

# North Star Circuit Rules and Policies 2023-2024

Except where otherwise specified in the North Star Color Guard Circuit rulebook, the North Star Color Guard Circuit will follow the current WGI Adjudication Manual and rulebook, including all sheets and tabulation programs.

## 1. Membership to North Star Circuit

1.1. The NSC Membership Application will be available on [northstarcircuit.org](http://northstarcircuit.org) beginning October 1st and must be submitted with dues payment by the deadline provided at the annual fall general membership meeting held immediately prior to the respective season. Membership is established once the application, dues payments and any previous years penalties', if applicable, are received.

1.2. Length of membership is for one year. Units must submit a membership application annually.

1.3 First year membership dues shall be four hundred dollars (\$400). Returning membership dues shall be eight hundred dollars (\$800.00). Second unit membership dues shall be four hundred dollars (\$400). Membership dues for Flagline shall be two hundred fifty dollars (\$250). Membership dues are determined by the NSC board and are announced at the annual fall general membership meeting held immediately prior to the respective season.

1.4. If the membership application and/or membership dues are submitted after the stated deadline, a \$50 late fee may be assessed.

1.5. Units withdrawing from membership at least two weeks prior to the Premiere event are eligible for refund.

1.6. Dues and/or other fees can be paid to NSC by check, cash, credit card or online payment methods.

1.7. Performers and staff of units that do not attend the Premiere event are not eligible for scholarships awarded at the Championships event of the same season.

1.8. New member units will be invoiced for a Surety Bond in the amount of \$150. See section 6 for Surety Bond policies.

## **2. Unit Member Restrictions**

2.1. All competing units in North Star Circuit must abide by WGI rules and regulations concerning the eligibility of performing members.

2.2. NSC strongly discourages independent units from accepting students enrolled in high school programs that offer winter guard and are eligible to participate.

2.3 Units competing in any WGI event must compete in the same class in NSC as in WGI.

## **3. Unit Classification**

3.1. Units should make every effort to compete in the class for which they are most suited. It is the position of the NSC to trust the integrity of each Director to register appropriately.

3.2. Once a unit declares a class, they may not change classes unless approved by the circuit President.

3.2.1 Flagline - Comprised of performers in grade 12 or younger.

3.2.2 Cadet - Comprised of performers in grade 8 or younger.

3.2.3. Scholastic - Comprised of performers in grade 12 or younger who have not yet graduated from high school.

3.2.4. Independent A - Comprised of performers in grade 12 or younger who have not yet graduated from high school.

3.2.5. Independent Open - Comprised of performers not over 23 years of age as of 12:01am on April 1st of any given year.

3.2.6 Independent World - Comprised of performers of any age.

#### 4. Promotion Policy

4.1 Occasionally, the judges who evaluate the design and performance aspects of the program, based on the criteria reference for each caption as defined by Winter Guard International (WGI), may feel that a unit is not competing in the appropriate class of competition. If the judges agree that a unit should be promoted to the next higher level of classification, a formal recommendation for promotion will be made.

##### 4.1.1. Unanimous Recommendation for Promotion

If the full panel of judges who most recently evaluated a unit *agrees* that a unit should be promoted, then a *promotion is mandatory*. The Chief Judge will contact the Unit Representative/Director informing them of the promotion.

##### 4.1.2. Majority Recommendation for Promotion

If a *majority* of the judging panel who most recently evaluated a unit *believes* that a unit should be promoted, but a minority of judges do not share this feeling, a promotion will still occur. The Chief Judge will contact the Unit Representative/Director informing them of the promotion.

##### 4.1.3. Minority Recommendation for Promotion

If a *minority* of the judging panel who most recently evaluated a unit *believes* that a unit should be promoted, but a majority of judges do not share this feeling, then the Chief Judge will contact the Unit Representative/Director to discuss the *possibility of promotion*. A Minority Recommendation does NOT

result in an automatic promotion, but it is something for each unit to consider.

4.2. Appeal Process - Understanding that there are MANY factors that go into a performance besides the WHAT and the HOW that the judges evaluate on the floor each week, the following appeal processes have been defined:

4.2.1. Unanimous Recommendation for Promotion

A Unanimous Recommendation for Promotion is automatic, and there is no appeal of this decision.

