



# *Atlantic Indoor Association*

## **2017 Event Partner Handbook**

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## Part 1: General Information

### PURPOSE

The purpose of this handbook is to standardize the competitive experience provided to the units. It is our desire to be consistent from region to region in order for units to experience consistent procedures throughout the year at AIA contests. As much as possible, this material will be kept in outline form to assist in easy reading and accessibility.

### ETHICS, CONDUCT, AND BEHAVIOR

All representatives of AIA are expected to behave in such a manner as to be an exemplary example for the youth and participants we serve. Courtesy, language, standards, appearance and personal conduct in and around the contest event should be beyond reproach. Care should be taken in social settings that the image of AIA is maintained at the highest level. Inappropriate conversation or remarks, about the groups or the adjudication process is unprofessional and should not occur. All those who act on our behalf identify AIA publicly, and the Contest Coordinator is a key representative within their particular area. **One never knows when an innocent comment or act will be taken out of context with damaging results.**

### ROLE OF THE CONTEST COORDINATORS (CC) AND COLOR GUARD /PERCUSSION COORDINATORS (CG/P Coord)

The Contest Coordinators and CG/P Coordinators are the service link between AIA and the units. This is an important communication responsibility. The list below will indicate some of the areas that could fall within these roles. Communication must be ongoing and equally open to every group within the circuit.

- Maintain communication with the AIA Executive Board of Directors (EBOD) to keep up to date, and to inform the EBOD of needed information.
- Maintain open and healthy communication between the Judging Panel, Event Partner, and AIA EBOD.
- Enhance the growth of AIA promoting and supporting in all activities (color guard, percussion, and winds equally).
- Serve as a source of information for units, sponsors, circuits and judges.
- Serve all contests within the circuit equally.
- Maintain current awareness of rules and interpretations.
- Assure that all AIA Contests are run in a similar manner to benefit the units.
- Serve and assist Event Partner as Contest Coordinator and Division Coordinator at all contests attended.
- Assure competing units are aware of any conditions or problems that may arise at the contest.

- Record damage at contest caused by any unit (scratches on floor, broken lights, etc.) The Timing and Penalties Judge should note it on the penalty sheet as well.
- The Contest Coordinator is to be the main point of contact on the day of the contest for any matters that arise concerning the administration of the contest. (Example: If the schedule needs to be adjusted, this should be cleared with the Contest Coord.)

## **Part 2: The Contest**

An AIA Contest is one of the most significant events of the indoor pageantry season. Many units will experience AIA or the indoor activity in general for the first time in this setting. Parents, boosters, sponsors, school administrators and fans will form their first impression of this organization at a contest. This first impression can have a lasting impact on their future participation. The professionalism with which a contest is run is paramount. The following philosophy statement is applied at the WGI World Championships, and should also be applied at each contest sanctioned by AIA. This statement has been modified to reference AIA as appropriate.

*“AIA’s contest personnel are assigned to serve the needs of participating units before, during, and after their competitive appearance. Units are not here to serve us. Our objective is to have each unit prepared and ready to compete on time, and to make their competitive experience with us an enjoyable one. The contest experience is not designed to be a series of arbitrarily arranged steps. We allow as much flexibility as possible for participating units while remaining fair and consistent to all. We do, however, expect all units to respect each other’s rights. It will never be our intent to appear autocratic or insensitive while continuing to recognize the need to run an efficient and appropriately controlled event. All units will be treated in a fair and consistent manner regardless of class, accomplishment or geographic representation.”*

AIA’s success is directly attributable to the care and concern shown for the participating units on all competitive levels. We expect that this will continue and be manifested at all of the contests. As a general guideline for contest conduct, deal with the inevitable unforeseen problem using your own good judgment, or by checking with the appropriate person in charge as quickly as possible. The information below will assist you in the consistent administration of your contest(s).

### **AWARDING OF CONTESTS**

Final decision as to where a contest is located rests with the AIA Regional Executive Board.

