

MEMBERSHIP HANDBOOK

CIPA'S MISSION **5**
PART I – GENERAL MEMBERSHIP **5**
I. CIPA MEMBERSHIP DUES 5
A. Membership Dues 5
B. Unit Entry 5
C. CIPA Contest Cost 6
D. Scholarships 6
II. REGISTRATION 6
A. No-Show Penalty 7
B. Schedule 7
III. JUDGING INFORMATION FOR MEMBERSHIP 7
A. Judges' Media 7
B. Adjudicator Concerns 8
C. Critique 8
IV. CHAMPIONSHIPS 9
A. Qualification 9
B. Performance Order 9
C. Championship Host 9
D. Championships Critique 9
E. Post Championships 10
V. CODE OF ETHICS 10
VI. CIPA PERSONNEL 10
A. Administration 10
VII. CIRCUIT MEETINGS AND OPERATING SCHEDULE 15
PART II- COLOR GUARD **17**
I. RULES AND REGULATIONS 17
A. Eligibility 17
B. Competition Area 18
C. Equipment 19
D. Guard Performance Times 20
E. Entry 21
F. Exit 23
G. Penalties 23
H. Scoring 24
I. Medical Emergency: 24
II. CLASSIFICATION AND PROMOTION **25**
A. Guard Classification Criteria 25
B. Guard Classification Type 25
○ Festival Class 25
○ Prep Class 26
○ Scholastic Novice 26

- ○ Scholastic Regional AA 27
- ○ Scholastic Regional A 28
- ○ Scholastic AA 28
- ○ Scholastic A 28
- ○ Scholastic Open 28
- ○ Scholastic World 29
- ○ Independent Regional A 29
- ○ Independent A 29
- ○ Independent Open 29
- ○ Independent World 30

C. Guard Promotion During Contest Season 30

PART III – PERCUSSION 33

I. RULES AND REGULATIONS 33

A. Eligibility 33

B. Competition Area 33

C. Equipment 34

D. Percussion Performance Times 35

II. CLASSIFICATION AND PROMOTION 36

A. Percussion Classification Criteria 36

B. Percussion Classification Type 38

- ○ Percussion Scholastic A (PSA) 38
- ○ Percussion Scholastic A-Advanced (PSA-Adv.) 39
- ○ Percussion Independent A (PIA) 39
- ○ Percussion Scholastic Open (PSO) 39
- ○ Percussion Independent Open (PIO) 40
- ○ Percussion Scholastic World (PSW) 40
- ○ Percussion Independent World (PIW) 40
- ○ Percussion Scholastic Concert A (PSCA) 40
- ○ Percussion Scholastic Concert Open (PSCO) 41
- ○ Percussion Scholastic Concert World (PSCW) 41

PART IV –WINDS 42

I. RULES AND REGULATIONS 42

A. Eligibility 42

B. Competition Area 43

C. Equipment and Instrumentation 44

D. Winds Performance Times 46

E. Entry 47

F. Exit 48

G. Penalties 48

H. Scoring 49

PART V - CIPA SOLO & ENSEMBLE PROCEDURES AND CONTEST RULES 50

A. Eligibility 50
B. Classifications 50
C. Performance Categories 50
D. Equipment 51
E. Competition Procedures 52
F. Timing 52
G. Judging 53
H. Cost and Fees 53

CIPA'S MISSION

The mission of CIPA Inc is to promote the growth of performing arts activities in East Tennessee, Southwest Virginia, and surrounding areas through community support, qualified adjudication, and relevant educational opportunities. CIPA will provide a positive atmosphere where all participating members unite in the spirit of camaraderie and friendly competition.

PART I – GENERAL MEMBERSHIP

I. CIPA MEMBERSHIP DUES

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

A. Membership Dues

- CIPA's annual membership dues are dependent on the number of units each school or organization fields each competition season and are as follows:

**Note: A percussion unit cannot be second to a guard or winds unit, a guard unit cannot be second to a percussion or winds unit, etc.*

Primary Guard	$400	Primary Percussion	$400	Primary Winds	$400
Secondary Guard	$300	Secondary Percussion	$300	Secondary Winds	$300
Tertiary Guard	$200	Tertiary Percussion	$200	Tertiary Winds	$200

- Membership dues are non-refundable. Checks should be made payable to *CIPA Inc*.
- There will be a late fee of $25 per unit for any registration postmarked after December 31 of the contest season.
- Units may join the circuit at any time before the qualifier.
- A one time $10 processing fee will be accrued when signing up for events.

