



Policy Manual

Last Revised 10/8/2022

MISSION STATEMENT

TriState Marching Arts seeks to foster positive experiences for all who participate, by promoting education, creativity and freedom of expression through the unification of pageantry and the performing arts.

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Section 1: Organizational Structure and Administrative Duties

The administration of the Circuit shall be vested in a Board of Directors and the Executive Director, appointed by the Board of directors.

1-1 Board of Directors:

1-1.1 The Board of Directors shall be composed of a five (5) member Executive Board and an eleven (11) member Board of Representatives.

The Executive Board shall consist of:

- Executive Director
- President
- Vice President
- Treasurer
- Secretary

The Board of Representatives shall consist of:

- Scholastic Representatives (2)
- Independent Representatives (2)
- Percussion/Winds Representatives (2)
- At- Large Representatives (4)
- Education Director (1)

1-1.2 The Executive Board shall be elected from the current season's board members prior to the general membership spring meeting.

1-1.3 A board member may be elected to the Executive Board without being present at the meeting if they accept the nomination.

1-1.4 The full membership will elect the Board of Representatives at the general membership spring meeting.

1-1.5 For any member to run for the Board of Representatives, copies of a resume stating experience and intent, or an in-person presentation must be available to the full membership at the general membership spring meeting.



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1-2 Duties of the Board of Directors:

1-2.1 **Executive Director:** Plan, direct and review all activities and operations of the TriState Marching Arts. With approval of the Board of Directors, the Executive Director may appoint staff to assist in any areas of support.

President: Preside over the membership of the Board of Directors. The President will call regular meetings and any special meetings of the organization. The President may also hold a separate administrative position on the Board.

Vice President: Perform all duties of the President in the event of the absence or disability of the President. The Vice President may also hold a separate administrative position on the Board.

Secretary: Record minutes of all meetings of the general membership and of the Board of Directors. The Secretary may hold a separate administrative position on the Board.

Treasurer: Responsible for all funds and financial records of the organization. The Treasurer will issue financial reports at the meetings of the general membership and of the Board of Directors. The Treasurer may also hold a separate administrative position on the Board.

Scholastic, Independent, and Percussion Representatives: Assist the Executive Director in ensuring that all units in the classification are compliant with all entry and championship requirements. Representatives shall be affiliated with a unit in their classification.

At Large Representatives: Representatives are not required to be affiliated with a specific unit and shall carry out duties as determined by the Board.

Education Director: Responsible for organizing and planning all education activities and materials for the circuit. The Education Director will coordinate with the Judges to plan activities for circumstances where units and adjudicators may interact.



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Section 2: Board Meetings and Policy Appeal Process

2-1 General Membership Meeting:

Held once a year on the last Sunday in April. Topics addressed at this meeting will be:

- Election of the Board of Representatives
- Amendments to the Bylaws
- Reporting from the Board
- Proposals for show sponsors
- Other new business

2-2 Spring Board of Directors Meeting:

Held prior to or following the general membership meeting. Topics addressed at this meeting will be:

- Elections of the Executive Board of Directors
- New Projects
- Budget for the following year
- Reports from WGI Board meeting
- Calendar
- Contracts
- Goals and objectives
- Other new business

2-3 Fall Board of Directors Meeting:

Held in the fall, but no later than November 30th. Topics addressed at this meeting will be:

- Confirmation of the contest calendar
- Reporting
- Other new business

2-4 Voting Privileges:

2-4.1 Each member unit in good standing at the time of the meeting shall have one vote.

2-4.2 If there are multiple member units from the same sponsoring organization, a voting delegate may be assigned for each unit. Therefore, units may assign a voting delegate when they have more than one unit. Multiple units must consist of different performing members.

2-4.3 All members of the Board of Directors, except the President, will have one vote regardless of unit affiliation. The President will only vote in the event of a tie.



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2-5 Policy Appeals Process:

2-5.1 In the event a unit director/representative wishes to file a policy appeal, they must do so in writing to the President. Appeals should detail the circumstances prohibiting policy compliance and any other pertinent information so that the Board may make an informed decision.

Section 3: Unit Fees, Deadlines, and Eligibility

3-1 Fees:

Early Registration (all classes)	
Base Membership without Championships	\$600
Base Membership with Championships	\$800
Late Registration (After December 31st) (all classes)	
Base Membership without Championships	\$700
Base Membership with Championships	\$900
Guest Unit (Regular Season Contest)	\$100
Exhibition Unit (Championships)	\$200 (limited availability)
All Entry Fees are non-refundable	

3-2 Fines:

3-2.1 Late fees will be assessed to all payments made on or after January 1st.

