Purpose: To serve as a representative of the Percussion division of SAPA to the Executive Board
- Duties include but are not limited to:
 - Serve as the representative of the Overall Percussion community of SAPA
 - Assist the Vice President of Percussion with the maintenance of the Percussion division
 - Assist with the disbursement of accurate information pertaining to the Percussion division, including circuit school
 - Assist with the disbursement of accurate information pertaining to the Color Guard division
 - Co-chair the scholarship committee
 - Other duties as deemed necessary

Staff

CONTEST COORDINATOR (Hired Position)

- Purpose: To plan, develop, direct, and review the overall activities of SAPA as it applies to the membership focusing largely on the competitive aspect. To provide responsible support to the membership, Executive Board and pageantry activities. To coordinate and implement the administration, scheduling, and operation of all SAPA competitions.
- Mileage to be paid by SAPA at the rate of \$0.55 per mile.
- Duties include but are not limited to:
 - Advance, promote, and manage the SAPA contest program
 - Maintain ongoing communications with the Executive Board, Judge Administrators, and Championships Coordinator to assure coordination of all areas of joint responsibility
 - Maintain common awareness of changes in procedures, policies, and/or problems
 - Work with the Championship Coordinator to insure proper competition arrangements in regard to scheduling
 - Insure promotion and communication with units and sponsors aiding in the development of unit activities
 - Assure that all ongoing communication reflects the WGI and subsequent SAPA Philosophy
 - Communicate with Chief Judges and Judge Administrators regarding adjudication issues
 - Keep the Executive Board advised of significant operational issues and/or concerns as they occur
 - Act as a focal point for gathering information pertinent to the operation of SAPA
 - Collect and develop new concepts and approaches where appropriate and present to the Executive Board and Membership for consideration
 - Identify changes needed in existing policies and procedures and present to the Executive Board for consideration
 - Track critical problems to assure resolution
 - Provide a report at the Annual Meeting
 - Chair a committee to keep the Contest Handbook updated each season
 - Other duties as deemed necessary

CHAMPIONSHIP COORDINATOR (Hired Position)

- Purpose: To plan, direct, and review the overall activities of the championship contest event of SAPA
- Duties include but are not limited to:
 - Advance, promote, and manage the SAPA Championship Event
 - Maintain ongoing communications with the Executive Board, Judge Administrators, and Contest Coordinator to assure coordination of all areas of joint responsibility
 - Maintain common awareness of changes in procedures, policies, and/or problems
 - Work with the Contest Coordinator to insure proper competition arrangements in regard to scheduling
 - Insure promotion and communication with units and sponsors in regards to Circuit Championships to aid in the development of unit activities
 - Assure that all ongoing communication reflects the WGI and subsequent SAPA Philosophy
 - Provide a report at the Annual Meeting
 - Other duties as deemed necessary

CHIEF FINANCIAL OFFICER (Hired Position)

- Purpose: To serve as the chief official in the receipt, care, and disbursement of funds for SAPA.
- Duties include but are not limited to:
 - Act as the Chief Financial Officer for SAPA
 - Collect and deposit all revenues of SAPA
 - Maintain a complete ongoing record of all funds received and disbursed by the organization
 - Provide financial reports for both the Executive Board and Membership of SAPA
 - File necessary tax returns and information
 - Assist the Vice Presidents and Judge Administrators in arranging transportation for adjudicators when necessary
 - Provide a complete report at the Annual Meeting
 - Other duties as deemed necessary

EDUCATION DIRECTOR (Hired Position)

- Purpose: To work closely with both the Color Guard and Percussion divisions within SAPA on educational programs for SAPA instructor and students educational opportunities.
- Duties include but are not limited to:
 - Work with SAPA VP Color Guard and SAPA VP Percussion to plan and organize SAPA Circuit School.
 - Stay abreast of all WGI Educational opportunities to provide information to SAPA members.
 - Works with SAPA Contest Coordinator and SAPA Executive Board to enforce the SAPA Instructor's Code of Ethics
 - Works with SAPA Judge Administrators to help facilitate educational events that bring a higher understanding of the judging process to the SAPA membership
 - Implement the WGI and subsequent SAPA Philosophy

PERCUSSION JUDGE ADMINISTRATOR (Hired Position)

- Purpose: To assist in planning and reviewing the overall activities of the Percussion division of SAPA in conjunction with the Vice President of Percussion. To assign all Percussion Adjudicators.
- Duties include but are not limited to:
 - Assign adjudicators for all SAPA contests
 - Assist the CFO and Vice President of Percussion in arranging transportation for adjudicators when necessary
 - Provide the Contest Coordinator with a list of assignments of adjudicators in a timely manner
 - Supervise or assign judges to supervise SAPA competitions as Chief Judge
 - Implement the WGI and subsequent SAPA Philosophy
 - Provide training and mentorship for adjudicators working for SAPA
 - Other duties as deemed necessary