### **CRITERIA TO AWARD CONTESTS**

The following considerations will be reviewed when selecting the Contest Sponsor:

- Quality and location of contest site. Site specifications should accommodate both guard and percussion competition.
- Staff availability (assure event partner provides enough staff to run the contest adequately).

## **COSTS TO SPONSOR A CONTEST**

A \$1000 refundable application fee is due and payable to AIA by the deadline set forth in each year's AIA Show Host Application. Sponsorship fees are \$1200 for shows on/or before February 5, and \$1500 for shows after that date. This fee covers all costs associated with judging, judges travel, room and board, sound system, sound system operator, digital processor and a Contest Coordinator assigned to your contest. Additional cost may be assessed for special requests such as additional WGI judges. If more than two WGI judges are requested, the event partner is responsible for paying the WGI judges' transportation, hotel, and extra judging fees. Individual judges fees vary based on experience and are determined by AIA/WGI. AIA will do it's best to have at least one current or one previously qualified WGI judge at each show. The contest host is responsible for the cost of awards and will be invoiced.

## **CONTEST SCHEDULING**

Draft schedules for a contest will be posted on the website no later than 21 days or four (3) Fridays prior to the contest date. The AIA Contest Coordinator will post a Sign Up Genius link to the contest critique sign up sheet at the same time that the draft schedule is posted. It is the responsibility of the units to register for critique.

### **Contest Guidelines**

#### **CONTEST SITE SPECIFICATIONS FOR COLOR GUARD:**

- Competition area at least 70'x100' in size, per WGI Guidelines.
- Capability to raise basketball hoops in performance area.
- Seating should be adequate for expected attendance based on date on contest, at least nine (9) rows high, front and back bleacher access is necessary.
- Individual Analysis judges are to be located at the bottom third of the bleachers. GE and Ensemble should be at the top of the bleachers. These areas should be defined and delineated in such a way to keep spectators away from judging area. Judging areas will be reviewed and approved by Chief Judge with assistance from T&P Judge.
- Adequate warm-up facilities for body and equipment. Equipment warm-up area should have 20 ft.+ ceilings (i.e. aux gym, auditorium)
- Large area for prop storage. It is recommended that this area is indoors or sheltered.
- Area for equipment and prop inspection.
- Area for floor refolding after performance.
- Separate entrance to performance area for performers and spectators.

- Locker rooms or classroom for units to change clothing. Must be separate for male and female performers.
- Adequate washroom facilities.
- Room for judges/contest staff with food and drink.
- A concession stand or snack bar available during contest times.
- Area for unit booster tables with spectator traffic. All member units (participating in contest on contest day) are allowed to sell souvenir merchandise at all AIA sanctioned shows at no charge (finals excluded) - food items excluded. Non-AIA members may be charged a vending fee at the show sponsor's discretion.
- Separate area for unit check in.
- Parking facilities for unit parking. (Buses, vans, trucks, etc.)
- Parking for spectators.
- Transportation to/from hotel and/or airport for adjudicators may be requested by Contest Coordinator.
- Tabulation area should be in or near the judges' meeting room. It should also be easily accessible from the gym. Tabulation may NOT take place in the gym where units are performing.
- Ensure that no other activity will be taking place on the same day in the same area.
- Directions to the show as well as competition floor lay out should be sent to the webmaster AND show coordinator once you have been notified of your acceptance as a contest host so that they can be posted.

