



# North Texas Colorguard Association

## Policies and Procedures Manual

### MISSION STATEMENT

It is the mission of the North Texas Colorguard Association to provide all of our units with an educationally sound competitive environment. We wish to build strong relationships with school administrators, band directors, unit directors, parents, and students. It is our goal to promote the winterguard and indoor percussion activities in North Texas, and provide opportunities for all interested parties to learn from each other as well as compete against each other in friendly and fair venues. It is our pledge to nurture and educate our younger units, encourage our intermediate units, and help prepare our more advanced units for competition at a national as well as local level. It is our goal to meet the competitive needs of each of our units, helping them to grow as performers, team members, and most importantly, contributing members of society who recognize the positive impact that the pageantry arts and other performing arts have on our communities.

### BRIEF HISTORY

The North Texas Colorguard Association (NTCA) was founded in 1993, with the first competitions taking place in the spring of 1994. The founding members wanted to have a circuit based in the Dallas/Fort Worth Metroplex. This particular circuit was aimed at providing a band director friendly environment with education-based competition. Although participation was welcomed by senior and independent classes, the focus of the circuit was toward smaller, scholastic groups wanting to participate at a local level. The growth in North Texas has been tremendous, and the circuit now has well over one hundred competing units from both winterguard and indoor percussion.

### WINTERGUARD INTERNATIONAL

Winterguard International (WGI) is an organization, which sanctions competitions at the regional, national, and international levels. WGI publishes an annual Adjudication Manual and Rule Book for both colorguard and percussion. NTCA follows these two manuals exclusively as they relate to caption judging/criteria referenced sheets, timing and penalties, code of ethics, copyrights, and competitive flag code.

### MEMBERSHIP

Membership in the North Texas Colorguard Association is available to any scholastic or independent colorguard or percussion unit or individual that wishes to participate in indoor competitions based in the Dallas/Fort Worth/Metroplex area. Membership information can be found in Article II of the NTCA Bylaws.

### DUES

Information about dues can be found in Article III of the NTCA Bylaws. The current, nonrefundable membership fee is \$400.00 per unit, per year. The fee for a second like unit (second guard from the same school or independent organization or second percussion line from the same school or independent organization) is \$350.00 per unit, per year. The fee for the third or more like unit (third or more guard from the same school or independent organization or third or more

percussion line for the same school or independent organization) is \$300.00 per unit, per year. Individual memberships are also available for \$75.00 per year without voting privileges, or \$150.00 per year with voting privileges.

Fees are due on or before November 1<sup>st</sup> of each year. Late fees are assessed as follows:

November 15	\$50.00 Late Fee
December 1	\$100.00 Late Fee
December 15	\$150.00 Late Fee
January 1	\$200.00 Late Fee

## MEETINGS

Information about NTCA meetings can be found in Article VI of the NTCA Bylaws. General membership meetings are held twice a year in the fall and spring.

## COMMITTEES

Standing committees not listed in the NTCA Bylaws are the Scholarship Committee, Bylaws Committee, and Contest Committee. The Scholarship committee accepts and reviews all scholarship applications and selects recipients for the annual NTCA scholarships. The Bylaws committee is comprised of the Parliamentarian and appointed committee members, and their job is to update and review the Bylaws and Policies and Procedures Manual as needed. The NTCA President and Circuit Administrator may appoint additional committees at any time as needed for operational activities. These committees shall submit reports to the NTCA Vice-President.

## CLASSIFICATIONS FOR PERFORMING UNITS

There are nine (9) classifications for Scholastic Guard Units:

<b>CADET CLASS</b>	<b>REGIONAL AAA CLASS</b>
<b>REGIONAL AA CLASS</b>	<b>REGIONAL A CLASS</b>
<b>SCHOLASTIC AAA CLASS</b>	<b>SCHOLASTIC AA CLASS</b>
<b>SCHOLASTIC A CLASS</b>	<b>SCHOLASTIC OPEN CLASS</b>
<b>SCHOLASTIC WORLD CLASS</b>	

There are two (2) classifications for Scholastic Percussion Units:

**SCHOLASTIC MARCHING CLASS**  
**SCHOLASTIC CONCERT CLASS**

There are five (5) classifications for Independent Guard Units:

**INDEPENDENT REGIONAL A**  
**INDEPENDENT A CLASS**  
**INDEPENDENT OPEN CLASS**  
**INDEPENDENT WORLD CLASS**  
**SENIOR CLASS** (Exhibition Only)

