

East Tennessee



Performing Arts Association

# **2022-2023 MEMBERSHIP HANDBOOK**

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# REGULATORY PROCEDURES

These rules and regulations in conjunction with our Bylaws function as our rules of order.

## MEMBERSHIP FEES

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

**1. Fifty Dollar (\$50.00) performance bond.**

1.1. The performance bond is a one-time fee and will remain with the circuit until it is used to pay a non-performance penalty or the unit requests the bond refunded. Members will not be able to compete without repayment of the performance bond. Request for refund of the bond must be made in writing to the Executive Secretary.

1.2. Non-performance penalties include

1.2.1. Failure to perform at a scheduled contest

1.2.2. Withdrawing from a scheduled contest after the contest closes (contest closes 2 weeks before performance date)

**2. Four Hundred Dollars (\$400.00) per unit annual membership fee**

2.1. Three Hundred Dollars (\$300.00) per unit annual ***discounted*** membership fee

2.1.1. To receive a membership discount, at least 1 staff member from a unit must attend 2 educational programs offered by the circuit.

Membership dues are nonrefundable. Checks should be made payable to the East Tennessee Performing Arts Association. Membership is not considered active until application and payment have been received.

The final day to join the circuit is the day of the last qualifying show for that unit.

Scholastic units incorporating members from another local program **must** have agreements signed by the respective programs' band directors and school principals. These agreements will be provided to and maintained for the current season by the Secretary.

Annual membership will run from September through August.

# CIRCUIT CONTESTS

ETPAA will operate all contests in accordance with the current WGI rule books unless otherwise noted herein.

Unit directors and instructors are responsible for knowledge of current WGI rules and are encouraged to review WGI rules prior to planning programs and attending both ETPAA and WGI contests.

Questions regarding ETPAA rules or WGI policies should be directed to an ETPAA Board of Directors member or the Contest Coordinator.

In the interest of maintaining decorum and providing a fair and equitable atmosphere of competition, we expect that all individuals and units participating in ETPAA contests and functions show proper respect, professionalism, and sportsmanship as outlined in the Code of Conduct & Ethics. Any questions about circuit rules or WGI policies should be directed to an ETPAA Board of Directors member.

## CONTEST FEES

1. Each unit must pay a fee for each contest.
  - 1.1. Circuit members pay Fifty Dollars (\$50.00) per show.
  - 1.2. Non-members pay Eighty-Five Dollars (\$85.00).

## CONTEST SCHEDULE

The Board of Directors will establish a contest schedule at the fall meeting.

Shows are considered closed two (2) Saturdays prior to each contest. For example, if the contest date is January 25, 2020, the contest will close on January 11, 2020. Additional groups may be added at the discretion of the Contest Coordinator.

## PERFORMANCE ORDER

1. Drawing for contest performance order will utilize the performance order draw function in Competition Suite to randomize performance order for each show entered.
2. Any unit whose member application and payment is received after the December membership meeting will be added to the schedule according to the date of the postmark (earlier postmarks receive later performance times).
3. Non-members may register for as many regular-season shows as they wish but may not participate in the Qualifier or Championships without joining the circuit and meeting performance requirements.

## PERFORMANCE CRITIQUE

## 1. Sign Up

- 1.1. Provide sign-up before the show day
  - 1.1.1. (through ComeptitionSuite if possible)
- 1.2. Or at the tabulation table on show day
- 1.3. If a unit signs up for a time and is a no-show, then they lose the opportunity to participate in critiques at the next show(s) as determined appropriately.

## **JUDGING PANEL ASSIGNMENTS**

Judging assignments for contests will be posted to the ETPAA website as soon as practicable.

### **“IS THE GUARD READY?” OR “WGI START”**

Cadet, Prep, and Novice classification color guards will receive the “Is the Guard Ready?” prompt prior to competition. Once the unit is set, the announcer will ask “Is the Guard Ready?” Upon a signal from the Timing and Penalty Judge, the announcer will state the guard may take the floor for competition, and performance music will begin.

All other classifications of color guard, percussion, and winds will receive the “WGI Start.”

When the color guard, drumline or winds group first enters the competition area, an announcement of... “Please welcome, from (city, state, country), (name of color guard/drumline)” will be made. At one minute thirty seconds (1:30) of the interval time for A Classes and Open classes (two minutes for World Class) or at any specific time noted to the Timing and Penalty Judge by the color guard, the announcer will be cued to say, “Performing their program, (title), the East Tennessee Performing Arts Association is proud to present (name of unit).”

## **SHOW HOSTS**

Show hosts will be selected once a bid application is submitted to the Secretary/Contest Coordinator. Interested hosts must complete a show host application and provide the appropriate bid or fee by September 1.

- The minimum fee for hosting the Qualifier is One Thousand Dollars (\$1,000.00).
- The regular contest host fee is Two Hundred Dollars (\$200.00).
- In the event of a tie, hosts may increase their bids or elect to stay at their current bid.
- In the event of a second tie, the Board of Directors will vote for a show host.
- All show hosts must be active members of ETPAA.

***Before applying to host a contest, members should refer to the Show Host Information packet for detailed information concerning operational and financial responsibilities, facility requirements, etc. Site specifications must be met by potential hosts in order to be eligible to apply.***

Potential host schools for Championships must meet membership and venue requirements established by the Board of Directors, must complete a show host application, and must provide a minimum bid of Two Thousand Five Hundred Dollars (\$2,500.00).