#### CONTEST SITE SPECIFICATIONS FOR PERCUSSION / WINDS:

Same as color guard specification with the following exceptions:

- Music Analysis judges should be located within the 5<sup>th</sup> through 8<sup>th</sup> row from the floor.
- General Effect judges, Visual Analysis judges and Sound Engineer seating should be located in the top of the arena unless directed by the Chief Judge.
- Adequate warm up places (band room, choral room WITHOUT RISERS) so sound does not carry to competition area. You will need to provide two warm-up areas because two groups will be warming up at about the same time. Doors must be of adequate size to allow for the instruments to be able to enter and/or exit the warm-up areas. This is in case of cold or inclement weather. Most units will warm up outside if possible.
- Two twelve gauge power cords are to be placed at the front and back centerline in the competition area. These must have a minimum of 25 feet of cord in order to be used throughout the entire performance area.
- Doors must be of adequate size to allow for the instruments to be able to enter and/or exit the performance areas.
- Timing and Penalty judge, site hosts and Contest Coordinator will confirm with Chief Judge as to the placement of the judges seating areas

#### ENTRY PROCEDURE

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- AIA will handle all unit entries and will disseminate final information to the units and judges.
- Order of appearance for units will be determined by the timestamp generated during online registration.
- Unit entry fee must be paid in full by four Fridays prior to contest. Failure to do so will result in forfeiture of performance slot and/or a unit's registration being dropped.

- All AIA Contests will offer the following color guard classes: (except when a WGI regional is hosted in our region)

IW Independent World  
 IO Independent Open  
 IA Independent A  
 SW Scholastic World  
 SO Scholastic Open  
 SA1 Scholastic A-1 (National A)  
 SA2 Scholastic A-2 (Intermediate A)  
 SA3 Scholastic A-3 (Local A)  
 IRA Independent Regional A  
 SRA1 Scholastic Regional A-1 (Intermed. Regional A)  
 SRA2 Scholastic Regional A-2 (Novice Regional A)  
 MS Middle School  
 ES Elementary School and younger

- All AIA Contests will offer the following Percussion classes: (except when a WGI regional is hosted in our region)

Marching

PIW Percussion Independent World  
 PIO Percussion Independent Open  
 PIA Percussion Independent A  
 PSW Percussion Scholastic World  
 PSO Percussion Scholastic Open  
 PSA Percussion Scholastic National A  
 PSRA Percussion Scholastic Regional A

Concert

PSCW Percussion Scholastic Concert World  
 PSCO Percussion Scholastic Concert Open  
 PSCA Percussion Scholastic Concert A  
 PSCJ Percussion Scholastic Concert Junior

- The deadline date for contest entries will be 21 days (or 4 Fridays) prior to the contest date. All deadlines for contest entries will be strictly enforced. **THERE WILL BE NO EXCEPTIONS.**

**Note: To be clear, AIA must have RECEIVED the event registration AND FEE by this date.** AIA will release *final* contest information no later than 12 days or 2 Mondays prior to the contest at [www.atlanticindoor.org](http://www.atlanticindoor.org).

## **ELECTRICAL NEEDS**

The contest area should have one dedicated 120V outlets centered at BOTH the front and rear of the competition floor. This is a total of two (2) dedicated 120V circuits that are needed for the contest area. A power strip or splitter **will not** support the electrical needs and is not a substitute for meeting power requirements. Please alert the contest coordinator if you cannot provide the required power.

Another separate circuit is needed for Sound and Announcing at the front and the back but does not need to be located at the “center” of the competition arena.

Additional Power Requirements:

- Tabulation Area: Sufficient power for 1 laptop and printer.

## **EMERGENCY CONTACTS**

Each Contest needs to provide an assigned individual who can accept phone calls at anytime in case of emergencies (flight problems, unit problems, etc.) the day of the contest, preferably a cell phone at the contest site. This phone number will be placed on all final information to competing units. If this number changes, please notify AIA and the Contest Coordinator immediately.

## **EVALUATING CONTESTS**

Please prepare a written review of the contest following the competition and submit to the Contest Coordinator within 24 hours after contest end. The review is for your benefit to correct any problems for the next year. The contest coordinator also prepares a review of the contest. These documents are reviewed by the EBOD to determine of any changes need to be implemented.

