

Carolina Indoor Performance Association



CAROLINA INDOOR PERFORMANCE ASSOCIATION

2012 Participant Handbook

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2012 Participant Handbook

Part I – General Membership

I. CIPA MEMBERSHIP FEES & BENEFITS

All members must meet the financial obligations in order to retain membership privileges such as performing, voting, etc.

Each unit will receive a set number of staff badges at its first competitive appearance each season. The person who checks in the group at the first contest will receive these badges. These will be laminated badges that grant the wearer admission to CIPA events without charge. Show hosts will no longer provide staff passes to units. These badges are the responsibility of the unit, and will not be replaced by the circuit in case of loss.

Primary units will receive 7 badges, secondary units will receive 5, and tertiary units will receive 3. In addition, at the time of online registration units may elect to purchase a “Plus Pass” for \$200 which will provide them with an additional 7 staff badges. This plus pass must be purchased at the time of registration and will not be offered separately.

Also, each primary ensemble who has at least one representative attend a minimum of two CIPA meetings in a season will receive an additional badge registered to that unit. For purposes of this benefit, no person can represent more than one ensemble at a single meeting. Ensembles are welcome to send as many representatives as they'd like, but only one badge will be issued per ensemble.

A. Membership Fee

CIPA's annual membership dues are dependent on the number of units each school or organization fields that competition season and are as follows:

**Note: A percussion unit cannot be second to a guard unit nor may a guard unit be second to a percussion unit*

Primary Guard	\$300	Primary Percussion	\$300
Second Guard	\$200	Second Percussion	\$200
Third Guard	\$150	Third Percussion	\$150

- ❖ Membership dues are non-refundable, and checks should be made payable to the *Carolina Indoor Performance Association*.
- ❖ There will be a late fee of \$25 per unit for any membership dues postmarked or turned in after Jan 2nd of the contest season.
- ❖ The last date to join the circuit with late fee is the day of the last qualifying show of that unit's type (guard or percussion) of the contest season.

B. Performance Bond

Each performing unit will pay a one-time \$50 performance (or surety) bond payable with CIPA dues. This performance bond will remain with the circuit until it is used to pay a non-performance penalty, or the member unit requests the bond refunded. Any unit that withdraws from a contest without proper advance notice to the contest director will forfeit their performance bond and may not appear in another CIPA-sponsored event until a new performance bond is paid. In the case of forfeiture, the bond will be split evenly between the circuit and the show host to help offset costs (ex. \$25 to the circuit and \$25 to the show host).

- ❖ CIPA Board of Directors may waive forfeiture in the case of an extenuating circumstance.

- ❖ All requests for repayment must be made in writing to the circuit treasurer after the completion of the season. A unit that goes inactive must request their bond repaid before the first contest of the second inactive season. Any funds left after that time will roll over to the circuit's general fund.
- ❖ In the event of a shortage of funds, the circuit may access the performance bond account to maintain the organization's solvency. Any funds used by the circuit will be repaid at the conclusion of the season with profits from championships.
- ❖ 2011 members in good standing do not owe this bond.

C. No-Show Penalty

In addition to the performance bond, any unit that does not appear at a contest for which they register will be charged a withdrawal penalty unless they notify the CIPA Contest Coordinator at least one week prior to their performance. If the unit provides notification during the week prior to the contest, they will be charged a \$50 penalty in addition to the \$50 performance bond to be split equally between CIPA and the show host. If a unit "no-shows" with no notification, the unit will be charged a \$150 penalty in addition to the \$50 performance bond (\$50 to the circuit and \$150 to the show host). No unit with outstanding fees will be allowed to appear in a CIPA event until their account is settled.

The executive board may waive penalties in extreme circumstances such as administration not allowing the unit to travel, inclement weather or other issues of safety. Proper documentation will be required in these cases.

II. CIPA CONTEST FEES

Each performing ensemble must pay a fee for each contest in which they plan to participate. This contest fee is as follows:

Members	\$25 per show
Non-Members	\$75 per show
Championships	\$75

CIPA participants may begin to register online when the service becomes available. Fees may be paid via the circuit website, turned in at any general membership meeting, or mailed to:

CIPA Treasurer
Paige Duke
815 Shoresbrook Dr.
Spartanburg, SC 29301

A unit's contest application is not complete until their complete fees are received by the circuit.

III. CIRCUIT CONTESTS

Units must provide in a clearly labeled USB jump drive at check-in, and will receive their judge's media back on that jump drive. No CD's will be burned.

Drawing for show order will be done by the Board of Directors at the December meeting. Any unit who's application is not complete until after this time (i.e. fees paid in full) can expect to perform first in their class.

Shows are considered closed two Saturdays prior to each contest or when the show host and Contest Coordinator deem the show is full, whichever comes first.

Non-members may register for as many regular season shows as they wish, but may not participate in Championships without joining the circuit and meeting performance requirements.

The CIPA contest season will not begin before the fourth Saturday in January.

IV. CHAMPIONSHIPS

A. Qualification

In order to qualify for CIPA Championships a unit must:

- ❖ Pay membership dues and contest fees in full.
- ❖ Perform at one CIPA qualifying event, held during the first three weeks of competition each season.
- ❖ Compete in two other shows, excluding Championships, during the contest season. Any WGI Regional can count as one of the “other shows”.

