

SOUTHERN ASSOCIATION FOR PERFORMANCE ARTS



2017-2018 Policy Manual

Revision Date 10/9/2017

SAPA 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.

Table of Contents

Revision Date 10/9/2017	0
Table of Contents	i
Introduction	1
Code of Ethics	2
Social Media Guidelines for Staff, Instructors, and Judges.....	3
Membership	4
Definition	4
Costs and Deadlines	4
Annual Meetings	5
Policies	6
Administration	8
Executive Board	8
President	8
Secretary	8
Vice President of Colorguard	8
Vice President of SAPA.....	9
Colorguard at Large Member.....	9
Steering Committees	9
Staff (Hired Positions)	11
Contest Director	11
Championship Coordinator	11
Chief Financial Officer	12
Education Director	12
Colorguard Judge Administrator	13
Sound Technician	13
Media Technician	13
Rules and Adjudication.....	15
Rulebook/Adjudication Manual.....	15
Rules.....	15
Insurance.....	15
Adjudication Assignments.....	15
Colorguard Classifications	16
Exhibition	16
Cadet A.....	16
Cadet B	16
Novice	16
Scholastic Regional A.....	17

Independent Regional A	17
Scholastic AAA.....	17
Scholastic AA	17
Scholastic A	17
Scholastic A National.....	18
Independent A.....	18
Scholastic Open.....	18
Independent Open	18
Scholastic World	18
Independent World.....	18
Colorguard Reclassification and Review Process.....	19
First Appearance Requirements	20
Colorguard Timing Requirements	20
Circuit Contests.....	21
Entry Procedure	21
Sponsorship.....	21
Supervision Responsibilities.....	22
Procedures	22
Work Day for Contests.....	23
Photography & Video	23
Circuit Championships	24
Entry Procedure	24
Sponsorship.....	24
Supervision Responsibilities.....	24
Judging Assignments	24
Circuit Championships Contest Schedule	25
Championships Awards.....	25
Photography & Video	26
Program/Yearbook.....	26
Merchandise Sales.....	26
Non-Competitive Awards.....	27
Most Improved Award	27
Fan’s Favorite Award.....	27
Hall of Fame	27
Summary of Policy Manual Revisions.....	29

Introduction

The Southern Association for Performance Arts (SAPA) is a local circuit founded in 2007 based in the metro Atlanta area that sponsors competitive and educational events for indoor pageantry arts (colorguard) based out of Georgia, Alabama, and Tennessee. SAPA offers a variety of competitive classes ranging from cadet units to world class units. SAPA adheres to all Winter Guard International (WGI) rules and policies in addition to SAPA's own policies and procedures. Contests are judged by both local and national judges trained to use WGI's adjudication criteria. The competitive season begins in January and culminates with circuit championships at the end of March/beginning of April.

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.

Social Media Guidelines for Staff, Instructors, and Judges

Social media platforms including Facebook, Twitter, Instagram, discussion forums, blogs, wikis, virtual worlds or any other form of user-generated media, are powerful informational engines for our activity. SAPA recognizes the value and potential of these tools to generate excitement for our activity. Everyone is encouraged to share enthusiasm with friends, family, and the general public. Adherence to the following guidelines ensures the integrity of the adjudication and administrative services SAPA provides to all indoor performance activities.

Guidelines for Using Personal Social Media

- All parties should be aware of your association with SAPA in online social media streams. Use common sense, professional judgment and caution.
- No communication is allowed privately or publicly on any social media streams with any director, instructor, judge or performer about any competitive aspect of a unit. This type of communication is strictly prohibited by the rules without the express written permission of the Chief Judges, Vice Presidents of SAPA or the SAPA President.
- SAPA staff and judges should never comment on an individual group's anticipated or actual performance or anything of a competitive nature, however positive. Such postings create openings for questions from anyone reading the post. What seems an innocent comment can be easily misconstrued.
- SAPA staff and judges should change personal settings on any personal social media to allow review and approval of any post visible to the public. Use to caution on "liking" any post regarding any individual group or SAPA.
- SAPA staff and judges should use caution in posting or "tagging" photos or videos of any unit on your personal social media streams.

