

SOUTHERN ASSOCIATION FOR PERFORMANCE ARTS



Contest Sponsor's Handbook

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Part One: General Information

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 units to experience the exact same procedures throughout the season. As much as possible, this 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 organization, but SAPA as well. Courtesy, language, standards, appearance and personal conduct in and around the contest area should be beyond reproach. Care should be taken in social settings so that the image of SAPA is maintained at the highest level. Inappropriate conversation or remarks about the units participating or the adjudication process is unprofessional and should not occur. All those who act on our behalf identify SAPA publicly, and as a Contest Sponsor you are a key representative within your particular area. One never knows when an innocent comment or act could be taken out of context with damaging results.

Role of the Contest Administrator

The SAPA Contest Administrator is the link between SAPA, the Contest Sponsors and the units. This is an important communication responsibility. The list below indicates some of the areas that could fall within that role. Communication must be ongoing and equally open to every unit within the region. The duties of the SAPA Contest Administrator include, but are not limited to the following:

- Maintain communication with the SAPA executive board to keep them updated and informed of needed information
- Enhance the growth of SAPA, promoting and supporting all SAPA colorguards and music units equally
- Serve as a source of information for units, sponsors, and judges
- Maintain current awareness of rules and interpretations
- Assure that all shows are run in a similar manner to benefit the units
- Serve as circuit Contest Director
- Ensure competing units are aware of any unusual conditions or problems that may arise at a contest
- Record any damage at competitions caused by a unit (scratches on floor, broken lights, etc.) The **FLOOR DAMAGE FORM** (p.14) will be used to communicate problems to the unit and to the SAPA office.

Part Two: The Contest

Admission Prices

The cost for admission to SAPA sponsored contests will be \$9.00 for a one day event and \$14 for a combination ticket for two day events.

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 a bid or hosting events in the past does not guarantee being awarded a contest.

Criteria to Award Contests

The following considerations will be reviewed when selecting Contest Sponsors:

- Completed application with sponsor fee received by the specified deadline
- Dates of availability of proposed contest site
- Flexibility of scheduling with multiple available dates (1st, 2nd and 3rd choices)
- Quality and location of contest site. Our circuit membership now covers 3 states. It is desirable for shows to be spread over a wide geographic area. Facilities should accommodate colorguard, percussion and winds competition.

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, with balance on or before the day of the contest. If application is not accepted, 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. A detailed pay summary sheet will be given to the Contest Sponsor before the contest.
- **Mileage:** Mileage for judges who drive is \$.55 per mile, up to a maximum total amount of \$500 for a guard-only show and \$700 for a guard and music show
- **Payment levels for a judge in one day of competition:**
 - **WGI Level:** \$350 or \$8 per performance, whichever is higher
 - **Non-WGI Level:** \$300 or \$7 per performance, whichever is higher
 -
- **Payment levels for a judge participating in two days of competition:**
 - **WGI Level:** \$500 or \$8 per performance, whichever is higher
 - **Non-WGI Level:** \$450 or \$7 per performance, whichever is higher

- **Contest Administrator Fee:** \$350 or \$8 per performance, whichever is higher
- **Awards.** Trophies or plaques using the following guidelines:
 - Trophies or plaques for **ALL** SAPA classes for 1st, 2nd and 3rd Places
 - Trophies or plaques should be graduated in size for 1st, 2nd and 3rd Places
 - Suitable Participation Certificates will be supplied by SAPA
- **Air Travel and Hotel for Judges.** SAPA will cover the cost of air travel for any judges that fly in for a contest, as well as their hotel costs.
- **Other SAPA Staff.** The SAPA Sound Technician, Tabulator and Media Technician will be paid by SAPA. SAPA will also cover any mileage reimbursement and hotel costs for staff.

Contest Guidelines

In order to maintain a workday that is beneficial for 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 **9:00am**, and all performances **must** end by **10:00pm**. Time schedules for contests will be sent to the units after the SAPA Contest Administrator has finalized the schedule. Critiques will be held at the discretion of the SAPA Contest Administrator.