Prep class guards may qualify for Championships by competing in one qualifier and one other CIPA show.

B. Performance Order

The order of appearance at CIPA Championships will be determined through a points system where points are assigned for each group’s participation and placement at CIPA contests and WGI Regional contests. Assignment and tabulation of these points is the responsibility of the Contest Coordinator or his/her designee. Here is the formula:

CIPA Contest Participation	1 point each
Double Day (Two CIPA Contests in one day)	3 points total
1 st place finish at CIPA Contest	3 points each
2 nd place finish at CIPA Contest	2 points each
3 rd place finish at CIPA Contest	1 point each
WGI Regional Participation	1 point each
WGI Elite Regional Semi-Finals	1 point each
WGI Regional Finals	3 points each
WGI Regional Win	2 points each

Units with more points will perform later at CIPA Championships than those units with fewer points.

If there is a tie in points, it will be broken by adding together all scores from CIPA shows during the season. The higher score will have the later time.

Points at CIPA contests will not be awarded to non-circuit members. If CIPA members do not finish 1st, 2nd, or 3rd, the points will be awarded to the top three CIPA units in order of placement.

In the case of large classes at Championships (16 or more units), the following process will be used:

1. For each week the season extends beyond a unit’s last CIPA or WGI contest, 1.5 points will be given to obtain a projected score. The units will then be ranked highest to lowest by their projected score (Ex: If a unit’s last score is 70.0 on March 21, then their projected score is 71.5).

** Note: 1.5 is used because WGI recommends that is the average growth a unit should see week to week at the end of the season.*

2. The ranked list will then be split into two Divisions by A, B, A, B, etc, highest projected score to the lowest projected score.

3. Once the Division is complete, the points system is used to determine performance order.

4. Divisions are parallel but separate contests. Each division will have its own champions. Because of the infinite number of factors that determine a contest’s outcome, it is not advisable to compare scores across divisions.

C. Championship Host

CIPA is the host of Championships, and will secure a site based on location, facility and cost. This facility may or may not be a member school. The details of all pertinent contracts will be overseen by the Board of Directors each year.

Each unit will be required to submit two names as workers for the Championships event. These names and phone numbers should be provided before a specified date in March prior to Championships each year. Units who do not have representatives working will forfeit their performance bond. **Each of the unit's volunteers will receive a complimentary pass for use at championships.**

D. Championships Critique

A Standard Judge's Critique will be made available at Circuit Championships for all units who are attending the WGI World Championships. If this critique is held before awards, Judges' score sheets will not be available.

V. ADJUDICATORS AND CRITIQUE

The Judge Coordinator will secure all guard judging panels and assist the Percussion Coordinator to secure percussion judging panels. The Judge Coordinator will be responsible for communicating travel arrangements and start times with all judges.

Every effort will be made to limit a judge to 50% of the contests in a geographic region in a single caption.

A. Judging Concerns

Concerns should be addressed within one week of a contest. Concerns may include but are not limited to the following:

1. Extremely high or low scores relative to class
2. Inappropriate tape commentary
3. Score not supported by tape commentary
4. Inappropriate critique commentary
5. Suspicious behavior in judges' box

The following process must be used to address a judging concern:

1. Complete a judge evaluation form.
2. Give form and judge tape (if applicable) to the Judge Coordinator or an Executive Board Member.
3. Schedule a phone consultation with Judge Coordinator.
4. The Judge Coordinator must report each properly submitted complaint and his findings/opinion to the Judge's Task Force.
5. The Judge's Task Force will come to an agreement on action to resolve the concern and report back to the source within one week of submission.
6. The complainant may appeal the decision to all members of the Judge's Task Force.
7. The Judge's Task Force has the right to involve the Executive Board if necessary to resolve concerns.

B. Critique

Critique is to be supervised by the officiating CIPA board member assigned to each contest. Critique sheets will be available at each contest for pickup with tapes.

The basic format for critique:

1. A critique will be provided after the conclusion of every contest for all competing units.
2. Sign up for critique during contest with T&P judge prior to final unit performance. An instructor with multiple competing units may choose consecutive times.
3. Judges will meet with representatives from each unit in critique at a separate station. Judges will not sit together at critique stations. Unit representative(s) will be allowed three to five minutes with each judge to ask questions and/or make comments and will rotate between judges. Critique is limited to four unit personnel only (i.e. directors, instructors, captains, members). Anyone not associated with the instruction or performance of a unit is prohibited from entering.
4. Representatives are expected to conduct themselves in a courteous and professional manner. Failure to do so may lead to expulsion from the critique session. Any form of misconduct or hostility by unit

personnel or from a judge will not be tolerated and is grounds for removal from that critique session and critique sessions for the remainder of the season.

5. If a contest should run 45 minutes or more over time, the Chief Adjudicator for the event will at his/her discretion cut critique times for each unit or cancel critique for that event.

C. Certification

The judges hired by the circuit must continuously train and be certified. At the discretion of the Judge Coordinator, trainees may be certified to judge circuit shows in their first year of trial judging.