In the event of a tie, potential hosts will have the opportunity to increase their bid. If that results in a second tie, the host for Championships will be selected by a vote of the Board of Directors, with the President breaking any voting tie.

## **SHOW CANCELLATION**

1. Show Viability
  - 1.1. If necessary, show hosts have the right to cancel their show if there are not enough units registered to operate a financially viable show.
  - 1.2. Intent to cancel the contest, for this reason, must be communicated to the Contest Coordinator and to the units planning to attend at least twenty-eight (28) days prior to the scheduled event.
2. Inclement Weather
  - 2.1. The host must contact the Contest Coordinator the morning of the show so that judges can be contacted.
3. Transfer of Registration Fees
  - 3.1. In the event a show is canceled, a unit's show entry fee can be transferred to a later show in the season.

## **EQUIPMENT AND PROPS**

1. Equipment and props are to be padded according to WGI guidelines.
2. Units should expect that equipment will be inspected in the warm-up
3. Props will be inspected in the holding areas
4. Equipment and props not appropriately taped and/or padded will not be allowed onto the performance floor.

Consequently, the intentional “banging” of equipment on the floor will not be permitted at any ETPAA contest. In accordance with WGI rules, units that damage the floor will be disqualified and will be held responsible for damages to the floor.

WGI rules for performer safety will be strictly adhered to at all ETPAA-sanctioned events. It is the responsibility of the unit director to remain informed of all current WGI policies.

# CIRCUIT CHAMPIONSHIPS

## CHAMPIONSHIP FEES

1. Each unit must pay a fee for ETPAA Championships.
  - 1.1. Circuit members pay One Hundred Dollars (\$100.00).

## QUALIFICATIONS

1. In order to qualify for ETPAA Championships, each unit must:
  - 1.1. pay membership dues and contest fees in full
  - 1.2. perform at an ETPAA qualifying event
  - 1.3. compete in two (2) other regular-season contests, excluding Championships  
Units may count one (1) WGI contest or WGI-recognized circuit (SCGC, SAPA, etc.) contest toward this requirement.  
Cadet and Prep class guards may qualify for Championships by competing in one (1) qualifier and one (1) other ETPAA contest.

## CHAMPIONSHIP PERFORMANCE ORDER

All units will be seeded for championships using their most recent ETPAA or WGI score increased by 1.5 points each week of the season following the week the score was earned.

The complete list of seeded scores will be used to create a ranking within each competitive class of 6 units or more. Classes with 6 or more competing units will then be split into equal halves based on the seeding score ranking. A random draw will then assign each unit's performance order at championships, with the lower-ranked half performing first and the higher-ranked half performing second. Within each half of the class, the performance order will be random. For classes of 5 or fewer units, seeding scores will not be applied and the entire class will be randomized for championships.

In the case of an off number of units in a class, the addition unit will be included in the top half of the random draw (for example, if there are 7 units in a class, the top 4 based on the ranking will be randomized and perform later and the bottom 3 will be randomized and perform earlier). In the event that a group is promoted to a new sheet in their final performance prior to championships, they will be included in the random draw for the lower half of their new class.

Example:

- Unit 1 scores a 65 at the Qualifier (week one)
- Unit 2 scores a 66 at Seymour (week two)
- Unit 3 scores a 68.5 at Seymour (week two)
- Unit 4 scores a 74 at West (week six)
- Unit 5 scores a 76 at West (week six)
- Unit 6 scores a 76 at Heritage (week seven)



Seeding scores would be (championships would be week ten):

Unit 1: 78.5

Unit 2: 78

Unit 3: 80.5

Unit 4: 80

Unit 5: 82

Unit 6: 80.5

In this case, Units 3, 5, & 6 would be randomized and perform in the last three spots and Units 1, 2, & 4 would be randomized and perform in the first three spots.

## CHAMPIONSHIP JUDGING PANEL ASSIGNMENTS

Judging assignments will be posted to the ETPAA website the week of Championships.

## PERFORMANCE TIMES

ETPAA currently uses 10-minute performance intervals for groups and 5 minutes for solos, ensemble, etc. However, assess all units using the current WGI T&P standards when those are set for the season.

## GUARD PERFORMANCE TIMES

	Cadet	Prep	Nov	Reg A	A/ SAN	Open	World
Min Performance	2:00	3:00	3:00	3:00	4:00	4:00	4:00
Authorized Equipment	1:30	3:00	3:00	3:00	3:30	3:30	3:30
Max Performance	3:30	4:30	4:30	4:30	5:30	6:30	7:30
Interval	10:00	10:00	10:00	10:00	10:00	10:00	10:00

ETPAA reserves the right to use WGI timing for larger competitions.

Interval	6:00	7:00	7:00	7:00	8:00	9:00	10:00
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1. For the first weekend **only** of the contest season, no penalties will be assessed for being under respective class performance time.