If a Contest presents serious problems, this will require detailed reports to the Contest Coordinators and the Executive Board so that the issues can be dealt with effectively and expediently.

## **EXHIBITIONS**



Contest Sponsors that wish to include exhibition performance into their contest must notify AIA within the deadlines set for units in competition at their Contest. Exhibition requests will be reviewed on a case by case basis by the EBOD. Requests should be submitted to your assigned contest coordinator.

## **FLOORS**

It is the responsibility of the show host to arrange transport of the AIA floor tarp and/or carpeting to the contest site from the previous contest site. There is currently one floor for the North and one for the South.

## **JUDGE ASSIGNMENTS**

Judge Assignments are made by the Colorguard Judges Coordinator and the Percussion Judges Coordinator. Tentative assignments are posted at the beginning of each competitive season, final panels are posted no later than 30 days (four Fridays) before the contest.

## **MARKETING**

WGI's "Money, Marketing and Media" book is a valuable tool for any sponsor who needs assistance in making the Contest a financial success. The WGI Office will make this available to anyone upon request. [www.wgi.org](http://www.wgi.org)

## **TABULATION**

Tabulation is a crucial component of the Contest and extremely important to the units and judges. Contest Hosts are responsible for providing **at least one adult** tabulator for each contest. This person should be familiar and comfortable working with computer programs. AIA's Contest Coordinator will train the tabulators on the tabulation software prior to the contest. AIA will provide a laptop, pre-installed tabulation software and laser printer for the tabulation area.

The host will provide:

- internet access and required passwords
- a ream of white paper and stapler.

## **Unit Check-In**

Each contest is required to have a designated area for unit check-in. This will be "home base" for units and participating members to pick up contest information, go to with questions, first-aid or other assistance with other situations that may arise. This location is REQUIRED to have the following:

- Phone list of key contest personnel and volunteers or two-way radio for communication.
- A first-aid kit stocked with basic items.
- Copies of a facility map available to hand out to unit directors and staff.

## Digital Recorders and Tablets

Percussion/Winds Judges will be using digital recorders this year to make comments for each unit. Colorguard Judges will be using tablets to make comments for each unit. All commentaries will then be loaded into Competition Suite by AIA staff. All required equipment for this process is provided by AIA.

## WARM UP AREAS

Each colorguard unit will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up regardless of the amount of space at a particular show. AIA will issue a detailed schedule to the units in their final information that must be adhered to. The Event Partner is not allowed to add additional warm up time even if there is extra space other than the two warm-up areas. You will also need two indoor warm up areas for percussion. Each unit will only use one area but due to the length of their warm up time, we run two simultaneously. Some percussion units may choose to warm-up outside based on weather and the individual particulars of each Contest site. Each warm up area must be staffed by the contest host with an adult supervisor/ timer. A one minute “warning” will be given at which time the unit must gather their equipment and prepare to leave the warm up area at the interval end time, at which time the next unit will enter the warm up area.

### Colorguard Warm Up Intervals

Class	Interval Time
ES, MS, SRA1, SRA2, IRA	7 min
A3, A2, A1	8 min
Open	9 min
World	10 min

### Percussion Warm Up Intervals

Class	Interval Time
Concert A	18 min
Concert Open	20 min
PSRA, PSA	18 min
PSO	20 min
PSW	22 min

### Winds Warm Up Intervals

Class	Interval Time
Winds SRA, SA	18 min
Winds Open	20 min
Winds World	22 min

## **WEBSITE**

It is the responsibility of the show host to have documents detailing performance flow and host site delivered to the webmaster no later than four (4) Fridays before the competition date. These documents should include:

- site map detailing spectator parking, equipment un/loading, bus parking
- site map detailing warm up areas and pathways from one to the next
- site map detailing performance area
  - spectator seating
  - spectator entry /exit
  - performer entry/exit
  - competition time line

Information provided during your contest host application process will be provided to member units via AIA's website. Any additions or corrections to the information about your contest should be emailed to [web@atlanticindoor.org](mailto:web@atlanticindoor.org).