4.2.2. Majority Recommendation for Promotion

A Majority Recommendation does NOT result in an automatic promotion, but it is HIGHLY encouraged. The Unit Representative/Director can appeal this recommendation via written request to the Chief Judge. The Chief Judge will evaluate the appeal, make a final decision, and communicate the final decision to the Unit Representative/Director of the unit.

4.2.3. Minority Recommendation for Promotion

A Minority Recommendation for Promotion does NOT result in an automatic promotion, it is merely a suggestion. The final promotion decision in this case is the responsibility of the Unit Representative/Director, and that final decision will be communicated to the Chief Judge in writing.

4.3. Logistical Process for Implementation of Promotion

Once a final promotion decision has been determined, the following will occur:

4.3.1. When are Promotions Considered?

Promotions will only be considered for the first half of the competitive season – our “promotion window.” This will typically be the first four weekends of competition. If there are an odd number of weekends in a competitive season, then promotions will be considered up through the weekend prior to the halfway

point. In other words, we “round down” to determine the deadline.

#### 4.3.2. How Often Can a Unit be Recommended for Promotion?

A unit can be recommended for promotion, following the process outline above, at any time during the promotion window. There is no limit. So if there are four weekends of competition in the first half of the season, in theory, that unit could be recommended for promotion four times.

#### 4.3.3. When Does the Promotion Take Effect?

The promotion to the next higher class of competition will take place at the next scheduled performance of the promoted unit. In cases where a promotion decision is made late in the week, and it would create an undue burden on contest staff, the performance schedule for the coming weekend, etc., then the promotion may be delayed until the following weekend.

#### 4.3.4. How Will Performance Order be Determined?

After a unit has been promoted, they will randomly be inserted in the show lineup for their class. This may result in adjusted performance times for all units in that class.

#### 4.3.5. How Long Does the Promotion Last?

The promotion will remain in effect for the remainder of the current competitive decision. The Unit Representative/Director will then decide if they want to remain in that class or reclassify their unit prior to the start of the following competitive season.

#### 4.3.6. How are Promoted Units Recognized?

Being promoted to the next higher class of competition is a significant achievement for members and staff. Announcements during the show (to explain the schedule change) and during awards/retreat after a promoted unit's first performance in the new class will occur. A formal recognition will occur during the awards presentation at the North Star Circuit Championships at the end of the season.

## **5. Competition Participation**

5.1. Show sign-up will occur via CompetitionSuite. The sign-up deadline will be no later than 4 weeks prior to the event.

5.2. All member units will receive 5 staff passes to be picked up at Premiere or the first event of participation.

5.3. The following documents can be found on [northstarcircuit.org](http://northstarcircuit.org) and must be submitted prior to Premiere:

5.3.1. Unit/Membership application

5.3.2. Membership policy - This policy states that units are abiding by WGI age limits rules and policies.

5.3.3. Proof of Insurance - Required for independent groups.

5.3.4. Liability Waiver - Required for all performing units.

5.3.5. Music License - Required for all performing units. This policy allows NSC a “blanket license” which gives us permission to play show music in a public setting.

5.3.6. Spiel Sheet - Notify the Contest Director of changes to this document anytime during the season.

5.3.7. Code of Conduct - Unit directors will sign on behalf of their staff and volunteers.

5.4. Non-member units (guest units) who wish to perform at a contest in exhibition may sign up for no more than two (2) shows per season. Guest units will receive 3 staff passes, adjudication from our judges and access to critique. The fee for guest units is \$75/show. Guest units are required to submit all forms listed in Section 5.3 prior to their performance.

## **6. Surety Bond Policy**

This is an insurance policy for lost revenue if a unit pulls out of a show within 2 weeks of the show date. The show host can request to be paid within the week following their show. The request can be submitted to the Treasurer in person or via email. Once paid, the unit

who pulled out will receive an invoice to repay the Surety Bond prior to their next performance date.

