



## Policy Manual

### I. MEETINGS

An annual meeting shall be held following the completion of the season prior to June 30. An announcement of a specific date for such meeting shall be made by or before the MCCGA Championships. Additional meetings shall be held at the discretion of the Executive Board.

### II. ANNUAL ELECTIONS

1. The positions of President, Vice-president, Treasurer, Public Relations, and Education Director shall be elected on a staggered two-year rotating basis and are considered voting members.
  - a. President, Public Relations, and Education Director positions will be voted on in even summers
  - b. Vice-president and Treasurer will be voted on in odd summers
2. The Percussion Coordinator and Percussion Assistant Coordinator shall be elected on a staggered two-year rotating basis and are considered voting members.
  - a. The Percussion Coordinator will be voted on in odd summers
  - b. The Percussion Assistant Coordinator will be voted on in even summers
3. The Chief Judge will be considered as an advisory position with no executive voting privileges. The President will make suggestions for the appointment of this position to be confirmed by the Executive Board annually.
4. Regional Chairs shall be elected by the general membership of the region the chair is being elected to represent on an annual rotating basis and are considered voting members.
  - a. Kansas City Chair to be elected in 2009 and every third year after
  - b. St. Louis Chair to be elected in 2010 and every third year after
  - c. Springfield Chair to be elected in 2011 and every third year after
  - d. Arkansas Chair will be elected in 2015 and every third year after
5. Color Guard and Percussion Advisory Boards – The Color Guard and Percussion Advisory Boards will be comprised of four (4) Color Guard and three (3) Percussion At-Large Representatives.
  - a. No individual may hold more than one of these positions at a time
  - b. These positions will be elected on a yearly basis via email during the summer meeting.
6. In order to be elected to any position (Except class representative) you must have attended a meeting in the last calendar year (including the meeting that day).
7. All officers shall be at least twenty-one (21) years of age upon election to office.

A. Each member unit shall be allowed one (1) delegate and two (2) alternates whose names shall be registered at the time of application and acceptance. Only one of the aforementioned delegates or alternates will be allowed to vote at general meetings. Any change in delegates or alternates needs to be sent to the President no less than one week in advance of general meetings. In the event that no registered delegates representing a unit are present, that unit will not have a vote at that meeting. **NO PROXY VOTES WILL BE ACCEPTED.**

B The President shall cast a vote only in the case of a tie.

C Each delegate may represent only one (1) unit per meeting.

D. A unit's membership fees must be paid before that unit has the right to vote.

E. Each member of the Extended Board shall have a single vote at any General Meeting of the Membership, but may not vote as both an Extended Board member and as a unit delegate. The President will not be allowed to cast two votes, one vote cast as delegate and the other vote cast as a tiebreaker.



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### **III. STEERING COMMITTEE**

The Color Guard Steering Committee will be comprised of five (5) individuals who are appointed by the Chief Judge with approval by the Executive Board. The chair of the committee will be the Chief Judge who shall have the same right to vote in all matters as other members of the Committee.

The primary role of the Steering Committees will be to hear all appeals or requests regarding class changes and review all promotions made during the season as defined in the By-Laws and Rules of MCCGA. In The Chair will bring to the Committee all business in a timely manner. If a vote is required of the Committee relating to such classification issues, such vote will be taken and the ruling will be final (there is no appeal of the ruling to another MCCGA board or committee). The Committee may also be requested by another board or committee to give input or advice and such input or advice will be communicated by the Chair.