## **COPYRIGHT, PHOTOGRAPHY & VIDEOGRAPHY**

There is no flash photography allowed at any AIA sanctioned competitions. Any video taken at AIA sanctioned events is for personal use only and may not be posted or made public in anyway. As part of the agreement between the Atlantic Indoor Association(AIA) and its member organizations, AIA requires all participating groups to comply with copyright laws regarding performance and/ or use of arrangements of copyrighted music, visual images and other materials, as well as the use of copyrighted audio, spoken text and display of copyrighted words and images. If copyright violation is found to exist, disqualification may occur. Contest Hosts MUST clearly post these policies at all entrances to performance areas.

## **UNIT STAFF ENTRY**

In the unit's check-in packet please include up to ten (10) staff passes for each unit in competition. These passes are intended for the staff and/or parent volunteers.

## **DIRECTORS CONTEST ENTRY**

AIA will issue two (2) directors passes to each member organization that will be honored at all AIA Sanctioned Contests. This pass must be physically present to be honored. It is the responsibility of the unit to retain their passes. Lost passes will not be replaced, additional staff passes may be purchased at an additional cost during the AIA member registration period. Directors credentials remain the property of AIA and may be revoked at any time.

## **DIRECTOR HOSPITALITY**

The contest may provide a Director's Hospitality area separate from the Judges Area, but is not required to do so. Access to this area is granted by presence the AIA credentials and is limited to Unit Directors. This areas should remain open and accessible until the end of the contest.

- Coffee and tea in the morning is extremely important. In the case of early departures from home or the hotel, breakfast or lunch when they arrive maybe appropriate. If you are providing breakfast items, things such as cereal, yogurt, fruit, muffins, and granola bars are appropriate and easy.
- Bottled water is usually the preference for most unit directors and judges. Soft drinks are also appreciated.
- Lunch and/or dinner might include hot soup, salads or casseroles, but is left to the discretion of the contest organizer.

## UNIT AWARDS

In effort to create consistency at AIA sanctioned contests, a standardized award has been selected for use at ALL contests.

AIA has negotiated a special price point of \$9.00 per award and working relationship with Crown Trophy located in Cary, NC. Each contest sponsor will customize a 6x8 acrylic, with laser engraved center award with three lines of text and a background color of choice. A flat shipping fee of \$18.00 per contest will be assessed. Each contest host must download the trophy order form from the AIA site and submit an order two weeks prior to your contest date. Crown Trophy will ship your order to the address provided to arrive on Wednesday prior to your Saturday contest. AIA will invoice you for the number of trophies ordered for your contest.

*NOTE: Any extra trophies not used at your contest should be turned into the Contest Coordinator at the close of the event for a credit to your invoice.*

## First Aid

Contest hosts are strongly urged to provide basic first aid services for visiting participants and spectators, as well as information regarding the nearest urgent care and emergency facilities. In addition to the **required first aid kit at unit check-in**, hosts are encouraged to have an available medical professional and stocked first aid kit in the contest performance area.

Please advise units of the location of first aid when checking in and ensure that all contest volunteers know where to direct participants in the event of an emergency. A system must be in place to contact your first aid and medical staff by phone or two-way radio in the event of an emergency.

## **Part 3: Judging**

The Contest Coordinator supervises and implements the contest, maintaining the standards and procedures set forth by AIA in conjunction with the Event Partner. The Chief Judge serves as the supervisor for the adjudication process, and is the liaison between the units and the judges relative to any issue of an adjudication nature.

### **RESPONSIBILITIES OF THE CHIEF JUDGE(S)**

- Be scheduled to arrive early Saturday morning and depart at the conclusion of critique. The Chief Judge should not leave prior to the conclusion of the contest.
- Be present in the stands to view as many of the units (color guard and percussion) as possible.
- The Chief Judge or his/her designee must be present at critique at all times.
- Adjust the judging panels as necessary due to travel problems or illness.