There are three (3) classifications for Independent Percussion Units:

**INDEPENDENT A CLASS**  
**INDEPENDENT OPEN CLASS**  
**INDEPENDENT WORLD CLASS**

There are four (4) classifications for solos:

**FLAG**  
**WEAPON**  
**MIXED**  
**PERCUSSION**

There is one (1) classification for ensembles:

**ENSEMBLE**

## **DECLARING A CLASSIFICATION**

It is at the discretion of each performing unit's staff to make the decision as to what class best suits their unit's ability and growth potential. Competitions thrive when units are properly classed in like groups based on both ability and experience. Guidelines for changing classes during the competitive season through either promotion or at the request of a unit director are included under the heading "Reclassification Procedures and Criteria".

## **CLASS/SCORE SHEET DESCRIPTIONS**

### **Cadet Class (Cadet)**

This class is exclusively for elementary and middle school guards (excluding 9th grade members). Units competing in the classification will be judged using the WGI Regional A Class criteria and sheets. This class is designed to expose the students to the activity, promote beginning level techniques and develop individual training. The cadet class may perform a standstill show.

### **Regional AAA Class (Scholastic Regional AAA "RAAA")**

This class is the equivalent of a novice division, and is exclusively for first year guards, units with 80% 9th graders, and junior high schools with 9th grade members. This class is for units not ready for the demands of Regional AA Class. Equipment and movement will focus on the training and achievement of the most SIMPLE BEGINNING SKILLS. Groups may choose to do a standstill show. The purpose of this class is to help the performers grow in the very elementary principles and efforts in handling equipment and movement. The concept of layered skills will probably not exist. Shows will likely "set, move & spin", presenting one skill at a time. Achievement of simple beginning skills is the main focus of this class. Units competing in this classification will be judged using the WGI Regional A Class criteria and sheets and may NOT compete in this class in two consecutive seasons without board approval regardless of placement.

### **Regional AA and Regional A Class (Scholastic Regional AA and A "RAA, RA, and IRA")**

This class is for units not ready for the demands of A Class. Equipment and movement will focus on the training and achievement of the most SIMPLE BEGINNING SKILLS. The purpose of this class is to help the performers grow in the very elementary principles and efforts in handling equipment and movement. The concept of layered skills will probably not exist. Shows will likely "set, move & spin", PRESENTING ONE SKILL AT A TIME. Achievement of simple beginning skills is the main focus of this class. Units competing in this classification will be judged using the WGI Regional A Class criteria and sheets.

### **Scholastic AAA Class (SAAA)**

This class is for units not ready for the demands of Scholastic AA or A Classes. Equipment and movement will focus on the training and achievement of the basic skills. Tosses use a limited variety of releases and catch points and typically take place from a stationary position. Dimensionality is limited and phrases are often very short with much built in recovery time. Movement is mostly demonstrated by moving from place to place. There is usage of simple turns and leaps and performers occasionally explore level changes around the body. The triad is never completely used with elements most often being presented singularly and occasionally presented two at a time. Performer role, character, and emotional development is evident but at a basic level with minimal changes. Units competing in this classification will be judged using the WGI A Class criteria and sheets.

### **Scholastic AA Class (SAA)**

This class is for units not ready for the demands of Scholastic A Class. Equipment and movement will focus on the training and achievement of the basic skills but with more variety than the Scholastic AAA units. Tosses will begin to display more variety of releases and catch points. There is more exploration of basic dimensionality of equipment and some layering of efforts are beginning to occur. Phrase length is still primarily short (16 to 24 counts) with occasional longer phrases (24 to 36 counts) and recovery time is still apparent. The movement range of dynamic qualities is broadening. There is increasing usage of two elements of the triad simultaneously with occasional use of all three. The concept shows a greater use of artistic effort and a variety of methods of creating effect. Characterization is more developed and changes in the emotional character are beginning to be explored. Units in this classification will be judged using the WGI A Class criteria and sheets.

#### **A Class** (Scholastic A “SA”/ Independent A “IA”)

This class is for units not ready for the demands of Scholastic Open class. These are the units who customarily compete at a national level of Scholastic A Class within WGI. Guards in this area are at a level where members and staff have a complete understanding of the basic principles of performance and design. Units here may also occasionally explore more intermediate concepts and encourage performers and designers to broaden their skills. Units competing in this classification will be judged using the WGI A Class criteria and sheets. Units will be encouraged to maximize the achievement of these criteria.