It is important to remember that anything posted on the Internet is permanent. Although it can be "taken down", it may well exist somewhere for years to come and often reach large numbers of people quickly. If misinterpreted or open to misinterpretation, such postings can do incalculable damage to the reputation of individuals, organizations and SAPA.

SAPA will use these guidelines to determine whether an employee or contractor has been appropriate in their public online behavior with respect to their SAPA-related responsibilities. Those employees and contractors associated with SAPA must represent appropriate conduct for a competitive, scholastic-based activity. Violation of these guidelines can lead to disciplinary action including suspension and/or termination.

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.
- Membership is open to any pageantry unit, scholastic or independent.
- 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
 - Entry into all circuit shows, provided registration procedures are adhered to as written and that show caps allow for attendance

Costs and Deadlines

- Membership Fees:

Full Season Membership	\$525
Additional Unit from Same Sponsoring Organization	\$300
Non-Membership 1 st Performance Fee	\$100
Non-Membership 2 nd Performance Fee	\$200
Premiere Weekend Education Event Cost per Unit	\$25

- Please note – a convenience fee of 3% of the total due will be added to all transactions completed through PayPal.
- If you choose to send a payment via mail, please mail payment to:
Southern Association for Performance Arts
10719 Alpharetta Hwy #2147
Roswell, GA 30077
- If a colorguard unit chooses to enter a circuit contest without becoming a member, they will be restricted to only two performances per season. If the unit chooses to enter a third contest, they will be required to become a circuit member. See pay-per-performance costs above for details on cost per show. Non-members will not be allowed to register for events until January 1st
- All Membership Fees are due by December 15th. Units will not be allowed to register

2017-2018 SAPA POLICY MANUAL

for shows until membership fees have been paid in full. Show registration for fully paid unit members will begin on October 1st.

- **Any membership fees received after December 15th will be considered late and subject to a \$75 late fee per unit.**
- All forms, including Proof of Insurance, Video Release, Photo Release, & Student Eligibility Letters, must be submitted electronically on the SAPA website on or before December 15th. If forms (Proof of Insurance & Student Eligibility Letter) are not received by this date, **units will be subject to a \$75 late fee penalty. NO EXCEPTIONS.**
- 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 \$100
- One band director from each competing scholastic unit will be allowed in to contests with their school-issued identification card. 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.
- Units may pay a fee of \$85 at the time of registration to secure 7 additional passes at SAPA Championships.

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.
 - NOTE: The representative who is named as proxy for the annual membership meeting should be limited to 1 proxy vote in addition to their own unit(s) they represent.
- All proposals must be received by the Secretary in writing two weeks prior to the Annual Meeting. All proposals sent within the specified time window will be presented at the

2017-2018 SAPA POLICY MANUAL

meeting for discussion.

- 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.
- Each proposal (or group of proposals if more than one covers the same subject) will be read and discussed by the membership.

Single Proposal (1 presenter)	
Explanation	4 minutes
Q & A Session	2 minutes
Total Time	6 minutes

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Multiple Proposals of Same Topic (2 or more presenters)	
Explanation	10 minutes
Q & A Session	2 minutes
Total Time	12 minutes

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- If presenter(s) complete his/her explanation within the 4 or 10-minute time window, the question and answer clarification session may use the remainder of that time in addition to the 2-minute session. After the total time for discussion has passed, the proposal(s) must be voted on. The membership will then vote on the proposal(s). The vote will be final and issues may not be reintroduced for the remainder of the meeting.