### **COMMUNICATION WITH CHIEF JUDGE PRIOR TO CONTEST**

The Contest Coordinator communicates with the Percussion and ColorGuard Judging Coordinators no later than one week prior to the contest. The purpose of this communication is to review the schedule of the weekend, review all logistics, transportation, accommodation, contest and critique issues, and to assure the smooth execution of the contest. The Contest Coordinator will be responsible to communicate these agreements (as appropriate) with the Event Partner to assure that these responsibilities are handled.

### **CRITIQUE**

Critique is an extremely important part of the Contest experience and must occur whenever possible. The critique procedure will be agreed upon prior to the contest. An electronic sign up sheet will be set up for the critique and posted via a link to Signup Genius on the AIA website when the draft schedules are posted. Sign up will be allowed until the day of competition. It is the responsibility of the units to register for critique. If a unit has not registered and there are still critique slots available, the Contest Coordinator may register the unit in question. The critique location should be a room separate from dressing areas, contest sites, lunchrooms, etc. The T&P Judge or Contest Coordinator will time and expedite the critique.

Colorguard Critique will have three units at once in the process; one table for GE, one table for Equipment and Movement and one table for Design. Units rotate from one table to the next, giving a full 9 minutes with the judging panel, or 3 min per table. Requests for full panel critiques will be handled on a case-by-case basis through the Chief Judge, and if approved, would be scheduled at the end of the critique for all other units.

Percussion Critique will have four units at once in the process, one table for Vis, one for VGE, one for Mus and one for MGE. Units rotate from one table to the next, giving a full 9 minutes with the judging panel, or 2.25 min per table. Requests for full panel critiques will be handled on a case-by-case basis through the Chief Judge, and if approved, would be scheduled at the end of the critique for all other units.

## **JUDGES and AIA STAFF MEALS**

While most sponsors do a superb, generous job in this area, this segment will serve as an aid for new sponsors or for those few sponsors who may not understand the judges' needs during an event of this nature.

Meals and refreshments should be provided for all judges, sound engineer, announcer, AIA Contest Coordinator, and tabulators. A total head count will depend on the schedule.

- The contest coordinator will provide details based on the schedule for what meals should be planned.
- Judges should never be directed to the event concessions based on time considerations to keep the event on schedule.
- Coffee and tea in the morning is extremely important. In the case of a judge's early departures from home or the hotel, breakfast or lunch when they arrive maybe appropriate. If you are providing breakfast items, things such as cereal, yogurt, fruit, muffins, and granola bars are appropriate and easy.
- Bottled water is usually the preference for most judges. Soft drinks are also appreciated.
- Lunch and/or dinner might include hot soup, salads or casseroles, but is left to the discretion of the contest organizer.
- If there are any allergies that may be important for meal planning, the contest coordinator will provide this information and will work with the contest site as needed to provide appropriate sustenance for the judging panel.

## **JUDGES and AIA STAFF TRAVEL**

There may be times when judges and AIA staff will be traveling to different airports where two or more airports service a contest location. There are very sound reasons for this choice. In some cases, departure times are better and in many cases airline ticket costs are lower.

The Contest Coordinator will work with the contest host to arrange for transportation to and from the airport or hotel.

- **Airport pickup:** It is the judge's responsibility to advise the Contest Coordinator, AIA and Event Partner if other arrangements have been made. In the Southern Region, the Hyatt Place provides a shuttle service from the airport to the hotel. all arrangements will be from the hotel to site, if needed. If the contest sponsor makes other arrangements, such as a shuttle, please notify AIA. AIA will keep all parties informed of air arrangements. **Under**

**no circumstances can a judge be kept waiting at an airport in excess of two (2) hours even if it means additional trips to the airport.**

- **Standard meeting point and means of identification:** If appropriate, all judges should be met at the baggage claim area of the airline on which they are traveling. An adult contest representative should hold a sign with large AIA lettering visible for the judge to recognize and thus establish contact.
- **Emergency contact:** The Contest Sponsor must assign someone who can be reached by phone in the event of flight changes and cancellations. This is an area that is often neglected. In addition, your AIA Contest Coordinator will be available to assist you with emergency situations, should they occur.