B. Unit Entry

- Each Unit will receive 7 badges per primary unit, 5 badges per secondary unit, and 3 unit entry badges per tertiary unit. These badges will allow entry to the performance areas, equipment storage, and hospitality. They will not be allowed into the unit holding area.
- Each unit will receive their unit entry badges at their first competitive appearance each season. These badges are the responsibility of the unit. If lost, they can be replaced for a $5 fee per badge.

C. CIPA Contest Cost

- Every performing ensemble must pay entrance dues for each contest in which they plan to participate in. The following is the dues structure for members and nonmembers:

Members		$25.00 per show
Non-Members		$160.00 per show
Championships		$75.00

- Non-members may register for as many regular season shows as they wish, but may not participate in Championships without joining the circuit and meeting performance requirements.

D. Scholarships

- CIPA will offer a travel scholarship to groups traveling to, but not limited to, a WGI Regional, CIPA Championships, etc.
  - The number and monetary amount of scholarships may change year to year depending on the circuit's financial status.
  - Criteria to apply will include an application and attending at least 2 CIPA meetings a year.
  - Will be awarded at the Qualifier.

II. REGISTRATION

- Registration will open in November and will close 6 weeks before the qualifier. Registration will be completed by each group through competition Suite OR through Square for Solo and Ensemble
- Each group registration will be assessed a once-per-season $10 fee for banking and processing expenses. Each individual registration will be assessed a $2 transaction fee. Each school/independent group will receive an invoice via Wave Accounting after their registration is submitted. Fees may be paid electronically or by check.
- Payment should be mailed to:

CIPA Treasurer
c/o Angela Flemmer
610 Harbor Point Drive
Johnson City, TN 37615

A. No-Show Penalty

- If a unit withdraws from a scheduled show or "clinic performance" within 20 days of the show, the unit will accrue a $50 "no-show" fee paid to CIPA. Any unit with outstanding fees, including no show fees, will not be allowed to appear in a CIPA event until their account is settled.
- The Executive Board may waive penalties in extreme circumstances such as administration not allowing the unit to travel, membership absences will prevent their participation in the registered classification, inclement weather, or other issues of safety. Proper documentation from school administration to the circuit secretary by way of cipaofficial@gmail.com will be required in these cases.

B. Schedule

- CIPA utilizes a consistent approach to the creation and release of schedules as follows:

The Board of Directors will randomize the drawing for show order by using the Competition Suite randomizer tool.

- All units that have registered by the 6 weeks before the qualifier deadline will be included in the randomization.
- Unit members that register after the 6 week cutoff will be placed at the beginning of their class.
- Non-member units will be placed at the beginning of their class.
- Shows are considered closed six weeks before each contest or when the Show host and Contest Coordinator deem the show is full, whichever comes first. This rule will only be waived in exceptional circumstances, such as adding shows due to weather cancellation.
- The Monday after the show is closed a draft schedule will be emailed. At this point, groups will only be added to the schedule if they are left out due to a clerical error on the part of CIPA or an extenuating circumstance as noted above.
- It is the responsibility of each unit director to check the schedule and notify the CIPA email of any errors within 1 week from the email distribution.
- Four weeks before the show a final schedule will be emailed that will not change for any reason other than a CIPA error or extreme emergency.

III. JUDGING INFORMATION FOR MEMBERSHIP

A. Judges' Media

- All judges' media will be uploaded via Competition Suite. Returning members should already have a Competition Suite account. The director of any new unit(s) joining the circuit will receive an email inviting them to set up their Competition Suite account no later than two weeks before the first competition. It is the director's responsibility to add any additional staff that will need access to the media (or to remove any staff when the need may arise).

- Each unit will receive a notification when their judges' media has been uploaded. The media can be accessed via the Competition Suite website, or the Competition Suite iPhone/ Android app.