- **General Contest Guidelines for Color Guard**
 - Maximum of 60 units
 - Contests may close with less units depending on the size of the facility
 - Contest time: Saturday between 9:00am and 10:00pm, Sunday between 11:00am and 4:00pm
- **General Contest Guidelines for Percussion and Winds**
 - Maximum of 50 units
 - Contest time: Saturday between 9:00am and 10:00pm, Sunday between 11:00am and 4:00pm

Contest Site Specifications for Colorguard

- 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 5th row from the floor, near the center
- Space for judges blocked off in the top row, near the center
- Four-outlet electrical boxes or strips 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 for performers to change clothing
- Adequate washroom facilities with both cold and hot water
- Room for judges with food and drink

- Separate room for Contest Sponsors contest staff with food and drink
- A concession stand or snack bar available during contest times
- Area for booster tables with spectator traffic. Maximum charge for a commercial vendor shall be no more than \$200 per 10'x10' booth space. Maximum charge for a competing unit shall be no more than \$25 per 10'x10' booth space. SAPA shall receive a complimentary booth space in a high traffic area.
- Parking for units (busses, vans, trucks, etc.)
- Parking for spectators
- 2 tables each for both the tabulation area and sound area
- Internet access for SAPA Tabulator and Media Technician
- Sound system and all necessary computers, printers and other electronic equipment will be provided by SAPA

Contest Site Specifications for Percussion & Winds

Same as color guard specifications with the following exceptions:

- Adequate warm-up areas (band room or choral room WITHOUT RISERS) so that sound does not carry into the competition area
- Designated outdoor warm-up area that is convenient to the competition area, yet secure from traffic or public disturbance
- Doors with center bar removed or double doors for easy access and exit of equipment and carts. Door OPENINGS for both entrance and exit of units must be a minimum of 36" wide.

Unit Entry & Scheduling

The SAPA office will handle all entries and will disseminate information to units and judges.

- Deadline date for contest entries is three weeks prior to the contest date. SAPA will release final contest information approximately one week prior to each contest on the SAPA web site: www.sapaonline.net
- Performance order will be determined by a random draw
- If more than 20 units are registered in a colorguard class for a contest, rounds will be used and will be determined by the SAPA Contest Administrator
- All SAPA Colorguard Contests will have the following classes available:

○ Scholastic World (SW)	○ Novice (N)
○ Scholastic Open (SO)	○ Independent World (IW)
○ Scholastic A (SA)	○ Independent Open (IO)
○ Scholastic AA (SAA)	○ Independent A (IA)
○ Scholastic AAA (SAAA)	○ Independent Regional A (IRA)
○ Scholastic Regional A (SRA)	
○ Cadet (C)	
- All SAPA Percussion Contests will have the following classes available:

○ Scholastic Marching World (PSW)	○ Non-Movement Class (PNM)
○ Scholastic Marching Open (PSO)	○ Independent Marching World (PIW)
○ Scholastic Marching A (PSA)	○ Independent Marching Open (PIO)
○ Scholastic Marching Novice	○ Independent Marching A (PIA)
○ Scholastic Concert World (SCW)	

- Scholastic Concert Open (SCO)
- Scholastic Concert A (SCA)

- All SAPA Winds Contests will have the following classes available:
 - Scholastic World (SW)
 - Scholastic Open (SO)
 - Scholastic A (SA)
 - Independent World (IW)
 - Independent Open (IO)
 - Independent A (IA)

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 SAPA Announcer's Handbook before the contest. It is our goal to make the introduction of units the same at all SAPA contests, so the announcer should follow the script provided in the Announcer's Handbook and make every attempt to introduce each unit in the same manner. It is risky to allow the announcer to improvise during the course of the contest, so please have announcements scripted with all pertinent information to be read by the announcer.

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 table and the sound table. Power strips should 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. This phone number will be included in the information packet for all competing units. If this number changes, please notify the SAPA Contest Administrator immediately

Floor Damage

In order to protect SAPA and the Contest Sponsor, the **FLOOR DAMAGE FORM** is included on page 13. The form will be used by the Timing & 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, the Contest Sponsor, the Contest Administrator and to the SAPA office.

Information Packets

The Contest Sponsor's Information Packet for competing units is to be submitted by e-mail to the SAPA Contest Administrator no later than two weeks prior to the contest. (See p. 12).

Judge Assignments

All judge assignments are made by the Color Guard and Percussion Chief Judges. The SAPA Contest Administrator will be informed of the assignments prior to the contest.

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 permission of SAPA.

Photo Area

Bateman Photographic Services is the official SAPA photographer. The SAPA office will let you know if a photographer is planning to attend your event. If Bateman is unable to service a particular event, Contest Sponsors may secure a local photographer for action shots **ONLY**. Contest Sponsors and local photographers must agree to sell only at their contest or by mail. **BATEMAN PHOTOGRAPHIC SERVICES WILL BE THE ONLY PROVIDER OF GROUP PHOTOS OR INTERNET SALES FOR SAPA.**

Practice Sites

Any requests for practice sites will be referred to the Contest Sponsor. Sponsors may offer gym time at a maximum rate of \$20 per half hour on a first come, first served basis.