2. Minimum performance time is from start to obvious conclusion of the program. Maximum performance time is the total time allowed from a program's start to its obvious conclusion.
3. Minimum equipment time starts when a performer is visible with authorized equipment [flag, rifle, or sabre (twenty-four inches (24 in.) in length)] in hand.
4. Minimum interval is the least time allowed for a unit to enter, set up, perform, and exit the competition area.
5. Timing starts and stops at a vertical or horizontal timeline at center court.
6. No guard member may compete with more than one guard at the same contest.
7. No guard shall compete with less than five (5) or more than thirty (30) members (except Cadet, Prep, and World Classes) on the competition floor at any time, including the commanding officer(s).
8. For a complete listing of contest rules and definitions, please refer to the WGI Color Guard Adjudication Manual.

## PERCUSSION PERFORMANCE TIMES

	Prep	Novice	RA / A Class	Open Class	World Class
Min Performance	3:00	4:00	4:00	4:00	4:00
Max Performance	5:00	6:00	6:00	7:00	8:00
Interval	10:00	10:00	10:00	10:00	11:00

ETPAA reserves the right to use WGI timing for larger competitions.

Interval	9:00	9:00	9:00	10:00	11:00
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1. For the first weekend **only** of the contest season, no penalties will be assessed for being under respective class performance time.
2. For the second weekend **only** of the contest season, percussion ensembles must have a minimum performance time of three minutes (3:00). As long as this minimum is obtained, no penalties will be assessed for being under respective class performance time.
3. The time interval will include set up, entrance, warm-up, performance, exit, and removal of all equipment, props, personnel, etc. This time schedule may be expanded at the option of the Contest Coordinator but not lessened.
4. Performers may compete in multiple percussion ensembles as long as they meet the eligibility requirements for every unit they compete with. ETPAA is not responsible for any scheduling difficulties that may arise.
5. No percussion ensemble may compete with less than six (6) members on the floor of competition at any time including the optional student conductor.

- For a complete listing of contest rules and definitions, refer to the WGI Percussion Adjudication manual.

## WINDS PERFORMANCE TIMES

	A Class	Open Class	World Class
Min Performance	4:00	4:00	4:00
Max Performance	6:00	7:00	8:00
Interval	10:00	10:00	11:00

ETPAA reserves the right to use WGI timing for larger competitions.

Interval	9:00	10:00	11:00
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- For the first weekend **only** of the contest season, no penalties will be assessed for being under respective class performance time.
- The time interval will include set up, entrance, warm-up, performance, exit, and removal of all equipment, props, personnel, etc. This time schedule may be expanded at the option of the Contest Coordinator but not lessened.
- Performers may compete in multiple percussion ensembles as long as they meet the eligibility requirements for every unit they compete with. ETPAA is not responsible for any scheduling difficulties that may arise.
- No winds ensemble may compete with less than ten (10) members on the floor of competition at any time including the optional student conductor.
- For a complete listing of contest rules and definitions, refer to the WGI Winds Adjudication manual.

# CLASSIFICATIONS

Units must compete on the same sheet at both ETPAA and WGI events.

1. The only exception made will be for groups whose sheet is not offered at WGI events (i.e. Prep/Novice guard and Novice/Regional A percussion/Winds). Those groups are permitted to attend WGI events in a higher class and still retain their current ETPAA classification.
2. The promotion score is still in effect at both ETPAA and WGI events and these groups may be eligible for promotion in ETPAA if they score high enough at a WGI event.

## GUARD CLASSIFICATION

- **Cadet Class**—Intermediate school students (6th grade and under); adjudicated on WGI Local A Sheets. Due to timing and penalties, it is not recommended that these groups compete on the WGI level.
- **Prep Class**—Middle or junior high school students (8th grade and under); not necessarily school-affiliated; adjudicated on WGI Local A Sheets. Due to timing and penalties, it is not recommended that these groups compete on the WGI level.
- **Novice**—Performers and/or designers who are new to/or inexperienced in the activity; newest ensembles to our activity (less than two consecutive years in Novice Class, a person just starting to learn a skill or take part in an activity). Performers in the class will display purely introductory skills with regard to vocabulary, technique, and conceptual design; as absolute beginners. Typically will only display one triad skill at a time {i.e. only form, body, or equipment skills individually and seldom in combination}
  - Novice groups are encouraged to leave Novice class after 2 years. Special consideration will be made for groups who routinely have a JV or feeder group at this level.
- **Scholastic Regional A-** The SRA class is for the competent beginning/competent performers and designers who are entering/exploring the elementary level of the performance activity. Show concept, equipment, movement skill, and performance are achieving at an introductory level. This is a developmental class.
- **Scholastic A**— Please refer to the WGI Color Guard Adjudication Manual.
- **Scholastic A National**— Please refer to the WGI Color Guard Adjudication Manual. Any group that is competing at the SA level at WGI will need to be in the SA National Class within the circuit.
- **Scholastic Open**— Please refer to the WGI Color Guard Adjudication Manual.
- **Scholastic World** — Please refer to the WGI Color Guard Adjudication Manual.
- **Independent Regional A**—Units whose program includes a basic level of equipment and body handling; adjudicated on WGI Regional A sheets. Due to timing and penalties, it is recommended that these groups compete on the WGI Regional A level.

- **Independent AA** – Units whose program is achieving on one or two captions but not fully competitive on the A sheet. Any group named a WGI Regional Finalist will be automatically reviewed for promotion to Scholastic A.
- **Independent A**— Please refer to the WGI Color Guard Adjudication Manual.
- **Independent Open**— Please refer to the WGI Color Guard Adjudication Manual.
- **Independent World** —Please refer to the WGI Color Guard Adjudication Manual.