3-2.2 All fines, fees or bills of any kind due to TriState Marching Arts must be paid in advance of participation in the Championships competition.

3-2.3 Fines may only be waived by a vote of the Executive Board.

3-3 Surety Bond:

3-3.1 All member units must provide a surety bond of \$50.



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- 3-3.2 Any member unit that withdraws or otherwise fails to appear from a scheduled performance within 14 days of the contest will forfeit their surety bond to TriState Marching Arts and a new surety bond must be provided prior to the unit's next performance. Failure to renew the surety bond may result in unit probation until the matter is resolved.

If a member units' failure to appear is due to severe weather and/or the associated school district is not allowing the unit to travel to the performance venue, the unit shall not forfeit their surety bond. Verification of such a decision by the associated school's principal may be requested by the Executive Board.

- 3-3.3 Surety Bonds for active member units are carried over from year to year. If a unit is not competing for at least one year, they may request a refund of their surety bond. A written refund request must be made prior to the next competing season, otherwise the surety bond is forfeited to TriState Marching Arts.

3-4 Number of Performers:

Winter Guard units may compete with at least five performers, but no more than 40 performers.

Percussion units must have at least six performers.

Wind units may compete with ten performers, including any student conductor(s).

3-5 Age of Performers:

Winter Guards, Wind, and Percussion units must be composed of members not more than 22 years of age as of the date of the Winter Guard International Championships.

Independent Open class winter guards may be composed of members not more than 23 years of age.

There are no age restrictions in the Independent World class.

Any unit appearing at a TriState Marching Arts contest must be prepared to provide evidence of all members' ages. (Birth Certificates may be requested)

3-6 Other Unit Qualifications:

All WGI recognized classes must follow the WGI single and combined schools' policy. Units with combined schools should be prepared to show proof of enrollment, if requested. Non-WGI classes (i.e Junior and Festival classes) are exempt from this policy and may combine multiple schools from the same district.



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Independent unit membership may only include high school performers if no current program exists at their school, or with written permission from the Director of the program.

No performer can perform in more than one winter guard at the same contest.

Section 4: Classification of Units

A unit must declare their classification at the beginning of the season with the option of changing classification once, prior to February 15th. After February 15th, units are only eligible to move to a higher class, with the approval of the Executive Board.

4-1 Winter Guard Classifications:

4-1.1 Junior Class

- For Middle/Elementary school programs (performers must be in the 8th grade or below)
- The emphasis of this class is introductory skills with a focus on training
- Evaluation will be on WGI Regional A sheet with Regional A timing

4-1.2 Scholastic Regional A-2 (SRA-2)

- For inexperienced performers or new programs
- Show concept, equipment, and movement skills are at an introductory level with an emphasis is on training
- Evaluation will be on WGI Regional A sheet with Regional A timing

4-1.3 Scholastic Regional A (SRA)

- For performers with beginning vocabulary and achievement skills that can progress beyond the introductory level
- Evaluation will be on the WGI Regional A sheet with Regional A timing
- If a unit is promoted from SRA to SA-2, minimum equipment and performance time will remain at the Regional A requirement for the remainder of the season for that unit

4-1.4 Scholastic A-2 (SA2)

- This class should have beginning vocabulary, program concept, and achievement levels and are ready to incorporate intermediate levels
- Evaluation will be on the WGI A Class sheet with A Class timing

4-1.5 Scholastic A (SA)

- This class is for units that can, or do, compete nationally
- The performers accomplish beginning vocabulary, programs, and achievement levels consistently and are ready to incorporate intermediate levels
- Evaluation will be on the WGI A Class sheet with A Class timing



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4-1.6 Scholastic Open (SO)

- This class should have intermediate vocabulary, programs, and achievement levels and be ready to incorporate advanced levels
- Evaluation will be on WGI Open Class sheet with Open Class timing

4-1.7 Scholastic World (SW)

- This class incorporates advanced vocabulary, program concepts and achievement levels
- This is the highest level of competition
- Evaluation will be on WGI World class sheet with World Class timing

4-1.8 Independent Regional A (IRA)

- For the inexperienced performers or new programs
- Show concept, equipment and movement skills are at an introductory level
- Emphasis is on training. The intent of this class is a starting point for a unit
- Evaluation will be on the WGI Regional A sheet with Regional A timing

4-1.9 Independent A (IA)

- This class is for units that can, or do, compete nationally
- The performers accomplish beginning vocabulary, programs, and achievement levels are consistently and are ready to incorporate intermediate levels
- Evaluation will be on the WGI A Class sheet with Class A timing

4-1.10 Independent Open (IO)

- This class should have intermediate vocabulary, programs and achievement levels and be ready to incorporate advanced levels
- Evaluation will be on WGI Open class sheet with Open Class timing