Program

Contest Sponsors may produce a program for their contest. One full page must be provided to SAPA to promote our organization. SAPA will provide black and white ad artwork. Also, please be aware that the use of the SAPA logo on any contest materials must have the approval of the SAPA office.

Score Sheets

SAPA will provide all score sheets for contests.

Sound System Technician

SAPA employs a Sound Technician who will control all aspects of the sound system.

Tabulation

Tabulation is extremely important to the units and judges. SAPA employs a Tabulator and Media Technician who will be responsible for tabulation of scores at all SAPA 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. Each percussion unit will receive two (2) interval times for warm-up and one (1) interval time for travel to the Ready Area. The SAPA Contest Administrator will issue a detailed logistics schedule to the units in their final information packet 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.

Score Posting

It is the SAPA Contest Administrator's responsibility to ensure that scores are posted on the SAPA website after the conclusion of each contest.

Videotaping

Due to copyright restrictions, NO ONE, NOT EVEN THE CONTEST SPONSOR, IS TO VIDEOTAPE ANY PART OF A CONTEST. The only exception is a unit videotaping **THEIR OWN** program. Please block off a designated videotaping area at the top of the stands, away from the GE and EA judges. Neither function should intrude upon the other. This area should be able to accommodate one individual per performance.

Due to copyright restrictions, there is to be no selling of contest videos.

SAPA may video any part of the event for the purpose of educational source material. This will be pre-arranged with the SAPA Contest Administrator.

The SAPA Contest Administrator may need to have a unit videotaped for the purpose of classification review.

Part Three: Judges

The SAPA Contest Administrator supervises and implements the contest, maintaining the standards and procedures set forth by SAPA in conjunction with the Contest Sponsor. The Chief Judge serves as the supervisor for the adjudication process, and is the liaison between the units and the judges relative to any issue of an adjudication nature. In those areas where the contest management involves the judges, it will be most successful if there is a comfortable working understanding between the SAPA Contest Administrator, the Chief Judge and the Contest Sponsor. The procedures addressed here will help to ensure a smooth and compatible working relationship.

Responsibilities of the Chief Judge

- Contact the SAPA Contest Administrator about transportation and accommodations
- Be present in the stands for the entire contest to view as many of the unit performances as possible
- Adjust the judging panels as necessary due to travel problems or illness

The SAPA Contest Administrator will review the schedule for the weekend with the Chief Judge, including all logistics and transportation, contest and critique issues, and to ensure the smooth execution of the contest. The SAPA Contest Administrator will be responsible to communicate with the Contest Sponsor during the weeks before the contest to ensure that all responsibilities are handled.

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.

Judge & Staff Meals

Most sponsors do a superb job in this area. This section will serve a guide or review:

- Contests should provide a substantial lunch. Judges and staff cannot leave the facility to eat, so this is an important aspect for them. Whenever possible, food for the judges and staff should be served in the Judges Room, separately from the director's hospitality room.
- Avoid telling the judges and staff to go to the concession stand. Often lines are excessively long and precious time during breaks is wasted. Also, the standard concession stand food may not be the best choice for the judges and staff.
- 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 cereal, 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.
- Lunch might include items such as salads, deli sandwiches, chicken dishes, barbeque, pasta dishes and desserts (brownies, cookies, etc.) It is appreciated if snacks are available after lunch for the judges and staff members to grab during afternoon breaks.
- Another option is to order box lunches from someplace such as Jimmy John's, Panera, Subway, etc. They provide order forms and each person fills out a form with their choice of sandwich, chips, etc. This option is always appreciated.

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 SAPA Contest Administrator and assume that everyone will need to be picked up. It is the judge's responsibility to let the SAPA Contest Administrator know if other arrangements have been made. If the Contest Sponsor makes other arrangements, such as a shuttle, 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 been traveling often a full workday and must get rest prior to the contest.**
- **Standard meeting point and identification.** The SAPA 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.** There should be adequate assistance for the execution of this task to accommodate varying departures without extreme waiting periods for the judge. Allow ample travel time to the airport.
- **Emergency Contact.** There must be someone who can be reached by phone in the event of flight changes and cancellations. This is an area that is often neglected. The SAPA Contest Administrator or a senior SAPA staff member will be on call each weekend to help with emergency situations, should they arise.

