



Rules and Bylaws

I. PART I - ORGANIZATION NAME

- A. The name of this organization shall be the West Texas Color Guard Association.

II. PART II - MEMBERSHIP

- A. Memberships in the WTCA will run annually.
- B. In matters that require a vote of the membership of the WTCA, each performing unit shall receive one vote if the unit has achieved "Active Membership" Status.
- C. Non-member guards may participate in circuit shows provided they pay appropriate entry fees and adhere to the bylaws of the WTCA. Non-member guards may participate in circuit championships; however, such guards will not be eligible to place in the top three in any class, regardless of their score.
- D. Active Membership status is defined by those the meet the minimum competitive requirements during the previous season to include Field Day, 1- competitive event in the first half of the season, 1-competitive event in the second half of the season, and circuit championships in order to gain membership for the following season. This status, like previous circuit activity, may be taken into consideration for other responsibilities and participation efforts in the circuit.

III. PART III - OFFICERS

- A. The officers of the West Texas Color Guard Association will include a President and four board members.
- B. Secretarial duties will be designated by the WTCA President to another board member.
- C. All board members will have voting privileges and will oversee each class and other duties as follows:
 - 1. President- Management, Emails, Correspondence, Approval
 - 2. 1st Vice President- Show Hosting, Judging Assignments
 - 3. 2nd Vice President- Bylaws, Championships
 - 4. Chief Educator- Investigating WGI, Judges Education, Educational Opportunities, Instructional Seminars
 - 5. Secretary- Communications, Website, Meeting Minutes
- D. Board members will determine their own duties and elect a President within the five board members.

- E. The board members will contain representatives from the West Texas geographical areas of the WTCA (West Texas and Southern New Mexico).
- F. Term of office shall run for two years.
- G. Elections shall be held at the end of each bi-season or when office becomes vacant.
- H. 2016-2018 Current Board Members include:
 - 1. **Melina Banuelos**
 - 2. **Robert Gallegos**
 - 3. **Gaby Cardenas**
 - 4. **Cecil Crabtree**
 - 5. **Sarah Pachardo**

IV. UNIT CLASSIFICATIONS AND PROMOTIONS

- A. Classifications - The entry classifications that will be offered by WTCA are Cadet, Novice, Scholastic A, Independent A, Scholastic Open, and Scholastic World. All Units will be entered under their school name.
 - 1. "Cadet" classification is for Junior High and Middle Schools
 - 2. "Regional A" classification means that all members of the guard are from the same high school (or the high school plus middle school feeders) and is composed of 50% or more, young and inexperienced members.
 - 3. "Scholastic A" classification means that ALL members of the guard are from the same high school (or the high school plus middle school feeders) and is composed of members of with some guard experience and intermediate ability.
 - 4. "National Scholastic A" classification is similar to Scholastic A for all units participating in any WGI event.
 - 5. "Scholastic Open" classification means that ALL members of the guard are from the same high school (or the high school plus middle school feeders) and is composed of students with abilities, which will range from intermediate to advance. Groups in this class will have achieved the level of training set in A Class and welcome the challenge of greater creativity. There should be sound development in a logical growing progression of challenges while maintaining the premise that growth requires new and additional training.
 - 6. "Scholastic World" classification means that ALL members of the guard are from the same high school (or the high school plus middle school feeders) and is composed of students with a strong depth of training and skills. The guards have strong defined personalities and are highly creative and unique. They explore innovative program concepts.
 - 7. "Independent A" classification contains the widest range of age and skill difference. Programs are usually unique. Occasionally a few individuals will demonstrate a high level of skills.
 - 8. "Independent Open" classification is composed of performers with

abilities, which will range from intermediate to advance. Groups in this class will have achieved the level of training set in A Class and welcome the challenge of greater creativity. There should be sound development in a logical growing progression of challenges while maintaining the premise that growth requires new and additional training.

B. Combining Groups

1. All units intending to combine for a season under the Scholastic Captions must adhere to the WGI Guidelines and Approval procedures.
2. All units intending to combine but not compete in the Scholastic Captions, will be categorized under the Independent Caption and must adhere to the WGI Guidelines and Approval procedures.

V. PROMOTIONS

A. Preseason Promotions

1. Promotions from Regional A Class into A Class will be determined based on the scores from the previous season's championships or the last circuit show attended from the previous season. The top three units will automatically be promoted into Scholastic A Class for the following season and must remain under promotion for the following season.
2. (Excluding promoted groups) If for any reason the instructor of a specific unit feels that their group cannot meet the criteria set for their specific class the following must be met for consideration from the Circuit Board:
 - a) A letter presented to the board petitioning the board to demote the competing unit to the next competing class down. All petition letters must be sent to the WTCA President via e-mail no later than December 1st, prior to the start of the upcoming season.
 - b) Letter must include student roster with each student's years of experience and classification.
 - c) Letter must include instructor's history and years of experience.
 - d) Letter must include a brief explanation of reasons for petitioning current classifications.
 - e) Unit will be reviewed at Field Day.
 - f) Unit must complete & perform 75% of the required show time in order to be considered for review.
 - g) Failure to meet required time will result in unit's acceptance of said promotion.