COLOR GUARD JUDGE ADMINISTRATOR (Hired Position)

- Purpose: To assist in planning and reviewing the overall activities of the Color Guard division of SAPA in conjunction with the Vice President of Color Guard. To assign all Color Guard Adjudicators.
- Duties include but are not limited to:
 - Assign adjudicators for all SAPA contests
 - Assist the CFO and Vice President of Color Guard in arranging transportation for adjudicators when necessary
 - Provide the Contest Coordinator with a list of assignments of adjudicators in a timely manner
 - Supervise or assign judges to supervise SAPA competitions as Chief Judge
 - Implement the WGI and subsequent SAPA Philosophy
 - Provide training and mentorship for adjudicators working for SAPA
 - Other duties as deemed necessary

SOUND TECHNICIAN (Hired Position)

- Purpose: To provide the sound system and consistent running of said system for all SAPA competitions.
- Duties include but are not limited to:
 - Transport, assemble and disassemble the sound system at SAPA competitions.
 - Be available for speed checks before competitions and during breaks.
 - Provide a week-to-week consistency on the running of all recorded media
- The Sound Technician will be paid by SAPA a fee of \$250.00 plus \$5.00 per unit over 25. Mileage will also be paid by SAPA at the rate of \$0.55 per mile.

MEDIA TECHNICIAN (Hired Position)

- Purpose: To provide transfer of the judge commentary for each unit to their MP3 player.
- Duties include but are not limited to:
 - Transport the laptop to all SAPA competitions.
 - Be available to collect MP3 players before competitions and during breaks.
 - As contest is running you will be required to transfer the data files to the MP3's of each unit.
 - Within 3 days of each contest you will be expected to send all data files of judges commentary to Judge Coordinators for respected divisions.
 - SAPA Member units will contact you directly if they are having a issue with receiving their commentary on their MP3. Once a unit requests their file, you will need to respond with their commentary within 24 hours of their request.
 - Confidentiality of any comments made by judges is expected and the otherwise will not be tolerated. The Sound Technician will be paid by SAPA a fee of \$250.00 plus \$5.00 per unit over 25. Mileage will also be paid by SAPA at the rate of \$0.55 per mile.

Programs

SAPAMEMBERSHIP

- Membership is open to any pageantry unit, scholastic or independent
- Membership Applications: Will be published in September/October for units that have shown an interest in participation in the Southern Association for Performance Arts
- Membership Fees:

Current Member	\$450
Additional Unit from Same Sponsoring Organization	\$300
Per Performance Entry	\$100

- All Membership Applications, Membership Fees, & Contest Entry Fees are due by December 1st. **Any membership application, membership fees, and contest entries received with a postmark date after December 1st will be considered late and subject to a \$75 late fee per unit, up to \$150 per offense.**
- All forms, including Proof of Insurance, Music Licensing, Video Release, Photo Release, & Student Eligibility Letters, must be postmarked or sent electronically to the SAPA Secretary on or before the Friday in January, 15 days prior to the first contest. If forms (Proof of Insurance, Music Licensing, & Student Eligibility Letter) are not received by this date, **units will be removed from shows until the paperwork has been collected. NO EXCEPTIONS.**
- Percussion Permission to Arrange forms must be received 1 week prior to Championships.
- Membership includes:
 - Entry into all regular season SAPA competitions
 - Entry into SAPA championships (provided all criteria are met)
 - Seven (7) Staff passes (responsibility of Individual Contest Sponsor)
 - Two (2) Directors passes (responsibility of SAPA)
- Units may purchase additional staff badges with their registration. The price of each additional badge will be \$8 multiplied by the **TOTAL** number of shows for the season, plus \$5 for the actual cost of each badge. \$5 from the sale of each badge will go to the circuit for the cost of making the badges, and the remaining amount will be divided evenly among all show hosts.
- Head Band Directors from competing units will be allowed in to contests with their Georgia High School Association pass. A list will be given to show hosts, and band directors will be able to receive a pass at Unit Check In at each local show.

RULEBOOK/ADJUDICATIONMANUAL

- Color Guard: All circuit competitions will abide by the competitive rules set forth in the WGI Color Guard Adjudication Manual and Rule Book.
- Percussion: All circuit competitions will abide by the competitive rules set forth in the WGI Percussion Adjudication Manual and Rule Book.

