

Updated: May 2009

**2010 WGAZ
By-Laws
A Pageantry Performing Arts Association**

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For the purposes of this document WGAZ refers to WinterGuard Arizona, INC., a not for profit corporation registered with the State Of Arizona.

Philosophy of WGAZ

WGAZ follows the Philosophy of WGI, Winter Guard International.

(Please refer to the WGI Colorguard and Percussion Adjudicator's Manual available to all members of WGAZ through www.wgaz.org.)

Philosophy of the Scoring System

WGAZ follows the Philosophy of the Scoring System as set forth by WGI, Winter Guard International.

(Please refer to the WGI Colorguard and Percussion Adjudicator's Manual available to all members of WGAZ through www.wgaz.org.)

**Philosophy of Judging
Teacher – Counselor – Critic**

WGAZ follows the Philosophy of Judging, Teacher – Counselor – Critic as set forth by WGI, Winter Guard International.

(Please refer to the WGI Colorguard and Percussion Adjudicator's Manual available to all members of WGAZ through www.wgaz.org.)

While WGAZ follows the rules and regulations set forth by WGI, there are specifics that govern WGAZ's organization in the state of Arizona, thus WGAZ's by-laws, rules and regulations will supersede WGI's in this circuit.

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1.0 Membership and Dues.

- 1.1 Membership requirements include current application on file, paid membership dues, posting of a Surety Bond and verification of enrollment signed by Band Director/Director or building principal. All scholastic unit members must be enrolled in the same high school or in a feeder program of that high school.
- 1.2 A Surety Bond is posted once by a unit and remains intact from season to season. Should a unit not perform at a contest, which they are scheduled to perform at, the units Surety Bond becomes forfeit and must be reposted prior to the unit's next performance. Units must notify the WGAZ Treasurer in writing (mail, fax, or email) 21 days before the scheduled competition. In such cases the Surety Bond remains intact.
- 1.3 Membership to WGAZ, for each season, will be done via the WGAZ website and will start 10/1 of the current year and will increase by \$100.00 starting 12/1 of the current year. **All members will pay the same fee and may sign up for as many shows as they like. Prep, Junior and First year programs will be given the option to pay a lesser amount and participate in the required number of shows to enter championships.** Membership payments must be postmarked by 11/30 of the current year to not incur the \$100.00 late fee. **Show registration must also be done at this time**
- 1.4 Each competitive unit must compete in a minimum of **two** WGAZ sanctioned competitions to be eligible to compete in the WGAZ Championship competition. Units located more than 100 miles from downtown Phoenix must compete in **one** WGAZ sanctioned competitions to be eligible for the WGAZ Championship competition.

However, Concert Percussion classes will not be required to attend any regular season shows to be eligible for championships. The groups would be required to pay show fees for championships, but not membership fees. They must meet show registration deadlines
- 1.5 Each unit is required to pay a membership fee each season. The entry fee for each regular season contest will be announced prior to the season and will appear on the yearly Contest Commitment form. Membership fees are per unit and discounts are offered to schools / organizations with more than one unit. Available discounts will be announced by the WGAZ board. Contest fees are paid per contest / per unit.

- 1.6 After a unit has registered / signed up for membership on the WGAZ website, they may register for contests they plan to attend using the WGAZ website. Membership registration to WGAZ must be complete prior to a unit signing up for shows.
- 1.7 If a unit must withdraw from a contest during the season, it must contact the WGAZ Treasurer at least twenty-one (21) days prior to the contest date. Failure to notify WGAZ Treasurer at least twenty-one days prior to the contest will result in forfeiture of the unit's surety bond. The Show Coordinator will inform the Treasurer of any such forfeiture the day of the contest.
- 1.8 The entry fee for the WGAZ Championship contest will appear on the yearly Contest Commitment form.
- 1.9 Upon completing the Contest Commitment form, the unit will be committed to attending the indicated contests. WGAZ will contact show sponsors to inform them which units have committed to attend their show.
- 1.10 All fines, fees or bills of any kind due to WGAZ must be paid in advance of participation of the next show or the WGAZ Championship competition, which ever comes first.
- 1.11 Fines can only be waived by a vote of the WGAZ Board.
- 1.12 Non-member units may attend WGAZ shows for a fee as it appears on the Contest Commitment form per show. Should a non-member unit fail to appear for a show which they have registered for or fail to notify WGAZ, in writing, of the intent to not appear **15 days prior** to the scheduled show, the per show fee will become forfeit. In such case the contest sponsor will receive one half of the fee with the remaining half going to the circuit-operating fund.
- 1.13 Out of State groups may perform at WGAZ Championships in an Out of State Class. These classes will be aligned with the WGAZ classes. There will be no minimum show requirement. Out of state groups would be required to pay show fees for championships, but not membership fees. They must meet show registration deadlines.

If the Championship show is filled to capacity with performing units, the Out of State classes will be eliminated from performance at that season championships.

Penalty: The Penalty for violating any requirement in the Membership and Dues section is the inability have been resolved.

2.0 Surety Bond

- 2.1 Payment of Bond
 - 2.1.1 Each member unit shall provide the Circuit at the time of application for or renewal of membership a surety (performance) bond in an amount set by the voting membership of the Circuit.

- 2.1.2 A member unit may, at the conclusion of the contest year, allow its performance bond to remain with the Circuit by not requesting, in writing, the return of said bond.
 - 2.1.3 A member unit bond will be carried over during a period of the unit's inactivity, but this shall not exceed the period of one fiscal year.
 - 2.1.4 Bonds which are unclaimed by renewal of membership or by written notice of inactivity requesting carry over shall be transferred into the general operating fund of the Circuit.
- 2.2 Forfeiture of Bond
- 2.2.1 Units that fail to appear at contest for which they have registered will forfeit their surety bond and will be required to re-post their surety bond prior to their next competition. The forfeit surety bond will be paid to the contest sponsor by WGAZ.
 - 2.2.2 Mitigating circumstances will be reviewed and decided by the Board on appeal to the President by the next business day. Notification shall be by telephone call, fax, or email and followed up with a letter of explanation.