4-1.11 Independent World (IW)

- This class incorporates advanced vocabulary, program concepts, and achievement levels
- This is the highest level of competition
- Evaluation will be on the WGI World Class sheet with World class timing



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4-2 Guard Timing Guidelines:

<u>Class</u>	<u>Maximum Performance Time</u>	<u>Minimum Performance Time</u>	<u>Interval Time</u>	<u>Required Equipment Time</u>
Junior	4.5	3	7	3
SRA, SRA-2, IRA	4.5	3	7	3
SA-2, SA, IA	5.5	4	8	3.5
Open	6.5	4	9	3.5
World	7.5	4	10	3.5

4-3 Percussion Unit Classifications:

4-3.1 Marching B Class

- This is a beginning level line with basic skills not competing on a national level. Strictly for novice type lines.
- Performance and design skills are at the basic to fundamental level.
- Three solid backdrops allowed (one on the back sideline, one on each side of the floor). Each backdrop must be one piece. These cannot be moved once the show starts.
- No tarps or floor draping allowed. Only items specific to helping set positions, such as cones, will be allowed on the floor.

4-3.2 Marching A2 Class – uses the same criteria for Scholastic A Class

- Ensembles are the younger less developed performers
- Performance and design skills are at the basic to intermediate level
- Performers exhibit intermediate to moderate skills.
- Design is at the fundamental to intermediate level.

4-3.3 Marching A Class – uses the same criteria for Scholastic A Class

- Ensembles are the younger intermediate developed performers.
- Performance and design skills are at the intermediate or moderately advance level.
- Design is geared to develop the maximum performance level of the performers
- Visual design is of the moderate level.

4-3.4 Marching Open Class – uses the same criteria for Scholastic Open Class

- This is an intermediate level of performers and skills.



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- Students explore new challenges through performance and learn more complex skills as the season progresses.
- Design is moderately advanced, emphasizing advanced performance skills.
- Visual design and presentation may not yet be at the world level.

4-3.5 Marching World Class – uses the same criteria for Scholastic World Class

- This class demonstrates a high degree of physical development with all the performers contributing at a high level of performance skills.
- Standards of excellence are at the highest level or potential for the highest level. These programs are unique, innovative and are trendsetters.

4-3.6 Concert Class – for A, Open and World classes

- This class is for those scholastic percussion groups through the 12th grade that wish to concentrate on concert literature, using the above guidelines for class criteria.
- Instrumentation must be oriented to the performance of concert style literature.
- This is not a marching class. Movement will be permitted only when performers change equipment or to allow for better presentation of the musical performance.

4-3.7 Independent Marching A Class – uses the same criteria for Scholastic A Class

4-3.8 Independent Marching Open Class – uses the same criteria for Scholastic Open Class

4-3.9 Independent Marching World Class – uses the same criteria for Scholastic World Class

4-3.10 Independent Concert Class

- This class is for those independent units who wish to concentrate on concert literature. Instrumentation must be oriented to the performance of concert style literature.
- This is not a marching class.



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4-4 Percussion Timing Guidelines:

<u>Class</u>	<u>Maximum Performance Time</u>	<u>Minimum Performance Time</u>	<u>Interval Time</u>
B	5	4	8
A-2, A	6	4	9
Open	7	4	10
World	8	4	11

4-5 Winds Unit Classifications:

4-5.1 A Class

- Ensembles are the younger intermediate developed performers.
- Performance and design skills are at the intermediate or moderately advanced level.
- Design is geared to develop the maximum performance level of the performers.
- Visual design is of the moderate level.

4-5.2 Open Class

- This is an intermediate level of performers and skills.
- Students explore new challenges through performance and learn more complex skills as the season progresses.
- Design is moderately advanced, emphasizing advanced performance skills.
- Visual design and presentation may not yet be at the world level.

4-5.3 World Class

- This class demonstrates a high degree of physical development with all the performers contributing a high level of performance skills.
- Standards of excellence are at the highest level or potential for the highest level. These programs are unique, innovative and are trendsetters.

4-5.4 Independent A Class – uses the same criteria for Scholastic A Class

4-5.5 Independent Open Class – uses the same criteria for Scholastic Open Class

4-5.6 Independent World Class – uses the same criteria for Scholastic World Class



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4-6 Winds Timing Guidelines:

<u>Class</u>	<u>Maximum Performance Time</u>	<u>Minimum Performance Time</u>	<u>Interval Time</u>
A	6	4	9
Open	7	4	10
World	8	4	11

Section 5: Contest Information

Members are responsible for staying informed of deadlines and important dates.