B. Mid – Season Promotions

1. If a guard's score is unrealistically isolated from the others in its class (either high or low) the circuit voting board members reserves the right to determine whether or not the guard should be promoted. Promotions may happen at ANY point of theseason. However, reclassification will be determined based on the previous season's championships scores.

2. If a guard should have a sudden drop in participation due to illness, ineligibility, or other unforeseen circumstances, the guard may petition the WTCA board members to drop down to a lower classification for consideration.

VI. CIRCUIT REQUIREMENTS AND ELIGIBILITY FOR MEMBERSHIP

All groups must compete by a scheduled date. This date is to be determined by the board members using the current winter guard schedule.

- A. To be eligible to compete at Championships, units must **compete** at the following events (Field Day, one from BLOCK ONE, and one from BLOCK TWO):
 1. **Requirement One** for Championships eligibility.
 - a) Field Day, February 4
 2. **Requirement Two** for Championships eligibility - First Block of Contest Date (Units must attend at least one of the following events)
 - a) Friday, February 17
 - b) Saturday, February 18
 - c) Friday, March 3
 - d) Saturday, March 4
 3. **Requirement Three** for Championships eligibility – 2nd Block of Contest Date (Units must attend at least one of the following events)
 - a) Friday, March 10
 - b) Saturday, March 11
 - c) Friday, March 24
 - d) Saturday, March 25
 4. Championship Weekend
 - a) Friday, March 31
 - b) Championships, April 1

VII. SHOW HOST AND CONTEST INFORMATION

- A. General
 1. All units must submit the “Contest Entry Form” by December 16th on the website.
 2. Individual payments must be submitted to each contest host per performance unit.
- B. Entry fees for all circuit shows will be as follows (if paid prior to Friday, January 6):
 1. Evaluation Day (Previously Field Day) fee \$130.00.
 2. Regular Season Contests fee will be \$130.00.
 3. WTCA Championships will be \$180.00.

- C. All groups must pay to compete. At the show host discretion, guards will not be scheduled for performance until the show sponsor has received entry fees. Guards will then be scheduled within class in reverse order of registration. The only exception will be if the show host notifies the board of any unit's failure to pay. It is the Show Host responsibility to notify the Board of any unit's failure to pay.
- D. Any adjustments (cancellation or special arrangements) must be made with the Show Host before Friday, January 6th. Any activity after Friday, January 8 will be assessed the following penalty:
- E. Cancellations after Friday, January 6th - units will be REQUIRED to pay show host regardless of attendance in order to compete at WTCA Championships.
- F. Late Registration to any event past Friday, January 6th will be assessed a \$25.00 fee per performance unit.
 - 1. Field Day fee will increase to \$155.00
 - 2. Regular Season Contest fee will increase to \$155.00
 - 3. Championship fee will increase to \$205.00
- G. Guard instructors will take care to see that all equipment is properly padded. Show sponsors have the right to determine if padding is sufficient, and to request corrective actions.
- H. Adjudication
 - 1. Each contest will provide at least six judges (one for Individual Analysis – Movement/Equipment, one for Ensemble Analysis, one for General Effect, and one for Timing/Penalty).
 - 2. Each contest will provide AT LEAST two/but not limited to out of town competent judges with DCI, WGI, or credible color guard experience. The Timing/Penalty judge may be any adult (over the age of 21).
 - 3. Local Judges must have met the following requirements prior to receiving any judging assignment:
 - 4. Prospect must submit interested in becoming a local judge (in writing) to the WTCA Circuit Board.
 - a) Criteria will include;
 - (1) Home Studies (2),
 - (2) Observe 4 Mid- Season rehearsals (2 different schools other than our HOME school.)
 - (3) Attend a WGI Regional,
 - (4) Attend one (1) Fall and one (1) Spring Instructional Seminar. Please note: Instructors who become judges are not allowed to judge a competition if their group will be competing)
 - (5) **Must contain a copy of the Adjudication Manual**
 - (6) All criteria will include a deadline designated by the WTCA

Board.

5. The judges will use the current Winter Guard International (WGI) approved judges and timing sheets.
6. Timing will be based on the timing/penalty sheet for each classification.
7. Judges will provide recorded audio comments for all guards.
8. Prior to every circuit competition, there will be a mandatory meeting between the board members and panel of judges to discuss judging criteria.

I. Exceptions and Waivers

1. Due to special circumstances or show cancellations, the board members may waive the requirement of participating in at least one show by the end of the first half of the season. The guard must petition to the board stating the situation as to why they were unable to meet the eligibility requirements for championships at least 14 days after the contest that was missed.

