



Southern Association for Performance Arts Policies & Rules

Revision Date: 10/28/2025

SAPA Mission Statement

The Southern Association for Performance Arts aims to provide pageantry experiences and performance opportunities that foster growth and education for its members and the greater community.

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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 (Color Guard) 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) and individuals in any staff role (paid or unpaid) 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, unauthorized telephone calls to judges, and inappropriate, insensitive, or derogatory statements made toward or about instructors, staff members, and/or judges while for or representing SAPA. 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). If paid staff members are involved, this could result in loss of assignments to future contests and/or events. 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, inter-unit issues, and/or inappropriate behavior by SAPA staff, 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 to be 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 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 comprise 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 will be paid by both primary units and any additional unit from the same organization. New season budget will be based on the previous fiscal year and voted on by the Executive Board. The Executive Director in conjunction with the staff, is responsible for setting the new season budget and costs, communicated to the membership by the beginning of the fiscal year, which is August 1st.

Please note – a convenience fee of 4% 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

2774 Cobb Parkway Suite 109 - 311

Kennesaw, GA 30152

- Membership includes:
 - Entry into all regular season SAPA competitions
 - Entry into all Education Events sponsored by SAPA
 - Entry into SAPA championships (provided all criteria are met)
 - Eight (8) Staff passes (responsibility of Individual Contest Sponsor)
 - Two (2) Directors passes (responsibility of SAPA)

- All Membership Fees are due by December 1st. Units will not be allowed to register for shows until membership fees have been paid in full and the required forms are completed.
- 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.
 - Important note for ALL units: Units must comply with the WGI Policies on Participant Protection, including the utilization of background checks on any person(s) that regularly affiliate with the members of each unit. Please refer to the WGI Policy Manual for specifics on paperwork or other items that are required to be submitted.
 - Important note for Independent Units: All current high school students choosing to participate in an independent unit must provide a letter of awareness from their school Band Director or Principal stating they are aware the student is participating in an independent unit. The letter of awareness must be submitted as part of the required forms for independent units.

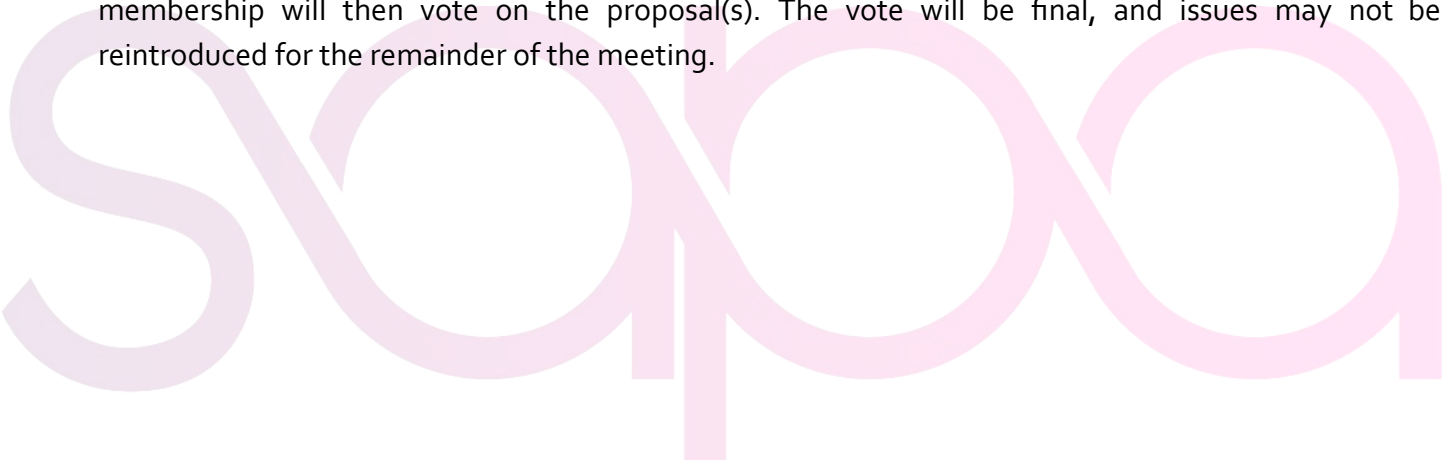
Annual Meetings

- 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 Steering Committee and their members
 - Proposals presented to the Membership for change or adoption
 - Administrative matters presented to the Membership by the Executive 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 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
Multiple Proposals of Same Topic (2 or more presenters)	
Explanation	10 minutes
Q & A Session	2 minutes
Total Time	12 minutes