INSURANCE

- All Units must provide proof of insurance, both General Liability and Accidental Medical. This must be in the possession of the Contest Coordinator prior to the unit's first performance.
- General Liability: Each unit must provide proof of \$1,000,000 general liability coverage per school or organization. This coverage protects your unit, instructors, directors, and officers against claims of bodily injury liability, property damage liability, and the litigation costs to defend against such claims. This coverage will also allow any unit to rent rehearsal facilities as most require proof of coverage. School units should check with their district office to see if coverage already exists. Further information can be obtained on the WGI website (www.wgi.org).
- Accidental Medical: Each unit must provide proof of \$10,000 accident medical coverage per school or organization. This covers all injuries (instructors and performers) at all activities sponsored and supervised by the unit (rehearsals and performances) as well as travel as a group and travel individually from member's home. School units should check with their district office to see if coverage already exists. Further information can be obtained on the WGI website (www.wgi.org).

Rules and Adjudication

RULES

- SAPA will adopt and follow all competitive rule and system changes of WGI. These rules and systems will be proposed and approved at the WGI Color Guard and Percussion Advisory Board Meetings in odd years (2007, 2009, 2011, etc.) and implemented in even years (2006, 2008, 2010, 2012, etc.)
- All policy will be set on a yearly basis by the membership at the Annual Meeting

ADJUDICATION ASSIGNMENTS

- Color Guard Adjudicators: All Color Guard adjudicators will be placed by the Gulf Coast Judges Association and the Color Guard Judge Administrator. Judges are assigned based on eligibility, location, qualification, and any other standard(s) deemed appropriate by the Color Guard Judge Administrator.
- Percussion Adjudicators: All Percussion adjudicators will be placed by the Percussion Judge Administrator. Judges are assigned based on eligibility, location, qualification, and any other standard(s) deemed appropriate by the Percussion Judge Administrator.

ADJUDICATOR COMPENSATION

- Color Guard Adjudicators will receive for a one day circuit contest, a minimum salary of \$300.00 and \$5.00 per unit above 25 units. For a two day circuit contest, the minimum salary is \$400.00 and \$5.00 per unit above 25 units.
- Percussion Adjudicators will receive \$300.00.

ADJUDICATOR MILEAGE ALLOWANCE

- Color Guard & Percussion: There will be a \$400 maximum fund for each weekend (\$600 maximum total travel fund for both color guard and percussion if combined show). This money will be split between all judges driving based on their percentage of total miles driven **OR** at \$.55 @mile whichever is more cost effective.

For example, Judge A drives 50 miles, Judge B drives 30 miles, Judge C drives 20 miles, Judge D drives 75 miles, and Judge E drives 25 miles for a total of 200 miles. Judge A would receive 25% of the \$400 (\$100.00), Judge B would receive 15% of the \$400 (\$60.00), Judge C would receive 10% of the \$400 (\$40.00), Judge D would receive 37.5% (\$150.00), and Judge E would receive 12.5% of the \$400 (\$50.00). At .55@ mile, Judge A would receive \$27.50, Judge B would receive \$16.50, Judge C would receive \$11.00, Judge D would receive \$41.25, and Judge E would receive \$13.75. Therefore, the Per Mile formula would be used.

- Airline Travel: Air travel will only be allowed if above mileage exceeds the lowest airfare possible at the time reservations are made.

Color Guard Classifications

****All units must compete in the same class within SAPA as registered with WGI.****

EXHIBITION CLASS

- This class is offered to both the Color Guard and Percussion divisions.
- Participants must be a member of SAPA and complete the necessary paper work and fees by the membership deadlines outlined in the 2011 Policy Manual.
- There are no limitations in regards to a units competitive or design level for this classification.
- Units in this class are not eligible for Championships.
- No scores will be given for this class, judge commentary only.
- No critiques will be offered to participants of this class.
- Timing requirements will be the same as the "Cadet A" and "Cadet B" classes.

CADET B CLASS

- Any unit in which every member is an 8th grader or younger.
- Participants must be a member of SAPA and complete the necessary paper work and fees by the membership deadlines outlined in the 2011 Policy Manual.
- Appearance requirements to attend Championships: Must compete by the 4th weekend of competition and at least 2 additional competitions.
- Promotion to "Cadet A Class" will occur if unit exceeds the boundaries of this class.
- The SAPA Cadet/Novice Class sheet will be the adjudication tool.
- Units in this class are not recommended to attend any WGI Regional or national competition.

CADET A CLASS

- Any unit in which every member is an 8th grader or younger.
- Participants must be a member of SAPA and complete the necessary paper work and fees by the membership deadlines outlined in the 2011 Policy Manual.
- Appearance requirements to attend Championships: Must compete by the 4th weekend of competition and at least 2 additional competitions.
- Promotion out of this class is not possible as this class is the highest level of competition for the "Middle School Only" umbrella.
- The SAPA Cadet/Novice Class sheet will be the adjudication tool.
- Units in this class are not recommended to attend any WGI Regional or national competition.