### **IV. FESTIVAL APPLICATION AND PROCEDURES**

- A. MCCGA sanctions festivals sponsored by member units. Members can apply to sponsor a festival, the MCCGA sponsored WGI Regional or MCCGA Championships by fully completing an application and returning it, along with the site information requested by the deadline specified by MCCGA. The Regional festival is awarded in connection with WGI.
1. The MCCGA sponsored WGI Regional and MCCGA Championships will not be awarded to the same institution, organization, or school.
  2. In order to host a festival, the prospective Festival Host must certify that all requirements stipulated on the Festival Host Application Form have been met. The MCCGA Board reserves the right to have a representative inspect the facility to ensure this prior to awarding a festival.
  3. Festival hosts are required to utilize a high quality sound system.
  4. Festival hosts must have at least one (1) competing unit during the season in which they host.
5. Festival Host Applications shall be returned by June 1<sup>st</sup>. The schedule will be posted no later than July 1<sup>st</sup> OR TWO WEEKS AFTER THE WGI SCHEDULE IS RELEASED, WHICHEVER IS LATER.
- B. Festival sponsors pay MCCGA a sponsorship/administration fee of \$1,000.
1. Prelims/finals festival sponsorship fee is \$1,000
  2. Initial payment is due with the application
- C. The MCCGA Board reserves the right to limit the maximum number of entries to any festival to the number the Board feels the facility can adequately handle.
- D. Festivals should follow our standard format:
- a. The show begins at a set time and the order of classes as follows: Guards will perform in the following order: Middle School/Junior High, Novice Class, Regional A, Independent Regional A, Scholastic C, Scholastic B, Scholastic A, Independent A, Scholastic Open, Independent Open, Scholastic World, Independent World. The structure of the show itself will be determined by the show hosts and the festival director with Executive Board's approval.



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2. Unit's performance time is by random draw creating a new contest order at each event. This draw will be randomized and overseen by the Executive Board prior to each contest. Those units who are eligible for early entry and meet the requirements of payment of fees within 30 days of entry shall be randomly drawn and perform in the later performance slots of their class/round. All other units will be randomly drawn and perform in the earlier time slots of their class/round.

a. The number of percussion shows within the circuit will be determined by the MCCGA executive board. The executive board will allocate number of percussion events based on requests to host an event in respective region(s), dates submitted to host in respective regions, and facilities. The executive board must keep as a minimum 2 shows per region should there be requests to host and fulfill this minimum number of events.

b. Prelims/Finals formats will be awarded at the discretion of the Executive Board.

c. The MCCGA Vice-President shall facilitate the scheduling of units.

E. In MCCGA Festivals and Championships, any class that has more than 12 units performing shall be divided into equal rounds with not more than 12 units in each round. Each round will be a separate "contest" for purposes of rating, ranking, and awards. Rounds at Championships will be seeded in a manner similar to the method used by WGI for seeding the World Championships rounds [Regionals for festivals].

### V. FESTIVAL PROCEDURES

A. Units performing at MCCGA festivals should not be required to perform before the time stated in the latest schedule published by MCCGA, typically the Thursday before the event. All units will be ready to perform at the assigned times. Each MCCGA festival (excluding Championships) will be capped at seventy (70) maximum number of units, color guard and percussion combined. Should a festival reach the 70 maximum, any unit entering the festival after the maximum has been reached, regardless of unit type, shall be placed on a wait list. If a unit is removed from said festival, the entry will be replaced by those on the wait list, by date of entry, regardless of unit type. Final Festival information will be postmarked (hard copies through the mail and via the MCCGA website) one (1) week prior to that Festival by the Festival host. This information will include:

1. written directions to the site including a map or maps
2. a map of the facility showing where units will enter and exit, which side is the front (performance side) and any other pertinent details
3. descriptive text about the performance area (the gymnasium), as well as dimensions, and the warm-up facilities.
4. other pertinent information concerning the Festival (dressing rooms, sound checks, food options, booster sales, parking, etc.)

5. Unit Fact and Declaration Sheet should be completed on line prior to the date of a unit's first festival. . . .  
Marching members plus seven (7) will be admitted free. All others must pay admission. This includes equipment crew, instructors, parents, designers, drivers, etc. In addition to the seven (7) extra passes, one director from each unit will receive a Director's Pass that will be honored at all MCCGA festivals, except the MCCGA sponsored WGI Regional.



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B. All equipment will be inspected for proper taping and padding prior to warm-up. This includes any props that come in contact with the floor of the performance area. Please reference the MCCGA Board policy for more details.