- If presenter(s) complete(s) 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 Policies & Rules 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.
- Any proposals approved by a vote of membership must remain in place for a minimum of two (2) years. In the 2nd year, with the original intent in mind, the Color Guard Steering Committee may adjust the rule/policy to make it more effective or to repair any unforeseen negative results of the rule/policy's application. Any recommended adjustment to a rule/policy will then be voted on by the executive board.
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- Any legally binding statements requiring the signature of unit directors should be presented and signed individually.
- If a unit encounters unexpected difficulties beyond its control, such as technical issues, traffic delays, or transportation problems, the contest director may authorize an alternate performance time. If more than 50% of the unit's interval time has been completed, the unit may be permitted to perform at the end of their class or at the next scheduled break within their class. Any adjustments to a unit's performance schedule due to unforeseen challenges will be at the sole discretion of the contest director
- 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 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, Secretary, Executive at Large, and Advisory at Large.

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 general membership and Executive Board meetings
 - Provide direction for the Executive Board
 - Act as Primary Contact with the Executive Director
 - Convey Executive Board Policy
 - Appoint committees as requested by membership, Executive Board, Advisory Board, or as needed
 - Ex-Officio Member of all committees
 - Serve as the official interface to SAPA for all external organizations
 - Other duties as deemed necessary
- The Past President will serve as ex officio for the length of one term on the Executive Board upon leaving office.

Vice President

- Purpose: To plan, direct, and review the overall activities of administrative functions, which include but are not limited to:
 - Advance, promote, and manage the Color Guard division of SAPA through partnership with the Education Director
 - Assist and support the President in the functions of the Executive Director
 - Perform duties assigned by the President
 - Ensure all communications reflect WGI and SAPA Philosophy
 - Convey Executive Board Policy
 - Ex-Officio Member of all SAPA Committees
 - Approve the annual budget of SAPA
 - Other duties as deemed necessary

Secretary

- Purpose: To serve as the chief official in the maintenance of all records of SAPA and its meetings.
- Duties include but are not limited to:

- Maintain or arrange for the maintenance of all minutes of official meetings and activities of SAPA
- Provide for the distribution of reports, minutes, policies, procedures, and documents as appropriate to the membership
- Assist and keep records of all correspondence of the SAPA organization
- Assist in the development and distribution of the agenda for the Annual Meeting(s)
- Coordinate with the Social Media Coordinator for circuit communications
- Ensure that all communication reflects WGI and subsequent SAPA Philosophy
- Other duties as deemed necessary

Executive at Large

- Purpose: To serve as a representative of SAPA to the Executive Board
- Duties include but are not limited to:
 - Participates/Chairs special committees as needed
 - Maintain minutes and documents of any committees chaired by this role and provide that documentation to the Secretary as appropriate
 - Serve as a voting member of the Executive Board
 - Provide input on all pertinent matters as needed
 - Ensure that all communication reflects WGI and subsequent SAPA Philosophy
 - Other duties as deemed necessary

Advisory at Large

- Purpose: To serve as a representative of SAPA to the Executive Board
- Duties include but are not limited to:
 - Participate in/Lead the Advisory Board
 - Provide communication back to the Advisory Board as appropriate
 - Maintain minutes and documents of Advisory Board and/or any committees led by this role, and provide that documentation to the Secretary as appropriate
 - Provide input on all pertinent matters as needed
 - Ensure that all communication reflects WGI and subsequent SAPA Philosophy
 - Other duties as deemed necessary

Advisory Board

- The Advisory Board will have up to 10 members total:
 - 1 Representative from each scholastic class except Cadet (up to 6)
 - 2 Representatives from any scholastic class except Cadet (2)
 - 1 Representative from combined Cadet classes (1)
 - 1 Representative from combined Independent classes (1)

- Advisory Board to be chosen by membership from:
 - Up to 6 representatives chosen from the top 3 of each round in each scholastic class (excluding Cadet classes)
 - 2 representatives nominated from any unit in each scholastic class (excluding Cadet classes)
 - 1 representative chosen from all Cadet groups
 - 1 representative chosen from all Independent groups
- The Advisory Board will be chosen for each new competitive season based on previous season results. The board will meet at least 2 times per year. Board members will serve 1-year terms.