A guard may move up a class when registering for a new season but not down. To move down, the unit must petition the Judge & Contest Coordinator in writing as to why this demotion is necessary prior to the first contest of the new season.

## PERCUSSION CLASSIFICATION

To begin the season, percussion units in ETPAA may pick from any of the six (6) marching or three (3) concert classes offered by WGI. For scholastic marching ensembles, that means PSA if unit directors intend to ask the performers to achieve basic skills, PSO for intermediate skills, and PSW for those choosing to present advanced skills. Percussion ensembles must commit to either marching or concert classification during registration. Once a percussion ensemble competes in either class, they will not be able to change from marching to concert or vice versa within that same competitive season. Groups that wish to change classification after registration may do so provided they have not yet competed that season.

- **Percussion Prep [Percussion Middle School Marching/Percussion Middle School Standing]** ensembles are middle or junior high school students (8th grade and younger).
- **Percussion Scholastic Regional A (PSRA)** ensembles are programs beyond novice level skills but do not typically compete at the national level. Please refer to the WGI Percussion Adjudication Manual.
- **Percussion Scholastic A (PSA)** —Please refer to the WGI Percussion Adjudication Manual.
- **Percussion Scholastic Open (PSO)** —Please refer to the WGI Percussion Adjudication Manual.
- **Percussion Independent A (PIA)** —Please refer to the WGI Percussion Adjudication Manual.
- **Percussion Independent Open (PIO)** —Please refer to the WGI Percussion Adjudication Manual.
- **Percussion Scholastic Concert A (PSCA)**—Please refer to the WGI Percussion Adjudication Manual.
- **Percussion Scholastic Concert Open (PSCO)**—Please refer to the WGI Percussion Adjudication Manual.

## WINDS CLASSIFICATION

- **Scholastic A**—Please refer to the WGI Winds Adjudication Manual.

- **Scholastic Open**—Please refer to the WGI Winds Adjudication Manual.
- **Scholastic World**—Please refer to the WGI Winds Adjudication Manual.
- **Independent A**— Please refer to the WGI Winds Adjudication Manual.
- **Independent Open**—Please refer to the WGI Winds Adjudication Manual.
- **Independent World**—Please refer to the WGI Winds Adjudication Manual.

## **SOLO, DUET, and SMALL ENSEMBLE CLASSIFICATION**

- Solo, duet, small ensemble (3 - 5).
- Interval time of 5 minutes.
- A \$25 entry fee for regular shows/events;
- \$50 for championships for Schools who have a membership unit and have kids who want to partake.

Small schools, that cannot field a program with 6 members or more, may pay a membership and have their unit compete as a duet or small ensemble. Those schools would have voting rights with membership.

To compete at Championships the solo, duet, or small ensemble must enter 1 regular season show/event.

Championships for solo, duet, and small ensemble will occur at the last regular season event.

Those competing in these classes will receive placement and awards at ETPAA Solo, Duet, and Small Ensemble Championships with all other units.

### **1. TIMING**

- 1.1. Performance times for solos and ensembles will be as follows:
- 1.2. Color Guard Performances may not be less than 90 seconds (1:30) and no more than 150 seconds (2:30).
- 1.3. Percussion and Winds Performances may not be less than 120 seconds (2:00) no more than 180 seconds (3:00). Cuts in sheet music should be made to fit within the performance time.
- 1.4. Performance time shall start with the first note of music and will end with the completion of the music.
- 1.5. Interval time of 5 minutes will include entrance, setup, performance, exit, and removal of equipment.

### **2. PERFORMANCE CATEGORIES**

- 2.1. Solo Color Guard categories are
  - 2.1.1. Flag, Rifle, Sabre, and Movement
  - 2.1.2. Solo Color Guard may choose no more than two combinations for their solo from the 4 categories. Example: Flag/Rifle or Movement/Flag
- 2.2. Small Ensemble Color Guard category is Mixed-Equipment
  - 2.2.1. Mixed-Equipment is defined as a performer using multiple pieces of equipment as defined in section 3.0 of WGI Rules

(<https://wgi.org/wp-content/uploads/2021/10/2022-Color-Guard-Virtual-Solo-Rules-Criteria-Progression.pdf>).

2.2.2. Movement is not considered a piece of equipment.

### **3. SCORING**

- 3.1. Color Guard is a 100-point scale following the box system. Box 1: 0 - 59, Box 2: 60 - 69, Box 3: 70 - 79, Box 4: 80 - 89, Box 5: 90 - 100.
- 3.2. Scoring based on Vocabulary, Execution, and Program using three judges - Program Design, Execution, and Overall
- 3.3. Percussion/Winds will stay on the current scoring system established by WGI.

## **RECLASSIFICATION/PROMOTIONS**

The process for promotion appeal will be as follows.

1. The Judge Coordinator sets the promotion score scale annually, and it is approved by the Board of Directors.
2. Should a unit receive a promotion score, the unit instructor will be notified before the awards ceremony at the given show. The judge coordinator will communicate the expectations of movement to the next class.
3. If the unit's score is within four points of the promotion score, communication between the judge coordinator and activity coordinator (color guard, winds, percussion) will be initiated throughout the week following the show in which the promotion score was given.
4. The grounds and reasoning for appealing a promotion will be evaluated by the relevant board members before making a final decision on promotion.
5. This decisions will be reached by the Friday following the day the promotion score was received.
6. Should a unit receive a promotion score that is five points above the promotion level for that weekend, the unit will automatically be moved to the next classification barring extenuating or special circumstances.