#### **Open Class** (Scholastic Open “SO”/ Independent Open “IO”)

This class is for a highly competitive unit, which is too advanced to find any competition in the Scholastic A Classes, but is not ready for the demands of Scholastic World Class. Guards in this area have a greater experience level. Both staff and performers have the talent to grow beyond the basics, exploring a higher level of design and performance techniques. Units competing in this classification will be judged using the WGI Open Class criteria and sheets. To stay an Open Class competitor, units must stay within 15 points of the WGI Block score for corresponding week.

#### **World Class** (Scholastic World “SW”/ Independent World “IW”)

This class is for the most highly developed programs. The designation World Class indicates the unit is competitive on the national level. This is the most advanced level of competition for guards with the student talent, design, staff, rehearsal time, and budget capabilities. Students here will be challenged to expand their technical and performance base to achieve their fullest potential within programs that utilize advanced concepts of design. Units competing in this classification will be judged using the WGI World Class criteria and sheets. To stay a World Class competitor, units must stay within 15 points of the 2007 WGI Block score for the corresponding week.

#### **Scholastic Concert Percussion (PSC)**

This class is for those scholastic percussion units who wish to concentrate on the percussive element only. Instrumentation must be oriented to the performance of concert percussion. Movement will be permitted in order to allow performers to change equipment or to allow for better presentation of musical performance only. One non-student conductor is allowed in the concert classes only. This is not a marching/visual class. Credit will be given for musical elements only. Units will be judged on the WGI Concert Open Class criteria and sheets.

#### **A Class Marching Percussion** (Scholastic Marching “PSA”/ Independent Marching “PIA”)

This class is for those more experienced percussion units who wish to incorporate design and drill elements into their program. Units will be judged on the WGI Marching A Class criteria and sheets.

### **Open Class Marching Percussion** (Independent Marching “PIO”)

This class is for those percussion units who wish to incorporate design that is more advanced and drill elements into their competitive program. Open class in NTCA is open to independent units only. Units will be judged on the WGI Marching Open Class criteria and sheets.

### **World Class Marching Percussion** (Independent Marching “PIW”)

Please refer to the WGI Percussion Manual for World class criteria.

### **Solos & Ensembles**

(Scholastic Flag/ Scholastic Weapon/ Scholastic Mixed/Percussion/Scholastic Ensemble)

This class would be used for any individual who is currently enrolled in a public or private school (NOTE: a person could be a member of an independent winterguard yet compete in a high school class solo if they are currently enrolled in high school). In the event that there are not at least three entries in the weapons category, the weapons and mixed classifications will be combined. Ensembles will be defined as groups of two (2) to four (4) performers.

## **TIMING FOR PERFORMING UNITS**

Class	Minimum Performance Time	Maximum Performance Time	Minimum Equipment Time	Maximum Interval Time
<b>Guard</b>				
<i>All times are listed in minutes</i>				
Cadet	3	4.5	3	7
Scholastic Regional AAA, AA, & A	3	4.5	3	7
Independent Regional A	3	4.5	3	7
Scholastic AAA, AA, & A	4	5.5	3.5	8
Independent A	4	5.5	3.5	8
Scholastic Open	4	6.5	3.5	9
Independent Open	4	6.5	3.5	9
Scholastic World	4	7.5	3.5	10
Independent World	4	7.5	3.5	10
<b>Percussion</b>				
Scholastic Marching	4	6	NA	9
Scholastic Concert	4	6	NA	9
Independent A	4	6	NA	9
Independent Open	4	7	NA	10
Independent World	4	8	NA	11
<b>Solos &amp; Ensembles</b>				
Flag	1.5	3	NA	4
Weapon	1.5	3	NA	4
Mixed	1.5	3	NA	4
Percussion	1.5	3	NA	4
Ensembles	1.5	3	NA	4

## **RECLASSIFICATION PROCEDURES AND CRITERIA**

NTCA Units are promoted upward without exception when a unit receives a score at or above the NTCA Review Score (before any penalties). For downward promotions, a unit may be moved down by a majority vote of the Executive Board, based on the classification descriptions.