Steering Committees

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

The Executive Board is responsible for the hiring of all staff positions and maintaining job descriptions.

Executive Director

- Purpose: To direct and coordinate the operation of the organization
- Duties include but are not limited to:
 - Translate SAPA's mission and strategic plan through collaboration with both internal and external constituencies
 - Direct and coordinate the operation of the organization
 - Assist the Executive Board in coordinating, hiring, supervising, and evaluating all SAPA staff
 - Provide an annual analysis of the staff to the Executive Board
 - Attend Executive Board meetings and participate in all staff and committee discussions as needed
 - Develop and communicate an annual budget to be approved by the Executive Board
 - Develop an annual business plan for SAPA that reflects the balancing of annual and long-term planning
 - Coordinate SAPA activities with related outside organizations and provide related support to the Executive Board, relevant to the mission of SAPA
 - Coordinate marketing and public relations strategies with staff
 - Represent SAPA in the negotiating and signing of contracts with the approval of the President and Vice President
 - Provide the Executive Board with information that supports beneficial organizational decision-making
 - Review and analyze SAPA's effectiveness/performance based on mission and values
 - Assess problems and brainstorm new ideas for improvement
 - Produce and manage feedback from membership, including but not limited to contests, facilities, and judges
 - Complete any other duties as required by the Executive Board

Director of Contest Operations

- Purpose: To coordinate and implement the administration, scheduling, and operation of all SAPA contests.
- Duties include but are not limited to:
 - Attend all SAPA contests
 - Manage all SAPA contests, including all aspects of contest selection and contest administration

- Maintain ongoing communications with the Executive Board and Championships Coordinator to ensure communication in all areas of joint responsibility
- Maintain current awareness of changes in procedures, policies, and/or rules
- Maintain communication with the Technology Coordinator to coordinate the database and all functions of the adjudication software
- Work with the Operations Coordinator to ensure proper competition arrangements regarding scheduling
- Assure that all ongoing communication reflects the WGI and SAPA Philosophy
- Yield questions or address issues on the day of a contest, including but not limited to facility concerns, ethics issues, unit concerns, etc.
- Pass on reported issues concerning adjudication to Chief Judge(s)
- 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 the Contest Handbook mandated by WGI to all contest hosts throughout the competitive season
- Provide a report at the Annual Meeting containing a summary of the contest operations for the season
- Be available for weekly conference calls (may not be required each week)
- Maintain unit registration information
- Responsible for ensuring hotel accommodations and maintaining logistical arrangements for judges
- Other duties as deemed necessary

Director of Circuit Operations

- 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 are subject to approval by the Executive Board
 - Responsible for acquiring hotel accommodations and maintaining logistical arrangements for Championship judges
 - Maintain ongoing communications with the Executive Board, Executive Director, and Director of Contest Operations to ensure coordination of all areas of joint responsibility
 - Request approval from the Executive Director for any significant expenditures outside of the budget
 - Provide receipts to the CPA Firm as requested

- Provide and/or review contracts with the Executive Director prior to execution
- Maintain current awareness of procedures, policies, and/or problems regarding SAPA Circuit Championships
- Work with the Director of Contest Operations to ensure proper Championship competition arrangements regarding scheduling
- Assure that all ongoing communication reflects the WGI and SAPA Philosophy
- Provide a report at the Annual Meeting
- Be available for weekly Executive Board conference calls as needed
- Other duties as deemed necessary

Education Director

- Purpose: To develop educational programs for SAPA membership
- Duties include but are not limited to:
 - Plan, prepare, and execute SAPA-sponsored educational and training events
 - Request approval from the Executive Director for any significant expenditures outside of the budget
 - Stay informed of all WGI Educational opportunities to provide information to SAPA members
 - Work with the Director of Contest Operations, Director of Circuit Operations, and Executive Board to enforce the Code of Ethics
 - Implement the WGI and SAPA Philosophy
 - Organize and maintain a mentorship program
 - Facilitate scholarship program
 - Create and present an annual report at the membership meeting