### C. VIDEO TAPING AND PHOTOGRAPHY POLICY:

1. AT MCCGA CHAMPIONSHIPS ABSOLUTELY NO VIDEO TAPING WILL BE ALLOWED.
2. At WGI Regional(s) units will be assigned one(1) video pass only (per WGI rules)
3. In order to protect the safety of our performers, absolutely NO FLASH PHOTOGRAPHY is allowed during a performance. Photography without a flash is acceptable.
4. Unit Directors, Instructors, Designers, and managers are strongly encouraged to help inform their member's family, friends and parents of this policy.

D. Awards are only presented at MCCGA Championships.

E. The number of participants allowed into finals format will be at the discretion of the Festival director and will be published in advance. (Refer to Article V.A.)

F. Festival hosts will set admission prices at \$7/adult, \$5/student (5-18 years of age), 5/senior (60+ years of age), and allow free admittance for children under 5 years of age. This shall not apply to MCCGA Championships, MCCGA Percussion Supershow or the MCCGA-sponsored WGI Regional.

### G. MEMBERSHIP AND FESTIVAL ENTRY

Refer to the Color Guard or Percussion Rulebooks for information regarding membership fees and festival entry deadlines.

### H. CANCELLATION POLICY:

1. You may cancel from any festival up to four (4) weeks prior to the festival date with no financial penalty.
2. Cancellations within four (4) weeks of a festival are subject to a \$100 penalty payable to MCCGA, who will then reimburse the festival sponsor
3. Payment will be required before you may attend your next MCCGA Festival.
4. Festival Hosts will enforce this policy (i.e. keep track of cancelled units and pass along the information to both the MCCGA Treasurer AND the host(s) of the subsequent festival(s) with the backing of the MCCGA Board of Directors.)
5. Festivals cancelled due to inclement weather will not incur financial penalties.
6. Should your unit be required to withdraw from a festival on a day with inclement weather in your area or due to the policy of a school administrator, or other extreme circumstances (i.e. acts of God or nature, theft, fire, etc.) financial penalties will not be incurred.
7. Should a unit be required to withdraw from a festival on a day with inclement weather due to the policy or direction of a school administrator, the unit will have seven (7) calendar days from the date of the withdrawal to request admittance to another festival. Requests will be made to [festivalchanges@mccga.org](mailto:festivalchanges@mccga.org). Admittance subject to the number of units already registered for the requested festival as stipulated in the MCCGA Policy Manual Section V.A. Festival Procedures.
8. To request a schedule change units must send an email to: [festivalchanges@mccga.org](mailto:festivalchanges@mccga.org).



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- I. Festival Directors are appointed by the President with approval of the Executive Board. Potential Festival Directors will be pulled from either the Extended Board or individuals who have had extensive experience and are capable of administering a festival. The MCCGA Representative serving as Festival Director at a festival will be compensated on a scale voted on by the Full Board. When practical, the Festival Director will not have a unit at the festival. The job of Festival Director requires the assigned person:
  1. to act as a contact for the festival host in the weeks leading up to a festival
  2. be responsible in delivering either the tabulation program on disk or on a circuit laptop
  3. be responsible in instructing and monitoring the tabulation throughout the festival
  4. address sound issues and other problems that may arise throughout the day of the festivals
  5. and in general, perform all duties incidental to the role of the Festival Director, and other such duties as may be assigned by the President
- J. In case of any ties that determine order of performance at an MCCGA Festival or Championships, the unit with the earlier postmark date will perform later. In the event of a tie in postmark dates, a coin flip will determine which unit performs last.
- K. In any Festival or at the MCCGA Championships, any class that has more than 12 units performing shall be divided into equal rounds with not more than 10 units in each round. Each round will be a separate “festival” for purposes of rating, ranking, and awards.
- L. Exhibition performances are open only to:
  1. Pageantry groups otherwise ineligible for MCCGA membership (cheer, dance, pom, etc.)
  2. Units that are MCCGA members and are acting as Festival Hosts that day (one unit per festival)
  3. Units that would otherwise qualify as Middle School/Junior High units that are members of MCCGA or have paid the requisite entry fee for the festival (taped commentary is available to these units)
  4. Exhibition performances will not have commentary or scores provided by the adjudication panel and such performance would not count for eligibility for MCGA Championships.
5. At all MCCGA events, scores will not be announced for any unit in the JH/MS or Novice classes. At Championships, only rankings will be announced for these classes. Recaps for all classes will be posted to a website where they may be viewed only by directors or staff of MCCGA units. Recaps for all classes other than Middle School/Junior High and Novice will be posted on a website available to the general public.
- M. Reduce the number of total percussion shows within the circuit from 10 to 8. Two percussion shows in each region of the circuit, Kansas City area, Saint Louis area, and Springfield area with the other 2 additional shows being the Percussion Circuit Regional and Percussion Championships.
- N. Competition Suite will be utilized as the tabulation program at all MCCGA festivals and Championships.
- O. Timing and penalties for lack of equipment time and/or length of show will be waived during the first two (2) weekends of the MCCGA season. Penalties for over interval time and/or boundary violations will be enforced at all MCCGA festivals.