Policies

- If the policy manual needs to be updated due to formatting, grammatical, or spelling errors, the Executive Board can make changes without notice provided it does not affect the policy or rules in any way.
- 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.
- If a policy change is made regarding performance class structure, the policy must remain in effect for two competitive seasons prior to any additional adjustments except for any classification changes mandated by WGI (example, classification change at 2015 spring meeting must not be brought up again until 2017 spring meeting).
- 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.
- If a violation of the code of ethics occurs, the Executive Board will issue a written warning to the offending person(s). If a second violation occurs and the person(s) is/are found to

2017-2018 SAPA POLICY MANUAL

be at fault, the Executive Board will determine a consequence for said member(s). In the case of a severe violation of the code of ethics, the Executive Board has the discretion to immediately assign a consequence without an initial written warning.

Administration

Executive Board

- The Executive Board of the Southern Association for Performance Arts will consist of the President, Vice President of SAPA, Vice President of Colorguard, Secretary, and Colorguard at Large.
- Individuals selected for the Executive Board will come from the Membership and shall be elected for two year terms. On even years, the President, SAPA Vice President and Colorguard at Large will be elected. On odd years, the Secretary and Colorguard Vice President will be elected.

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

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
 - 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(s)
 - Update social media with circuit communications specific to Secretary duties
 - Other duties as deemed necessary

Vice President of Colorguard

- Purpose: To plan, direct, and review the overall activities of the Colorguard division

2017-2018 SAPA POLICY MANUAL

of SAPA.

- Duties include but are not limited to:
 - Advance, promote and manage the Colorguard Division of SAPA
 - Maintain ongoing communication with colorguard units and sponsors aiding in the development of the Colorguard community
 - Ensure that all communication reflects WGI and subsequent SAPA Philosophy
 - Serve on the Colorguard Steering Committee as outlined in the SAPA Bylaws
 - Provide a report at the Annual Meeting
 - Other duties as deemed necessary

Vice President of SAPA

- Purpose: To plan, direct, and review the overall activities of administrative functions, which include but are not limited to:
 - Convey Board Policy
 - Ex-Officio Member of all SAPA Committees
 - Act as the official interface to SAPA for all external organizations as it relates to Education and Adjudication
 - Budget Approval and sign off
 - Education (as managed by Education Director)
 - Adjudication (as managed by Adjudication Administrator and Judge Association)
 - Other duties as deemed necessary

Colorguard at Large Member

- Purpose: To serve as a representative of the Colorguard division of SAPA to the Executive Board
- Duties include but are not limited to:
 - Assist the Vice President of Colorguard with the maintenance of the Colorguard division
 - Assist with the distribution of accurate information pertaining to the Colorguard division
 - Organize and maintain a mentorship program for the Colorguard Division
 - Oversee and communicate all aspects related to development and recruitment efforts of the colorguard division
 - Other duties as deemed necessary

Steering Committees

- Colorguard Steering Committee: one committee.
- To be appointed for a two-year term by membership and responsible to the Vice Presidents:
 - Provide guidance on Classification of Units
 - Act as a resource on developing ongoing instructor education

2017-2018 SAPA POLICY MANUAL

- Provide skill and expertise for SAPA sponsored Educational Events
- Recommend or advise on growth opportunities for adjudication within SAPA.
- Membership consists of 6 members:
 - 4 INSTRUCTORS – to encompass both scholastic and independent members of SAPA. At least one instructor will be associated with an independent group and at least 2 of the instructors will be associated with a scholastic group when possible, depending on nominations by membership. (The Steering Committee will have full voting rights)
 - SAPA Education Director (votes only in the event of a tie)
 - Vice President (non-voting, ex-officio)

Staff (Hired Positions)

Contest Director

- Purpose: To coordinate and implement the administration, scheduling, and operation of all SAPA competitions.
- Duties include but are not limited to:
 - Manage all SAPA contests including all aspects of contest selection and contest administration
 - Maintain ongoing communications with the Executive Board, Judge Administrators, and Championships Coordinator to assure coordination of all areas of joint responsibility
 - Maintain current awareness of changes in procedures, policies, and/or problems and communicate effectively with the Contest Administrator
 - Maintain communication with Media Technician to coordinate database and all functions of Competition Suite
 - Work with the Championship Coordinator to ensure proper competition arrangements regarding scheduling
 - Assure that all ongoing communication reflects the WGI and subsequent SAPA Philosophy
 - Pass on reported issues concerning adjudication to Chief Judges and Judge Administrators
 - Keep the Executive Board advised of significant operational issues and/or concerns as they occur
 - Maintain the Contest Handbook each season to include all necessary updates, subject to review by the Executive Board prior to the awarding of shows
 - Communicate all changes to Contest Handbook mandated by WGI to all contest hosts throughout competitive season
 - Provide a report at the Annual Meeting
 - Be available for weekly conference calls (may not be required each week)
 - Maintain unit registration information
 - Other duties as deemed necessary

