

**SOUTHERN  
ASSOCIATION  
FOR  
PERFORMANCE ARTS**



**Contest Sponsor's Handbook**

**Revised Fall 2018**

## **Part One: General Information**

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### **Purpose**

The purpose of this handbook is to standardize the competitive experience provided by the contest sponsors to the units. It is our desire to be consistent from contest to contest in order for the units to experience the exact same procedures throughout the season. As much as possible, the material will be kept in outline form to assist in easy reading and accessibility.

### **Ethics, Conduct and Behavior**

All representatives of Southern Association for Performance Arts (SAPA) are expected to behave in such a manner as to be an exemplary example for the young people we serve. As a Contest Sponsor, you not only represent your own organization, but SAPA as well. Courtesy, language, standards, appearance and personal conduct in and around the contest area should always be professional. Care should be taken in social settings so that the images of both your organization and SAPA are maintained at the highest level. Inappropriate conversation or remarks about the units participating or the adjudication process are unprofessional and should not occur. As a Contest Sponsor you are a public representative for SAPA within your particular area. One never knows when an innocent comment or act could be taken out of context with damaging results.

## **Part Two: The Contest**

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### **Awarding of Contests**

The SAPA Contest Administrator will accept bids from potential sponsors for a specified time period prior to each competitive season to determine the schedule. Bids must be submitted annually for final determination of contest sponsorship. Please understand that due to the large number of applications, submission of an application or hosting events in the past does not guarantee being awarded a contest. Sponsors must be rotated in order to allow everyone who wishes to host an opportunity to do so.

### **Criteria to Award Contests**

The following considerations will be reviewed when selecting Contest Sponsors:

- Completed application and sponsor fee received by the specified deadline
- Dates of availability of proposed contest site
- Flexibility of scheduling with multiple available dates (1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choices)
- Quality and location of site

## Costs to Sponsor a Contest

- **Sponsorship Fee:** The SAPA Sponsorship Fee is \$1250. A minimum deposit of \$500 is due and payable to SAPA with completed application. The remaining balance is due the day of the contest. If a contest is not awarded, the sponsorship fee will be refunded.
- **Judges' Fees:** Checks for the judges' fees must be ready to be given to the SAPA Contest Administrator prior to the final break in the show. Judge panels are made up of 6 judges. A detailed pay summary sheet will be sent to the Contest Sponsor the week of the contest.
  - Mileage: Mileage for judges who drive is \$.55 per mile, up to a maximum total amount of \$500.
  - Payment levels for a judge for a one-day event:
    - WGI Level: \$400 or \$8 per performance, whichever is higher
    - Non-WGI Level: \$350 or \$7 per performance, whichever is higher
  - Payment levels for a judge for a two-day event:
    - WGI Level: \$550 or \$8 per performance, whichever is higher
    - Non-WGI Level: \$500 or \$7 per performance, whichever is higher
- **Contest Administrator Fee:** \$400 or \$8 per performance, whichever is higher for a one-day event, and \$550 or \$8 per performance for a two-day event.
- **Awards:** 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place trophies or plaques for all competitive classes.

SAPA will cover the cost of air travel and hotels for the judges. The Sound Technician and Media Technician will be paid by SAPA.

## Admission Prices

The cost for admission for all contests will be \$9.00 for one-day events and \$14 for a combination ticket for two-day events.

## Contest Guidelines

In order to maintain a workday that is beneficial for all units, judges and staff, SAPA adheres to the following guidelines. While it would be ideal if every show could run on a common schedule, the Contest Administrator must have some flexibility due to the many variations in size of the contests and density of the various classifications. No event will begin before 10:00 am and all performances must end by 10:00 pm. Time schedules for contest will be sent to the sponsors and units after the Contest Administrator has finalized the schedule. Critiques will be held at the discretion of the Contest Administrator.

- **General Contest Guidelines**
  - Maximum of 60 units
  - Contests may close with fewer units depending on the size of the facility
  - Contest times: Saturday between 10:00 am and 10:00 pm; Sunday between 11:00 am and 4:00 pm

## **Contest Site Specifications**

Competition areas should be at least 65'x100' in size; more area if available

- Seating at least 15 rows high
- Space for judges blocked off in the 6<sup>th</sup> row from the floor, near the center
- Space for judges blocked off in the top three rows, near the center
- Electrical access (outlets or extension cords) at the front and back center of the gym floor
- Adequate warm-up facilities for body and equipment
- Hallway space or rooms for all units, equipment and props
- Locker rooms / restrooms for performers
- Room for judges and SAPA staff with food and drink (see Part Three)
- A concession stand or snack bar available during contest times
- Area for booster tables with spectator traffic. Charges for vendors shall be at the discretion of the contest sponsor. (Suggested fee: \$250-\$500) Maximum charge for a competing unit shall be no more than \$25. SAPA shall receive a complimentary booth space in a high traffic area, near the entrance or concession stand.
- Parking for units (busses, trucks, vans, etc.)
- Parking for spectators
- 4 tables for the sound and tabulation area
- Internet access for the Sound Tech and Media Tech
- Sound system and all necessary computers and other electronics will be provided by SAPA