VI. SHOW HOSTS

Contest Selection Process

1. A potential host organization must have been a full member of CIPA for one of the preceding three seasons.
2. A show host application is completed and submitted by the deadline. In the event that an application is received late or incomplete, it will only be considered if no valid and complete request has been submitted for the same date.
3. All contest sites will be fairly distributed throughout the circuit boundaries to provide reasonable opportunities for all units to meet their minimum show requirements without undue travel. Every effort will be made by the CIPA Board of Directors to distribute the contest dates and locations evenly.
4. The CIPA Board of Directors will take into consideration the past contest history of every show host. Previous show hosts are not guaranteed a contest from year to year and will not receive a show over a new applicant just because they have had a show in the past.
5. The site specifications in the Show Host Application Form will play a part in awarding a CIPA sanctioned show.
6. Host sites should be reviewed in advance by a board member.
7. In special circumstances, the Board of Directors may waive any of the above criteria.

VII. CODE OF ETHICS

CIPA is organized and administered on the principle that its leaders are professionals teaching by example both in and out of the competitive arena. CIPA's purpose is to provide the NC/SC/TN and VA areas with a professional competitive atmosphere; it is the instructor's responsibility to educate their students.

Any questions about rules should go to the CIPA Circuit President or other Board Members.

Questions about WGI policies, rules and/or regulations should be directed to the CIPA Circuit President, a Board Member, or the CIPA Judge Coordinator.

Unprofessional behavior of any type is intolerable and could result in the loss of CIPA member privileges.

Inappropriate behavior includes, but is not limited to the following:

- Directors/instructors shouting at judges in public and/or in critique.
- Inappropriate conduct of any directors/instructors while accompanying a competing unit onto the contest floor.
- Inordinate and unauthorized phone calls to judges by directors/instructors. Any judge communication should have prior approval by the Judge Coordinator.

Any instructor found in violation of the CIPA Code of Ethics will be barred from the next CIPA event at which his/her unit participates. If the violation is severe enough, the instructor will be barred from all remaining CIPA events for that season.

The Board of Directors will review all ethics issues that arise and make the appropriate rulings.

VIII. CIPA PERSONNEL

A. Administration

Executive Board:

Responsibilities include, but are not limited to, planning, directing and reviewing the total activities and operations of CIPA with the inclusion on the Board of Directors.

The Executive Board includes:

- Circuit President
 - Serves a two year term; elected in even years (2008, 2010, etc)
 - Votes only as a tie-breaker
 - Oversees all CIPA operations
 - Presides at all meetings of the General Membership and Administration
 - Offers guidance to the Executive Board, Board of Directors and Advisory Board
 - Acts as contact person (public relations) for organizations outside CIPA, i.e. WGI, other circuits, judging associations, etc.
- Treasurer
 - Serves a two year term; elected in odd years (2007, 2009, etc)
 - Assumes responsibility for all funds, financial records and purchasing
 - Issues financial reports at Board of Director and general membership meetings
 - Handles all matters related to judges' airfare and car rental
 - Serves as circuit Webmaster
- Secretary
 - Serves a two year term; elected in even years (2008, 2010, etc)
 - Records meeting minutes and organizes them for publication
 - Maintains membership roster and contact information
 - Prepares annual handbook with updates
 - Updates forms and documents to be posted on the publication website
 - Serves as the origination point for circuit communication

Board of Directors

Responsibilities include, but are not limited to, attending all general membership and administration meetings and participating in a large number of the decision-making activities for the circuit.

The Board of Directors includes the Executive Board, as well as:

- Four Elected State Representatives (SC, NC, TN, and VA)
 - Serves a two year term with two elected each year (SC, NC odd years; TN, VA even years)
 - Serves as the liaison between the Board of Directors and their respective members
 - Acts as resource for members' questions and concerns
 - Communicates circuit news and policy changes as they occur
- Percussion Coordinator
 - Serves a two year term; selected by the Board of Directors
 - Serves as a liaison between percussion judges and CIPA
 - Acts as resource for member questions on philosophy, education and classification
 - Secures percussion judging panels
 - Assists in assessing need for and planning education sessions for circuit members
 - Updates the percussion portion of this handbook
- Contest Coordinator
 - Serves a two year term; selected by the Board of Directors
 - Maintains the yearly contest schedule
 - Coordinates with hosts on show-day procedures and staff and equipment needs, including show-host meeting
 - Assures flow of information regarding travel, hotel, meals and payments arrangements between CIPA staff and event hosts

- Maintains the flow of the contest and ensures continuity for competing units
- Assists the Executive Board with problem-solving as situations arise, i.e. travel delays, weather complications, etc.
- Acts as a back-up for any job function that needs assistance
- Judge Coordinator
 - Hired by the circuit; is a non-voting member, fees are defined under contract
 - Secures commitments with judges and/or judging associations
 - Serves as a liaison between judges and CIPA
 - Acts as resource for member questions on philosophy, education and classification
 - Assists in assessing need for planning education sessions for circuit members
 - Communicates with guard and percussion judges regarding travel, lodging and payment
 - Educates judges on use of CIPA-specific judge sheets
- Past-President
 - Serves a one year term following Presidency; non-voting member
 - Acts as a consultant for the Board of Directors