3.0 Eligibility

- 3.1 It is the responsibility of Scholastic Unit Directors to insure compliance with AIA regulations.
- 3.2 A marching member may perform in a Scholastic and Independent or Collegiate/Senior unit during the season. No marching member may perform in more than one (1) Scholastic, Independent or Collegiate/Senior unit within the same class.
- 3.3 Independent units may not recruit students who are currently members of a Scholastic unit that is a member of WGAZ. Failure to comply with the following regulations could result in the unit's loss of membership in WGAZ at the discretion of the Board of WGAZ.
- 3.4 If a student is a member of their schools Scholastic winter guard/percussion unit on or after the first (1st) of September which precedes the competitive season, and chooses to leave that unit and join an Independent or Collegiate/Senior unit, a letter must be on file with the Vice President of Records of WGAZ stating 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 of the student, the director of the Independent or Collegiate/Senior unit and the official credentialed teacher in charge of the Scholastic unit or a school administrator (walk-on coaches signatures are not valid).
- 3.5 If a student decides to participate with an Independent or Collegiate/Senior unit and their Scholastic unit, it is recommended that a letter stating that the Scholastic unit takes priority be signed by the student, a parent or guardian of the student, the director of the Independent or Collegiate/Senior unit and the credentialed teacher in charge of the Scholastic unit. It is recommended that a copy of this letter be given to the student, the Independent or Collegiate/Senior unit and the Scholastic unit.
- 3.6 If a student from a school with a Scholastic unit that is a member of WGAZ is not a

member of that unit on or after the first (1st) of September which precedes the competitive season and chooses to join an Independent or Collegiate/Senior unit, no letter is necessary.

- 3.7 Members of units in Independent classifications may not change units within WGAZ after the first (1st) of December, which precedes the competitive season, without the written consent from the directors of both units involved.
- 3.8 If a member changes units from one season to the next and leaves a debt with the prior unit, the directors of both units are encouraged to resolve the debt prior to the member performing with the new unit.
- 3.9 Units composed of members not over 22 years of age as of the date of the WGI Independent World Class Finals at the WGI Championships or the WGAZ Championships – whichever date is later, shall be permitted to compete in contests governed by WGAZ.
- 3.10 Each unit appearing at a WGAZ contest shall be prepared to show proof of a member's age.
- 3.11 Collegiate/Senior and Color Guard Independent World units have no age limits. Percussion Independent World will maintain a 22-year age limit.
- 3.12 Units whose total membership comes from the same school or schools that feed into that school, and abide by the WGAZ age rules, may compete in the Scholastic classification provided by WGAZ.
- 3.13 For Winter Guards: No unit may compete with less than five (5) members or more than thirty (30) members on the floor of competition at any time. The thirty (30) member maximum may include live musicians and commanding officers. For Percussion Units: No unit may compete with less than six (6) members on the floor of competition at any time including the student conductor (optional).
- 3.14 For Winter Guards: The use of musical instruments is permitted; however, the proficiency of playing shall not be judged. The musicians' age must conform to the age rules.

Penalty: The Penalty for violating any requirement in the eligibility section is disqualification and the unit's contest shall be forfeited.

4.0 Unit Classifications

- 4.1 Units should make every effort to compete in the class for which they are most suited, as determined by national and proximal standards. Units who may be competing in the wrong class could find that the scoring process will isolate them because the adjudication criteria is so strongly attuned to the curriculum involved in the developmental process for the unit. Units should not feel the need to be re-classified when competing nationally, as the goal of a local circuit is to adequately prepare them for the national circuit.
- 4.2 **WinterGuard**

4.2.1 **World (Scholastic and Independent)**

This class is designed for the most highly developed programs.

The designation World Class indicates that the unit is competitive on a national level.

This is the most advanced level of competition for guards with student talent, design, staff, rehearsal time, and budget capabilities to produce challenging and creative programs.

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.

Show Performance time-minimum 4 minutes, maximum 7 ½ minutes

World Class units "perennially" attend any WGI regionals and national competition.

4.2.2 **Open (Scholastic and Independent)**

This class is designed for a highly competitive unit that is too advanced to find competition in the A Classes but is not ready for the demands of the World Class.

Guards in this class 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.

There is sufficient rehearsal opportunity and funding to develop this level of competitive program to benefit the students and broaden their performance skills.

Promotion to World will occur if units exceed the boundaries of this class.

Show Performance time-minimum 4 minutes, maximum 6 ½ minutes.

Open Class units may attend any WGI regional or national competition if they choose and are "strongly encouraged" to do so.

4.2.3 **A (Scholastic and Independent)**

This class is designed for a unit that is not ready for the demands of Open, or World Class Guards.

Units 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 that encourage performers and designers to broaden their skills.

There is moderate rehearsal opportunity and funding to develop this level of competitive program.

Units competing in this classification are encouraged to maximize the achievement of the criteria on the A class sheets.

Promotion to Open will occur if units exceed the boundaries of this class.

Show Performance time-minimum 4 minutes, maximum 5 ½ minutes.

Sheets Used: A

A Class units attend any WGI regional or national competition if they choose and are "highly encouraged" to do so.

4.2.4 AA (Scholastic and Independent)

This class is designed for a unit that is "highly competitive" yet still not ready for the demands of the A Class.

Equipment and movement will still focus on the training and achievement of basic skills but with more variety than the Regional A units.

Tosses will begin to display more variety of release and catch points with weapons usually tossing no higher than quads. There is more exploration of basic dimensionality of equipment and some layering 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.

In Movement, range of dynamic qualities is still expanding. There is also expanded use of torso and level changes. There is more exploration of changes in weight, time, space, and usage of expressive qualities is broadening.

Ensemble Analysis shows a more developed program with skills being demonstrated more frequently during the program. There is increasing usage of two elements of the triad simultaneously with occasional use of all three.

In General Effect, the concept shows a greater use of artistic effort and a variety of methods of creating effect are used. Characterization is more developed and changes in the emotional character are beginning to be explored. The concept does place some demand on the performers to be fully realized.

Promotion to A will occur if units exceed the boundaries of this class.