## **7. Inclement Weather Policy**

7.1. An event may be canceled by the show host, in consultation with NSC, due to inclement weather.

7.2. If a school administrator does not allow a unit to travel due to inclement weather, the unit must notify the Contest Director as soon as possible. The unit must also send a letter from the administrator to the Board of Directors within seven days from the original show date, stating this reason. This ensures the surety bond will not be paid out to the host school if the request is made.

7.3. Notice of a show cancellation will be made via email, CompetitionSuite, and social media.

## **8. Competition Season**

8.1. Contest dates will be determined by the Board of Directors and made publicly via email and on the website.

8.2. Show bids will be submitted online by the due date set by the Board of Directors.

8.2.1. Shows bids will be awarded via email.

8.2.2. In the event of 2 or more hosts bidding for the same show day, the Board of Directors will review the following before awarding the site:

Warm-up areas, performance gym, seating, previous hosting experience, location, and any other considerations.

8.2.3. Host must provide Contest Director with building maps, parking information, ticket prices and any other pertinent information for directors by the date set by the Board of Directors.

8.3. Show host fees are \$400 and are payable to the Treasurer by the due date set by the Board of Directors.

8.4. Contest Director and show hosts will be responsible for coordinating logistics, signage, judges hospitality room, volunteers and any other needs.

8.5. Show packets and logistical schedules will be available online no earlier than two weeks prior to the show.

8.6. Order of performance will be determined by random draw and will be available no earlier than two weeks prior to the show. The host/school unit will always perform last unless otherwise requested.

8.7. Show start times will be 6pm unless otherwise stated. Afternoon show start times will be 1pm unless otherwise stated.

8.8. Units may not arrive more than 90 minutes before show start time for guard check-in. Guard check-in will close five minutes before show start time.

8.9. Music must be uploaded to CompetitionSuite no later than Friday before the next show.

8.10. Sound check must be made prior to show start or during breaks.

8.11. Synchronized warm-ups are not allowed anywhere outside of designated warm-up areas.

8.12. Due to copyright laws, directors may only record their unit's performance and must not interfere with judges or their line of sight.

8.13. Scores and recaps will be available via CompetitionSuite at the end of retreat.

8.14. Critique will be available at the end of each show and is available on a first come, first served basis. Please be sure to review judges commentary before attending critique.

## **9. Premiere/Championships**

9.1. Premiere and Championship is hosted by NSC. The unit or organization providing the location will receive 15% of gate and all concessions. There is no host fee for Premiere and Championships.



- 9.2. Start time of championships may differ from regular season shows and will be made public one month prior.
- 9.3. Medals will be awarded to first, second and third place units in all competitive classes.
- 9.4. Scholarship awards will be announced during retreat at Championships.
- 9.5. NSC will recognize and announce names of high school seniors in their unit. Directors must provide this list to the secretary by the date communicated.
- 9.6. Critique at championships will be available for units attending WGI, and by request only.
- 9.7. Timing and penalty will not take place at Premiere. However, T&P will take place at Championships.
- 9.8. Any unit wishing to participate at Championships, must participate at Premiere. Exceptions can be made but only if communicated with the Contest Director and Board of Directors.

## **10. General Membership Meetings**

- 10.1. North Star Circuit bylaws require two general membership meetings a year. These meetings will be held in the fall and spring.
- 10.2. The membership meeting is open to all and is required for units wishing to participate in the upcoming season. Please refer to section 1.1 to determine membership.
- 10.3. A voting delegate will be named at the fall meeting, taken during attendance, and will remain the voting delegate until the following fall meeting. If a change needs to be made, please notify the secretary.
- 10.4. Each unit receives one (1) vote regardless of how many representatives are in attendance.
- 10.5. The Board of Directors will notify the general membership of any potential changes to bylaws 30 days prior to the meeting.
- 10.6. Voting will take place via CompetitionSuite and only the designated voting delegate will be able to vote.

10.7. In the event of an election being held outside of the spring general membership meeting, an email will be sent to unit directors and any other eligible voting members presenting the voting options. In the event of a tie, the process will repeat. The results will be announced as soon as the deadline for voting has passed and the votes have been counted.