Units meeting the criteria for reclassification to a lower class shall be encouraged to do so. However, units meeting the criteria for reclassification to a higher class are required to do so at the next contest.

Promotion from A class to Open class will use the 2007 Block scores plus 5.

Units who wish to place themselves in a lower class after the season has started may do so by petitioning the Executive Board. No units may drop to a lower classification after March 1st of each contest season. There will be no reviews for promotion in the Regional A, A, Open, and World Classes two weeks prior to championships. This is to afford all units at least one opportunity to compete in their "new class" at least once prior to championships. If a unit does not have an opportunity to compete on a new "sheet" prior to their championships, the Circuit Administrator will utilize a comparable number for purposes of seeding.

All scores will be considered before any penalties are assessed. All WGI Regional scores will be considered for promotion. Any unit who makes Scholastic A class finals at a WGI Regional at any point in the season will be immediately promoted into the Scholastic A class from Scholastic AA or AAA for the remainder of the season if they were not already competing in that class.

The class into which a unit is promoted is dictated by the promotion grid which is readily available to all unit directors prior to the start of the season. Groups competing in RAAA, RAA, or RA may be promoted through SAAA based on the score they receive. The earned score dictates promotion regardless of current competing class. Groups competing in SAAA or SAA may be promoted through SA based on the score they receive.

Special note for the IRA class: If 75% of an IRA guard meets the criteria of the cadet classification (elementary and middle school performers), the director can petition the executive board to not be promoted into IA even when a promotion score is earned. Unit directors wishing to pursue this option must contact the Circuit Administrator within 24 hours after retreat to request this option.

If a unit is promoted on the same sheet (RA or SA) and fails to achieve the current promotion score from their original class or higher in their next competition, they have the option of moving back down one class. This option may only be used once, and if a team is subsequently promoted again, they must remain in the higher class. Unit directors must contact the Circuit Administrator via email within 24 hours after retreat to request this option.

Units who medal at NTCA championships in RAAA, RAA, RA, SAAA, or SAA may no longer compete in that class. They must compete a minimum of one classification higher the following season.

## **SCHOLASTIC MEMBER PARTICIPATION IN INDEPENDENT UNITS**

If a student is a member of their school's scholastic unit (and the unit is a member of NTCA) on or after the first of August, which precedes the competitive season, and chooses to leave that unit and join an Independent or Senior unit, a letter must be on file with the Circuit Administrator. This letter must state that the student is officially released of any obligations to the Scholastic unit. This letter must be signed by the student, a parent or guardian, the director of the Independent or Senior unit, and the official credentialed teacher in charge of the Scholastic unit or a school administrator.

If a student from a school with a Scholastic unit that is a member of NTCA is not a member of that unit on or after the first of August, which proceeds the competitive season, and chooses to join an Independent or Senior unit, no letter is necessary.

## **INDEPENDENT MEMBER PARTICIPATION IN ANOTHER INDEPENDENT UNIT**

If a participant chooses to leave one independent group to audition for or compete with another independent unit, they must have a signed release form from the old group to the new group. This release form should include any outstanding financial balances, and must be kept on file by the new group's unit director for the duration of the season.

## **PARTICIPATION IN CONTESTS**

All participants in any NTCA contest must be affiliated with a member unit (this included anyone participating in the solo and ensemble categories). Dues and fees for the current year must be paid in full before competition is allowed.

Exhibitions will be for judges' taped criticism only. No scores will be given. Exhibitions do not qualify units for Championships.

Director videos are not provided. Each unit will receive a video pass at each contest so that a representative from the unit may video tape the unit's performance. Representatives are allowed to only video tape the unit that they represent. A box for videotaping will be set up at each contest. The representative may enter the box one unit prior and must exit one unit following their unit or the unit they represent will be disqualified.

## **ASSOCIATION CONTESTS**

The suggested order for any NTCA contest is:

Scholastic Marching Percussion	Independent Regional A Class
Scholastic Concert Percussion	Scholastic AAA Class
Independent A Class Marching Percussion	Scholastic AA Class
Independent Open Class	Scholastic A Class
Marching Percussion	Independent A Class
Cadet Class	Scholastic Open Class
Regional AAA Class	Independent Open Class
Regional AA Class	Scholastic World Class
Scholastic Regional A Class	Independent World Class

The Circuit Administrator will use computer randomizing software to determine the placement of units in the schedule for any given contest with the exception of NTCA Championships.