Championship Coordinator

- 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
 - Responsible for Championships merchandising
 - Designs subject to approval by Executive Board
 - Responsible for acquiring hotel accommodations and maintaining logistical

2017-2018 SAPA POLICY MANUAL

- arrangements for Championships judges
- Maintain ongoing communications with the Executive Board, Judge Administrator(s), and Contest Director to assure coordination of all areas of joint responsibility
 - Provide quotes to Executive Board for approval for amounts over \$1500
 - Provide receipts to CFO as requested
 - Provide status updates to the Executive Board regarding planning and expenses to date as requested
 - Provide and/or review contracts with the circuit President prior to execution
- Maintain current awareness of procedures, policies, and/or problems regarding SAPA Circuit Championships
- Work with the Contest Director to ensure proper Championship competition arrangements regarding scheduling
- Ensure promotion and communication with units, sponsors, and vendors
- Assure that all ongoing communication reflects the WGI and subsequent SAPA Philosophy
- Provide a report at the Annual Meeting
- Be available for weekly conference calls (may not be required each week)
- Other duties as deemed necessary

Chief Financial Officer

- 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 for 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
 - Provide a complete report at the Annual Meeting
 - Be available for weekly conference calls (may not be required each week)
 - Other duties as deemed necessary

Education Director

- Purpose: To work closely with the Colorguard division within SAPA on educational programs for SAPA instructor and students' educational opportunities.
- Duties include but are not limited to:
 - Work with Vice President of Colorguard to plan and organize SAPA sponsored

2017-2018 SAPA POLICY MANUAL

educational events.

- Plan, prepare, and execute Colorguard training activities
 - Stay informed of all WGI Educational opportunities to provide information to SAPA members.
 - Works with SAPA Contest Director and SAPA Executive Board to enforce the SAPA Instructor's Code of Ethics
 - Works with SAPA Judge Administrator 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

Colorguard Judge Administrator

- Purpose: To assist in planning and reviewing the overall activities of the Colorguard division of SAPA in conjunction with the Vice President of Colorguard.
- Duties include but are not limited to:
 - Oversee the assignment of quality adjudicators for all SAPA contests
 -
 - Provide the Judge's Association with a list of assignments of adjudicators
 - Facilitate, coordinate, and support training and mentorship for adjudicators working for SAPA
 - Other duties as deemed necessary

Sound Technician

- 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 sound checks before competitions and during breaks.
 - Provide a week-to-week consistency on the running of all recorded media
 - Store the SAPA sound system between contests and between seasons

Media Technician

- Purpose: To provide transfer of the scores and judge commentary for each unit to Competition Suite.
- Duties include but are not limited to:
 - Ensure all necessary materials are available at all SAPA events.
 - Upload commentary and scores into Competition Suite during all SAPA contests
 - Provide access to Competition Suite for SAPA Judge Coordinators and Education Director
 - Aid SAPA members if there are complications accessing their commentary through Competition Suite

2017-2018 SAPA POLICY MANUAL

- Confidentiality of any comments made by judges is expected and any violation will not be tolerated.