## **Unit Classifications**

All SAPA contests will have the following classes available:

- Cadet B (CADB)
- Cadet A (CADA)
- Novice (NOV)
- Scholastic Regional A (SRA)
- Independent Regional A (IRA)
- Scholastic A (SA)
- Scholastic National A (SNA)
- Independent A (IA)
- Scholastic Open (SO)
- Independent Open (IO)
- Scholastic World (SW)
- Independent World (IW)

## **Announcer**

It is the Contest Sponsor's responsibility to provide an announcer for the contest. This individual is an important representative of your organization and of SAPA's image and should understand our standards and expectations. Be sure that this person is familiar with contest procedure and is not just the local DJ. You will receive the announcer's book with spiel sheets for the units on the day of the contest. It is our goal to make the introduction of units the same at all SAPA contest, so the announcer is expected to follow the script provided and to make every attempt to introduce each unit in the same manner.

## **Electrical Needs**

There must be adequate electrical provisions to support the tabulation table and to support the sound system. Separate dedicated power sources are mandatory for the tabulation and sound tables. Electrical outlets or extension cords should also be provided at the front and back center lines on the contest floor.

## **Emergency Contacts**

Each contest needs to provide an assigned individual who can accept phone calls in case of emergencies on the day of the contest, preferably a cell phone at the contest site. The phone number will be included in the information packet sent to all competing units. If this number changes, please notify the Contest Administrator immediately.

## **Floor Damage**

In order to protect the Contest Sponsors and SAPA, the FLOOR DAMAGE FORM is included at the end of this handbook. The form will be used by the Timing and Penalty Judge as well as the Contest Administrator to inform a unit director of any damage caused to the floor. Copies will be given to the unit director and to the Contest Sponsor.

## **Information Packets**

Information for the competing units is to be submitted to the Contest Administrator no later than two weeks prior to the contest. The information will be posted on the SAPA web site and on the SAPA mobile app.

## **Judge Assignments**

All judge assignments are handled by SAPA.

## **Marketing**

For the purposes of this event, no Contest Sponsor may enter into any exclusive agreements, contracts and/or corporate sponsorships without the express written consent of SAPA.

## **Photography**

Photography by Bateman is the official SAPA photographer. A section on the front row of bleachers will be taped off for the photographer at each event. **PHOTOGRAPHY BY BATEMAN WILL BE THE ONLY PROVIDER OF PHOTOS AND INTERNET SALES FOR SAPA.**

## **Practice Sites**

Any requests for practice sites will be referred to the Contest Sponsor. If desired, sponsors may offer gym time at a maximum rate of \$20 per half hour on a first come, first served basis. However this is not required.

## **Program**

Contest Sponsors may produce a program for their contest. Please be aware that the use of the SAPA logo on any contest materials must have the approval of SAPA.

## **Sound and Tabulation**

SAPA employs a Sound Technician and a Media Technician who are responsible for all aspects of the sound system and the tabulation of scores at all contests.

## **Warm-Up Areas**

Each color guard will receive one (1) interval time for body warm-up and one (1) interval time for equipment warm-up regardless of the amount of space at a particular show. The Contest Administrator will issue a detailed logistics schedule the week of the contest that must be adhered to. The Contest Sponsor is not allowed to add additional warm-up time, even if there is extra space other than the two designated warm-up areas.

## **Video Recording**

Due to copyright restrictions, NO ONE IS TO VIDEO RECORD ANY PART OF A CONTEST.

Please make many copies of the “No Video Recording” sign at the end of this handbook and post them all around the contest site, inside and outside the gym to help remind spectators of this rule.

# **Part Three: Judges**

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## **Judge Transportation**

The Contest Sponsor is responsible for transportation to and from the airport, hotel and contest site as needed. Most judges will fly into the Atlanta airport unless otherwise noted.