Classifications with 16 or more units competing at a single competition will be split into two divisions. Divisions will not occur however in the open or world classes regardless of the number of units competing.

An official director or chaperone must be present for each entry, including solo and ensemble, at the contest. This person has the responsibility of making sure the contest stays on schedule, their units, or solos and ensembles, follows the directions of the host, and is accountable for any actions of the unit members. A parent/guardian/sponsor/band director/instructor will need to sign-in for each solo and ensemble at each show. A school sponsor/instructor/band director will need to sign-in each guard or percussion at each show.

Before entering the performance area, the contest host will inspect all props, carts and equipment. Nothing is allowed in the gym without the inspector's approval. Any hard edge must be padded with foam and taped securely. All rifles and sabres should be padded. All flagpoles should have a protective rubber cap on each end. If a unit director is not sure about any equipment, the contest host should be contacted in advance.

Participants should have music clearly marked with unit name and any specific instructions. It is encouraged for all CD's and MP3's to be single track to prevent problems. All units are encouraged to arrive early for sound check to prevent problems and visit with the sound table

technician to ensure that all music media are properly labeled, formatted, and in good working order for playback. No CDRW's are allowed in any show.

All unit directors of an NTCA unit will receive, prior to the start of the season, instructions for downloading and printing a copy of the current WGI Manual, by which NTCA abides. These WGI rules work in conjunction with the NTCA Policies and Procedures Manual and NTCA By-laws.

Timing and Penalty penalties are waived until the "compete by" contest.

In accordance with the WGI rulebook, all participating units must have no fewer than five members, and no more than thirty members.

If a competition space does not meet the WGI regulation of 60' X 90', front sideline penalties will be waived and units will be offered an alternate front timing line (established by the contest director prior to the competition) for safety.

Critique may or may not be available at any given contest, at the discretion of the Circuit Administrator or Contest Coordinator. NO CRITIQUES will be held at Friday night shows. If there is a critique, unit directors must sign up for critique at the tabulation table prior to the end of the contest. A unit director must have listened to their MP3's to be admitted into the critique room.

If a tie occurs in a regular season competition, ordinals then rankings will be used to break the tie.

## CHAMPIONSHIP CONTEST

In order to compete in the NTCA Championships, participation in 3 earlier NTCA competitions (the North Texas Regional may be used for eligibility for Championships) during the same season is required. Cadet class must participate in 2 competitions to be eligible for Championships. Units that are 100 miles outside of the DFW airport must attend 2 competitions to qualify for Championships. All units wishing to compete at Championships must have posted a valid score by the specified "Compete By". Percussion units must post 2 scores in each season to be eligible for NTCA Championships.

For seeding purposes, NTCA will use a diminishing growth system similar to WGI. This seeding method is used for Cadet, Regional AAA, Regional AA, Regional A, and Independent Regional A groups. Growth of 2 points per week will be added to the **highest earned score** from the first contest through the final contest in the month of February. Increments of 1.5 points per week will be added to the most current score starting with the first contest in March, through the final contest before championships. These growth points are added in for units that do not post a score on a given weekend in an effort to have equitable scores posted for all units when championship schedules are created.

For units on the A, Open, or World sheets, a growth of 2 points per week will be added to the **most current score** from the first contest through the final contest in the month of February. Increments of 1.5 points per week will be added to the most current score starting with the first contest in March, through the final contest before championships. The most current score will always be used, even if it is lower than a previous score or the estimated score based on the diminishing growth system. These growth points are added in for units that do not post a score on a given weekend in an effort to have equitable scores posted for all units when championship schedules are created.

If 15 or more units are scheduled to compete in the Cadet, Regional AAA, AA, A, or Scholastic AAA, AA, A classes, the respective class will be split into divisions. Once the units are seeded, the divisions are structured as follows:

DIVISION WHITE	DIVISION PURPLE
1	2
4	3
5	6

8	7
9	10
12	11
13	14
16	15

There will be no split in Independent A, Open, or World Class regardless of the number of units registered for competition.

## **SOLO/ENSEMBLE CHAMPIONSHIPS**

NTCA will host a one-day solo/ensemble championship event to be held after WGI. Awards to be given will include divisional ratings of Superior, Excellent, Good, Fair, and Poor. Medals will be given to all soloists and ensembles who achieve a superior rating, and certificates will be given to all participants. As there is no ranking of performers, rather evaluation compared to a standard of excellence; there is no system of classification for performers.