Privacy in Judges Room

The judges' room is restricted to judging personnel including the Chief Judge, the SAPA Contest Administrator and Education Director. Trial judges may be admitted at the discretion of the Chief Judge. There are often issues of a sensitive nature that need to be addressed, which would be inappropriate for other individuals to hear. If this is also the room where judge and staff meals are served, obviously the staff members and Sponsor's hospitality committee members may need to be in the room, but this room should absolutely not be open to personnel

other than those directly involved in the judging process. **Non-working judges, judges' families and/or friends are not to be in this area.**

Role of the Contest Administrator in Judging

In the event a unit instructor or director approaches the SAPA Contest Administrator with any questions relative to a judge or any phase of the judging process, that individual will be directed to the Chief Judge of the event. All issues of this nature will be handled directly by the Chief Judge.

Timing and Penalty Judge

- **Role and responsibilities of the Timing & Penalty Judge.** Timing and Penalties are an important part of the competition. This person helps to adequately prepare the units for the season so that they can hopefully arrive at Championships penalty free.
- **Assessing Penalties.** The WGI Adjudication Manual and Rulebook is the final word for the T&P Judge and the SAPA Contest Administrator in assigning any penalty. Once a penalty is assigned, there is no appeal except in cases involving members/membership eligibility. Sometimes the physical layout of the facility will make it necessary to allow for special considerations for timing. The T&P judges will use intelligent judgment in cases like this.
- **Floor Damage.** The T&P judge will record any damage caused by a unit to the floor or other area of the competition site on the **FLOOR DAMAGE FORM**. The form will be used to notify the unit director of the damage caused by their unit.

Part Four: Contest Checklist

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
Judges' Areas in stands
Judges Room
Staff Hospitality Room
Critique Room
Cleanliness
Concession Stand
Electrical power on contest floor
Sound Area
Tabulation Area
Comfortable chairs if possible

SUPPLIES

Awards
Radios/Walkie Talkies
Extension Cords & Power Strips
Caution Cones (have 2-6 available)
Tape (duct, painters, caution)

TABULATION

Two tables and chairs
Trash receptacle
Dedicated electrical power source
Wi-Fi access whenever possible
Tape

STAFF NEEDED

On-site First Aid
Announcer
Security
Unit Check-In
Unit Control (guides or escorts)
Warm-Up Areas
Unit Entrance/Exit
Ticket/Program Sellers
Spectator Areas
Spectator Entrance/Exit
Judge Runners
Parking Lot if needed
Food Service – concession stand
Food Service – Judges & Hospitality rooms
Custodian or other clean-up staff
Miscellaneous floaters as needed

SOUND TABLE

Two tables and chairs
Trash receptacle
Dedicated electrical power source
Tape

JUDGES (see part 3)

Transportation
-To/From Airport
-To/From Contest Site
Judges Food

SIGNS

Unit Check-In
Unit Entrance/Exit
Dressing Rooms – Boys/Girls
Body Warm-Up Area
Equipment Warm-Up Area
Prop/Equipment Area
Ticket Sales
Spectator Entrance
Judges Room
Critique Room
First Aid
Directional Arrows as needed

INFORMATION FOR UNIT PACKETS

Hospitals, Medical Centers
Service Garages
Gas Stations
General Merchandise (Wal-Mart, etc)
Restaurants/Fast Food
Hotels
Contact Phone Numbers
Emergency Cell Phone # at site
Diagram of Contest Floor Marking
 Unit Entrance/Exit
Concession Stand Items

FINANCIAL

SAPA Sponsor Fee
Judges
-(fees and mileage paid at the end of show)
SAPA Contest Administrator
Food for Judges and SAPA Staff
Medical/Police
Tickets/Armbands
Awards

PRACTICE SITE CONSIDERATIONS

65'x100' of space available
No ceiling obstructions
No Stairs
Practice Contact Person

CASH AND SUPPLIES

Cash Boxes with cash for:
-Ticket Sales
-Food Sales
-Programs
-Unit Check-In

UNIT CHECK-IN

Table, Chairs
Wristbands – Performing members +7
additional
Schedules
Master List for “head counter”
-(to be compared with T&P list)
Detailed Maps of Contest Site
List of Any Monies Due from Units
Cash Box
Receipt Book
Pens/Pencils/Markers
Radio/Walkie Talkie
Runners
Confirm Critique Location
Any Additional Handouts

SAPA Floor Damage Form

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