### **PRIVACY IN THE JUDGES' ROOM**

The judges' room is restricted to judging personnel including the Chief Judge, Contest Coordinator, Color Guard Coordinator and Percussion Coordinator. There are often issues of a sensitive nature that need to be addressed, and which would be inappropriate for other individuals to witness or hear. If this is also the room where judges' meals are served, obviously the Sponsor's committee members will need to be in attendance, but this room should absolutely not be open to personnel other than those directly involved in the judging process. Non-working judges, judges' families and/or friends are not to be in this area. There should be a consistent approach to security in the Judges' Room from contest to contest.

### **ROLE OF THE CONTEST COORDINATOR IN JUDGING**

In the event a unit instructor or director approaches the Contest Coordinator with any questions relative to a judge or any phase of the judging process, that individual will be directed to the Chief Judge of the event. It is important not to comment on or express an opinion of any judge or the scoring procedure. Advise the Chief Judge if concerns are brought to your attention, to be sure that they have been addressed. Be aware that all information involving the adjudication and scoring of the event is to be treated as confidential.

### **TIMING AND PENALTY JUDGES**

The Judging Coordinators will assign Timing and Penalty Judge (T&P Judge) to AIA contests. For rule interpretations please direct all questions to the Color Guard or Percussion Coordinator respectively.

- **Role and responsibilities of the T&P Judge:** Timing and Penalties are an important part of the competition. Hopefully, units will have been adequately prepared during the season so that they will arrive at Championships penalty free for the most part. The WGI

Rule book will be used to assess any penalties to ensure consistency of judging across all AIA and regional contests.

- **Assessing Penalties:** The WGI Adjudication Manual and Rulebook is the last word for the T&P Judge. On rare occasions, the physical layout of the facility will make it necessary to allow for special considerations for timing based on the site. The T&P Judge and Chief Judge will use their best judgment in cases like this.

## **Part 4: Contest Checklist**

This checklist is designed to assist you in attending to the countless details which will make a contest run smoothly and efficiently. If the committee should be divided up in such a way that these categories fall into their specific responsibility, it will aid that individual, the contest sponsor and you in assuring the proper attention to details. All details might not apply to your specific contest, but it will definitely cover every possible situation.

### **Contest Site**

- seating capacity
- handicapped area
- warm up areas
- unit entrance and exit (performance flow)
- souvenir area
- crowd flow
- 5 foot front sidelines
- judges area in stands, secure and accessible
- judges room
- coffee/cold drinks/water
- snacks
- tables and chairs
- announcer
- comfortable setup for announcer and sound
- security
- electrical power
- comfortable chairs for announcer and sound
- tabulation area
- power

### **Staff needed**

- on site first aid
- tabulators (1-2 adults)



- security
- judges area
- money areas (adults)
- crowd control
- unit control
- doors (adults)
- unit check in (adults)
- warm up areas (adults)
- dressing rooms
- spectator entrance/exit
- unit entrance/ exit runners
- judges runners
- miscellaneous floaters
- parking lot as needed
- food service
- servers/ sellers/ clean up
- preparation of food for judges and staff

### **Supplies**

- badges (provided by AIA, to be handed out at beginning competitions)
- awards
- radios
- extension cords and power strips
- cones (have 2-6 available)
- tape (caution, duct, masking, gaffers)

### **Tabulation**

- ream of paper
- pens, pencils, markers
- stapler, staples
- paper clips
- tables and chairs
- trash receptacle
- extra poster board
- access keys as needed