Sound Coordinator

- Purpose: To facilitate sound logistics for contests
- Duties include but are not limited to:
 - Transport, assemble, and disassemble the sound system at SAPA contests
 - Be available for sound checks at specified times
 - Maintain current awareness of policies and procedures regarding sound

Technology Coordinator

- Purpose: To provide technical support for all contest activities and website maintenance
- Duties include but are not limited to:
 - Ensure all necessary technology is available at all SAPA events.
 - Upload commentary and scores into adjudication software during all SAPA contests
 - Provide access to adjudication software as needed
 - Maintain confidentiality of all scores, judge commentary, and any other relevant information

- Work with the Social Media Coordinator to create a unified social media and website presence

Social Media Coordinator

- Purpose: To manage and provide content for all of SAPA's social media accounts
- Duties include but are not limited to:
 - Develop an annual social media plan to be approved by the Executive Director
 - Create and manage content for all of SAPA's social media accounts, including contest coverage, other SAPA events, special campaigns, and general public announcements
 - Engage the membership in the creation of content
 - Manage and appropriately route communication received on social media accounts
 - Work with the Technology Coordinator to create a unified social media and website presence
 - Create and present an annual report at the membership meeting
 - Additional duties may be assigned by the Executive Director and/or Executive Board



Rules and Adjudication

Rulebook/Adjudication Manual

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

Rules

- SAPA will adopt and follow all competitive rules and system changes of WGI. These rules and systems will be proposed and approved at the WGI Color Guard Advisory Board Meetings annually.
- All policies 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 website 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 members' homes. Further information can be obtained on the WGI website (www.wgi.org).

Adjudication Assignments

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

Color Guard 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 Director for exemption from this requirement.

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

****For all classes – all units who scored in the top half of their class in the previous season at SAPA Championships MUST register for the same class or the class above for the current season.****

****All Novice and Regional A Championship Gold Medalists, plus the next two highest scores regardless of round, are automatically promoted to the next level of classification at the end of each season.****

Cadet

- Any unit in which every member is an 8th grader or younger.
- Promotion out of this class is not possible.
- The SAPA Cadet Class sheet will be the adjudication tool.
- Units in this class are not recommended to attend any WGI Regional or World Championships.
- Must meet Scholastic Eligibility requirements in the WGI Policy Manual.
- Cadet class is not offered at the WGI level.

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 SAPA Novice Class sheet will be the adjudication tool.
- All Novice class Championship medalists are automatically promoted to the next level of classification at the end of each season.
- Novice Class is not offered at the WGI level.

Scholastic Regional A

- 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 Regional A Class sheet will be the adjudication tool.
- All Regional A class Championship medalists are automatically promoted to the next level of classification at the end of each season.

Independent Regional A

- Unit must meet the eligibility requirements specified for Independent groups in the WGI Policy Manual.
- Members do not have to attend the same school or feeder program as 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.
- All Regional A class Championship medalists are automatically promoted to the next level of classification at the end of each season.

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 fulfills one of the following conditions, they will be automatically reclassified into Scholastic National A
 - At least one WGI regional and World Championships
 - Two WGI Regionals

Scholastic National A

- Unit must meet the Scholastic Eligibility requirements specified in the WGI Policy Manual.
- The WGI A Class sheet will be the adjudication tool.
- To participate in Scholastic National A, units must fulfill one of the following conditions:
 - At least one WGI regional and World Championships
 - Two WGI Regionals
- If a unit does not meet all the requirements above, they may choose this classification

Independent A

- Unit must meet the eligibility requirements specified for Independent groups in the WGI Policy Manual.
- Any unit that is composed of performers not over 22 years of age as of 12:01 am on April 1.
- 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

- Unit must meet the eligibility requirements specified for Independent groups in the WGI Policy

Manual.

- Any unit that is composed of performers not over 25 years of age as of 12:01 am on April 1.
- 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

- Unit must meet the eligibility requirements specified for Independent groups in the WGI Policy Manual.
- 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.