Rules and Adjudication

Rulebook/Adjudication Manual

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

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 Colorguard Advisory Board Meetings in odd years (2017, 2019, etc.) and implemented in even years (2016, 2018, etc.)
- All policy will be set on a yearly basis by the membership at the Annual Meeting

Insurance

- All Independent Units must provide proof of insurance, both General Liability and Accidental Medical. This must be uploaded into the unit's account on the SAPA web site on or before December 15. Units will not be allowed to perform without this on file.
- General Liability: Each Independent unit must provide proof of \$1,000,000 general liability coverage per 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. Further information can be obtained on the WGI website (www.wgi.org).
- Accidental Medical: Each Independent unit must provide proof of \$10,000 accident medical coverage per 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. Further information can be obtained on the WGI website (www.wgi.org).

Adjudication Assignments

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

Colorguard Classifications

All competitive classes are required to appear at three SAPA performance events to qualify for SAPA Circuit Championships. If official school activities prevent a unit from being able to comply, the Unit Director may petition the SAPA Executive Board for exemption from this requirement.

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

****For Novice, SRA, AAA, AA, and A classes – all medalists from the previous season MUST register for the same class or the class above for the current season.****

Exhibition

- Participants must be a member of SAPA and complete the necessary paper work and fees by the membership deadlines outlined in the Policy Manual.
- There are no limitations in regards to a unit's 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 class.

Cadet A

- Any unit in which every member is an 8th grader or younger.
- Promotion out of this class is not possible.
- The WGI Regional A Class sheet will be the adjudication tool.
- Units in this class are not recommended to attend any WGI Regional or World Championships.

Cadet B

- Any unit in which every member is an 8th grader or younger.
- Promotion to Cadet A Class will occur if a unit exceeds the boundaries of this class.
- The WGI Regional A Class sheet will be the adjudication tool.
- Units in this class are not recommended to attend any WGI Regional or World Championships.

Novice

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- Promotion to Scholastic Regional A Class will occur if units exceed the boundaries of this class.
- The WGI Regional A Class sheet will be the adjudication tool.

2017-2018 SAPA POLICY MANUAL

Scholastic Regional A

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- 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.

Independent Regional A

- Members do not have to attend the same school or feeder program to said school.
- 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.

Scholastic AAA

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- 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 competition. Understand there will be a difference in the WGI ability levels for this class.
- Any unit in the Scholastic AAA Class that is named a finalist at any WGI Regional will be automatically reviewed for promotion to either Scholastic AA or Scholastic A Class.

Scholastic AA

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- 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 competition. Understand there will be a difference in the WGI ability levels for this class.
- Any unit in the Scholastic AA Class that is named a finalist at any WGI Regional will be automatically reviewed for promotion to the Scholastic A Class.

Scholastic A

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- The WGI A Class sheet will be the adjudication tool.
- Scholastic A Class units attend any WGI regional competition if they choose.
- If a Scholastic A unit competes in at least one WGI regional AND World Championships, they will be automatically reclassified into Scholastic A

2017-2018 SAPA POLICY MANUAL

National.

Scholastic A National

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- The WGI A Class sheet will be the adjudication tool.
- Scholastic A National Class units attend at least 1 WGI regional and World Championships and are highly encouraged to do so.

Independent A

- Any unit in which every member has not reached their 23rd birthday on March 31st.
- The WGI A Class sheet will be the adjudication tool.
- Independent A Class units may attend any WGI regional or World Championships if they choose and are highly encouraged to do so.

Scholastic Open

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- The WGI Open Class sheet will be the adjudication tool.
- Scholastic Open Class units may attend any WGI regional or World Championships if they choose and are highly encouraged to do so.

Independent Open

- Any unit in which every member has not reached their 23rd birthday on March 31st.
- The WGI Open Class sheet will be the adjudication tool.
- Independent Open Class units may attend any WGI regional or World Championships if they choose and are highly encouraged to do so.

Scholastic World

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy manual.
- The WGI World Class sheet will be the adjudication tool.
- Scholastic World Class units may attend any WGI regional or World Championships if they choose and are highly encouraged to do so.

Independent World

- The WGI World Class sheet will be the adjudication tool.
- Independent World Class units may attend any WGI regional or World Championships if they choose and are highly encouraged to do so.