Show Performance time-minimum 4 minutes, maximum 5 ½ minutes.

Sheets Used: A

AA Class units may attend any WGI Regionals only if they choose.

4.2.5 Regional A (Scholastic and Independent)

This class is designed for units who are competitive but not quite ready for the demands of the A Class sheets and will use the **WGAZ** Regional A Class Criteria and Score Sheets.

Equipment and movement will focus on the training and achievement of the basic skills.

Tosses use a limited variety of release and catch points and typically take place from a stationary position. Weapons will toss no higher than triples. Dimensionality is limited and phrases are often very short (16 to 24 counts) with much built-in recovery time.

Movement is mostly demonstrated by moving from place to place with a good range of gestural qualities being demonstrated. There is usage of simple turns and leaps from performers while occasionally exploring level changes around the body. Performers should demonstrate good examples of body awareness (posture, line, shape, weight) with very little change in dynamic qualities.

Ensemble Analysis will display a beginning level of artistic effort that focuses on clear staging of the elements, logical progression of ideas (horizontal orchestration) and the basic use of the design elements. The triad is never completely used with the elements most often being presented singularly and occasionally presented two at time.

In General Effect, the concept and intent should be clear, consistent and moderately developed. Ideas should move successfully from one to another and the intent of the concept is not totally dependent on the role of the performers. Performer role, character, and emotional development is evident but at a basic level with minimal changes.

Promotion will occur if units exceed the boundaries of this class.

Show Performance time-minimum 3 minutes, maximum 4 minutes.

Time will have to be added to performance if promotion occurs Performance time (minimum 4 minutes, maximum 5 ½ minutes).

Sheets Used: Regional A

Regional A Class units are not recommended to attend any WGI Regionals.

- 4.2.6 Collegiate/Senior uses the WGI Open Criteria and Score Sheets.
- 4.2.7 Junior Class (Independent only) uses the **WGAZ** Regional A Class Criteria and Score Sheets. This class is for non-high school groups that are middle school age members with more experience than the Junior Prep class.
- 4.2.8 Prep (Independent and Scholastic) – Will receive a Festival rating which is intended for those beginning units wishing to perform for judges' comment only. No scores will be announced for units performing in the Prep class only the announcement of Festival Ranking (Superior – I, Excellent – II, Good – III, Fair – IV, Poor – V) will be made.

- 4.2.9 Elementary class - strictly for elementary students who are not at the level of the Junior class (middle school), but are still wishing to receive a score. Will use a WGAZ Elementary Class Criteria and Score Sheet.

4.3 **Percussion**

- 4.3.1 World (Independent and Scholastic) uses the WGI World Criteria and Score Sheets. Follows national standards classifications.
- 4.3.2 Open (Independent and Scholastic) uses the WGI Open Criteria and Score Sheets. Follows national standards classifications.
- 4.3.3 National A (Independent and Scholastic) uses the WGI A Class Criteria and Score Sheets. Follows national standards classifications.
- 4.3.4 A (Independent and Scholastic) uses the WGI A Class Criteria and Score sheets. Follows local standards classifications.
- 4.3.5 Regional A (Independent and Scholastic) uses the **WGAZ** Regional A Class Criteria and Score Sheets
- 4.3.6 Concert World (Independent and Scholastic) uses the WGI Concert World Class Criteria and Score Sheets.
- 4.3.7 Concert Open (Independent and Scholastic) uses the WGI Concert Open Class Criteria and Score Sheets.
- 4.3.8 Concert A (Independent and Scholastic) uses the WGAZ Concert A Class Criteria and Score Sheets.
- 4.3.9 Jr. Class (for Middle School age students and younger) (Scholastic and Independent) uses the WGAZ Regional A Class Criteria and Score Sheets with the exception of changing verbiage from BASIC to BEGINNER.

5.0 **Contest Procedures**

- 5.1 Contest Rules - WGAZ uses the WGI Color Guard Contest Rules and Percussion Contest Rules in the adjudication of competitions. These rules are updated/amended yearly by WGI. See the WGI Web Site (www.wgi.org) to order a current copy of the WGI Adjudication Manual and Rule Book
- 5.2 Units may verify their performance time by checking the Order of Performance posted on the WGAZ Web Site www.wgaz.org. Show schedules will be posted to the WGAZ website no later than 2 weeks before a competition.
- 5.3 The contest sponsor will have the option to select which category performs first at their sponsored show – Percussion or Guard.
- 5.4 The Order of Performance at a contest shall be:

Colorguard - Prep, Junior, Regional A, AA, A, Open, World, Exhibition

Percussion – Junior, Regional A, A, Concert A, Open, Concert Open, Concert World, World, Exhibition

- 5.5 The Order of Performance for each category is determined by a random draw of unit names in each class.
- 5.6 A contest sponsor may have no more than 2 Exhibition units per grouping (Percussion/Guard) per show, which includes the sponsoring unit. Exhibition units are not adjudicated for comment or score.
- 5.7 For preparation purposes, units may also verify the entry and exit path to the competition area, as well as the Horizontal or Vertical center lines in use for the contest, on the WGAZ Web Site www.wgaz.org
- 5.8 Upon arrival at a contest, director(s) or representatives are to immediately check in at the designated table. Units will prepare for critique by completing the critique forms available at check in, after their performance.
- 5.9 Competing units are offered free admittance to the contest for marching members plus 7 additional passes. These may be used at the unit's discretion for staff, parents, boosters, bus drivers, etc. Any additional members or staff must purchase spectator admittance. "Pit Passes" may be purchased by percussion units for \$5. Percussion units may purchase up to 5 additional "pit passes" which are good for the entire season.
- 5.10 Units must turn in their music tape or CD prior to the contest or during a scheduled break to the announcers table. Testing of tape speed shall be done prior to the start of the contest or during scheduled breaks. Units are encouraged to turn in two (2) recordings of the performance music – a primary and secondary copy. Each should be clearly labeled. The primary copy will be used for the unit performance. Should the primary copy fail, the secondary copy will be used. This suggestion is made to all units to avoid any 'delay of show' penalty which may be assessed should a units tape/CD fail and a backup is not readily available.
- 5.11 After a unit performs they should pick up their Judge's comment cd at the Announcer's table or designated place post performance. The unit instructors need to listen to the judge's comments prior to attending critique. Critique will be held at a designated location at the conclusion of the show or at the end of the Colorguard portion or percussion portion of the show.
- 5.12 Note: Units who damage a gymnasium floor may be held liable for the repair and/or replacement of the floor. WGAZ STRONGLY suggests that all units inspect their equipment for wear and follow the inspection guidelines, before proceeding to the inspection area at a contest. Please be responsible and help protect the contest floor by making certain your equipment meets these guidelines.**
- 5.13 At the close of a contest a critique for judges and instructors will be held and run by the T & P judge, the Chief judge or the Contest Director. **The purpose of this session is to allow for two-way communication wherein judges can justify their scores and instructors can justify the intent of their design.**