- **Airport Pickup.** Refer to judges’ flight information received from the Contest Administrator. It is the judge’s responsibility to let the Contest Administrator know if other arrangements have been made. If the Contest Sponsor makes arrangements, such as a shuttle or car service, please notify the Contest Administrator. The Contest Administrator will keep all parties informed of transportation arrangements. **Under no circumstances can a judge be kept waiting at the airport for over 1 hour, even if it means another trip to the airport. Judges have often been traveling for a full workday and must get rest prior to the contest.**
- **Standard meeting point and identification.** The Contest Administrator will provide cell phone numbers to the judges and the Contest Sponsors. The airport driver should wait in one of the cell phone lots near the airport and the arriving judge(s) will call the driver

when they have arrived. Once contact is made, the driver may then pull to the curb outside of baggage claim to pick up the judge(s).

- **Airport Return.** The Contest Sponsor is responsible for airport returns.

### **Judge & Staff Meals**

- Contest Sponsors should provide appropriate meals for judges and SAPA staff. Judges and staff cannot leave the facility to eat, so this is an important aspect for them. Food for the judges and staff should be served in the Judges Room, separately from the director's hospitality room.
- Coffee and tea in the morning are extremely important. If a contest begins in the morning, the judges and staff may need breakfast when they arrive. Items such as yogurt, fruit, muffins and granola bars are appropriate and easy.
- Bottled water, fruit juices and soft drinks (Coke products are most popular) should be available at all times throughout the day.
- Lunches/dinners for the judges and SAPA staff should be catered or equivalent. Many restaurants provide individual order forms for each person to fill out with their choices for meals.

### **Critiques**

All critiques should occur immediately upon conclusion of the contest in a location clearly marked and communicated to the participating unit directors. Critique location should be a large, quiet room away from the competition area, dressing areas, lunchrooms, etc. Libraries, band/choral rooms are ideal locations for critique.

## **Part Four: Contest Checklist**

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This checklist is designed to assist you in attending to the countless details which will make your contest run smoothly and efficiently. If your contest committee can be delegated in such a way that these categories fall into specific responsibilities, it will aid everyone involved in assuring the proper attention to details. All details might not apply to your specific contest, but this list should cover every possible situation.

### **CONTEST SITE**

Seating Capacity  
Handicapped Area  
Warm-Up Areas  
Guard Entrance/Exit  
Vendor Area (tables, chairs)  
Crowd Flow  
Judge Areas in stands  
Judge/Staff Room  
Critique Room  
Concession Stand  
Electrical power on gym floor  
Sound Area  
Tabulation Area

### **SUPPLIES**

Awards  
Extension Cords & Power Strips  
Caution Cones (2-6)  
Tape (duct, painters, caution)

### **STAFF NEEDED**

On-site First Aid  
Announcer  
Security  
Unit Check-In  
Student Guides  
Warm-Up Areas  
Unit Entrance/Exit  
Ticket/Program Sellers  
Spectator Areas  
Spectator Entrance/Exit  
Runners  
Concession Stand Workers  
Judges Hospitality  
Custodian or other clean-up staff

### **SOUND/MEDIA TABLES**

Four long tables  
Comfortable chairs if possible  
Wi-Fi access  
Trash can  
Tape  
Dedicated electrical outlets

### **UNIT CHECK-IN**

Table, Chairs  
Armbands  
- Performing members + 7  
Member count forms  
- To be sent to T&P Judge  
Cash Box  
Receipt Book  
Pens/Pencils/Markers  
Runners  
Campus Map  
Contest Flow Map

### **FINANCIAL**

Checks  
- SAPA Sponsor Fee  
- Judges  
- Contest Administrator  
Cash Boxes  
- Ticket Sales  
- Concession Stand  
- Unit Check-In  
- Others as needed



## **JUDGES**

Transportation

- To/From Airport
- To/From Contest Site

Judges Food

## **SIGNS**

Unit Check-In

Unit Entrance/Exit

Dressing Rooms

Body Warm-Up

Equipment Warm-Up

Prop/Equipment Area

Ticket Sales

Spectator Entrance

Judges Room

Critique Room

First Aid

No Video Recording

Directional Arrows as needed

## **INFORMATION FOR INFO PACKET**

Contact Phone Numbers

Emergency Number at Site

Concession Stand Items

Hospitals, Medical Centers

Gas Stations

General Merchandise (Target, etc)

Restaurants/Fast Food

Hotels

Campus Map

# SAPA Floor Damage Form

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Unit Name \_\_\_\_\_

Contest Location & Date \_\_\_\_\_

**Please indicate time in performance, approximate location  
and whom or what caused the damage to the contest floor.**

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\_\_\_\_\_  
**Unit Director or Manager**

\_\_\_\_\_  
**Timing & Penalty Judge**

\_\_\_\_\_  
**SAPA Contest Administrator**



***Due to copyright restrictions  
there is to be NO unauthORIZED video  
recording at any SAPPA Event***