Promotions will run until two weeks before championships. Exceptions will be made for those units promoted by WGI at regional competition and must, therefore, participate in that classification to be eligible for WGI World Championships.

All groups that place in the top three of a given classification will have a promotion consideration discussion with their activity coordinator and the judge coordinator concerning their classification before registration of the next year.

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

## **GUARD RECLASSIFICATION/PROMOTION**

1. Guards in the following classes will be evaluated at the Qualifier: Prep, Novice, Scholastic Regional A, Scholastic A, Scholastic Open, and Scholastic World.
  - 1.1. Guards will be assigned to a competition class through judges' scores.
2. If an ETPAA unit receives a circuit-established promotion score while participating in a WGI event, that unit would be promoted in ETPAA.
  - 2.1. ETPAA promotion scores for the season will apply to ETPAA events and WGI events.
  - 2.2. The review and appeal process would be the same as if that unit had received the score in an ETPAA event.
3. Guards may not be promoted from one WGI sheet to the next unless promoted by WGI at a WGI Regional or at WGI Championships, with the exception of units moving from WGI Regional A sheets to WGI A Class sheets.
4. All promotions from one sheet to the next at a WGI Regional or at WGI Championships will be honored by ETPAA.

## **PERCUSSION AND WINDS RECLASSIFICATION/PROMOTION**

1. Percussion and wind units will be evaluated in the Qualifier, and the judges will provide input as to which classification is most appropriate for the season.
2. A consensus will be comprised of three (3) of the four (4) judges.

# **ADJUDICATION**

## **JUDGE COORDINATORS**

1. The Judge Coordinator(s) is/are responsible for the hiring of judging panels for each and every ETPAA contest.
2. All judges will be expected to meet certain requirements set by the Board of Directors.
3. ETPAA will require background checks for hired judges.
  - 3.1. These checks will happen every other year.
4. The Judge Coordinators will be responsible for communicating travel arrangements and start times with all judges.

## **JUDGING CONCERNS**

1. Directors will have the opportunity to complete an online form following their critique.
2. The form is available on the ETPAA website on the "Members Only" page.
3. All other judging concerns should be expressed in writing to the Judge Coordinator within five (5) days.

## **JUDGE CRITIQUE**

1. A critique session will be held after each ETPAA contest with the judging panel and the participating unit's director and/or staff.



2. Critique time with each judge is at the discretion of the Judge Coordinator and/or Contest Coordinator and will be overseen by the Timing & Penalties judge or his/her designee.
3. More information about critique will be communicated for each contest.

## **JUDGING FEES**

1. For all ETPAA shows
  - 1.1. judges' fees are \$300.00 or eight dollars (\$8.00) per unit judged
  - 1.2. plus \$0.58 per mile per judge for distances driven round trip.
2. Show hosts will be responsible for paying ETPAA **\$75 per large ensemble unit registered** to cover judging expenses.
  - 2.1. Show hosts would not be responsible for any other costs related to judging.
  - 2.2. The show host fee of \$75 per unit will not apply to solo, duet, or small ensemble unless that unit is the only participating unit for a given school (paying membership).

# CODE OF CONDUCT & ETHICS

All employees, contractors, and volunteers of ETPAA are expected to accept and act in accordance with the policies and procedures outlined within this Code of Conduct & Ethics.

Definitions:

- Employee:** A person who is hired for a wage, salary, fee, or payment to perform work for ETPAA on a regular basis.
- Independent Contractor:** A person who provides seasonal services in exchange for a fee. Independent contractors are offered assignments for work. These assignments can be refused.
- Volunteer:** A person who gives of their time freely to ETPAA. Volunteers are offered assignments for various events. These assignments can be refused.

By the acceptance of employment or assignments, all employees, contractors, and volunteers agree to abide by this Code of Conduct & Ethics. A failure to adhere to the Code of Conduct & Ethics may subject the employee, contractor, or volunteer to termination or suspension of employment or revocation of any and all remaining assignments. ETPAA also reserves the right to remove said employee, contractor, or volunteer from future work with ETPAA.

ETPAA will not tolerate conduct that impacts negatively on the organization, either in terms of an employee's or contractor's individual work performance, workplace safety, or the business interests and corporate image of ETPAA. All employees, contractors, and volunteers must consider themselves as an ambassador of ETPAA. You are not only expected to uphold all policies yourself but to help remind others of them when necessary.

Further, ETPAA reserves the right to discipline, discharge or suspend an employee, contractor, or volunteer who engages in or is alleged to have engaged in unlawful activity outside the workplace to the extent consistent with applicable law.

## ALCOHOL

The employee, contractor, or volunteer agrees to not consume alcohol while "at work" with ETPAA. "At work" includes the time period between the beginning of the day and close of the competition. The employee, contractor, or volunteer agrees not to consume alcohol until their responsibilities are completed for the day. Violators may receive disciplinary actions, including dismissal or suspension.

It is unlawful to bring alcohol onto any school grounds or most arena facilities. Violation of these laws could result in immediate dismissal or suspension.