Colorguard Reclassification and Review Process

- **Who can be reclassified?**
 - Any Cadet B, Novice, SRA, IRA, SAAA, SAA, or SA unit can be reviewed for possible reclassification if they attend a WGI regional and make finals at that WGI regional, and/or if they achieve the reclassification score as determined by the Steering Committee.
- **When can units be reclassified?**
 - Reclassification for Cadet B, Novice, SRA, IRA, SAAA, SAA, and SA units will begin after the 2nd Premier Weekend of the season. Units in all eligible classes can be promoted at any time, regardless of date. If a Regional A class unit is reclassified, timing penalties will be waived for 2 weeks following the promotion.
 - Reclassification for SRA, IRA, or SAAA, SAA, and SA units can be promoted based on a WGI regional finals performance, regardless of date.
- **What is used to determine classification/reclassification?**
 - Units will be reviewed for reclassification based upon their competitive score. The reclassification score for each contest will be determined by the Steering Committee.
- **How will I know if my unit is reclassified?**
 - If a unit is reclassified, the Director of the unit will be notified at the awards ceremony following the contest where the reclassification score was achieved or exceeded.
- **What if I think my unit is misclassified/I want to appeal the classification/reclassification?**
 - If a unit feels they are misclassified, the unit directors may adjust their unit's class up until two weeks prior to the first competitive event of the season.
 - After the first competitive event of the season, if a unit feels they are misclassified or the reclassification was inappropriate, there is a specific process to follow:
 - The Unit Director must present a written statement (petition) to the SAPA Colorguard Steering Committee, supported by the Unit Director's reasons for appeal. This written statement must be received by the SAPA Steering Committee within 24 hours of being notified of reclassification (Sunday Evening).
 - Based on information received from the Unit Director, the SAPA Colorguard Steering Committee will make a final determination, in combination with the other factors utilized to reach the original decision. Careful consideration will be given to the written appeal from the Unit Director in determining the final result of the appeal.
 - A written rationale will be communicated to the Unit Director submitting the petition for appeal within 48 hours of the SAPA Colorguard Steering Committee's receipt of said petition (Tuesday Evening). This written

2017-2018 SAPA POLICY MANUAL

statement will provide a clear explanation of the criteria used to determine the final classification of the unit.

First Appearance Requirements

- All colorguard Classes MUST appear at three SAPA performance events to qualify for SAPA Circuit Championships.
- The minimum timing requirements for the first two competitive weekends are:
 - **Cadet A, Cadet B, Novice, and Scholastic Regional A**
 - Minimum Authorized Equipment Time: 1.0 minute
 - Minimum Performance Time: 1.5 minutes
 - **AAA, AA, A, A National, Open, and World**
 - 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 Timing & Penalties sheets using the above parameters.

Colorguard Timing Requirements

CLASS	MAX. PERF. TIM	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, SAN, 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

Circuit Contests

Entry Procedure

- Registration and contest entry will be open to membership on the SAPA website in October of each year.
- Entries must be completed on the website by the stated deadline. Contest Entry Deadline will be three (3) weeks prior to each contest date.
- Entry limits may be set per 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 complete a Scholastic Eligibility Form, signed by the school principal to demonstrate that participating students of the unit are enrolled students at said school or meet the WGI scholastic eligibility requirements by December 15th.
- All Independent units must provide proof of liability and accidental medical insurance for each member by December 15th.

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 Director.

- To have a withdrawal fee waived due to circumstances surrounding “weather,” all withdrawals from registered events must be accompanied by a letter from the principal of the school on school letterhead stating the students will not be allowed to travel and attend the event. The requirement for the official letter from the principal can be met if the unit’s school district is closed on the Friday prior to the event in question.
- If a unit owes a fee, they will have 5 business days to pay the fee prior to being placed on a waiting list for all remaining registered events.