5-1 Festival Class, Guests, Non-Members, and Exhibition Units:

5-1.1 Festival Class:

- Any unit that does not wish to select a class and/or receive commentary/scores.
- All festival class units regardless of regular or championships show will perform at the end of the day.

5-1.2 Guest Units:

- Any unit that is not a full member of the circuit and wishes to perform during the regular season.
- Any guest unit wishing to participate in a regular season contest will be included in the competitive portion of the event for their class including, the random draw, judge commentary, and scores.
- Guest units may participate in two (2) contests, per season. These contests may be two regular season shows, or one regular season show and championships (assuming availability in the championships schedule).
- Guest units choosing to perform at a championships event will be considered an Exhibition Unit and follow the rules outlined under 5-1.4.

5-1.3 Exhibition Units:

- Any unit that is not a full member of the circuit and wishes to perform at any of the Championships events is considered an Exhibition Unit.
- Exhibition units pay fees, as do all other units.
- Exhibition units will perform first at championships in their respective class.



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- A random draw will be used if there is more than one exhibition unit in a class.
- An exhibition unit may request adjudicator commentary, however exhibition units will not receive a score.

5-2 Unit Contest Selection:

- 5-2.1 The deadline for committing to contest entries each season is determined by the Executive Board and announced at the fall meeting.
- 5-2.2 TriState Marching Arts will distribute an email once the contests and locations have been posted on the website.
- 5-2.3 Contest registration may be made after registration fees have been received and should be made as soon as possible to allow show sponsors to plan accordingly for the contest.
- 5-2.4 The entry deadline for a contest is three (3) weeks prior to the contest date.
- Late entries will be assessed an additional \$30 fee to be paid prior to the contest date, which will be directed to the TriState Marching Arts Scholarship Fund.
 - No entries will be accepted after noon (12pm), 14 days prior to the contest.
- 5-2.5 Contest information will be distributed at least one (1) week prior to the contest.

5-3 Performance Order and Scheduling:

- 5-3.1 Order of appearance at each regular season contest is done by a random draw within each class.
- Units whose fees are received **prior** to the December 31st deadline will be provided randomly selected performance times in the second half (later) of their class schedule.
 - Units whose fees are received **after** the December 31st deadline will be provided randomly selected performance times in the first half (earlier) of their class schedule.
- 5-3.2 Any promoted unit performing at a contest where the schedule has already been finalized will perform first in their new class at that contest. Any remaining contests where the schedule has not been finalized, the promoted unit will be part of the random selection.
- 5-3.3 During regular season contests, when any class has more than twelve (12) units competing, the class will be equally divided into two (2) rounds.
- See section 7 for Championship performance order rules
- 5-3.4 Once per season (determined by the Executive Director), the Junior Class performances will take place immediately prior to the morning awards.



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5-4 Show Day Unit Check In:

- 5-4.1 Upon arrival at a contest, unit directors or representatives should report to Unit Check-In.
- At Unit Check-In, the unit director or representative will provide the number of performers in their unit. This number will be verified by the T&P judge on the performance floor. If a discrepancy is found, it will be investigated, and the unit could lose their surety bond.
- 5-4.2 At Unit Check-In, the unit director or representative will declare how many staff member wristbands are needed. This must be done at unit Check-In.
- A maximum of eight (8) staff members will be provided at Unit Check-In. Each staff person must have a wristband for admittance.
 - Unit directors, at their first contest of the season, will receive two (2) director/staff name badges per member unit. Badges are for the entire season and will not be reissued if lost.
- 5-4.3 Unit directors must sign-up each unit wishing to participate in the judges critique at Unit Check-In.
- 5-4.4 All equipment and props are to be taken to their assigned area at each contest site.
- 5-4.5 The contest sponsor will assign dressing rooms or hall space
- Units are to keep your equipment neat and organized in the room or hallway provided.
 - Neither TriState Marching Arts or the contest host are responsible for items left in the rooms or hallways.

5-5 Equipment and Prop Regulations:

There must be proper protective covering of all contest equipment and props so as to avoid floor damage at contest sites. All equipment, including footwear, may be inspected. Any unit not adhering to the requirements may be disqualified. Any damage will be the responsibility of the unit and subject to penalty.

EXERCISE CAUTION BY PADDING ANYTHING THAT MIGHT CAUSE DAMAGE TO THE CONTEST FLOOR.