Registration opens on February 1 and closes on February 28. Entry fees are \$15.00 per performer, per entry, paid on the day of the contest. Participation is open to any individual who is currently enrolled in a public or private school (NOTE: a person could be a member of an independent winterguard yet compete if they are currently enrolled in high school). Adjudication rubrics are similar to the standard solo/small ensemble UIL Form 6, and can be found online. Minimum performance time is 1 ½ minutes, and maximum performance time is 3 minutes, with an interval time of 4 minutes. Performers must check-in no later than 45 minutes before their scheduled performance time. Following their performance, students report to the awards table where they will receive their judge's sheet, certificate, and medal if a superior was earned. Ratings will also be posted on the wall. There is no formal awards ceremony.

Schools who wish to host this solo/ensemble championship level event need to apply to the Circuit Administrator no later than October 1. Hosts will receive \$10.00 per entry and NTCA will provide all medals and certificates.

## **ADJUDICATION**

NTCA works closely with the Texas Colorguard Judges Association to ensure that qualified, well-trained adjudicators evaluate its member units. Any questions, comments, or complaints concerning adjudication at a NTCA competition should be directed to the NTCA Circuit Administrator and/or NTCA President and not submitted to WGI.

NTCA uses single-panel adjudication in all of its competitions, including championships. Affiliated local judges may not be affiliated with championships unless the need arises.

## **MISSING JUDGE POLICIES**

### Colorguard:

In the event that one of the main adjudicators (equipment, movement, ensemble analysis, general effect 1, or general effect 2) is missing when a competition starts, the following procedure will be used to generate scores. If the missing judge arrives tardy, this procedure will be utilized until the end of the current classification, and regular judging with a full panel will begin with the first guard of the next class. The judge may take their seat and begin making tapes upon their arrival, but 'missing judge' scores will remain in effect until the start of the next class of competition out of fairness to all competing units.

If the missing judge is a downstairs judge (equipment or movement), an average of the score of the present downstairs judge along with the ensemble analysis score will be entered into the tabulation program as the missing judge's score. If the missing judge is an upstairs judge

(ensemble analysis, general effect 1, or general effect 2), an average of the scores of the present two upstairs judges will be entered into the tabulation program as the missing judge's score.

In the case of a double panel: If the missing judge is GE, the three GE scores of those present will be averaged for the GE4 score. If the missing judge is EA, EQ, or MVT, the score of the one judge present will be repeated for the missing judge in the respective like caption.

If the Timing & Penalties judge is missing, the circuit administrator or contest director will serve as the T&P judge, or will find and appoint a replacement. In the event an untrained T&P judge must be utilized in a dire situation, penalties for that class will be inscribed on the sheet for director awareness, but official penalties will not be assessed out of fairness to all competing units.

### Percussion:

In the event that one of the main adjudicators (performance analysis, general effect, or visual for marching; or performance or artistry for concert) is missing when a competition starts, the following procedure will be used to generate scores. If the missing judge arrives tardy, this procedure will be utilized until the end of the current classification, and regular judging with a full panel will begin with the first guard of the next class. The judge may take their seat and begin making tapes upon their arrival, but 'missing judge' scores will remain in effect until the start of the next class of competition out of fairness to all competing units.

For marching percussion, an average of the scores of the two judges in attendance will be used to enter into the tabulation program as the missing judge's score. For concert percussion, judges will be reassigned as needed to ensure that both performance and artistry are evaluated on the two separate sheets.

Timing & Penalty procedures will be the same as abovementioned for colorguard.

## **FEES AND DEADLINES**

The Circuit Administrator will determine the entry deadline for the competitions: however, it is usually three weeks prior to the event. Contest fees are included in the membership fee for the winterguard and percussion units with the exception of Field Day. Participating units for the Field Day contest will pay the host school \$10 upon check-in. Regular season competition fees for non-NTCA members are \$75.00 per show.