Sponsorship

- The SAPA Contest Director 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.
- Units wishing to sponsor (host) a SAPA competition will be required to complete the Contest Sponsorship Application and post a refundable \$1250.00 Sponsorship Fee by the deadline established by the Executive Board. An initial deposit of \$500 is due with the show bid, with the remainder due at the time of the show.
- Applications will be reviewed by the SAPA Contest Director, who determines where shows will be held for the season. Factors that will be considered in the determining schedule include but are not limited to:
 - o WGI Regional Calendar
 - o Dates available to host

2017-2018 SAPA POLICY MANUAL

- o Facility statistics
- o Past performance as a Show Sponsor
- o Ability to host Colorguard shows

Supervision Responsibilities

- The SAPA Contest Director 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 Director.

Procedures

- The SAPA Contest Director shall handle all entries. After the Show Sponsor finalizes information, the SAPA Contest Director is responsible to provide that information to units and adjudicators.
- If less than 20 colorguard units are registered by the 15 days prior to the first show of the season, a warning will be issued to the membership that the show is in danger of being cancelled. All cancellations due to low number of registered units will be determined no less than 4 weeks prior to the show in question.
- Regular season circuit contest performance times will be determined by a random draw within each class. In the event of many 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:
 - o \$9.00 for one day entry
- No show host may charge admission for any spectator under the age of 3.
- Regular season SAPA Colorguard contests will be adjudicated by a six (6) person panel:
 - o One (1) Individual Analysis- Equipment Judge
 - o One (1) Individual Analysis- Movement Judge
 - o One (1) Design Analysis Judge
 - o Two (2) General Effect Judges
 - o One (1) Timing and Penalties 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 Director.
- Score sheets, recap forms, tote sheets, schedules, and general information will be provided by SAPA through the Contest Director.
- The WGI Tabulation Programs will be used at all SAPA competitions.

2017-2018 SAPA POLICY MANUAL

Work Day for Contests

- Saturday:
 - o For any SAPA regular season contest, the day cannot begin before 10:00 AM and must conclude no later than 10:00 PM for competition among units.
 - o 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.

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

Entry Procedure

- Entry for the Southern Association of Performance Arts Circuit Championships will be done through the same process of regular season SAPA competitions.
- The deadline for registering for SAPA Championships is February 15.
- If a unit enters or pulls out of SAPA Championships after February 15, 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 Director.

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:
 - o WGI Regional Calendar and WGI International Championships
 - o Facility statistics
 - o Past performance as a Championships Site Sponsor
 - o Cost to SAPA.

Supervision Responsibilities

- 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.

Judging Assignments

- All assignment of Colorguard Adjudicators will be made by the Colorguard Judge

2017-2018 SAPA POLICY MANUAL

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).

Circuit Championships Contest 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.
- Order of performance for all classes with 5 or less units will be determined by random draw.
- The Contest Director will evaluate the seeding method for groupings of 9 or fewer. National standards will be used in determining the final process for performance seeding.
- The final contest schedule for SAPA Circuit Championships will be posted no later than 5 days prior to the first day of competition for Championships.
- Any class with entries totaling 16 or more will be split into divisions as follows:
 - 16-32 units: Two (2) divisions
 - 32-48 units: Three (3) divisions
 - 48+ units: Four (4) divisions
- If a class must be split into divisions, the units will be assigned into divisions based on their ranking in the final championships seeding order with an alternating assignment pattern (i.e. odd number rankings in one division, even number rankings in the other).

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 provided to each unit at Championships retreat will equal the total number of marching members.
- 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:
 - o Content, layout, production, and delivery
 - o Promotion, billing, and accounting of advertising
 - o 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

Most Improved Award

- One (1) award will be given at the SAPA Circuit Championships.
- Each unit participating in the SAPA Circuit Championships will be eligible.
- Votes will 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 Colorguard Division on each day of competition 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 near the end of the competition day, as determined by the Championships Coordinator and the Contest Director.

Hall of Fame

The mission of the SAPA Hall of Fame is to honor excellence and preserve our evolving history. The SAPA Hall of Fame was formed to recognize the individuals in the activity whose extraordinary efforts and accomplishments have enhanced the SAPA 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 SAPA. Selection for the SAPA Hall of Fame can be achieved as a past or present unit director, designer, or staff, an administrative position, an adjudicator, from amongst SAPA employees, or as a volunteer.