- 5.14 The critique sessions shall be open to instructional personnel only. A maximum of four (4) people representing a unit will be allowed. Members are not permitted in critique regardless of their role with the competing unit.
- 5.15 Critique will be available after each WGAZ contest, including Championships only for those units going onto further competition
- 5.16 The Timing and Penalty judge will, if requested to do so, clarify any penalty.
- 5.17 The WGAZ Judges Coordinator assigns all Judging personnel.
- 5.18 All adjudicators, with the exception of the Timing and Penalty judge, will be located in the stands.
- 5.19 Critique Etiquette
 - 5.18.1 Never criticize or berate another group or their performance
 - 5.18.2 Never use profanity in your dialog
 - 5.18.3 Please don't attack the judge's integrity or intelligence. It will get you nowhere and could create barriers that will be counter productive to both of you.
 - 5.18.4 Don't ask the judge to tell you how to write your show

6.0 Hosting a WGAZ Show

- 6.1 Only WGAZ member units are privileged to host a WGAZ sponsored show.
- 6.2 The WGAZ Board of Directors will set show dates and parameters for the WGAZ season.
- 6.3 The WGAZ Show Selection Committee and/or WGAZ Board will award the right to host a WGAZ sanctioned contests based on the following criteria:
 - 6.3.1 **Valid bid submission** - Bids may be submitted between August 1st and September 1st of the current year. Show dates will be awarded by September 15th of the current year by the show selection committee to be posted on the WGAZ website by October 1. Bids must include the required deposit check (\$100), a completed show bid application, a letter from the school administration stating that the facilities will be available on the requested date(s) – tentative or pending dates will not be considered, etc. a map of the School with the following locations clearly labeled: critique location, warm-up areas, bus and equipment parking, map of Gym showing performer entrance and exits, and flow of show.

Late or incomplete bids will be considered only if no valid and complete bids have been submitted for the same date. Deadline for bid submissions will be September 1st of the current year.

 - 6.3.1.1 Regional and calendar distribution - It is prime consideration of the WGAZ Show Selection Committee to provide a schedule in which contest sites are fairly distributed throughout the circuit to provide reasonable opportunities for all guards to meet their minimum show

requirements without undue travel. The Committee also considers the even distribution of contest dates regionally throughout the calendar to avoid uneven balance of dates in each region.

6.3.1.2 Show Hosting History - The Committee will consider previous show hosting performance. Prior show hosting experience does not guarantee a show will be awarded over a group with no hosting history.

6.3.1.3 Gym size and facilities will be assessed.

6.3.1.4 All applicants will be considered. Assuming requirements have been met, the Committee will sort through all applications and award shows. If only one unit bids on a particular date, that unit may be awarded that date **provided they meet facility requirements and have a former positive show history. If selected** that unit's name will be removed from other dates that the unit may have bid on. If however, a decision has to be made between multiple units bidding on the same date, then a decision will be made with consideration of a unit's flexibility in hosting their show on a different date. If a unit submits more than one (1) possible show dates, then the other unit(s) will be considered for the one (1) show date they have submitted and the unit with multiple show date requests will be considered for another one (1) of their show date requests.

Additional considerations will be:

- 1) Most appropriate facilities
- 2) Show history
- 3) The postmark date/email postmark (date/time), if 1 and 2 do not determine a choice

6.4 Friday night shows

6.4.1 When award a Friday night show there is a 25 unit cap on the number of units who will be allowed to register for that particular show.

6.4.2 The earliest start time for a Friday show is 6:00 PM.

6.5 Show Deposit

6.5.1 Each organization requesting a show date will provide a \$100 deposit with their show bid application. This deposit will only be returned or refunded if the show is not awarded.

6.5.2 The deposit is not refunded if a show host cancels their show.

6.6 Only one show will be awarded per organization. Exceptions are as follows:

6.6.1 The WGAZ Evaluation Show, Championship Shows for both Guard and Percussion along with any other shows (such as larger venues like a WGI regional or other such shows) will follow a different selection procedure. The board will award the right to host such venues after reviewing the bids and determining the right choice for such.

- 6.6.2 Organizations already hosting one show may host other shows only after all the bids have been reviewed and calendared (to the best of the Committee's ability). Any open dates from that point forward will be reviewed and awarded based on the selection process previously stated.
- 6.7 All Show Hosts must attend the Show Hosts meeting which is held each December or else they forfeit their show date.
- 6.8 Show dates will not be added to the show schedule after the September meeting.

7.0 Unit Re-Classification

- 7.1 WGAZ Re-Classification Chairperson will carry the promotion process. The WGAZ Re-Classification Team will consist of
 - Re-Classification Chairperson
 - Colorguard Judges Caption Heads
 - Judges Coordinator

A Re-Classification Chairperson shall be assigned
- 7.2 Unit identification process for review for possible promotion/reclassification may be from the following:
 - Membership
 - Instructor/Director
 - Adjudicator
- 7.3 The Committee has implemented the following procedure to speed up the review process and have final decisions by the Monday evening following a review situation:
 - 7.3.1 The initial determination to promote will be based upon the following criteria:

GUARD

- 7.3.2 At least three (3) judges gave a concurrence, and one of those three was an Individual Analysis judge. The Re-Classification Chairperson will make the final decision by the Monday evening following a review situation.
- 7.4 There is a due process for the units to follow if they feel the promotion was inappropriate. This process requires a written challenge to the WGAZ Re-Classification Chairperson, supported by their reason.
- 7.5 Units may petition to move down one classification if both of the following occur at a regular season contest (excluding the final regular season show of the year – a regular season show does not include WGAZ Championships):
 - 7.5.1 The unit is awarded a Box 2 score by (Guard) three of the five judges.
 - 7.5.2 Request to move down must be made in writing to the WGAZ Reclassification Committee Chairperson within 24 hours of the awards ceremony at the regular season show. The WGAZ Reclassification Committee Chairperson will then

convene the review committee immediately and render a decision.