Any employee, contractor, or volunteer transporting ETPAA personnel in vehicles must refrain from consuming any alcoholic beverages before or during the operation of vehicles.

## **DRUGS**

The employee, contractor, or volunteer agrees not to pursue, continue, or engage in the use of, or be under the influence of, illegal or recreational drugs or prescription medications or substances which may affect your ability to function or cause one to be impaired while “at work” with ETPAA. “At work” includes the time period between the beginning of the day and close of the competition. Violators may receive disciplinary actions, including dismissal and referral to law enforcement for violations of the law.

## **HARASSMENT**

Behavior that may be considered inappropriate or may be deemed as harassment is not allowed. Harassment refers to a wide spectrum of offensive behavior. When the term is used in a legal sense, it refers to behaviors that can be found to be threatening or disturbing, and beyond those that are sanctioned by society.

Conduct that creates a hostile working environment is prohibited. Such conduct may include:

- Repeated unwanted sexual flirtations, advances, or propositions
- Verbal abuse of a sexual nature
- Verbal comments about an individual’s body
- Sexually degrading words used to describe an individual
- Unwanted physical contact
- Any other behavior that is not socially acceptable in a professional environment

Any employee, contractor, or volunteer who is found after an appropriate investigation to have harassed another employee, contractor, volunteer, performer, or customer of ETPAA will be subject to appropriate disciplinary actions, including dismissal or suspension.

## **GENERAL CONDUCT**

Our reputation depends on the conduct of all employees, contractors, and volunteers. All those employed or engaged by ETPAA must play a part in maintaining that reputation to the highest ethical standards. Good manners, courtesy, and common sense are generally all that is required in order to ensure appropriate conduct and behavior. Conduct or language that could be perceived by a reasonable person as being rude, inappropriate, abusive, disorderly, derogatory, immoral, or threatening will not be tolerated.

# SOCIAL MEDIA GUIDELINES

1. Social media platforms including Facebook, Twitter, YouTube, Instagram, discussion forums, blogs, wikis, virtual worlds, or any other form of user-generated media are powerful informational engines for our activity.
  - 1.1. ETPAA recognizes the value and potential of these platforms to generate excitement for this sport. Everyone is encouraged to share that enthusiasm with friends, family, and the general public.
  - 1.2. ETPAA will have a permission check at the beginning of each season for unit directors to choose whether photos and videos taken by official ETPAA personnel are subject to use by the circuit for promotion purposes (website, facebook, instagram, etc.)

Adherence to the following guidelines ensures the integrity of the adjudication and administrative services ETPAA provides to all indoor performance activities.

2. Guidelines for using personal social media:
  - 2.1. All parties should be aware of your association with ETPAA in online social media streams. Use common sense, professional judgment, and caution.
  - 2.2. No communication is allowed privately or publicly on any social media streams with any director, instructor, judge, or performer about any competitive aspect of a participating group. This type of communication is strictly prohibited.
  - 2.3. ETPAA staff and judges should never comment on an individual group's anticipated or actual performance or anything of a competitive nature, however positive. Such postings create openings for questions from anyone reading the post. What seems like an innocent comment can be easily misconstrued.
  - 2.4. ETPAA staff and judges should change personal settings on any personal social media to allow review and approval of any post visible to the public. Use caution on "liking" any post regarding any individual group or ETPAA.
  - 2.5. ETPAA staff and judges should use caution in posting or "tagging" photos or videos of any unit on your personal social media streams.

It is important to remember that anything posted on the Internet is permanent. Although it can be "taken down," it may well exist somewhere for years to come and often reach large numbers of people quickly. If misinterpreted or open to misinterpretation, such postings can do incalculable damage to the reputation of individuals, organizations, and ETPAA.

ETPAA will use these guidelines to determine whether an employee or contractor has been appropriate in their public online behavior with respect to their ETPAA-related responsibilities. Those employees and contractors associated with ETPAA must represent appropriate conduct for competitive, scholastic-based activity. Violation of these guidelines can lead to disciplinary action including suspension and/or termination.

# EXECUTIVE BOARD OF DIRECTORS

An online nomination form will be used to submit nominees for open Board of Directors positions prior to Championships. Nominees will be announced at Championships. All eligible nominees will be voted on and elected at the spring General Membership meeting.

Newly elected board members will take effect immediately after voting in the Spring. The term will end with the announcement of the new board member after the following spring vote.

The elected officers of ETPAA shall include:

1. President (Serves a two-year term; elected in even years)
2. Percussion Coordinator (Serves a two-year term; elected in odd years)
3. Colorguard Coordinator (Serves a two-year term; elected in even years)
4. Winds Coordinator (Serves a two-year term; elected in odd years)
5. Percussion Class Representative
  - 5.1. Percussion Class Representative(one) (1 year term)
  - 5.2. Color Guard Class Representatives (four) (1 year term)
  - 5.3. Winds Class Representative (one) (1 year term)
6. Secretary (Non-Voting Seats appointed by Board of Directors)
7. Treasurer (Non-Voting Seats appointed by Board of Directors)
8. Judge Coordinator (s) (Non-Voting Seats appointed by Board of Directors)
9. Contest Coordinator (Non-Voting Seats appointed by Board of Directors)
10. Immediate Past President (Non-Voting Seats) (1 year term)

Responsibilities include, but are not limited to, attending all General Membership and Board of Directors meetings, planning, directing, and reviewing the total activities and operations of ETPAA. The Board of Directors includes:

## **1. Circuit President**

- 1.1. Serves a two-year term; elected in even years
- 1.2. Votes only in the event of a tie
- 1.3. Oversees all ETPAA operations
- 1.4. Establish goals for ETPAA to work toward
- 1.5. Presides at all meetings of the General Membership and Board of Directors
- 1.6. Offers guidance the Board of Directors and any Ad Hoc committees
- 1.7. Acts as a point of contact for organizations outside ETPAA, such as WGI, other circuits, judging associations, etc.