### **Judges**

- transportation for judges
- judges food
- airport and hotel information

## **Signs**

- unit check in
- unit entrance/exit
- dressing rooms (boys/girls)
- warm up areas
- prop/equipment area
- inspection area
- body warm up area
- equipment warm up area
- competing unit entrance
- spectator entrance
- ticket sales
- judges room
- tab area (keep out!)
- announcer sound area
- first aid
- judges critique
- floor folding

## **General Information for units**

- hospitals, medical centers
- police
- ambulance
- towing services
- garages
- gas stations
- general merchandise
- restaurants
- hotels
- florists
- contact phone numbers
- emergency phone numbers
- show coordinator number
- transportation chairperson

## **Financial**

- expenses
- school rental
- AIA sponsor fee

- tabulator, medical, police
- ticket pricing
- cash and supplies
- cash boxes with cash for:
  - ticket sales
  - food sales
  - souvenirs

## Body Warm up for Colorguard

### Warm-up Intervals for Class

Class	Interval Time
ES, MS, SRA1, SRA2	<b>7 minutes</b>
A3, A2, A1	<b>8 minutes</b>
Open	<b>9 minutes</b>
World	<b>10 minutes</b>

### You must provide:

**2 minute warning**

**1 minute warning**

- **Timing starts after all performers have entered warm-up area (not set up).**
- **Next unit should enter as previous unit is exiting.**
- **Stick as closely to posted schedule as possible! (Note: All units are entitled to their ENTIRE warm-up time)**
- **First Line of defense against timing issues.**
- **Alert contest coordinator if unit is late or does not show.**

## Equipment Warm Up for Colorguard

### Warm-up Intervals for Class

Class	Interval Time
ES, MS, SRA1, SRA2	<b>7 minutes</b>
A3, A2, A1	<b>8 minutes</b>
Open	<b>9 minutes</b>
World	<b>10 minutes</b>

### You must provide:

**2 minute warning**

**1 minute warning**

- **Timing starts after all performers have entered warm-up area (not set up).**
- **Units may wait at the bottom of the stairs before their allotted time**
- **Next unit should enter as previous unit is exiting.**
- **Stick as closely to posted schedule as possible! (Note: All units are entitled to their ENTIRE warm-up time)**
- **Keep in contact with volunteers behind the curtain to prevent guards from stacking up behind curtain.**
- **Second Line of defense against timing issues.**

## Percussion Warm Ups

### Warm-up Intervals for Class

Class	Interval Time
Concert A	<b>18 minutes</b>
Concert Open	<b>20 minutes</b>
PSRA, PSA	<b>18 minutes</b>
PSO	<b>20 minutes</b>
PSW	<b>22 minutes</b>

#### You must provide:

**2 minute warning**

**1 minute warning**

- **Timing starts after all performers have entered warm-up area (not set up).**
- **Units may wait at the bottom of the stairs before their allotted time**
- **Next unit should enter as previous unit is exiting.**
- **Stick as closely to posted schedule as possible! (Note: All units are entitled to their ENTIRE warm-up time)**
- **First Line of defense against timing issues.**
- **Alert contest coordinator if unit is late or does not show.**

## Winds Warm Ups

### Warm-up Intervals for Class

Class	Interval Time
Concert A	<b>18 minutes</b>
Concert Open	<b>20 minutes</b>
WSRA, WSA	<b>18 minutes</b>
WSO	<b>20 minutes</b>
WSW	<b>22 minutes</b>

### You must provide:

**2 minute warning**

**1 minute warning**

- **Timing starts after all performers have entered warm-up area (not set up).**
- **Units may wait at the bottom of the stairs before their allotted time**
- **Next unit should enter as previous unit is exiting.**
- **Stick as closely to posted schedule as possible! (Note: All units are entitled to their ENTIRE warm-up time)**
- **First Line of defense against timing issues.**
- **Alert contest coordinator if unit is late or does not show.**