- 7.5.3 Guards petitioning to move down one classification will stop after week 4 of the start of the competition season or the designated cut-off weekend. This does not include the evaluation show. The current rules in section 7.5.1 and 7.5.2 and the decision of directors will be the only reasons considered for moving down a class after the competition in week 4 but before competition week 5.

After week 4, if a change is recommended, the unit must compete twice in the new classification before championships. Once before the seeding show and the other week being the seeding show.

This satisfies the 3 competition rule and allows the opportunity for student achievement in the proper classification at the same time it is fair to the existing groups in a class to have opportunity to compete with the reclassified group enough times before the seeding show and the WGAZ championships.

It is recommended that the unit be judged several time before the cut-off week and still follow the guidelines after the cut-off week.

Petition to move down will not be granted to any unit that did not compete once before week 4.

Any group that is recommended to move down and does not do it after week 4(cut-off) but before week 5 will not have the opportunity to move later in the season.

- 7.5.4 Promotions awarded at WGI Regional Competitions will be honored by WGAZ.

PERCUSSION

- 7.6 WGAZ Re-Classification Chairperson will carry the promotion process. The WGAZ Re-Classification Team will consist of

- Reclassification Chairperson
- Percussion Judges Caption Heads
- Judges Coordinator.

A Re-Classification Chairperson shall be assigned

This committee promotes and reassigns units in accordance with the educational criteria of each class with the intention of providing the units with the optimum environment in which to experience growth and achievement.

- 7.7 Re-Classification consists of either of the following:

- Promotion – moving up a class
- Reassignment – moving down a class. Moving down a class may only occur if a director makes a written request to the re-classification committee. WGAZ does not reassign units down without a written request.

- 7.8 Re-classification can occur via WGAZ Judges' recommendation, and WGI Promotion. Re-

classification requests will follow these steps:

- Re-Classification petitions can be found on the WGAZ.ORG website
- Completed petitions should be directed to the Re-Classification Committee Chairperson

- 7.9 The initial determination for promotion will be based upon the following criteria:
- 7.9.1 At least two (2) judges, one being a Performance Analysis judge, recommend re-classification for the unit in question.
 - 7.9.2 The WGAZ Percussion Promotion Committee will review units:
 - 7.9.2.1 Units will be reviewed at a WGAZ event or via Video submission (at the request of the reclassification chairperson). Promotion will be determined at this time.
 - 7.9.2.2 WGAZ Promotion Committee Chairperson will contact the Unit Director with WGAZ's recommended class placement in a designated post performance meeting time at a WGAZ event.
 - 7.9.3 Promotions awarded at WGI Regional Competitions will be honored by WGAZ.
- 7.10 There is a due process for units to follow if they feel the promotion or reassignment was inappropriate:
- 7.10.1 The Unit Director submits a written challenge to the WGAZ Re-Classification Chairperson, supported by their reason. The WGAZ Re-Classification Chairperson will then immediately re-open the discussion with the Judges Coordinator and the review committee to review the scoring which prompted the promotion.
- 7.11 Unit Directors may petition to move down one classification with the following process:
- 7.11.1 The Unit is awarded a Box 2 score by two of the three judges, and a Performance Analysis judge was one of the two judges.
 - 7.11.2 The Unit Director files a petition to move down. All requests must be made in writing to the WGAZ Re-Classification Committee Chairperson.
 - 7.11.3 The Re-Classification Committee will review the Units' scoring, and will render a decision.
 - 7.11.4 If approved, the Re-Classification Committee Chairperson will contact the WGAZ Show Coordinator and the unit will begin competing in the new classification at the next WGAZ show.
- 7.12 No unit will be allowed to change classes at WGAZ Championships. A unit may, however, be promoted or move down a division, with a written request, up to but not including WGAZ Championships.

8.0 Instructors Recourse for Competitive or Judging Issues

- 8.1 The WGAZ Judges Coordinator has the responsibility to know and understand the entire

system. This person works on behalf of ALL units to provide the best, most consistent adjudication possible. This person represents you and is there to listen to your concerns.

- 8.2 If an adjudication issue or concern should occur with a particular judge, discuss the issue with the WGAZ Judges Coordinator on that day.
- 8.3 If the situation occurs as a result of a contest, please be prepared to discuss your issues at critique with the judge. Preparation must include listening to your tape and completing the critique preparation form. These tools were developed to aid you in the critique process.
- 8.4 If, after critique, you still have issues with a judge, please go back and speak to the WGAZ Judges Coordinator.
- 8.5 If, after following all of the above process, you still feel the need to go forward with a formal protest, a written statement must be sent to the WGAZ Judges Coordinator within 48 hours of the contest, providing reasons why you feel this protest exists. Included with this written statement must be the judge's cd.

9.0 WGAZ Contest Staff Compensation

- 9.1 Contest Staff compensation will be based on the Order of Performance sent to the Show Host two weeks prior to the competition and possibly updated on the competition day reflecting any change to the schedule. Staff's pay includes critique time. The WGAZ Board of Directors will review and set the compensation annually. Compensation will be consistent between percussion and colorguard judges. It is the responsibility of WGAZ to reimburse mileage costs to judges.
- 9.2 Contest Staff referenced in this section includes the following:
 - 9.2.1 Guard Judges – Captions outlined by the current WGI manual.
 - 9.2.2 Percussion Judges – Captions outlined by the current WGI manual.
 - 9.2.3 Timing and Penalty (TnP) Judge(s).
 - 9.2.4 Announcer.
 - 9.2.5 Tabulator,
 - 9.2.6 Contest Director.