Color Guard Reclassification and Review Process

- **Who can be reclassified?**
 - Any SRA, IRA, or SA unit can be reviewed for possible reclassification if they attend a WGI regional and make finals at that WGI regional. If any Novice, SRA, IRA, or SA unit achieves the reclassification score as determined by the Steering Committee, they will be eligible for review.
 - All Novice and Regional A Championships medalists are automatically promoted to the next level of classification at the end of each season.
- **When can units be reclassified?**
 - 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.
 - There will be no automatic reclassifications in the last two regular performance weekends of the season. Any potential reclassifications will come from steering committee reviews after the unit is flagged by a set promotion number.
 - Reclassification for SRA, IRA, or 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 on 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 receive an email from the Director of Contest Operations 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 to 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 Color Guard 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 Color Guard 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 Color Guard Steering Committee's receipt of said petition (Tuesday Evening). This written statement will provide a clear explanation of the criteria used to determine the final classification of the unit.

Timing Requirements for First & Second Competitive Weekends

- **SAPA does not assess timing penalties for the first 2 weekends of the season.**
- For all classes, failure to meet these requirements will result in under time penalties from the Timing & Penalties sheets using the above parameters.

Color Guard Timing Requirements

Class	Max. Perf. Time	Min. Perf. Time	Min. Equip. Time	Interval Time
Cadet	4.5 mins	3.0 mins	3.0 mins	7.0 mins
Novice, SRA, IRA	4.5 mins	3.0 mins	3.0 mins	7.0 mins
SA, SNA, IA	5.5 mins	4.0 mins	3.5 mins	8.0 mins
Open	6.5 mins	4.0 mins	3.5 mins	9.0 mins
World	7.5 mins	4.0 mins	3.5 mins	10.0 mins

Circuit Contests

Entry Procedure

- 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, specific to 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 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 Director of Contest Operations.
- 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 calendar days to pay the fee prior to being removed from their next registered event.

Sponsorship

- The SAPA Director of Contest Operations 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 Director of Contest Operations, who determines where shows will be held for the season. Factors that will be considered in determining the schedule include, but are not limited to:
 - WGI Regional Calendar
 - Dates available to host
 - Facility statistics
 - Past performance as a Show Sponsor
 - Ability to host Color Guard shows

Supervision Responsibilities

- The SAPA Director of Contest Operations 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 who will serve as the Chief Liaison to the Director of Contest Operations..

Procedures

- The SAPA Director of Contest Operations shall handle all entries. After the Show Sponsor finalizes information, the SAPA Director of Contest Operations is responsible for providing that information to units and adjudicators.
- If less than 20 Color Guard 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 canceled. All cancellations due to the 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.
- For all circuit shows, all classes with 13 or more entries will compete in rounds as follows, using a random draw for performance times:
 - 12 or less = 1 round
 - 13-24 = 2 rounds
 - 25-37 = 3 rounds
 - 38-48 = 4 rounds
- No show host may charge admission for any spectator under the age of 3.
- Regular season SAPA Color Guard contests will be adjudicated by a six (6) person panel:
 - One (1) Individual Analysis- Equipment Judge
 - One (1) Individual Analysis- Movement Judge

- One (1) Design Analysis Judge
- Two (2) General Effect Judges
- 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 Director of Contest Operations.
- Score sheets, recap forms, tote sheets, schedules, and general information will be provided by SAPA through the Director of Contest Operations.
- The WGI Tabulation Programs will be used at all SAPA competitions.

Work Day for Contests

- Saturday:
 - 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.
 - 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 videos made at local shows and championships will be used for promotional purposes by SAPA and may be sold at the discretion of the companies that SAPA hires.

Circuit Championships

Entry Procedure

- All Color Guard Classes MUST appear at three SAPA performance events to qualify for SAPA Circuit Championships.
- Entry for the Southern Association of Performance Arts Circuit Championships will be done through the same process as regular-season SAPA competitions.
- The deadline for registering for SAPA Championships is February 15.
- If a unit 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 Director of Contest Operations..

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 determining the schedule include, but are not limited to:
 - WGI Regional Calendar and WGI International Championships
 - Facility statistics
 - Past performance as a Championships Site Sponsor
 - Cost to SAPA.