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### VI. TAPING AND PADDING POLICY

To assist in defining for our units and our festival hosts the rules MCCGA will enforce relative to padding and taping equipment, the MCCGA Board has developed the following policy and examples. It must be noted that penalties for violating these rules may only be enforced by an MCCGA Festival Director or judge. This includes whether particular equipment is allowed to enter the performance area.

#### A. Percussion

According to WGI Percussion rules:

“For the protection of the wooden competition floors, all equipment must be properly taped or otherwise be prepared to assure that damage to the floors will not occur. Inspection will occur at all Regionals and Championships. Damage to the floor such as may occur by dragging the tympani; wheels on carts locking, etc. will be the responsibility of the ensembles and is subject to penalty.”

Clearly this is a vague and broad definition and the subsequent penalty is as well (.1 up to disqualification at the discretion of the Chief Judge). The rationale for the rule is that any item that may cause damage to the floor must be taped or padded to provide protection. It is important to note that the rule allows for penalties for damaging the floor, not for not taping or padding equipment.

So, it is not against the rules to not tape or pad equipment, but it puts the unit at risk for not doing so and, as an MCCGA policy to protect our festival hosts, the following items must be taped or padded prior to entering the performance area (regardless of whether the unit uses a tarp or not):

- Tympani pedals (where the tympani pedal rests on or near the floor)
- Vibraphone, chime, or other pedals (where such pedal may touch and damage the floor)
- Music stand bases
- Wheel locks that may contact the floor (if they are long enough to do so if overextended)
- The bases of any props
- Additionally, all wheels on carts and equipment must be in good working order

This list is meant to be an exhaustive list. If there is an item that a festival host believes may cause damage to the floor, it is imperative that the Festival Director be advised immediately so that the festival is not delayed. Only the Festival Director may prohibit a piece of equipment from entering the performance area.

#### B. Color Guard

According to WGI Color Guard rules:

“All equipment tips on rifles, flagpoles, and sabres must be padded or taped. The bottom of all props, flats and scenery made of wood, metal or PVC type plastic must be padded or taped so as not to damage the floor. Soft soled shoes need no added protection. Hard-soled shoes must be taped.”

This rule is fairly specific and the penalty is as well (2 point penalty). Relative to the protection of equipment, the penalty is for not having padded or taped the equipment, irrespective of the damage done to the floor (this sort of damage is often hard to tell because marks are typically small and made under the tarp laid on the floor). Consequently, units that refuse to tape or pad their equipment will be subject to penalty even if they leave no mark on the floor.

However, relative to props, the rule is that they be padded or taped so as not to damage the floor. The intent here is clearly to prevent damaging the floor through dragging or otherwise harming the floor in setting up, performing, and tearing down these props. This can include malfunctioning wheels, dragging a prop on its (non-taped) side, etc...