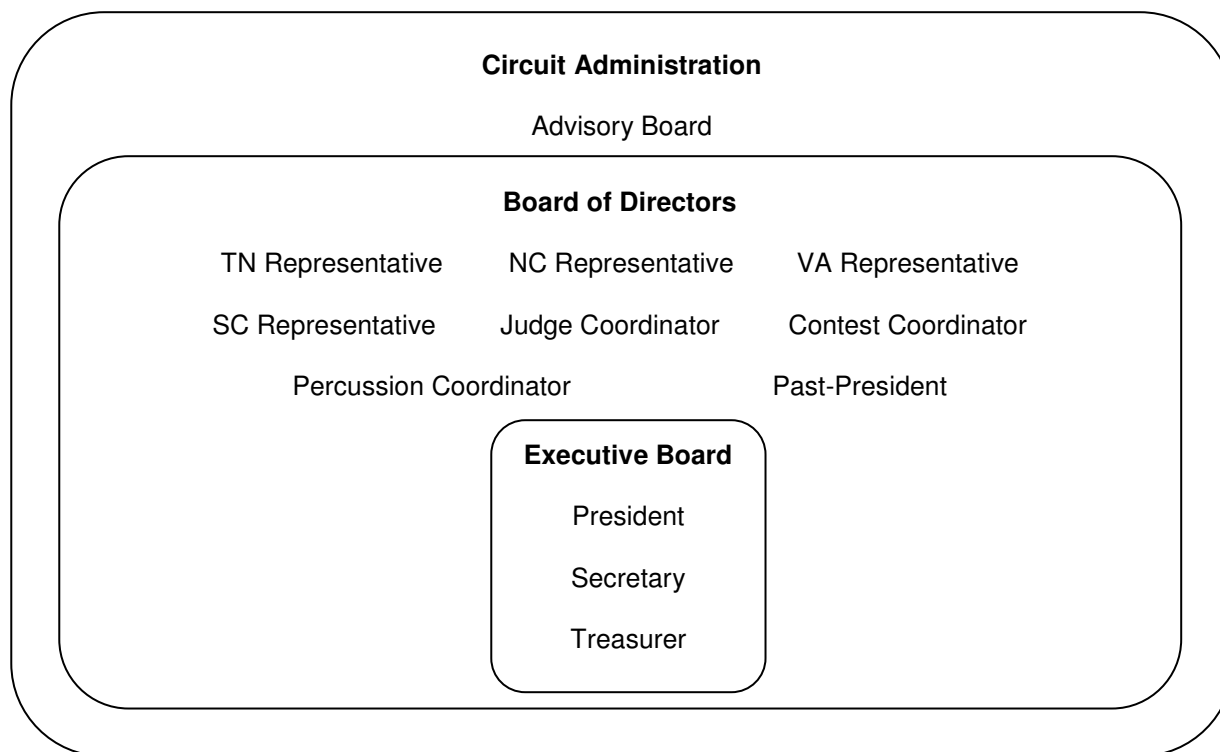
Advisory Board

Responsibilities include serving as a voice for their represented classes and attending all Administration and General Membership meetings

This is a non-voting entity that serves a one year term. There are six seats on this board, nominated and voted on by class divisions as follows.

One representative from:

- Scholastic Prep/Novice/Scholastic Regional A Guard Classes
- Scholastic AA/A Guard Classes
- Scholastic Open Guard Classes
- Independent Guard Classes
- Scholastic Percussion Classes
- Independent Percussion Classes



B. Elections

1. All elections occur at Championships.
2. New officers will be installed and initiated before the May meeting.

3. Should an elected Board of Directors or Advisory Board seat become vacant, the Executive Board will initiate an election to fill the seat in a timely manner UNLESS the vacancy occurs close to the next election or in other unusual circumstances.

C. Circuit Committees

Color Guard Judge's Task Force: Consists of the Judge Coordinator, a Class Representative (Advisory Board), and a Board of Directors member. This group will work to ensure that all concerns are handled in an efficient and effective manner. The Task Force will provide a neutral forum for voicing complaints without fear of prejudice or retaliation.

Championship Committee: Consists of the Circuit Administration and is responsible for overseeing the organization and functioning of the Circuit's Championships.

Education Committee: Consists of members from the Circuit Administration and General Membership who oversee the organization and functioning of training and educational opportunities for circuit members and judges.

IX. CIRCUIT MEETINGS AND GENERAL SCHEDULE

A. Meetings

Each year the circuit holds at least three general membership meetings. Any additional meetings will be approved by the Executive Board and notice will be given at least two weeks in advance.

May: General organization meeting. Discuss and vote on proposals accepted since last meeting and recap the previous season.

September: Vote to approve handbook and bylaw amendments, approve budget and reveal contest schedule. Membership begins.

December: Circuit president and board conduct a public drawing for performance order at each show except for championships. General membership will meet, if needed, to discuss any unfinished business.

During the regular season, the Board of Directors will meet regularly online to review past contests (pros and cons) and address any issues.

B. Voting Timeline

1. Proposals will be accepted in May and posted on the website as written.
2. The newly seated Board of Directors narrows the proposals to ones that are applicable, feasible and in the best interest of the circuit.
3. Selected proposals will be brought to the general membership for a vote. In order to reword a proposal, the original must be failed; the proposal reworded and then immediately voted on.
4. Outcomes and explanations will be posted on the website.