10.0 WGAZ Championships

- 10.1 The order of unit performance will be determined by the units current ranking in each class. The top ranked unit will perform last.
- 10.2 A unit may request special consideration for Championship performance times. The request must: 1) involve a school-sponsored event; 2) be in writing; 3) be signed by the Band Director or building principal; and 4) be presented with the Contest Commitment Form.

- 10.3 The Order of Performance assignments will be final and NO changes will be made.
- 10.4 The WGAZ Judges Coordinator will assign adjudication panel for Championships, making an effort to hire as many WGI judges as possible; preferably one for each caption if available. The Judges Coordinator will take into consideration scheduling WGAZ circuit judges from feedback from the member units.
- 10.5 The WGAZ President will appoint a Championship Chairperson who will facilitate the organization and execution of the WGAZ Championships on behalf of the circuit members. The Championships Chairperson will have no other duties to perform other than the execution of the WGAZ Championships on championships day.

11.0 Circuit Organization – length of service, responsibilities

- 11.1 The administration of WGAZ shall be vested in the President, who shall have a staff of officers.
- 11.2 The voting members of the WGAZ membership shall elect all officers with the exception of the office of Past President.
- 11.3 The officers, as listed in this section, shall become the WGAZ Board.
- 11.4 All officers shall be at least 21 years of age prior to their election.
- 11.5 Unless permitted by the voting members of WGAZ, any officer absent for three consecutive WGAZ membership or Board meetings shall be considered automatically removed from office. The Board at the following WGAZ Board meeting will fill the vacancy.
- 11.6 The offices of President, Vice President of Records, Secretary, and Treasurer shall serve concurrent terms during the fiscal year as officers of WinterGuard Arizona, Incorporated.
- 11.7 In the event of death, resignation, or incapacity in the office of President, the Vice President of Records shall advance to the higher office and a special election shall be held within 30 days to fill the office of Vice President of Records.
- 11.8 President
 - 11.8.1 Length of Service: 2 Years
 - 11.8.2 Responsibilities: The President shall supervise and control all business and affairs of WGAZ. He/she is empowered to sign any contracts or instruments which the membership or board of directors, on behalf of the membership, has authorized to be executed. He/she shall appoint such committees as may be deemed necessary. He/she shall enforce official board policies and other such duties as deemed necessary. He/she is responsible for yearly filings to obtain or maintain corporate and/or not-for-profit status.
- 11.9 Past President
 - 11.9.1 Length of Service: 1 Year

11.9.2 Responsibilities: The Past President shall serve the WGAZ membership by assisting the President in the smooth continuation of all circuit operations, and in general, perform all duties incidental to the office of Past President and such other duties as may be assigned by the President.

11.10 Vice President of Records

11.10.1 Length of Service: 1 Year

11.10.2 Responsibilities: The Vice President of Records shall serve the WGAZ membership and shall, in the absence of the President, perform the duties of the President. In addition, the Vice President of Records shall serve as Custodian of the Historical Records of WGAZ. He/she shall perform such other duties as may be assigned by the President.

11.11 Treasurer

11.11.1 Length of Service: 2 Years

11.11.2 Responsibilities: The Treasurer shall have charge of, control of, and be responsible for all funds of the Circuit; receive and give receipts for all monies due and payable to the Circuit from any source and deposit all such monies in the name of the Circuit in such banks as may be selected by the staff; and in general, perform all the duties incidental to the office of Treasurer and such other duties as may be assigned by the President.

11.12 Secretary

11.12.1 Length of Service: 1 Year

11.12.2 Responsibilities: The Secretary serves the WGAZ memberships by keeping the minutes of all WGAZ meetings; see that all notices are given, provide documents to the Vice President of Records. He/she shall keep a register of the members and their addresses and, in general, perform all duties incidental to the office of Secretary and such other duties as may be assigned by the President.

11.13 Colorguard Judges Coordinator

11.13.1 Length of Service: 2 Years

11.13.2 Responsibilities: The Judges Coordinator serves the WGAZ memberships by assigning qualified adjudicators to contests operated under WGAZ's auspices. In addition he/she conducts yearly education for existing judges to keep them current in the adjudication system as well as the educational aspects of the adjudication system, and in general, perform all duties incidental to the office of Judges Coordinator and such other duties as may be assigned by the President.

11.14 Percussion Judges Coordinator

11.14.1 Length of Service: 2 Years

11.14.2 Responsibilities: The Percussion Judges Coordinator serves the WGAZ

memberships by assigning qualified adjudicators to contests operated under WGAZ's auspices. The coordinator conducts yearly education and training meetings for new and continuing percussion adjudicators. The Coordinator hires WGI judges for events deemed and advertised as employing a WGI Panel. The coordinator collects judges evaluation forms and runs the critique sessions at a WGAZ show (or in their absence assigns a WGAZ member to run the critique.)

11.15 Show Coordinator

11.15.1 Length of Service: 2 Years

11.15.2 Responsibilities: The Show Coordinator serves the WGAZ memberships by preparing WGAZ's commitment to the Show Host, which includes the show Order of Performance, and Score Sheet and Tape Labels. The Show Coordinator also maintains the Contest Sponsor Handbook and provides a yearly meeting and ongoing support to the contest sponsors on how to successfully host a WGAZ contest, and in general, perform all duties incidental to the office of Show Coordinator and such other duties as may be assigned by the President.

11.16 Percussion Director

11.16.1 Length of Service: 1 Year

11.16.2 Responsibilities: The Percussion Director serves the WGAZ membership by providing support to the Percussion member units. He/she will serve as the first point of contact for the member units for questions and issues regarding membership and the operation of WGAZ. The Director will work closely with the judge's coordinator and caption heads with education to the circuit and judges. In addition he/she will facilitate the Percussion Advisory Committee, and will bring issues of interest to the WGAZ Board's attention, and in general, perform all duties incidental to the office of Percussion Director and other duties as requested by the President.