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- 5-5.1 Footwear – All footwear must have a light (white, tan, or clear) crepe rubberized bottom. Dance shoes are recommended. It is also recommended that competition footwear not be worn outdoors between contests. The soles may pick up stones and gravel which could cause injury or floor damage. Check all soles before going to the inspection area. (Gym shoes, gymnastic and ballet slippers are exempt from this rule.)
- 5-5.2 Equipment – All equipment, rifles, flag poles, and sabers must be covered with synthetic crepe or foam. All saber tips must be padded and taped. Hand guards and top of the handle should be padded and taped.
- 5-5.3 Flag Poles – Good condition crutch tips or similar are required on the top and bottom of every flagpole.
- 5-5.4 Props – All surfaces and edges of props should be designed not to intentionally inflict injury, damage property (while in use or transit), or damage the competition floor.
- There should be an expectation that if a person were to run their hand along the prop or brush up against it, they would not risk injury.
 - Anything affixed to a prop must be attached securely. If it is designed to be removed as part of the performance or transport, it must be secured when not in use.
 - Props built and/or used, including drum major podiums, that measure over six feet (6') high and are used in such a way that result in a participant whose feet are more than six feet (6') above the competition area must have appropriate safety railings in place.
 - Participants are prohibited from jumping or leaping of any prop that exceeds six feet (6') in height unless protective padding is in place or other adequate safety precautions are taken. Inspection will occur at the discretion of the contest staff.
- 5-5.5 Carts – All carts, including any percussion equipment with wheels and tarp carts, must be clean of debris and be freewheeling.
- No props, instruments, or equipment are to be drug across the floor, including timpani.
- 5-5.6 Battery operated devices – Any device or prop using common, off-the-shelf flashlight batteries (AA, AAA, AAAA, C, D, N, 9V and button cells) are allowed.
- Devices using dry-cell secondary “rechargeable batteries”, including cell phones, cameras, MP3 players and computers are also allowed.



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5-5.7 Units may use any electrical device within their program deemed safe by the Contest Administrator. The Contest Administrator has the ultimate decision regarding safety of any device.

- Instruments typically utilized and recognized as part of a band or orchestra, including electronic instruments, are allowed.
- Groups should consult with the Contest Administrator prior to using any equipment not specifically defined in these rules.
- Groups will assume any liability for issues arising out of the use of said electrical devices.

5-5.8 No pyrotechnics, discharge of arms, pressurized canisters, dangerous materials, flammable liquids or gas will be permitted in or around the contest area.

5-5.9 Smoke machines and/or compressed air apparatuses will not be permitted.

5-5.10 Gasoline, electric or manual powered generators will not be permitted.

5-5.11 Use of lasers and flashcubes (electrical or chemical) will not be permitted.

5-5.12 Use of live animals will not be permitted.

5-5.13 Use of powder, dirt or any other substance that lingers in the competition area past the interval time of the group will not be permitted.

5-5.14 Use of helium, including helium-filled balloons, will not be permitted.

5-5.15 No motorized vehicles will be allowed except for medically necessary motorized wheelchairs.

5-5.16 Car and/or truck batteries will not be permitted.



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5-6 Music and Sound Equipment:

- 5-6.1 Pre-recorded music is to be uploaded to the Competition Suite website by the unit's primary contact, or whomever is designated as the administrator, by the announced deadline communicated by TMA.
- TMA's deadline for the music to be loaded to Competition Suite is Thursday at 5pm prior to that Saturday's contest.
 - TMA will download your soundtrack from the Competition Suite website.
 - It is the units' responsibility to maintain a current soundtrack within Competition Suite.
 - TMA may allow the units to provide music on a CD or thumb/flash drive for a short adjustment period.
- 5-6.2 Directors are to bring a backup copy of your music to all contests.
- 5-6.3 If you are using any other type of equipment, MP3 player, iPod, iPhone etc. you must bring it and plug it into the TMA sound system.
- TMA will not be responsible for the operation of your equipment.
- 5-6.4 There should be no more than a 15 second time lapse between when the CD/Soundtrack starts, and the music begins.
- 5-6.5 Current TMA Sound Equipment:
- Laptop CD Player
 - Amp: Mackie 400-Watt 6 Channel Mixer Amplifier
 - Speakers: 4 Fender Speakers
 - Apple notebook for soundtrack playback
- 5-6.6 Winds and percussion units will have a designated area for Audio Engineers in the upper level towards the upstairs judges, between the Effect and Music Judges, where possible. This area will be marked by the TMA staff prior to the start of the event.
- 5-6.7 Units may manipulate their soundboard by using a remote-controlled wireless device through a self-supplied wireless network in the contest area. The soundboard must remain in the competition area.
- 5-6.8 A performer in the competition area must control any lighting.