VIII. Show Host Responsibilities

A. Hosting Eligibility

1. Prospective Show Host must maintain an “Active” Status membership within the previous season and current season in order to be considered for a prospective show.
2. Fill out show host request form online.
3. All groups wishing to host a circuit contest must attend the pre-season contest etiquette meeting in order to be eligible to be considered a Circuit Sanctioned Show.
4. A request for a show does not guarantee a show will be granted and priority will be given to show hosts from previous seasons (this includes dates and times).
5. Circuit shows will be granted to host based on facility considerations. Which include, but are not limited to:
 - a) Performance Space
 - b) Seating Capacity
 - c) Contest Layout (includes equipment loading zone, unit check-in, performance gym layout, warm up facility, & any facility specific restriction).
 - d) Warm Up Space
 - e) Lighting and Security Concerns
 - f) Previous year participation review.

B. Hosting Requirements

1. Show sponsor must submit APPROVED Facility Request Forms to Circuit

Board members by the specified date.

2. Show sponsors will provide a seating area reserved for guard instructors near the performance area.
3. Show sponsors will provide full recap sheets to each participating color guard following each show.
4. The board will provide show hosts judge's information (phone number, email, and physical address) no later than December 16th prior to the start of the upcoming competitive season so that show hosts can make appropriate arrangements.
5. Show hosts must contact their designated judges no later than January 6th of the competitive season.
6. Sponsor must submit the following items to the circuit no later than one (1) week prior to the event in PDF AND word/excel format:
 - a) Route Sheet (Schedule) – must be approved by a board member prior to publishing the information.
 - b) Contest Layout
 - c) General Site Information & Restrictions
 - d) All items must be submitted with enough time to upload the information onto the circuit website. Show Host is still required to email the individual units attending their event the latest contest information.

C. Judges Payments

1. Field Day
 - a) Caption Judge - \$300.00 Flat Rate
 - b) T & P Judges
 - (1) If hiring 2 judges: \$50.00 per judge
 - (2) If hiring 1 judge: \$100.00 for full day
2. WTCA CONTEST SHOWS
 - a) T&P Judge(s): \$95.00 per day.
 - b) Sound-Adult: \$100.00 per day.
 - c) All other Judges- \$150.00 up to 15 units/ \$10.00 extra for every unit over 15
 - d) WGI sponsored judges are \$300.00 flat rate per show
3. CHAMPIONSHIPS
 - a) T&P Judge: \$95.00 per contest format.
 - b) Sound- Adult: \$150.00 per day.
 - c) All other judges: \$300.00 for both prelims and finals.

D. Show sponsors will provide a WTCA Board approved Tabulation Coordinator.

IX. Critiques

A. Sign up for Critique will be available on-line for director use only.

B. All instructors must have listened to their tapes and filled out the judges critique sheet before going into critique.

1. A USB must be submitted at check in for judge's commentary.

C. Judges will meet individually to discuss critiques with guard instructors for no more than 3 minutes individually or 5 mins each unit when split between the GE/DA judges and the EQ/MV judges.

D. Critique is to be informational, not confrontational. Guard instructors who become abusive toward judges will be removed from critique.

E. Critique sign up will be available for the competing units that sign up on line and will be released on as part of the contest schedule.

X. WTCA CHAMPIONSHIPS

A. Adjudication

1. The adjudication panel for circuit championships shall consist of six judges, which include Equipment, Movement, Ensemble Analysis, General Effect, General Effect, and Timing & Penalty.

2. The adjudication panel shall consist of out of town judges who have judged previously for the WTCA during the current season and any other WTCA qualified judge.

3. When possible, one judge should be from the WTCA area.

B. Seeding and Finals Qualifications

1. The seeding for Championships will take the last score of the competitive unit and add the specified amount determined through the current WGI Rulebook.

2. Championships seeding will take three groups at a time in a class and randomly draw. Seeding will be created the last weekend before Championships weekend.

3. Championships will have a prelims/finals format allowing the groups to have multiple opportunities to perform in a WGI Regional / Championships format **excluding Cadet who will be participating in both the Prelims and the Finals portion of the Championships.**

4. Preliminary seeding will be designed by random draw stated.

5. Finals order will be ranking from lowest score to highest score with the following:

a) Cadet Class – ALL MAKE FINALS

b) Regional A– Top 50% MAKE FINALS

c) A Class – Top 75% MAKE FINALS

- d) Open Class – ALL MAKE FINALS
- e) World Class – ALL MAKE FINALS

XI. OTHER

- A. Members and participants are expected to show courtesy to patrons, participants, hosts, and judges at all times.
- B. Any other items in dispute or in need of clarification will be referred to the most current WGI Rulebook.
- C. Following Championships, there will be an end of season meeting of the WTCA to review practices, policies, and procedures, and to make recommendations for the following year.
- D. All units must keep equipment, props, and floors with them at all times. There will be no storage of props, equipment, or floors in the performance gym. It will be at the discretion of each contest whether there will be an area provided.
- E. There will be no flying of tarps (also known as “ballooning”) to clear floor at the conclusion of a unit’s performance. Result is automatic disqualification.

REVISED: Fall 2016