** Note: A proposal may be made at any time. However, it is not guaranteed to be voted on until the summer general membership meeting.*

The Board of Directors has the authority to make emergency amendments to this handbook during the season. Any such changes will be posted on the website and the four elected State Representatives will communicate this information to their respective members.

It is the responsibility of unit directors and staff to be aware of the policies and procedures of CIPA.

C. Voting Privileges

- Only organizations that are members in good standing may vote on circuit issues.
- Non-payment of dues, performance bond or any other fee waives voting rights.
- In no case may any person cast more than one vote.
- In voting on general circuit issues including officer elections, each **primary** unit has one vote.

- A unit's voting privileges end with the start of the next season's membership application period (typically after the September meeting).

The name of the authorized voter and one alternate must be registered with the Circuit Secretary when applying for membership.

This person ONLY will be allowed to speak or vote on behalf of the primary unit.

The designee must sign in at the beginning of all circuit meetings.

It is the responsibility of the organization to advise the Circuit Secretary in writing of any change in designated voters.

Any unregistered representative in attendance WILL NOT BE ALLOWED TO VOTE.

A registered representative may give a written proxy vote to their state/area representative for ONE meeting only during the year (Sept-Aug).

This written proxy must be registered with the Circuit Secretary at the beginning of the meeting.

X. SCHOLASTIC ELIGIBILITY CLARIFICATION

It is permissible for ensembles to use performers from different schools within their own school district. This rule was altered to allow districts using shared resources for extracurricular activities to have members from different schools. Previously only students from one school were allowed to compete in scholastic competition.

However, to ensure the integrity of the scholastic classes, the following requirements must be met in order to certify color guards and/or percussion ensembles having members from different schools within a district:

1. Any color guard or percussion ensemble that combines students from multiple schools within their district or zone must compete under the name of a single school. Combined color guards or percussion ensembles may not combine school names or use any other name. For example, if Mountain East HS and Mountain West HS combine, they must choose one of those names as the official name. They would not be allowed to compete as Mountain HS, as it does not legally exist.
2. The principals of all schools involved must sign off on the roster of performers. This roster must be notarized. If a school does not have a notary on campus, it is the responsibility of the director to make those arrangements.
3. A copy of the school district policy that allows sharing of resources within the district must be provided to the satisfaction of CIPA.

If these new requirements are not met, then the color guard or percussion ensemble in question must compete as an independent group or limit the membership to students from only the one school registering for competition.

Part II – Color Guard

I. RULES AND REGULATIONS

CIPA will follow Winter Guard International Rules and Standards where they apply to Circuit issues.

A. Guard Performance Times

<i>(in minutes)</i>	Prep	SN	SRA	SAA/ A	IA	SO	IO	SW	IW
Minimum Performance	3:00	3:00	3:00	4:00	4:00	4:00	4:00	4:00	4:00
Minimum Equipment	3:00	3:00	3:00	3:30	3:30	3:30	3:30	3:30	3:30
Maximum Performance	4:30	4:30	4:30	5:30	5:30	6:30	6:30	7:30	7:30
Minimum Interval	7:00	7:00	7:00	8:00	8:00	9:00	9:00	10:00	10:00

**Minimum performance time is from start to obvious conclusion of the program.*

**Minimum equipment time starts when a performer is visible with authorized equipment (flag, rifle or saber 24 inches in length) IN HAND.*

**Maximum performance time is the total allowed time for a program's start and conclusion.*

**Minimum interval is the least time allowed for a unit to enter, set up, perform and exit the competition area. Timing starts and stops at a vertical or horizontal line at center court.*

No guard member may compete with more than one guard at the same contest.

No guard shall compete with less than five or more than 30 members (except for World class) on the competition floor at any time, including the commanding officer(s).

The Executive Board has the right to rule on any situation out of the norm.

For a complete listing of contest rules and definitions, please refer to the WGI Color Guard Adjudication Manual.

II. CLASSIFICATION AND PROMOTION

A. Guard Classification

A guard may move up a class when registering for a new season, but not down.

To move down, the unit may petition to the Judge's Task Force as to why this demotion is necessary by submitting a letter and video prior to the first contest of the new season.

The promotion scale that follows may be used to move any guard to a more appropriate class.

How classifications will be established - Novice and Regional A Guards will start the season in their desired class. They may be promoted based on the established number by the chief judge and or color guard committee. If they would like to petition to move down or challenge a promotion (must happen the week after the promotion is received and before the next contest that the unit attends) they must submit it in writing to the color guard committee through the chief judge. If they would like to move down before the season starts, they have to attend the qualifier in the class designated and that performance will be used by the chief judge and or color guard committee to make their decision.

Groups in the AA and A Classes will attend the qualifiers all in one A Class. Pre-determined promotional/placement scores and the input of the working panel will help decide the classification of the groups to start the season. After that, normal promotional numbers will apply.

NOVICE GUARDS

Prep Class – Middle or junior high school students 8th grade and under; not necessarily school-affiliated; adjudicated on CIPA Novice Sheets. Due to timing and penalties, it is not recommended that these groups compete on the WGI level.

Scholastic Novice - This is for brand new groups. The focus is on training of the most basic fundamentals of movement, equipment and basic design. There should be limited movement in this class to allow students to develop a strong foundation of basic movement and equipment principles. There should be limited exploration of weapons in this class.