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5-7 Performance Area:

- 5-7.1 For the purpose of interpretation, the “competition area” shall measure a minimum of sixty by ninety (60’x90’) feet and does not include entry ramps, hallways, nor any bleachers or seating area
- 5-7.2 The circuit provides a tarp for all contests. Tarp size is at least sixty by ninety (60’x90’)
- 5-7.3 Ensembles may not use “floors” (tarps) larger than sixty by ninety (60’x90’) feet. Unless outlined by WGI elsewhere
- 5-7.4 Ensembles are permitted to utilize the entire designated competition area for their performance
- 5-7.5 Performers must begin within the designated competition area
- 5-7.6 There can be no choreography outside the competition area
- 5-7.7 All props must be in the designated competition area

5-8 Penalties:

- 5-8.1 Should a unit director/representative wish to file a formal protest regarding penalties, the process is as follows:
- Verbally notify the Contest Director. This will initiate a conference with the unit director/representative, contest director, and Judge who issued the penalty to discuss the penalty
 - Due to contest logistics, the contest director may confer with the judge in question without the unit director/representative present if necessary or;
 - Write a formal letter of protest to the President of Tristate and the Unit director/representative will have the opportunity to present to the Executive Board and representative of the appropriate Judge.

5-9 Copyright:

- 5-9.1 TriState Marching Arts (TMA) requires all participating groups to comply with copyright laws regarding performance and music licensing.
- This includes the use of arrangements of copyrighted music and visual images; furthermore, it also includes other materials such as: the use of copyrighted audio, spoken text as well as the display of copyrighted words and images
 - If copyright violation is found to exist, disqualification may occur



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- 5-9.2 Due to copyright regulations, videotaping of unit performances is strictly prohibited.
- TMA will not provide performance DVDs nor provide any video passes
 - Units competing in TMA events take full responsibility for any copyright violations involving the video recording and sharing of their competition performance
 - For additional resources on copyrights, please see the WGI manual for your division.

5-10 Critique:

5-10.1 Critique may occur at the discretion of the Contest Director.

5-10.2 The Critique will start at a designated time as per the TMA contest schedule, or the conclusion of the competition, as determined by the Contest Director.

5-10.3 Recaps will be available through Competition Suite prior to critique.

5-10.4 If you are not present in the critique area when your unit is called, you will go to the end of the list.

5-10.5 Unit Critique sessions could last up to 20 minutes with no more than 5 minutes with each of the judges or group of judges.

5-10.6 A unit's entire staff may attend the critique with the judges only after the director/staff have listened to their judges' comments.

5-10.7 If percussion is on first, their critique will begin ½ hour after the last line is on. It will be on "Open Critique", where performers will be allowed to attend at their director's discretion.

- Normal rules apply if percussion is on last

5-11 Contest Restrictions:

5-11.1 There is absolutely no cooking or smoking in any of the buildings.

5-11.2 Unit directors, representatives, parents or staff are not to consult judges at any time either before or during a contest.

- Questions relating to the actual contest are directed to the Contest Director

5-11.3 No one, other than the official contest personnel, will be allowed in the tabulating area.



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Section 6: Judges

The TriState Marching Arts judging roster will be utilized to adjudicate all TMA contests, unless the Board of Directors determines that a replacement is necessary.

6-1 Judging Assignments:

6-1.1 All judging panels will be decided, and controlled, solely by the assigned Judge Coordinator.

- If issues arise concerning assignments, the Judge Coordinator(s) should be notified, and all input will be taken into consideration.

6-1.2 Any unit may request judge assignments.

- This written request should be given to the Judge Coordinator(s) for consideration.
- Once the request is filed, issues of availability, cost to the sponsor, and current assignments will be considered.

6-1.3 The number of adjudicators for percussion will be determined by the amount of percussion units attending.

- The percussion Focus show and Championships will have a double panel assigned to these shows when 25 percussion units or more are scheduled at the respective event.
- If there are one to five percussion lines, one judge will be utilized on PA (visual and GE will be covered by already assigned guard judges).
- If there are less than six (6) moving lines, VIS will be supplied by an attending guard judge.
- If there are six or more moving lines, a separate, percussion visual judge will be provided and will be available for percussion critique.
- The Judge Coordinator can make a request to waiver from the above criteria to the Board of Directors for review and approval each season.

6-2 Conflict and Complaint Process:

6-2.1 Should a unit director/representative wish to file a formal protest concerning a particular judge, the process is as follows:

- The instructor's critique sheet and the judge's commentary must be turned into the Contest Director or directly to the Judge Coordinator(s) within one week of the contest date.