NOVICECLASS

- Any unit in which every member attends the same high school or a feeder school or the unit meets the Scholastic Eligibility requirements specified in the WGI Policy manual.
- Members must attend the same school or feeder program to said school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- Promotion to Scholastic Regional A Class will occur if units exceed the boundaries of this class.
- The SAPA Cadet/Novice Class sheet will be the adjudication tool.
- Novice Class units are not recommended to attend any WGI regional or national competition.

SCHOLASTICREGIONALACCLASS

- Any unit in which every member is a 6th grader or older.
- Members must attend the same school or feeder program to said school or the unit meets the Scholastic Eligibility requirements specified in the WGI Policy manual.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- Promotion to Scholastic AAA Class will occur if units exceed the boundaries of this class.
- The WGI Regional A Class sheet will be the adjudication tool.
- Scholastic Regional A Class units are not recommended to attend any WGI regional or national competition.

INDEPENDENTREGIONALACCLASS

- Any unit in which every member is a 6th grader or older.
- Members do not have to attend the same school or feeder program to said school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- Promotion to Independent A Class will occur if design and/or achievement exceeds the boundaries of this class.
- The WGI Regional A Class sheet will be the adjudication tool.
- Independent Regional A Class units are not recommended to attend any WGI regional or national competition

SCHOLASTICAAAClass

- Any unit in which every member attends the same high school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- Promotion to Scholastic AA Class will occur if units exceed the boundaries of this class.
- The WGI A Class sheet will be the adjudication tool.
- Scholastic AAA Class units may attend any WGI regional or national competition. Understand there will be a difference in the WGI ability levels for this class.

SCHOLASTICAAAClass

- Any unit in which every member attends the same high school or feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- Promotion to Scholastic A Class will occur if units exceed the boundaries of this class.
- The WGI A Class sheet will be the adjudication tool.
- Scholastic AA Class units may attend any WGI regional or national competition. Understand there will be a difference in the WGI ability levels for this class.

SCHOLASTICAClass

- Any unit in which every member attends the same high school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI A Class sheet will be the adjudication tool.
- Scholastic A Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

INDEPENDENTAClass

- Any unit in which every member has not reached their 23rd birthday on March 31st.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI A Class sheet will be the adjudication tool.
- Independent A Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

SCHOLASTICOPENClass

- Any unit in which every member attends the same high school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Open Class sheet will be the adjudication tool.
- Scholastic Open Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

INDEPENDENTOPENClass

- Any unit in which every member has not reached their 23rd birthday on March 31st.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Open Class sheet will be the adjudication tool.
- Independent Open Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

SCHOLASTICWORLDClass

- Any unit in which every member attends the same high school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI World Class sheet will be the adjudication tool.
- Scholastic World Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

INDEPENDENTWORLDClass

- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI World Class sheet will be the adjudication tool.
- Independent World Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

FIRST APPEARANCE REQUIREMENTS

- All Color Guard Classes MUST appear at one of the first two color guard competitive weekends to qualify for SAPA Circuit Championships with the exception of "Cadet A" and "Cadet B" classes where they are expected to compete by the 4th weekend of competition.
- All Percussion Classes MUST appear at one of the first two percussion competitive weekends to qualify for SAPA Circuit Championships.
- The minimum timing requirements for the first two competitive weekends are:
 - **CADET and FIELD DAY CLASS (Novice and Scholastic Regional A)**
 - § Minimum Authorized Equipment Time: 1.0 minute
 - § Minimum Performance Time: 1.5 minutes
 - **AA, AAA, A, OPEN, and WORLD CLASSES**
 - § Minimum Authorized Equipment Time: 2.0 minutes
 - § Minimum Performance Time: 2.5 minutes
- For all classes, failure to meet these requirements will result in under time penalties from the T & P sheets using the above parameters

COLOR GUARD FIELD DAY PROCESS

§ Novice and Regional A groups will be grouped together in one class and Scholastic AAA and AA will be grouped together into another class. These groupings will remain in place until the 4th week of the season at which time the classes will be divided based on the obvious score break. After the groups have been divided, the promotion process would begin and take care of any classification issues. All units are still required to perform on one of the first two weekends.