Just because a guard is a first year group, does not mean they belong in novice. For example: they may have an established fall program and an experienced staff that will allow them to come out (or be promoted to) a higher classification.

A group may only be in novice for two years (unless being promoted during a season). A minimum satisfactory score will be established by the color guard committee for novice groups to meet at championships to show that there is a satisfactory development of the program.

If there is a deficiency in the group, the chief judge (or a representative of the color guard committee) or director of education (if one is in place) will meet with the staff after the season to review videos, lesson plans, methodologies, resources etc. and set a plan of action for improvement. If they fail to meet the satisfactory score the second year, the color guard committee will assign a mentor to the staff to be more hands on with the program. It will be the decision of the color guard committee, mentor and staff of what class to put the group in the third year. The third year is the final year in this scenario and they must move out of the class regardless of final score.

A group who has special circumstances (such as change in instructors, etc.) can petition to remain in Novice Class for one more year, regardless of their score at championships at the end of the second season. They must petition the color guard committee before the start of the season through the chief judge and go to the qualifier as a Regional A Guard, before the decision will be made.

The Novice Class will use the same criteria reference sheet as the Regional A Class: the WGI Regional A Sheet. Since they will be in the class for two years and their goal is to move up to Regional A, educationally it will be best if they start on the curriculum they will be using in the next class for better continuity and sustained growth.

The goal is to be in this class for just a start of a program and not to be a long time class placement.

REGIONAL A GUARDS

Scholastic Regional A - This class will be evaluated on the WGI Regional A Sheet. This class will be designed for the guards that are in the developmental stages after novice, exploring more beginning skills in movement and equipment and a little more variety of staging than the novice, but not quite at the level of an AA or A guard. Strong focus here is on the training of the students. There may be some limited exploration of weapons in this class.

There is not a time limit on how long a guard can be in this class, but the ultimate goal should be to develop into an AA or A Guard. It is understood that there may be limitations for many programs that could inhibit growth.

*There should only be limited use of the weapons in Novice and Regional A.

*Air blades are highly discouraged in AA, Regional A or Novice.

SCHOLASTIC A GUARDS

Scholastic AA Class - This class is for the purpose of meeting the needs of the guards that have outgrown Regional A Class and are ready to get experience on the A sheet, but are not quite ready to compete with the top half of the class. Adjudicated on WGI National A sheets.

Scholastic A - Units whose program includes basic and some intermediate levels of equipment and movement technique; adjudicated on WGI National A sheets.

It should be noted that when a group competes at a WGI event, it does not affect what class they are put in at CIPA Shows. For example: A Scholastic AA team may attend a WGI Regional in Class A for the experience, but

that does not require them to compete in Class A at CIPA. Now if they would receive a score at the regional that is a promotional score for that weekend at CIPA, they will be promoted in the circuit (Does not apply to Regional A Class).

*******It is very important that it is understood, that the difference between Scholastic A and Scholastic AA at CIPA has absolutely nothing to do with whether a group chooses to compete at WGI. THERE IS NO NATIONAL OR LOCAL A. It all has to do with where a group fits on the criteria of the A Sheets*******

SCHOLASTIC OPEN GUARDS

Scholastic Open – Units whose program includes a high level of intermediate and advanced equipment and body handling; adjudicated on WGI National Open sheets. These units may compete at the WGI Open class level regionally or nationally.

SCHOLASTIC WORLD GUARDS

Scholastic World – Units whose program includes a high level of advanced equipment and body handling, the trend-setters in the activity; adjudicated on National World sheets. These units may compete at the WGI World class level regionally or nationally.

INDEPENDENT GUARDS

Independent A – Units whose program includes a high level of basic and intermediate equipment and body handling; adjudicated on National A sheets. These units may compete at the WGI A class level regionally or nationally. Units may consist of performers who have not reached their 23rd birthday on or before March 31st of the contest season.

Independent Open – Units whose program includes a high level of intermediate and advanced equipment and body handling; adjudicated on National Open sheets. These units may compete at the WGI Open class level regionally or nationally. Units may consist of performers who have not reached their 23rd birthday on or before March 31st of the contest season.

Independent World – Units whose program includes a high level of advanced equipment and body handling, the trend-setters in the activity; adjudicated on National World sheets. These units may compete at the WGI World class level regionally or nationally. There is no age limit for this class.

B. Guard Promotion During Contest Season

Promotion of a guard unit will follow this procedure:

1. The Judge Coordinator sets the promotion score scale annually and it is approved by the Board.
2. When a unit achieves a promotion score from three of five Judges at one competition, the unit director will be contacted following the contest and informed of the promotion recommendation. If the unit director has no objections and accepts the recommendation, the unit is promoted to the next class.
3. If the unit director has objections, he/she has one week after the contest to appeal the recommendation in writing and supply a video to the Judge Coordinator and the members of the Judge's Task Force.
4. After the Judge's Task Force has reviewed the appeal and video they will make a decision and report to the unit director.
5. Units may be promoted through the last contest weekend of the season.
6. Units that achieve a promotion score more than once in a competitive season will be promoted to the next class. A unit may petition only once per classification.
7. A celebration of all promotions will occur at CIPA Championships.

Any points earned in the Points System will carry over with the unit into their new class.