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- 6-2.2 Upon receiving two (2) formal complaints, from two (2) different units, a review committee will be convened.
- This committee will consist of the Judge Coordinator, Board of Directors Representative, and a member of the Executive Board.
 - Action taken at the review may range from discussion at the review board with no additional action taken, up to, the removal of the judge from the roster until adequate, additional education is completed.
- 6-2.3 If a member of the review committee is the adjudicator of concern, another member from the Executive Board will replace the adjudicator.
- If the unit director/representative filing the complaint is a review committee member, another member from the Executive Board will replace them

Section 7: Championships

Deadline for entry to Championships is January 15th

The first championship weekend would be for the guard classes of Scholastic Regional A-2, Scholastic Regional A, and Junior class only.

The top three (3) units from each round, plus the next six (6) highest scores from the class will proceed from Weekend 1 to Weekend 2.

Should a group from the top three (3) or next highest six (6) choose not to attend weekend 2, an invitation will be sent to the next highest scoring unit, in order, until a full round of 12 is made, where possible.

The second championship weekend will be a finals only event at one location for guard class Scholastic A-2 and all WGI recognized classes for Guard, Percussion, and Winds, as well as those units progressing on from weekend 1.

A full retreat will be held at Weekend 1 and Weekend 2 events however, medals will only be given out at the Weekend 2 retreat for all classes.



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7-1 Eligibility:

7-1.1 Guard Units:

- Winter guard units must attend one (1) of the first three (3) competitive shows of the season in order to be eligible for championships.
- Winter guard units must also compete in two (2) additional TMA sponsored contest during the season in order to be eligible for championships.
- Winter guard units that attend a WGI Regional event may count one (1) WGI Regional event as a TMA show in order to meet the three (3) show requirement for championships; however, this may not be used to waive the first three (3) weekend requirement.
- Units wishing to use a WGI Regional event as part of the three (3) show requirement must provide proof of WGI registration to the TMA Executive Director by January 15th.
- The units seeding for TMA Championships will be based only on TMA events attended per our normal seeding process. WGI Regional scores will not be used.

7-1.2 Percussion Units:

- Percussion units competing in WGI recognized classes are required to perform at two (2) TMA sponsored contests.

7-1.3 Winds Units:

- Winds units must perform at two (2) TMA Circuit sponsored events, which can include Preview Show, if offered.

7-1.4 World Class Units (Guard, Percussion, and Winds)

- Each unit must perform at two (2) TMA Circuit sponsored events to be eligible for Championships AND may use a WGI Regional event as a qualifier.
- World Class color guard units are also excluded from all other policies under 7-1.1



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7-2 Performance Order:

7-2.1 Seeding

- Championship’s performance order will be based on a seeding process.
- Each week of competition, units will receive a raw score.
- A raw score is defined as your score achieved after any penalties.
- The raw score will then be given additional points based on the matrix listed below, resulting in an add-on score for that week.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
9 Week Season	12	10.5	9	7.5	6	4.5	3	1.5	0
8 Week Season	10.5	9	7.5	6	4.5	3	1.5	0	N/A

- The unit's top 2 add-on scores from regular season competitions will be used to determine seeding.
- The formula is Highest add-on score (A) + Second Highest add-on score (B). A+B= the seeding score.
- The resulting ranking list will be used to assign units to their order of appearance at championships.
- A comparison of the unit's single, highest raw score will break any ties.
- If the tie still exists, a representative of the board will flip a coin to break the tie.

7-2.2 Rounds

- If there are more than 12 units participating in a class at championships, the ranking list, created by the seeding process, will be used to determine which round the unit will be placed.
- They will be pulled into rounds based on their ranking, splitting odd numbers (Last Round) and even numbers (First Round) to separate rounds.
- Within the round, there will be a random draw for performance order based on top half and bottom half. If there is an odd number in the round, the middle seat will be drawn with the top half.



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- Each round will have a bronze, silver, and gold medal winner. The highest scoring unit in the class, regardless of round, will be recognized as the Grand Champion.

Section 8: Promotions, Appeals, and Reclassification

8-1 Regular Season Promotions:

- 8-1.1 For all A, Open, and World units, a promotion can only be made by WGI or at the recommendation of the Chief Judge.
- 8-1.2 No Units will be promoted after the first weekend in March unless otherwise promoted by WGI.
- 8-1.3 Units will be promoted to the next appropriate classification by a series of numerical triggers. If the unit receives a gross score that is equal to or higher than the promotion score for that weekend (matrix below), they will be promoted.