## **2. Percussion Coordinator**

- 2.1. Serves a two-year term; elected in odd years
- 2.2. Acts as a resource for member questions on philosophy, education, and classification
- 2.3. Assists in assessing the need for education sessions for circuit members and planning events
- 2.4. Updates the percussion portion of this Handbook as necessary
- 2.5. Review and inform the membership of any WGI policy changes that pertain to percussion units on an annual basis
- 2.6. Maintain full knowledge of ETPAA and WGI rules related to percussion including informing units of any rule changes or updates
- 2.7. Assist the social media coordinator/webmaster in keeping the webpage updated with percussion information.
- 2.8. Communicate any classification changes to the Unit Director
- 2.9. Attend and participate in all BOD meetings
- 2.10. Work with the respective judging coordinator and the president to establish educational seminars and clinics providing important information gained through the first line connection with the wants and needs of the Unit Directs.
- 2.11. Utilizing the class representatives to develop the education needed for each class.
- 2.12. This position reports to the president.

## **3. Colorguard Coordinator**

- 3.1. Serves a two-year term; elected in even years
- 3.2. Acts as a resource for member questions on philosophy, education, and classification
- 3.3. Assists in assessing the need for education sessions for circuit members and planning events
- 3.4. Updates the color guard portion of this Handbook as necessary
- 3.5. Review and inform the membership of any WGI policy changes that pertain to guard units on an annual basis
- 3.6. Maintain full knowledge of ETPAA and WGI rules related to color guard including informing units of any rule changes or updates
- 3.7. Assist the social media coordinator/webmaster in keeping the webpage updated with color guard information.
- 3.8. Communicate any classification changes to the Unit Director
- 3.9. Attend and participate in all BOD meetings
- 3.10. Work with the respective judging coordinator and the president to establish educational seminars and clinics providing important information gained through the first-line connection with the wants and needs of the Unit Directs. Utilizing the class representatives to develop the education needed for each class.
- 3.11. This position reports to the president.

#### **4. Winds Coordinator**

- 4.1. Serves a two-year term; elected in odd years
- 4.2. Acts as a resource for member questions on philosophy, education, and classification
- 4.3. Assists in assessing the need for education sessions for circuit members and planning events
- 4.4. Updates the winds portion of this Handbook as necessary
- 4.5. Review and inform the membership of any WGI policy changes that pertain to winds units on an annual basis
- 4.6. Maintain full knowledge of ETPAA and WGI rules related to winds including informing units of any rule changes or updates
- 4.7. Assist the social media coordinator/webmaster in keeping the webpage updated with wind information.
- 4.8. Communicate any classification changes to the Unit Director
- 4.9. Attend and participate in all BOD meetings
- 4.10. Work with the respective judging coordinator and the president to establish educational seminars and clinics providing important information gained through the first-line connection with the wants and needs of the Unit Directs. Utilizing the class representatives to develop the education needed for each class.
- 4.11. This position reports to the president.

#### **5. Class Representatives (one from each of the following)**

- 5.1. Cadet, Prep, and Novice Color Guard
- 5.2. Scholastic Regional A Color Guard
- 5.3. Scholastic A and Scholastic A National Color Guard
- 5.4. Independent Color Guard (if and when applicable)
- 5.5. Percussion
- 5.6. Winds

All class representatives serve a one-year term. Class representatives are a liaison between the Board of Directors and their respective members, act as a resource for members' questions and concerns, and communicate circuit news and policy changes as it occurs.

#### **6. Secretary**

- 6.1. Hired by the Board of Directors; fees are defined under contract
- 6.2. Is a non-voting member of the board
- 6.3. Serves as the origination point for circuit communication
- 6.4. Records minutes and organizes them for publication
- 6.5. Maintains membership roster and contact information
- 6.6. Prepares and maintains annual Handbook
- 6.7. Updates forms and documents to be posted to the ETPAA website
- 6.8. Assists in tracking performance bonds and unit participation
- 6.9. Send confirmation email once the member unit has registered.
- 6.10. Maintain a database for ETPAA judges shared with the Judge Coordinator(s)

- 6.11. Purchase office supplies for the season
- 6.12. Keep track of safesport certificates
- 6.13. Orders badges for the season, provides badges to units at the first contest.