COLOR GUARD RECLASSIFICATION AND REVIEW PROCESS

- § CADET B, SRA, IRA, SAAA, and SAA units achieving a review score will be promoted to the next class.
- § SRA, IRA, SAAA, and SAA units are subject to reclassification between the third competitive weekend until three weeks before Circuit Championships.
- § Units must secure a score higher or equal to the review score for that particular competitive weekend as outlined by the Contest Coordinator. In addition, at least one upstairs judge (GE and/or EA) and one downstairs judge (EQ and/or MOV) must BOTH have the unit above the review number for the week.
- § These numbers are determined by the previous season and are projected with a two point increase per week. A special promotion ceremony will be presented if a unit is promoted.
- § If a unit feels they are misclassified or the reclassification was inappropriate, there is a specific process to follow:
 - A written statement (petition) will be presented by the Unit Director to the Contest Coordinator supported with their reasons.
 - The petition will be forwarded to the Vice President of Color Guard, who in turn will contact the working adjudication panel to assure the sound and valid scoring that prompted the misclassification or reclassification. The said Vice President may solicit additional information from others who viewed the unit in question, but MUST at least make an effort to contact the working judges.
 - Based on the information received the Vice President of Color Guard will make a determination as to the classification of the unit in question.
 - A written rationale will be communicated to the Unit Director submitting the petition within 48 hours of receipt of said petition. This statement will be copied to the Contest Coordinator.

*****The Gold medalist in any non-WGI classification will be automatically promoted for the following season.*****

*****NO PROMOTION CEREMONY will be given*****

COLOR GUARD TIMING REQUIREMENTS

CLASS	MAX. PERF. TIME	MIN. AUTH. PROP TIME	MIN. PERF. TIME	REQ. EQUIP. TIME	INTERVAL TIME
EXHIBITION, CADET A & B	4.5 MINUTES	3.0 MINUTES	3.0 MINUTES	3.0 MINUTES	7.0 MINUTES
NOV, SRA, IRA	4.5 MINUTES	3.0 MINUTES	3.0 MINUTES	3.0 MINUTES	7.0 MINUTES
SAAA, SAA, SA, IA	5.5 MINUTES	4.0 MINUTES	4.0 MINUTES	3.5 MINUTES	8.0 MINUTES
OPEN	6.5 MINUTES	5.0 MINUTES	4.0 MINUTES	3.5 MINUTES	9.0 MINUTES
WORLD	7.5 MINUTES	6.0 MINUTES	4.0 MINUTES	3.5 MINUTES	10.0 MINUTES

Percussion Classifications

****All units must compete in the same class within SAPA as registered with WGI.****

NOVICE PERCUSSION CLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- A unit can compete for a maximum of two consecutive years in this classification. A unit must petition the review committee for permission to remain in the class after that two year period.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- Promotion to Scholastic A Class will occur if units exceed the boundaries of this class.
- The WGI Scholastic A Class sheet will be the adjudication tool.
- Novice Class units are not recommended to attend any WGI regional or national competition.

SCHOLASTIC CONCERT PERCUSSION CLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- One non-student conductor is allowed in this class.
- The WGI Scholastic Concert A Class sheet will be the adjudication tool.
- Scholastic Concert A Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

SCHOLASTIC MARCHING PERCUSSION CLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Percussion Marching A Class sheet will be the adjudication tool.
- Scholastic Marching A Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

INDEPENDENT MARCHING PERCUSSION CLASS

- Any unit in which every member is no older than 22 by March 31.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Percussion Marching A Class sheet will be the adjudication tool.
- Independent Marching A Class units may attend any WGI regional or national competition if they chose and are encouraged to do so.

SCHOLASTIC CONCERT OPEN PERCUSSION CLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- One non-student conductor is allowed in this class.
- The WGI Scholastic Concert Open Class sheet will be the adjudication tool.
- Scholastic Concert Open Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

SCHOLASTIC MARCHING OPEN PERCUSSION CLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Percussion Marching Open Class sheet will be the adjudication tool.
- Scholastic Marching Open Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

INDEPENDENTMARCHINGOPENPERCUSSIONCLASS

- Any unit in which every member is no older than 22 by March 31.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Percussion Marching Open Class sheet will be the adjudication tool.
- Independent Marching Open Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

SCHOLASTICCONCERTWORLDPERCUSSIONCLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- One non-student conductor is allowed in this class.
- The WGI Scholastic Concert World Class sheet will be the adjudication tool.
- Scholastic Concert World Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

SCHOLASTICMARCHINGWORLDPERCUSSIONCLASS

- Any unit in which every member is no older than a 12th grader.
- Members must attend the same school or a feeder school.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Percussion Marching World Class sheet will be the adjudication tool.
- Scholastic Marching World Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

INDEPENDENTMARCHINGWORLDPERCUSSIONCLASS

- Any unit in which every member is no older than 22 by March 31.
- Appearance requirements to attend Championships: must compete in at least one of the 1st or 2nd weeks of competition and at least two (2) additional competitions.
- The WGI Percussion Marching World Class sheet will be the adjudication tool.
- Independent Marching World Class units may attend any WGI regional or national competition if they choose and are encouraged to do so.