When a unit is promoted to a class with different time requirements, that unit will not be penalized for being under-time in the new class.

Guards may not be promoted from one WGI sheet to the next unless promoted by WGI at a Regional or at WGI Championships, with the exception of units moving from WGI Regional A sheets to WGI A Class sheets.

All promotions from one sheet to the next at a WGI Regional or at WGI Championships will be honored by CIPA.

Part III – Percussion

I. RULES AND REGULATIONS

CIPA will follow Winter Guard International Rules and Standards where they apply to Circuit issues. For a complete listing of contest rules and definitions, please refer to the WGI Percussion Adjudication Manual.

A. Percussion Performance Times

	A Class (inc. PSA-Adv)	Open Class	World Class
Minimum Performance	4:00	4:00	4:00
Maximum Performance	6:00	7:00	8:00
Interval	9:00	10:00	11:00

The time interval will include set up, entrance, warm up, performance, exit and removal of all equipment, props, personnel, etc. This time schedule may be expanded at the option of the Contest Director, but not lessened.

At qualifiers, percussion ensembles minimum performance time is one and one-half minutes (1:30), regardless of class.

Performers may compete in multiple percussion ensembles as long as they meet the eligibility requirements for every unit they compete with. CIPA is not responsible for scheduling difficulties that arise, however.

No percussion ensemble may compete with less than six members on the floor of competition at any time including the optional student conductor.

B. Percussion Classification

To begin the season, percussion units in CIPA may pick from any of the six marching or 3 concert classes offered by WGI. For scholastic marching ensembles, that means PSA if you intend to ask the performers to achieve basic skills, PSO for intermediate skills, and PSW for those choosing to present advanced skills. Starting with the first contest, those PSA groups who achieve the transition score from two or more judges at the same contest will be reclassified as PSA-Advanced for their future competitions. This process is described in finer detail below in section C-1.

The percussion classifications CIPA offers are as follows:

A CLASS PERCUSSION

Percussion Scholastic A (PSA) ensembles demonstrate basic skills and concepts. Performers strive to achieve basic musical and technical skill sets as well as facilitate beginning concepts of movement. A class ensembles incorporate moderate challenges in regard to orchestration and content. In this class groups with less experience in the indoor arena are given an opportunity for success.

Percussion Scholastic A-Advanced (PSA-Adv) are the more accomplished ensembles who demonstrate basic skills and concepts. Performers in this class show an understanding of basic musical and technical skill sets as well as facilitate beginning concepts of movement. A-Advanced class ensembles incorporate moderate challenges in regard to orchestration and content. (This class is for percussion units displaying basic skills who wish to compete in CIPA as well as compete at the WGI A Class level regionally or nationally. Participation in WGI events, however, is NOT a prerequisite for participation in this class.)

Percussion Independent A (PIA) ensembles may include participation from performers up to the age of 22 and are not required to be affiliated with one particular school system. Percussion Independent A ensembles demonstrate basic skills and concepts. Performers strive to achieve basic musical and technical skill sets as well as facilitate beginning concepts of movement. A class ensembles incorporate moderate challenges in regard to orchestration and content.

OPEN CLASS PERCUSSION

Percussion Scholastic Open (PSO) ensembles demonstrate intermediate skills and concepts. These ensembles have experience in the indoor activity and have moved beyond basic skills, but not yet ready for the advance skills and concepts expected in PSW.

Percussion Independent Open (PIO) ensembles may include participation from performers up to the age of 22 and are not required to be affiliated with one particular school system. Percussion Independent Open ensembles demonstrate intermediate skills in both performance and design. These ensembles have experience in the indoor activity and have moved beyond basic skills, but not yet ready for the advance skills, sophistication of design and performance consistency expected in PIW.

WORLD CLASS PERCUSSION

Percussion Scholastic World (PSW) ensembles demonstrate a virtuosic level of performance and design. All members contribute equally to the advanced level skills expected from participation in this class. Program design and development is at the most sophisticated level in the Scholastic division.

Percussion Independent World (PIW) ensembles may include participation from performers up to the age of 22 and are not required to be affiliated with one particular school system. Independent World class ensembles demonstrate a virtuosic level of performance and design. All members contribute equally to the advanced level skills expected from participation in this class. Program design and development is at the most sophisticated level in the activity.

CONCERT PERCUSSION

Percussion Scholastic Concert A (PSCA) is a beginning level concert percussion ensemble that participates in the activity with emphasis on percussion performance without the presence of drill. Instrumentation must be oriented to the performance of concert percussion. Movement is permitted for equipment changes and for better presentation of musical performance only. One non-student conductor is allowed to direct the ensemble and must be stationed inside the competition area. Class A percussion ensembles demonstrate basic musical and technical skills and incorporate basic challenges in regard to orchestration and content.

Percussion Scholastic Concert Open (PSCO) is an intermediate level concert percussion ensemble that participates in the activity with emphasis on percussion performance without the presence of drill.

Instrumentation must be oriented to the performance of concert percussion. Movement is permitted for equipment changes and for better presentation of musical performance only. One non-student conductor is allowed to direct the ensemble and must be stationed inside the competition area. Open class ensembles demonstrate intermediate musical and technical skills. The programming and orchestration primarily incorporates intermediate design, with the possibility of incorporating limited advance concepts.