## **7. Treasurer**

- 7.1. Hired by the Board of Directors; fees are defined under contract
- 7.2. Is a non-voting member of the board
- 7.3. Assumes financial responsibility for all funds, financial records, and purchasing
- 7.4. Issues financial reports at General Membership and Board of Directors meetings.
- 7.5. Assists in tracking performance bonds and unit participation

## **8. Judge Coordinators (Color Guard & Percussion/Winds)**

- 8.1. Hired by the Board of Directors; fees are defined under the contract
- 8.2. Maintain ongoing communications with the Contest Coordinator, Color Guard Coordinator, Percussion Coordinator, and Wind Coordinator to ensure coordination of all areas of joint responsibility.
- 8.3. Responsible for adjudicator assignments for all ETPAA contests.
- 8.4. Address judge issues of ethics or standards when necessary.
- 8.5. Communication on issues of this nature will be investigated, documented, and discussed with all parties relative to the situation.
- 8.6. Act as Chief Judge at any contest when in attendance. When attendance is not possible, assign another qualified judge to act as chief judge.
- 8.7. Is a non-voting member
- 8.8. Serves as a liaison between judges and ETPAA
- 8.9. Educates judges on the use of ETPAA-specific sheets.
- 8.10. Assures the flow of information regarding judges' travel, hotel, meals, and payment arrangements
- 8.11. Shall not have an affiliation with any ensemble, as defined by the WGI Judges Code of Ethics.

## **9. Contest Coordinator**

- 9.1. Hired by the Board of Directors; fees are defined under contract
- 9.2. Is a non-voting member
- 9.3. Email contest information (schedule, campus map, gym flow, timeline, etc.) to registered units for each contest date.
- 9.4. Coordinates with contest hosts on show-day procedures, staff, and equipment needs
- 9.5. Is responsible for setting up and maintaining tabulation and media delivery systems throughout the contest day
- 9.6. Assures the flow of information regarding judges' travel, hotel, meals, and payment arrangements
- 9.7. Maintains flow of the contest and ensures continuity for competing units
- 9.8. Assists the Board of Directors with problem-solving issues as they arise, such as travel delays, weather complications, etc.



- 9.9. Acts as a backup for any job function that needs assistance on contest dates
- 9.10. Purchase Contest Pennants for the season
- 9.11. Purchase Medals for Championships

**10. Immediate Past President**

- 10.1. Serves a one-year term following the presidency
- 10.2. Is a non-voting member

## **ADDITIONAL CIRCUIT HIRED/VOLUNTEER POSITIONS**

Other appointed circuit hired positions of ETPAA shall include:

- 1. Sound Technician
- 2. Data and Tabulation
- 3. Social Media Coordinator/WebMaster
- 4. Circuit Photographers\*\*
- 5. Committee Chair (for any ad hoc committee)

**1. Sound Technician**

- 1.1. Hired by the Board of Directors; fees are defined under contract
- 1.2. Transports, assembles, and disassembles the sound system at ETPAA contests
- 1.3. Is available for sound checks before competitions and during breaks
- 1.4. Provides week-to-week consistency regarding all recorded media

**2. Data & Tabulation**

- 2.1. Hired by the Board of Directors; fees are defined under contract
- 2.2. Ensures all necessary technology and materials are available at EPAA contests
- 2.3. Provides access to CompetitionSuite for judges and members
- 2.4. Aids judges and members if complications occur regarding CompetitionSuite
- 2.5. Uploads and manages commentary and scores in CompetitionSuite
- 2.6. Maintains strict confidentiality regarding judges' comments

**3. Social Media Coordinator/Webmaster**

- 3.1. Maintain social media presence for ETPAA
- 3.2. Maintain and update the website with needed information
- 3.3. Works directly with outsourced photographers on all aspects of the photography side of competitions.
- 3.4. Maintains the upload of images to the members-only portion of the website

**4. Circuit Photographers\*\***

- 4.1. Proposal for 2023, still in developmental phase

## **5. Committee Chair (for any ad hoc committee)**

- 5.1. Assists in relation to a specific task (e.g., Championships, Scholarship, Education, etc.)
- 5.2. Membership terminates at the end of the season in which they were formed
- 5.3. Membership, term, and duties of ad hoc committees will be determined by the President

ETPAA will require background checks for elected and hired ETPAA staff positions. These checks will happen every other year.

# **GENERAL MEMBERSHIP MEETINGS**

## **General membership meetings**

1. Held in the Fall, December, and Spring of each calendar year.
2. Date, time, and location for General Membership meetings will be established at the previous meeting.
3. Board of Directors meetings may take place prior to any meeting of the general membership.
4. Special meetings may be called as necessary by the President of ETPAA and given a two-week notice to the membership.
5. All meetings will be public knowledge as advertised by means determined appropriate by the Secretary, and attendance is open to the current membership.

## **Voting**

1. Takes place at General Membership meetings
2. All active units in good standing represented by the unit director or designee will have one (1) vote per unit.
  - 2.1. Membership fee = 1 unit = 1 vote
3. The delegate may only vote for the class representative that is directly related to the class they have a group competing in.
4. A proxy system will also be implemented for voting.
5. All membership delegates vote for the nonspecific position: president
6. Members may make suggestions when reviewing or looking to hire new people in hired positions:
  - 6.1. Judge Coordinator
  - 6.2. Contest Coordinator
  - 6.3. Secretary
  - 6.4. Treasure
  - 6.5. Sound Technician

ETPAA handbook rules may be amended by a majority vote of the members present at General Membership meetings. Rule changes can be proposed and voted upon at any General Membership meeting.

In cases where an immediate decision must be made, the Board of Directors has the power to vote on the issue. These decisions will then be brought up at the next regularly scheduled General Membership meeting, at which time they can be further amended if necessary. Rule changes can only be proposed and voted upon at any General Membership meeting.