PERCUSSIONFIRSTAPPEARANCEREQUIREMENTS

- § ALL Percussion Units MUST appear at one of the first two competitive weekends where percussion is offered (Percussion Premier Weekends) to qualify for SAPA Circuit Championships
- § During Percussion Premier Weekends, under time penalties will be suspended for percussion units.

PERCUSSIONTIMINGREQUIREMENTS

CLASS	MAX. PERF. TIME	MIN. PERF. TIME	INTERVAL TIME
CONCERT CLASSES	8.0 MINUTES	4.0 MINUTES	11.0 MINUTES
NOVICE MARCHING	5.0 MINUTES	3.0 MINUTES	8.0 MINUTES
A MARCHING	6.0 MINUTES	4.0 MINUTES	9.0 MINUTES
OPEN MARCHING	7.0 MINUTES	4.0 MINUTES	10.0 MINUTES
WORLD MARCHING	8.0 MINUTES	4.0 MINUTES	11.0 MINUTES

Circuit Contests

ENTRYPROCEDURE

- § Entry forms shall be published to the SAPA website in October of each year by the SAPA Webmaster.
- § Completed entries must be returned to the SAPA office by the stated deadline. Deadline for membership forms and fees will be at least six weeks prior to the first competitive weekend. Contest Entry Deadline will be three (3) weeks prior to each contest date.
- § Entry limits may be set according to facility specifics for each show. Units entering after a contest has been closed will be placed on a waiting list for that contest.
- § Units entering any scholastic class must include a letter from the principal on school letterhead attesting to the fact that participating students of the unit are enrolled students at said school or meet the WGI scholastic eligibility requirements by December 1st.
- § All units must provide proof of liability and accidental medical insurance for each member by December 1st.
- § If a unit enters or pulls out of a circuit contest after its Contest Entry Deadline Date, said unit must pay a \$75.00 fee within the two weeks prior to the show date or \$150 fee within the one week prior to the show date before the unit can participate in any other SAPA competition. Under extenuating circumstances, this fee may be waived by the Contest Coordinator.

SPONSORSHIP

- § The SAPA Executive Board has the ultimate responsibility in selecting the sponsor (host) for all SAPA competitions.
- § Sponsorship of a SAPA competition can only be held by a member unit of SAPA.
- § Contest Sponsorship Applications will be posted on the SAPA website no later than August 1.
- § Units wishing to sponsor (host) a SAPA competition will be required to complete the Contest Sponsorship Application and post a refundable \$500.00 Franchise Fee by the deadline established by the Executive Board. An initial deposit of \$250 is due with the show bid, with the remainder due at the time of the show.
- § Applications will then be reviewed by the Executive Board and a schedule determined. Factors that will be considered in the determining schedule include but are not limited to:
 - WGI Regional Calendar
 - Dates available to host
 - Facility statistics
 - Past performance as a Show Sponsor
 - Ability to host Percussion and Color Guard shows

SUPERVISIONRESPONSIBILITIES

- The SAPA Contest Coordinator is the ultimate responsible party to both the Show Sponsor and the Southern Association for Performance Arts.
- Each Show Sponsor will have a Contact Person that will serve as the Chief Liaison to the Contest Coordinator.

JUDGINGASSIGNMENTS

- All assignment of Color Guard Adjudicators will be made by the Color Guard Judge Administrator.
- All assignment of Percussion Adjudicators will be made by the Percussion Judge Administrator.

PROCEDURES

- The SAPA Contest Coordinator shall handle all entries. After the Show Sponsor finalizes information, the SAPA Contest Coordinator is responsible to provide that information to units and adjudicators.
- Regular season circuit contest performance times will be determined by a random draw within each class. In the event of a large number of entries, the contest day may be split up with retreat ceremonies for each competition block.
- The official draft schedule and contest packet will be posted on the SAPA website no later than one (1) week before the contest date.
- The approved entrance fees for all SAPA circuit contests are:
 - \$8.00 for one day entry
 - \$12.00 for two day entry