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To define this rule, the following items must be taped or padded prior to entering the performance area (regardless of whether the unit uses a tarp or not):

- Flag pole tips (if a hard plastic cap is used, it must be padded or taped)
- Rifle tips and butts (this does not include the bolt, strap, or any other part of the rifle)
- Saber tips and the base of the hilt (this does not include the blade or the sides or face of the hilt; only the end where the hilt attaches to the saber)
- Any other prop equipment (sickles, poles, sticks, etc...) that has a tip or end must have each end taped or padded
- The bases of any props
- Additionally, all wheels on carts and equipment must be in good working order

This list is meant to be an exhaustive list. If there is an item that a festival host believes may cause damage to the floor, it is imperative that the Festival Director be advised immediately so that the festival is not delayed. Only the Festival Director may prohibit a piece of equipment from entering the performance area.

### VII. SCHOLARSHIPS AND AWARDS

1. The Public Relations Administrator will annually gather a committee to award scholarships to MCCGA participants. The number of scholarships available each year and their amounts will be determined by the Executive Board. Each performing unit may submit one scholarship applicant approved by the unit director.
  2. Applicants must be an active performing member of a unit that attends MCCGA Championships.
  3. Applicants must be in their senior year of high school or currently attending college.
  4. Applicants may represent either a MCCGA winter guard or winter percussion unit, but not both.
  5. All applications must be postmarked/mailed on or before the last Friday of February.
  6. The application for the scholarships will be posted on the MCCGA website by February 1.
- A. The President will accept nominations for the Volunteer of the Year Award. The full MCCGA Board will determine the recipient of the Volunteer of the Year Award. An application for this award will be available on the MCCGA website by February 1.

### VIII. SOUND POLICY (Color Guard)

1. All color guards should do a sound check at the designated times provided in the contest information packet to ensure the playability of any device or CD.
2. Color Guard is responsible for providing the method that music will be played. e.g CD, MP3, completer, etc.
3. Color guard must provide their music in a timely manner to the designated sound operator. Any delay in providing music is the responsibility of the color guard.
4. Color Guard must have a designated person at the sound table to operate any device provided to play music such as MP3 players or computers. Guard's representative is responsible to set up and play device. If a CD is provided, the color guard representative must instruct the sound operator as to what track or other relevant information is needed to start the music when directed by the Timing and Penalty judge or after the color guard's introduction.
5. If the color guard has an issue with the music such as music is too soft, it begins in the wrong place or skips, the color guard's representative must make the decision to stop the music and tell the operator to stop the music
6. Interval timing will continue as the color guard resets and begins again. The Contest Director has the sole discretion in waiving any timing and penalty due to the restart. If the stoppage is



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- due to faulty sound equipment, operator error or an unexplained reason, the overtime penalty may be waived.
7. Issues related to the equipment provided by the color guard, quality of the CD or the color guard representative's error will result in the actual interval timing being used and penalties, if any, being assessed.
  8. Volume direction must come from the color guard representative at the sound table. Direction will not be taken from the audience viewing area or across the floor. Final volume discretion is given to the sound operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level.
  9. The color guard representative may provide direction to the sound operator during the performance regarding equalization.
  10. It is the responsibility of the color guard to provide their music for each performance and to ensure that their soundtrack is working appropriately. CD's may not be left at the sound table between performances.
  11. Under no circumstances will verbal abuse of the sound table operator be tolerated.

### IX. YEARLY CALENDAR

This calendar is included to help the unit directors know what to expect during the year and/or season

#### October

First Monday of October-1<sup>ST</sup> day to accept Membership/Entry form for those units represented at the annual meeting

Second Monday of October – 1<sup>st</sup> day to accept Membership/Entry Form (earliest accepted postmark)

#### November

Second Monday of November – Deadline for membership fee discount

#### December

Second Monday of December – Deadline for membership registration and festival entry and receipt of all fees

#### February

Varying – Deadline for guards to have first performance for Championships eligibility (See Rule V.B.1.)

Varying – Deadline to enter MCCGA Championships (4 weeks prior to Championships)

Last Friday of February – Scholarship Forms due

#### March

Varying – Deadline to enter MCCGA Championships (4 weeks prior to Championships)

Varying – Last weekend scores can be used for Championship seeding (one week prior to Championships)