If a unit and/or solo and ensemble pulls out of a contest, 14 days or less prior to the contest the unit and/or solo and ensemble is still responsible for all fees. If a unit must withdraw from a contest during the season, they must contact the Circuit Administrator at least 14 days prior to the contest date. FAILURE TO NOTIFY THE NTCA CONTEST DIRECTOR IN WRITING AT LEAST 14 DAYS PRIOR TO A SHOW WILL RESULT IN A \$50 PENALTY AGAINST THE UNIT. THE FINE WILL BE INCREASED TO \$100 IF WITHDRAWAL FROM THE SHOW IS MADE LESS THAN 24 HOURS BEFORE THE CONTEST DATE. FAILURE FOR SOLO AND ENSEMBLES TO NOTIFY THE NTCA CIRCUIT ADMINISTRATOR IN WRITING OF WITHDRAWAL AT LEAST 14 DAYS PRIOR TO A CONTEST WILL INCUR A \$10 FEE (\$15 for non-members) AND A \$25 FEE FOR WITHDRAWING LESS THAN 24 HOURS PRIOR TO CONTEST.

All fines must be paid to NTCA before the unit or solo and ensemble may perform at an NTCA contest. Any bank charges incurred by NTCA as a result of a returned check will be passed on to the unit or individual responsible for writing the check.

No pullout fees will be assessed to units who must withdraw from a contest past the deadline due to an act of God or nature, including but not limited to floods, hurricanes, tornadoes, snowstorms, or a mandate from a district superintendent as to bus travel due to any form of inclement weather. Health restrictions as dictated by the CDC or any local district will also be included in this fee waiver.

Late fees will be assessed based on the date a unit turns in its paperwork to participate in each contest not on the date of acceptance to a competition.

All contest fees are made payable to NTCA. Any pullout fees or late fees are the property of NTCA, not the contest host. All late fees are applied to the NTCA Scholarship Fund.

## **HOSTING A NTCA CONTEST**

Applications must be received from all contest hosts who wish to host a NTCA contest. Application deadline is September 1st, preceding the season. All application materials, including associated fees, as outlined on the current contest host application form, must be present in order for an application to be considered.

All contest applications will be reviewed by the contest committee. Priority is given to returning units, but first year units may apply. Potential sites and dates will be presented to the executive board, who will vote on the schedule to present to the full membership at the fall meeting. The full membership votes on the contest sites at the fall meeting.

Any school that agrees to host a NTCA contest accepts all liability. It is suggested that sufficient adults be posted throughout the school to discourage any vandalism to the facility. It may be wise to have at least one official security officer or off-duty officer and a first aid attendant at the contest. We hope that each school that sponsors a contest makes a nice profit; however, they are assuming some risk. NTCA will not accept responsibility for any damage.

By accepting the duty of hosting a NTCA contest, all hosts agree to run the contest under to guidelines of the NTCA "How To Host A Contest" Booklet.

## **CODE OF CONDUCT/ETHICS**

NTCA agrees that it is important to enforce the Instructors' Code of Conduct, found in the WGI manual. If any NTCA affiliate, including but not limited to instructor, director, executive board member, student, adjudicator, performer, parent, chaperone, contest host, or prop crew, feels any other NTCA affiliate has behaved inappropriately, they should submit a review form to the executive board. The review form can be found in the appendix section of this document. The review form can also be used as a form of praise or recognition for another NTCA affiliate.

## **SUPPLEMENTAL FORMS AND ADDITIONAL INFORMATION**

Several additional documents and forms are available for your information. They include the Review Form, Scholarship Application, Contest Host Application, How to Host a Contest Manual, Membership Application, Spiel Sheet, and Solo/Ensemble Judge's Sheet. These documents can be found on the NTCA website. Other important tools can be found in the WGI manual, including but not limited to the caption judges' sheets, T&P sheets, and critique sheets.

## **CHANGES TO THIS DOCUMENT**

This document is an extension of the NTCA by-laws and is considered policy. Additions, omissions, and amendments may be made at any NTCA general membership meeting and require a two-thirds vote of members in attendance after the necessary quorum has been established.

If at any time WGI makes changes to its policy in a manner that directly effects the NTCA membership, the NTCA executive board has the power to adjust these Policies and Procedures accordingly, without the vote of the membership, to ensure consistency in competitive procedures between NTCA and WGI.

These policies and procedures were originally adopted by unanimous vote of the NTCA membership at the annual fall general membership meeting on Sunday, September 21, 2003.

*Revised 8/09 EGM*

*Revised 9/13/09 EGM per fall meeting*

*Revised 5/18/10 EGM per spring meeting*

*Revised 5/31/11 EGM per spring meeting*

*Revised 10/2011 EGM per fall meeting*