Supervision Responsibilities

- The SAPA Director of Circuit Operations is the ultimate responsible party to both the Show Sponsor and the Southern Association for Performance Arts.
- The SAPA Director of Circuit Operations is the ultimate authority for all operational aspects of the SAPA Circuit Championships.
- The Championships Show Sponsor will have a Contact Person who will serve as the Chief Liaison to the Director of Circuit Operations.
- The Director of Circuit Operations 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 assignments of Color Guard Adjudicators will be made by the Gulf Coast Judge's Association and managed by the Executive Director.
- 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 composed 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 fall, 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 will use WGI standards to determine performance seeding.
 - Scores used for seeding rounds at Championships (WGI competitive classes) will use the latest scoring regardless of where that score was received, local contest or regional.
- 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.
- For all circuit shows, all classes with 13 or more entries will compete in rounds as follows, using a random draw for performance times:
 - 12 or less = 1 round
 - 13-24 = 2 rounds
 - 25-37 = 3 round
 - 38-49 = 4 rounds
- If a class must be split into divisions, the units will be assigned to divisions based on their ranking in the final championships seeding order, with an alternating assignment pattern (i.e., odd-numbered rankings in one division and even-numbered rankings in the other). Specifics of the randomization within each round will be based on seeding/randomizing methods utilized in WGI contests.
- Units of any class not scheduled in rounds (classes with 5 or fewer groups) will be assigned a Championships performance time based on a 100% random draw, not based on last score or seeding.
- Contest schedule will best accommodate for each day's layout of participants to not affect switching a date based on possible reclassifications.

Championships Awards

- Plaques and/or trophies will be presented to all participants in all divisions.
- Historically, SAPA has provided trophies/plaques for all participants and medals for the top 3 in each division. All participating units will be recognized at Championships.

- The number of medals provided to each unit at Championships retreat will equal the total number of marching members.

Photography & Video

- Photographs and videos 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.

Merchandise Sales

- The sale of merchandise (both official SAPA products and otherwise) will be the responsibility of the Director of Circuit Operations.
- The Director of Circuit Operations 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 Director of Circuit Operations.

SAPA

Non-Competitive Awards

Fan's Favorite Award

- One (1) award will be given for the Color Guard 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. The voting method and deadline for acceptance of ballots will be near the end of the competition day, as determined by the Director of Circuit Operations and the Director of Contest Operations.

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 the 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 SAPA Hall of Fame, the sitting members of the SAPA Executive Board, and the SAPA Director of Contest Operations.. 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 not to elect nominations if determined.
- The SAPA Director of Contest Operations will receive all nominations, distribute ballots, and tally the votes. Recognition of each year's recipient will occur at SAPA Championships.

Summary of Revisions

- Removal of 'Exhibition' language (passed amendment) (9/1/2025)
- Language consistency for Cadet and Novice Classes (passed amendment) (9/1/2025)
- Limit the number of units being promoted to five total for each classification (passed amendment) (9/1/2025)
- Update to independent class eligibility requirements (passed amendment) (9/1/2025)
- Update the Independent Open Class age restrictions to align with WGI (9/1/2025)
- Update to the Scholastic National A Class requirement language (passed amendment) (9/1/2025)
- Update to the language around reclassification mid-season (passed amendment) (9/1/2025)
- Provide consistent language and clarity for performance seeding (passed amendment) (9/1/2025)
- Clarity and alignment to process already utilized (passed amendment) (9/1/2025)
- Eliminate specific language around championship medals (passed amendment) (9/1/2025)
- Remove superfluous language around timing penalties for the first 2 weekends of the season (passed amendment) (9/1/2025)
- Remove specified entry fee for contest events (passed amendment) (9/1/2025)
- Shifting the withdrawal times and fees helps to ensure that groups impacted by waiting lists will have more preparation time to attend the show (passed amendment) (9/1/2025)
- Update to the language around a policy change that is made regarding performance class structure (passed amendment) (9/1/2025)
- Reflection of policy to operational norm (passed amendment) (9/1/2025)
- Eliminate the specific language around membership fees (passed amendment) (9/1/2025)
- Removal of 'Late fee' language (10/28/2025)
- Revision completed by Jackson Esco on 10/28/2025