11.17 Percussion Advisory Committee

11.17.1 The Percussion Advisory Committee sets the artistic and competitive direction of the WGAZ Percussion circuit. The WGAZ Director of Percussion will facilitate the Percussion Advisory Committee. WGAZ Percussion member units can have one voting representative on the Advisory Committee. The Committee will **consist of the previous years winners of each class** and will discuss and vote on issues related specifically to percussion such as classifications, show procedures, clinics and educational events, and other topics of interest to the percussion members. The Percussion Advisory Committee will report its recommendations to the WGAZ Board and General Membership. Time for these meetings shall also occur before general membership meetings, and not to overlap with show host meetings.

11.18 Colorguard Director

11.18.1 Length of Service: 1 Year

11.18.2 Responsibilities: The Colorguard Director serves the WGAZ membership by providing support to the Colorguard member units. He/she will serve as the first point of contact for the member units for questions and issues regarding

membership and the operation of WGAZ. The Director will work closely with the judge's coordinator and caption heads with education to the circuit and judges. In addition he/she will facilitate the Colorguard Advisory Committee, and will bring issues of interest to the WGAZ Board's attention, and in general, perform all duties incidental to the office of Colorguard Director and other duties as requested by the President.

11.19 Colorguard Advisory Committee

11.19.1 The Colorguard Advisory Committee sets the artistic and competitive direction of the WGAZ Colorguard circuit. The WGAZ Director of Colorguard will facilitate the Colorguard Advisory Committee. The Committee will ***consist of the previous years winners of each class*** and will discuss and vote on issues related specifically to percussion such as classifications, show procedures, clinics and educational events, and other topics of interest to the Colorguard members. The Colorguard Advisory Committee will report its recommendations to the WGAZ Board and General Membership. Time for these meetings shall also occur before general membership meetings, and not to overlap with show host meetings.

11.20 Committee Chairpersons

11.20.1 Length of Service: At the pleasure of the President.

11.20.2 Responsibilities: Committee Chairpersons are appointed by the WGAZ President and serve the membership of WGAZ at the pleasure of the President. Committee Chairpersons are responsible for key areas of interest to the WGAZ Membership such as Marketing, Evaluation Show, Championship Show, Re-Classification, Education, and Scholarships. All Committees are responsible to the WGAZ President, and in general, perform all duties incidental to the office of Committee Chairperson and such other duties as may be assigned by the President.

11.21 Arizona Interscholastic Association Representative – Non elected position

11.21.1 Length of Service: Position shall be appointed by the WGAZ president and shall have an ongoing consistent representative between WGAZ and AIA and shall be appointed by the WGAZ president.

11.21.2 Responsibilities: The AIA representative serves as a single point of contact for the Arizona Interscholastic Association. As such, they shall advise the WGAZ Board of WGAZ's responsibilities to AIA, and in general, perform all the duties incidental to the office of AIA Representative and such other duties as may be assigned by the President. This position may attend board meetings as deemed necessary.

11.22 Administrative Assistant – Hired Position

The Administrative Assistant is a hired position by the President of WGAZ. The responsibilities of the Administrative Assistant are to assist the WGAZ Board as set forth in the job description.

Compensation for this position shall not exceed \$6,000.00 per year.

11.23 Marketing Director – Hired Position

The Marketing Director will serve as the voice of WGAZ in the community. This individual will be responsible for heading up all marketing efforts to include; community outreach, WGAZ representation in the schools, media promotions, seeking donations, and sponsorships and all other duties deemed necessary by the board. This position will be a paid position and compensation shall be determined by a simple majority vote of the board of directors. The Marketing Director will serve at the discretion of the WGAZ board and may be terminated at any time by a simple majority vote.

12.0 Election of Officers

12.1 Offices

12.1.1 President

12.1.2 Vice President of Records

12.1.3 Treasurer

12.1.4 Secretary

12.1.5 Judges Coordinator

12.1.5.1 Although we now have a panel of "caption heads" to help guide & support the educational development of our judging community, it is recommended that the *separate* positions of **color guard** judges coordinator & **percussion** judges coordinator be retained or assigned - in order to better organize & facilitate the training/education of the color guard & percussion judging communities. While the two judges coordinators would work together to recruit & retain judges, set goals and develop a more intensive training format, they would each be allowed to focus specifically on the training/education needs of their respective judging communities. If, in the future, the board determines that there is not a need for two separate positions – or, if there is nobody to assume one or the other position – then one person could be responsible for the educational development of both judging communities.

12.1.6 Show Coordinator

12.1.7 Percussion Director

12.1.8 Colorguard Director

12.2 Nominations

12.2.1 Starting in 2008, elections shall be held every year during the month of May, but only certain board positions will expire at that time. This would eliminate the possibility of all positions "turning over" at one time.

Assign **one-year** terms to the following positions:

- Vice-president
- Secretary
- Percussion director

- Colorguard director

Assign **two-year** terms to the following positions:

- President
- Treasurer
- Judges coordinator(s)
- Show coordinator

12.2.2 The President shall appoint a Nominating Committee.

12.2.3 The Nominating Committee report shall be included in the notice sent for the meeting at which the elections will be held.

12.2.4 Nominations may be made from the floor at the election meeting.

12.3 Elections

12.3.1 Elections shall be held for each office separately.

12.3.2 Elections shall be by secret ballot.

12.4 Voting

12.4.1 Each member unit shall be allowed one delegate and one alternate to represent that unit at WGAZ meetings. The name of those delegates shall be registered at the time of application and acceptance to membership.

12.4.2 A change in the name of the registered alternate must be presented in writing by the registered delegate to the President at the beginning of a WGAZ meeting.

12.4.3 A change in the name of the registered delegate must be presented in writing by the governing body of the member unit to the President prior to the beginning of the first meeting following such change.

12.4.4 Delegates may represent only one unit and must be an adult of at least 18 years of age and may not be a performing member.