- Regular season SAPA Color Guard contests will be adjudicated by a six (6) person panel:
 - One (1) Individual Analysis- Equipment Judge
 - One (1) Individual Analysis- Movement Judge
 - One (1) Ensemble Analysis Judge
 - Two (1) General Effect Judges
 - One (1) Timing and Penalty Judge
- Regular Season SAPA Percussion Contests will be adjudicated by a four (4) person panel:
 - One (1) Performance Analysis Judge
 - One (1) Visual Judge
 - One (1) General Effect Judge
 - One (1) Timing and Penalty Judge
- Regular Season SAPA Concert Percussion Contests will be adjudicated by a three (3) person panel:
 - One (1) Performance Judge
 - One (1) Artistry Judge
 - One (1) Timing and Penalty Judge
- In the event the respective judging communities cannot provide full panels, the final scores will be adjusted by a formula provided by the Contest Coordinator.
- Score sheets, MP3 player, recap forms, tote sheets, schedules, and general information will be provided by SAPA through the Contest Coordinator.
- The Contest Coordinator must assign at least one trained tabulator for all contests.
- The WGI Tabulation Programs will be used at all SAPA competitions.
- Minimum Trophy/Plaque requirements for all SAPA competitions shall be as follows:
 - Trophies:
 - First Place: 18 inches
 - Second Place: 15 inches
 - Third Place: 12 inches
 - Plaques:
 - First Place: 8 inches by 10 inches
 - Second Place: 7 inches by 9 inches
 - Third Place: 6 inches by 8 inches
- Exceptions to the Minimum Trophy/ Plaque Policy must be cleared by the Contest Coordinator.

WORKDAYFORCONTESTS

- Saturday:
 - For any SAPA regular season contest, the day cannot begin before 9:00 AM and must conclude no later than 11:00 PM for competition among units.
 - Judges should report no later than 30 minutes prior to the start of a contest and no critique will continue any later than 12 midnight.
- Sunday:
 - For any SAPA regular season contest, the day cannot begin before 11:00 AM. The end time of each contest will be determined by the Contest Director, based on proximity and judges' travel.
 - Judges should report no later than 30 minutes prior to the start of a contest (or critique if it takes place Sunday morning).
 - Judges requiring airline travel must be provided transportation to the airport no later than 4:00 PM

PHOTOGRAPHY & VIDEO

- Photographs and video made at local shows and championships will be used for promotional use by SAPA and may be sold at the discretion of the companies that SAPA hires.

Circuit Championships

ENTRYPROCEDURE

- Entry for the Southern Association of Performance Arts Circuit Championships will be done through the same process of regular season SAPA competitions.
- The fee for entry into SAPA Circuit Championships will be \$50.00.
- The deadline for entry into SAPA Circuit Championships will be set by the Executive Board and posted on the SAPA website no later than December 1.

SPONSORSHIP

- The Southern Association for Performance Arts Circuit Championships will be sponsored by the Southern Association for Performance Arts.
- The SAPA Executive Board has the ultimate responsibility in selecting the sponsoring site (host site) for the SAPA Circuit Championships.
- Potential Sites will be reviewed by the Executive Board with one selected. Factors that will be considered in the determining schedule include but are not limited to:
 - WGI Regional Calendar and WGI International Championships
 - Facility statistics
 - Past performance as a Championships Site Sponsor
 - Cost to SAPA.

SUPERVISIONRESPONSIBILITIES

- The SAPA Championships Coordinator is the ultimate responsible party to both the Show Sponsor and the Southern Association for Performance Arts.
- The SAPA Championships Coordinator is the ultimate authority for all operational aspects for the SAPA Circuit Championships.
- The Championships Show Sponsor will have a Contact Person that will serve as the Chief Liaison to the Championships Coordinator.
- The Championships Coordinator shall recruit and/or select key staff personnel to assist with the SAPA Circuit Championships. These positions may include but are not limited to: Event Coordinators, Unit Check-In Monitors, Unit Starters and Movers, Announcers, Ticket Sellers, Merchandise and Video Sellers, Judge Security, Ushers, Sound Technicians, Video Technicians, Headquarters Operations, Housing Coordinators, Awards, and Local Media Coordination.

JUDGINGASSIGNMENTS

- All assignment of Color Guard Adjudicators will be made by the Color Guard Judge Administrator.
- All assignment of Percussion Adjudicators will be made by the Percussion Judge Administrator.
- If the need arises, double panels may be used. This will be subject to Adjudicator availability.
- Semi-Finals and Finals will be implemented when deemed necessary by the Executive Board. Semi-Finalist and Finalist units will have at least 50% of their respective panels comprised of judges from their previous performance (Prelims or Semi-Finals).

ADJUDICATORCOMPENSATION

- Color Guard and Percussion Adjudicators will receive for a one day circuit contest, a minimum salary of \$300.00 or \$7.00 per unit whichever is greater. For a two day circuit contest, the minimum salary is \$400.00 and \$7.00 per unit whichever is greater.