Percussion Scholastic Concert World (PSCW) is an advanced level concert percussion ensemble that participates in the activity with emphasis on percussion performance without the presence of drill.

Instrumentation must be oriented to the performance of concert percussion. Movement is permitted for equipment changes and for better presentation of musical performance only. One non-student conductor is allowed to direct the ensemble and must be stationed inside the competition area. Ensembles in the Scholastic World Class demonstrate advanced level musical skills and concepts.

C. Percussion Reclassification

There are two different procedures for percussion promotion, due to us having our own local subdivision of the A class. Units are classified onto appropriate WGI sheets (A, Open, World) based upon the skill set being attempted, but within A class are subdivided into A and A-Adv based on their level of achievement.

It is the responsibility of the instructors to place their units in the most appropriate class; however, it is the job of the circuit to ensure that each unit has been placed in the most appropriate class.

1. PROMOTION OF A PERCUSSION UNIT FROM PSA TO PSA-Adv **ONLY** WILL FOLLOW THIS PROCEDURE:
 - a. The Percussion Coordinator sets the promotion score scale annually and it is approved by the Board.
 - b. When a PSA percussion unit achieves a promotion score from at least two of three judges at one competition, the unit director will be contacted following the contest and informed of the promotion recommendation. If the unit director has no objections and accepts the recommendation, the unit is promoted to the next class.
 - c. If the unit director has objections, he/she has one week after the contest to appeal the recommendation in writing and supply a video to the Percussion Coordinator.

- d. After the Percussion Coordinator and Chief Percussion Judge has reviewed the appeal and video they will make a decision and report to the unit director.
 - e. Units who trigger this process more than once in a competitive season will be automatically promoted to the next class. A unit may only petition once per classification.
 - f. Units may be promoted through the last contest weekend of the season.
2. PROMOTION OF A PERCUSSION UNIT BETWEEN WGI SHEETS (A – OPEN – WORLD) WILL FOLLOW THIS PROCEDURE:
- a. A judge or unit director notifies either the Percussion Coordinator or the Percussion Chief Judge that they think a specific unit is misclassified.
 - b. Percussion Chief Judge, Percussion Coordinator, and the unit’s director are all notified that a review has been initiated. The Percussion Coordinator will ensure all parties are notified. A unit under review still competes in the original class until notified otherwise.
 - c. Percussion Chief Judge and Percussion Coordinator confer about the issue. They have several possible courses of action. If one or both have recently seen the unit in question and doesn’t think that the unit is misclassified, the two may agree to drop the issue. In that case the Percussion Coordinator will notify the unit that no action will be taken at that time. If that is not the case, either the Percussion Chief Judge or Percussion Coordinator may want to witness the unit again before deciding. Under these circumstances, a recent video might be requested of the unit. If the unit is attending a CIPA contest in the immediate future, the administrators may simply wait to see the unit in person. Whatever course of action is taken should be completed in the timeliest matter possible.
 - d. If the Percussion Chief Judge and Percussion Coordinator both agree that the unit is misclassified, then the Percussion Coordinator will immediately notify the unit director and the CIPA executive board of the unit’s new classification. If one or both think the unit is in the appropriate class, the unit will be notified that no action will be taken at this time.
 - e. The Percussion Coordinator will make himself available to justify the administration’s decision to the unit’s director when the unit is notified of the re-classification. If the unit director wishes, he may dispute the reclassification in writing to CIPA. If this happens, the Percussion Chief Judge and Percussion Coordinator will once again carefully review the unit (basically, we return once more to step 3 above). This challenge review can only happen once per re-classification.
 - f. Once the unit and CIPA Executive Board have been notified of the re-classification, the unit will compete in their new class at the next contest.

NOTES THAT APPLY TO CLASSIFICATION CHANGES BETWEEN WGI SHEETS:

It should be noted, that classification between WGI sheets is based on the skill set being attempted, not the level of achievement. Score is not necessarily an indication that a unit is in the wrong (or right) class. For example, it is possible to not win PSA class, but be promoted to the PSO class if the skills being asked of the members are intermediate instead of basic, and yet not achieved well.

The Percussion Coordinator brings his knowledge of the activity and teacher/competitor’s perspective, while the Percussion Chief Judge brings both his critic’s perspective and his independent viewpoint.

The Percussion Coordinator, in the role of mentor to younger groups, can provide assistance as to what class a unit should register for at the beginning of the season.

Judges, and instructors of other units, may make formal recommendations when they feel like a unit is misclassified. These recommendations should be made to the Percussion Coordinator or the Percussion Chief Judge, who together will make the decision on whether a unit should be moved to a different class.

A unit may be placed under review more than once per season.

A unit may place themselves under review if they feel unsure about their current classification.

NOTES THAT APPLY TO ALL PERCUSSION PROMOTIONS:

Units who the judges feel might belong in a lower class than they are currently competing will be notified by the Percussion Coordinator, but must make the decision themselves to reclassify.

A celebration of all promotions will occur at CIPA Championships.

Any points earned in the Points System will carry over with the unit into their new class.

All promotions from one sheet to the next at a WGI Regional or at WGI Championships will be honored by CIPA.



For more information, please contact a CIPA board member or visit the circuit website at cipaonline.org

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