13.0 Code of Conduct

13.1 Board Members

13.1.1 The Board exists solely to direct and serve the WGAZ Membership. Decisions made by Board Members must be for the good of the Membership and the growth of the activity. Board members are required to put aside any unit affiliations with regard to any decisions made on behalf of the membership. Any member unit, board member, or adjudicator who feels that decisions being made by one or more Board members is not in keeping with the betterment of the Circuit, may present these issues to board for action. Action may include removal of the Board member upon review of the entire Board.

13.1.2 Vacant Board positions will be filled by election of the Board.

13.2 Judges

13.2.1 **Affiliation:** A judge should not adjudicate a class in which a competing unit is one with which they have a formal affiliation as defined below.

13.2.1.1 **Primary Affiliation:** Designer, instructor, management or performing member of the competing unit. Any judge who receives a salary from a competing group or the department that sponsors the competing unit. (i.e. an individual who teaches music in the school where the music department sponsors the winter guard/percussion unit or where it is connected to the band).

13.2.1.2 **Secondary Affiliation:** Family, spouse or significant-other relationship with an individual who has a primary affiliation as described above.

Individuals may not judge for WGAZ if they are still performing in any Winter Guard/Percussion Unit.

13.2.2 **Task Force Facilitators** (future role to be used as the organization grows) may not have any affiliations. Members of the Board of Directors who are also active WGAZ judges are not eligible to run for positions within the Task Force. This would constitute a conflict of interest in dealing with both judge and instructor issues.

13.2.3 **Consultations:** A current WGAZ Judge is not permitted to give any consultation to any unit two (2) weeks prior to an adjudication assignment.

13.2.4 **Conduct:** No judge may display interest or preference toward any competing unit they may judge. Wearing a unit's insignia is forbidden. Judges are encouraged to give input regarding the ethical standards of the judging community. This should be handled through the Judges Coordinator.

13.2.5 **Age:** A judge should not be of marching age.

13.2.6 **Availability:** Travel: Judges must provide their dates of availability, for judging assignments, prior to December 31 of the current year.

13.3 Instructors Code of Conduct

13.3.1 **WGAZ** feels that it is important to enforce the Instructors' Code of Ethics. If judges and staff are expected to adhere to a professional code of conduct, then it is appropriate that this standard is exacted from the instructional community as well.

13.3.2 If undue and unfair pressure is applied to judges through inappropriate behavior, then this places the competitive experience at risk. Examples cited included, but were not limited to: instructors shouting at judges in public and /or at critique. Inappropriate conduct of any instructor while accompanying the guard onto the contest floor, inordinate and unauthorized telephone calls to judges. There is also a growing concern about disruptive behavior in the warm up area, and rude behavior from the performers and/or staff of one group towards another.

Behavior of this type is intolerable and results in the loss of privilege that has been violated. For example, instructors could lose all telephone privileges with judges, they could be barred from critiques for the season, they could be barred from the arena floor or contest venue, or lose the right to use the warm up venue. Addressing this important issue must be a priority for every unit/instructor.

13.3.3 The managing administrator will determine the application of the action. The managing administrator in judging issues is the Judges Coordinator. The designated Contest Director (if assigned) or Chief Judge is the administrator in situations pertaining to contest personnel. The WGAZ Board is the administrator in matter of poor sportsmanship or inter-unit issues.

13.4 Unit Members Code of Conduct

13.4.1 WGAZ adheres to the rules of sportsmanship through the means of competition. As a professional organization, we expect all involved to behave in a professional manner. All unit directors are responsible for the actions of their performers as well as the staff of their organization. WGAZ encourages all high school students to participate in their respective high school marching band, percussion ensemble, and winter guard programs. The time for high school participation only exists for one moment in life. There is time for independent programs to follow graduation. Independent, or mixed school units will not recruit from high school programs without express permission from and communication with the unit director(s).

Ultimately, it lies with the parents, students, and directors to determine the best place for the student. If any situation arises where a high school student wishes to be involved with an independent unit, the parents, student, and directors **should** communicate with each other to ascertain the best option for the student. In the end, it will be the parents and not WGAZ who resolve the situation. WGAZ will act as facilitator as required/requested.

14.0 Fiscal Year

14.1 The Fiscal Year of this association shall end on 30 May.

15.0 Indemnification

15.1 The corporation, WGAZ, Incorporated, shall indemnify any and all of its directors, officers, employees or agents, or former directors, officers, employees or agents that it is permitted or required to indemnify pursuant to the provision of the Arizona Corporate Code now in effect, if the tests described in said provisions are met and the corporation may purchase insurance with respect to such persons to protect them and the corporation from any liability that may be asserted in this regard.

16.0 Assets Upon Dissolution

16.1 Upon dissolution of the corporation the WGAZ Board shall, after paying or making

provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under 501(c)(3) of the Internal Revenue Code of 1954 (or corresponding provision of any future United States Internal Revenue Law), as the WGAZ Board shall determine. Any such assets not so disposed of shall be disposed of by the district court of the county in which the principal office of the corporation has been located, exclusively for such purposes or for such organizations organized and operated exclusively for such purposes.

17.0 Negotiation of Pecuniary Gain

- 17.1 No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to, its directors, trustees, officers, or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in the furtherance of the purposes set forth in the WGAZ By-Laws hereof. No substantial part of the activities of the corporation shall be the carry in on of propaganda, or otherwise attempting to influence legislation and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on: (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law); or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

18.0 Amendments to the By-Laws, Rules, and Regulations

- 18.1 **Amendments to the By-Laws:** These by-laws may be amended by a majority of the effected member units present and voting at the May meeting of the Circuit, provided that the changes(s) have been submitted in writing at the immediately preceding meeting and/or published to the membership.
- 18.1.1 – Amendments affecting all members of the WGAZ Circuit will be voted on in general.
- 18.1.2 – Amendments which only affect the Color Guard segment of the Circuit shall be voted on by only the voting units for Color Guard units.
- 18.1.3 – Amendments which only affect the Percussion segment of the Circuit shall be voted on by only the voting units for Percussion units.
- 18.2 **Temporary Suspensions:** Any of the by-laws of the Circuit may be temporarily suspended by a two-thirds majority vote of the member units present and voting at any meeting of the Circuit.

Updated: May 2009