Selection Process

- One (1) individual will be added to the Hall of Fame every two years, during an odd-numbered season (eg. 2017, 2019, etc.).
- Any person who is active in SAPA (i.e., a unit director or performing member, an adjudicator or SAPA employee) may nominate a candidate for Hall of Fame based on a set of criteria determined by the previous Hall of Fame recipients.
- The Hall of Fame Selection Committee shall consist of all current members of the SAPA Hall of Fame and sitting members of the SAPA Executive Board. If a person is a member of both, they may only vote once.
- The names of persons who are nominated for election shall not be disclosed at any time to any person (including those who are nominated) other than current members of the

2017-2018 SAPA POLICY MANUAL

SAPA Hall of Fame, the sitting members of the SAPA Executive Board and the SAPA Contest Director. No member of the SAPA Hall of Fame Selection Committee or any other person shall disclose how any member of the Selection Committee voted on the election of any particular candidate (including the particulars of the balloting).

- Voters will be asked to rank the candidates in their order of preference. The individual with the lowest total score may be elected to the Hall of Fame. The committee may choose to not elect nominations if determined.
- The SAPA Contest Director will receive all nominations, distribute ballots and tally the votes. Recognition of each year's recipient will occur at SAPA Championships.

Summary of Policy Manual Revisions

- Overall Formatting
 - Updated the policy manual cover and page runners to current season (2017-2018)
 - Added Oxford commas to lists of three or more items
 - Updated Table of Contents to reflect new sections and page numbers for items
 - Updated word instances listed as “Color Guard” to “Colorguard”
 - Removed all instances of Music division (including entire sections regarding Percussion and Winds classifications)
 - Updated all instances of “Contest Coordinator” to state “Contest Director”
- Membership
 - Costs and Deadlines
 - Changed language to reflect forms/fees received after deadline to be assessed a late fee penalty instead of removing units from registered contests
 - Removed all language associated with director attendance requirements to receive director badges
 - Updated language to reflect correct due dates (December 15th)
 - Updated language regarding purchasing additional staff badges
- Administration
 - Updated entire section to reflect new executive board make-up, with these members: President, Vice President of SAPA, Vice President of Colorguard, Colorguard-At-Large, and Secretary
 - Removed “No person actively serving as a judge at SAPA shows is eligible to be elected to the Executive Board.”
 - Updated individual job descriptions of executive board to remove duplicate responsibilities, correctly assign responsibilities to individuals, and clarify language
 - Removed Vice President of Music and Music-At-Large sections
- Staff (Hired Positions)
 - Removed Music Judge Administrator section
- Rules and Adjudication
 - Removed Adjudicator Compensation and Adjudicator Mileage Allowance sections
 - Updated text to state all forms should be received via SAPA’s website.
- Colorguard Classifications

- Removed “One of these events must be a SAPA performance education event of the mid-season focus show.”
- RColorguard Reclassification and Review Process
 - Added “and timing penalties will be waived for 2 weeks following promotion.”
 - Clarified language regarding when reclassification will occur and the process for notification
- First Appearance Requirements
 - Removed “One of these events must be a SAPA performance education event of the mid-season focus show.”
- Circuit Contests
 - Removed information regarding size of awards as it is listed in the Contest Handbook
- Circuit Championships
 - Removed Adjudicator Compensation information
 - Circuit Championships Contest Schedule
 - Removed paragraph stating seeding method for classes of 6 or more units, and replaced it with “The Contest Director will evaluate the seeding method for groupings of 9 or fewer. National standards will be used in determining the final process for performance seeding.”
- Non-Competitive Awards
 - Removed the Sportsmanship Award and the Tony Stoker Spirit of SAPA Award sections
 - Hall of Fame
 - Added language to reflect electing an individual to the Hall of Fame every two years (on odd years).
- Revisions completed by Tita Anderson Lovell on 10/9/2017