8 Week Season	SRA-2 to SRA	SRA to SA-2	SA-2 to SA
Week 1	55	65	64
Week 2	57	67	66
Week 3	59	69	68
Week 4	61	71	70
Week 5	63	73	72
Week 6	65	75	74
Week 7	No promotion	No promotion	No promotion
Week 8	No promotion	No promotion	No promotion
9 Week Season	SRA-2 to SRA	SRA to SA-2	SA-2 to SA
Week 1	55	65	64
Week 2	57	67	66
Week 3	59	69	68
Week 4	61	71	70
Week 5	63	73	72



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Week 6	65	75	74
Week 7	67	77	76
Week 8	No promotion	No promotion	No promotion
Week 9	No promotion	No promotion	No promotion

8-1.4 Upon achieving promotion scores at a regular season contest, a meeting with the Executive Director or Contest Director and unit director will take place to review the decision on site. A unit may request the Chief Judge be present as well or for a follow-up conversation.

8-1.5 Units will only be promoted one classification per weekend.

8-1.6 The unit will be scheduled into their next show in the new class.

8-1.7 Groups promoted to a new class during the season are recommended to attend at least one (1) additional show in their new class to ensure proper seeding. Should a group not attend, their scores from the prior class will still be used for seeding in the class.

8-2 Promotion at Championships:

8-2.1 A championship score of 78 or higher will promote an SRA-2 unit to SRA the next year.

8-2.2 A championship score of 80 or higher will promote an SRA unit to SA-2 the next year.

8-2.3 All championship medalist in SA-2 will be promoted to SA the next year.

8-3 Appeals:

8-3.1 Any unit promoted following circuit championships may submit an appeal to the Board of Directors prior to the first contest of the following year in order to remain in their lower class.

- Units should send an email to Tristatemarchingarts@gmail.com and provide the reasons for and to support the appeal.

8-3.2 Any unit promoted following circuit championships, that submits a request to remain in their lower class, and their request is approved, will be reviewed if:

- Their score is 3 points higher than the next highest score in their class or.
- By recommendation of the Judge Coordinator(s).

8-4 Reclassification:

8-4.1 Units that have scored below the minimum standard score in their classification (20 points below the promotion score that weekend), have the option to remain in that class or move down a class.

- This is at the unit Directors discretion

8-4.2 Any unit misclassified will be reclassified by the decision of the Board of Directors.

8-4.3 This must be done prior to the last three weekends leading up to championships, unless it is the unit's first show.



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8-5 Mentorship:

8-5.1 Any unit promoted either during the regular season or at championships will be contacted by the Educational Director and offered assistance and support in the new class. The promoted unit will determine what level of mentorship they feel is appropriate.

Section 9: Scholarships

TriState Marching Arts offers a scholarship program that awards three (3) \$500.00 scholarships to deserving pageantry participants.

Scholarship funds are to be used for educational expenses only.

Scholarship questions should be directed to the TMA Treasurer and Executive Director.

9-1 Scholarship Determination:

9-1.1 Unless otherwise negated below, there will be on scholarship awarded to each of the following groups.

- Scholastic Guards
- Independent Guards
- Percussion/Winds Units

9-1.2 There must be a minimum of two (2) independent guard applicants before a separate Independent Guard Scholarship can be awarded. Less than this and the Independent Guard applicants will be included with the Scholastic Guard Scholarship applicants.

9-1.3 There must be a minimum of fifteen (15) percussion/winds units participating in the Circuit Championships to award a separate Percussion/Winds Scholarship. Less than this and the Percussion/Winds applicants will be included with the Scholastic Guard Scholarship applicants.

9-2 Eligibility:

9-2.1 Units are not limited on the number of candidate applications.

9-2.2 The candidate's unit must be an active member of TriState Marching Arts.

9-2.3 The candidate's unit must attend the TMA Championships contes.t

9-2.4 Candidates must be a high school senior or already attending a college, university or technical school.

9-2.5 Candidates must be active, marching members of a TMA unit.

9-2.6 Scholarship applications must be complete, along with supporting paperwork, or the application will not be considered for a possible scholarship.

9-2.7 Candidates must submit a completed TMA Scholarship Application within a predefined time limit.

- Deadline dates will vary each year and are based upon the circuit championships. Refer to the Scholarship Application for the current year's deadline date



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9-2.8 Candidates may apply each year, if all the guidelines are met.

9-3 Review Process:

9-3.1 A committee consisting of members representing the TMA Staff, whose decisions will be final, will make the selections.

9-4 Awarding of the Scholarship:

9-4.1 Scholarships granted will not be less than \$500.00 per candidate.

9-4.2 Scholarships granted will be paid by check, written to the candidate and their school.

9-4.3 Scholarships will be granted for one year only.

9-4.4 Scholarship winners will be announced at TMA Championships.

All policies and rules are subject to change at the Board of Director's discretion.

Units will be notified of any changes through email.

TriState Marching Arts follows all WGI Rules and Policies except where outlined in this document as different. Please review the current WGI Rule Books for your division to ensure all other policies are being followed.

For Questions, please email Tristate@tristatemarchingarts.org