CIRCUIT CHAMPIONSHIPS CONTESTS SCHEDULE

- SAPA Circuit Championships shall be held on the first, second, or third weekend in April depending on when Easter and Passover falls and shall be approved by the Executive Board.
- The contest will be held no earlier than Friday Morning to no later than Sunday Evening.
- All participating units must meet the minimum requirements for performance at Circuit Championships including payment of all outstanding fees.
- Any class with entries totaling 20 or more will be split into divisions as follows:
 - 20-29 units: Two (2) divisions
 - 30-39 units: Three (3) divisions
 - 40+ units: Four (4) divisions
- All class divisions will be seeded. Seeding for SAPA Circuit Championships will be an average of the last projected score and the highest score achieved during the regular season. Scores used will be from SAPA competitions only.
- All class divisions with at least six (6) units will be a split into blocks using the current seeding process. There will then be a random draw for order of appearance within the class division (or blocks if necessary).
- The determination of unit performance positions for SAPA Circuit Championships may be altered with the approval of the Executive Board. This will especially apply to classes with greater than twenty (20) units in their division.

CHAMPIONSHIPS AWARDS

- Plaques and/or trophies will be presented to all participants in all divisions.
- The top three (3) places in each division will be presented medals:
 - First Place: Gold
 - Second Place: Silver
 - Third Place: Bronze
- The number of medals will be the total number of marching members plus four (4). In the event that the band director is not included in the seven, one additional medal may be requested. If additional staff medals are needed, they can be requested after retreat.
- Medals will be awarded to the individual medalists through their staff at a ceremony during the Circuit Championships Retreat.

PHOTOGRAPHY & VIDEO

- Photographs and video made at local shows and championships will be used for promotional use by SAPA and may be sold at the discretion of the companies that SAPA hires.

PROGRAM/YEARBOOK

- The Championships Coordinator will be responsible for the selection of a vendor to provide the SAPA Circuit Championships Program/Yearbook.
- The Championships Coordinator will be responsible for coordinating or delegating the following responsibilities and duties concerning the Circuit Championships Program/Yearbook:
 - Content, layout, production, and delivery
 - Promotion, billing, and accounting of advertising
 - Marketing and retailing

MERCHANDISE SALES

- The sale of merchandise (both official SAPA products and otherwise) will be the responsibility of the Championships Coordinator.
- The Championships Coordinator will be responsible for securing the best price for all official SAPA products.
- Items that are sold at SAPA Circuit Championships will be the responsibility of the Championships Coordinator.

Non-Competitive Awards

SPORTSMANSHIP AWARD

- One (1) award will be given for the competing units at the SAPA Circuit Championships.
- Each unit participating in the SAPA Circuit Championships will have one (1) vote.
- Voting will be done prior to Circuit Championships with a deadline of 12:00 midnight EST the Tuesday prior to Circuit Championships.
- Criteria will include but is not limited to:
 - Unit must be a member of SAPA
 - Unit must participate in championships that season
 - Unit has demonstrated helpfulness and support to other member units of SAPA during the regular season.
 - Unit has demonstrated the highest standards of sportsmanlike conduct throughout the entire season.

SAPA SERVICE PROVIDER AWARD

- One (1) award will be given for the Southern Association for Performance Arts at the SAPA Circuit Championships.
- Each unit participating in the SAPA Circuit Championships will have one (1) vote.
- Nominations will be made by the membership with a deadline of three weeks prior to Circuit Championships.
- Voting will be done prior to Circuit Championships with a deadline of 12:00 midnight EST the Tuesday prior to Circuit Championships.
- Criteria will include but is not limited to:
 - Type of service
 - Length of service
 - Dollar impact on the SAPA organization
 - Individual personal sacrifices

MOST IMPROVED AWARD

- One (1) award will be given for the Color Guard Division and One (1) award will be given for the Percussion Division at the SAPA Circuit Championships.
- Each unit participating in the SAPA Circuit Championships will be eligible.
- Voting will be done prior to Circuit Championships with a deadline of 12:00 midnight EST the Tuesday prior to Circuit Championships. Votes will also be taken from judges that have adjudicated at least three different weekends of competition during the regular season.
- Criteria will include but is not limited to
 - Gains made over the season in design, execution, and performance.
 - Maturing of performers of the unit over time.

FAN'S FAVORITE AWARD

- One (1) award will be given for the Color Guard Division and One (1) award will be given for the Percussion Division at the SAPA Circuit Championships.
- Each unit participating in the SAPA Circuit Championships will be eligible.
- Voting will be done at the SAPA Circuit Championships. A ballot will be enclosed in the Championships Program/Yearbook. Ballots will be returned to an announced location close to the Spectator Entrance. Deadline for acceptance of ballots will be at the end of the interval time for the final unit in competition.