B. Adjudicator Concerns

- CIPA encourages the membership to provide feedback both positive or negative about our judging panel throughout the season. Please complete the judge evaluation form within 1 week of the event. This information will go directly to the Judge Coordinator for their review.
- Judging concerns should be addressed within one week of a contest. Concerns may include, but are not limited to, the following:
  - Extremely high or low scores relative to class.
  - Inappropriate tape commentary.
  - Score not supported by tape commentary.
  - Inappropriate critique commentary.
  - Suspicious behavior in the judges' box.
- The following process must be used to address a judging concern:
  - Send an email within 1 week detailing your concerns to the CIPA email. Include the date of the show, name of the judge, and a detailed description of your complaint.
  - The Judge Coordinator will be in contact with you within 1 week to discuss your concerns. The Judge Coordinator has the right to involve whomever they deem necessary to resolve concerns.

C. Critique

- Critique will be supervised by the Timing and Penalty Judge who is assigned to each contest. The primary format for critique is as follows:
- A critique will be provided after the conclusion of every contest for all competing units (except for Championships).
- **Sign-up for critique will occur on CompetitionSuite** prior to each contest before the contest begins (cut-off time will be listed in CompetitionSuite). An instructor with multiple competing units may choose consecutive times.
- Judges will meet with representatives from each unit in critique. Anyone not associated with the instruction or performance of a unit is prohibited from entering critique.
- Representatives are expected to conduct themselves in a courteous and professional manner. Failure to do so may lead to expulsion from the critique session. Any form of misconduct or hostility by unit personnel or from a judge will not be tolerated and is grounds for removal from that critique session and/or critique sessions for the remainder of the season.
- If a contest should run 45 minutes or more over time, the Contest Coordinator or Chief Judge for the event will cut critique times for each unit or cancel critique for the event at their discretion.

IV. CHAMPIONSHIPS

A. Qualification

- In order to qualify for CIPA Championships a unit must:
  - Pay membership and contest costs in full.
  - Perform at one CIPA qualifying event, held during the first two weeks of each competition season.
  - Compete in two other shows (excluding Championships) during the contest season. A WGI Regional or a state-sanctioned contest can count as one (and only one) of the two additional shows.

B. Performance Order

- The order of appearance at CIPA Championships will be determined using each unit's last CIPA score (not their highest score, but the latest one). Average week to week growth is accounted for by adding 1.5 points for each week left in the CIPA competition season. For example, if a unit scored a 78.0 with three contest weekends still left in the season, their order of appearance score would be an 82.5.
- If there is a tie in score, it will be broken by adding together all scores from CIPA shows during the season.
- In the case of large classes at Championships (16 or more units) the following process will be used:
- The ranked list will then be split into two divisions by A, B, A, B, etc., highest projected score to the lowest projected score.
- Once the division is complete, the scoring system is used to determine performance order.
- Divisions are parallel but separate contests. Each division will have its own champions. Because of the infinite number of factors that determine a contest's outcome, it is not advisable to compare scores across divisions.

C. Championship Host

- CIPA is the host of Championships and will secure a site based on location, facility, and cost. This facility may or may not be a member school. The details of all related contracts will be overseen by the Board of Directors each year.
- Workers for Championships may be secured in several ways, including but not limited to:
  - Hiring workers in exchange for a monetary stipend (e.g., arena staff, ROTC students, etc.).

D. Championships Critique

- An informal judges' critique will be made available after the conclusion of Circuit Championships for all units who are attending the WGI World Championships. The judge coordinators will be responsible for ensuring that all ensembles have an equal opportunity to receive feedback from Championships judges.

E. Post Championships

- The 1st place medalist of each local classification (Novice, SRAA, SRA, and SAA) will be automatically promoted to the next highest classification for the beginning of the next season.
- The 2nd and 3rd place medalists of each local classification (Novice, SRAA, SRA, and SAA) will be reviewed by the chief judge to determine if they will be promoted to the next highest classification.
- The next season's qualifier will be used to determine if any adjustments (up or down) will be needed for the season.

V. CODE OF ETHICS

- CIPA is organized and administered on the principle that its leaders are professionals teaching by example both in and out of the competitive arena. CIPA's purpose is to provide the North Carolina, Tennessee, and Virginia areas with a professional competitive atmosphere. It is the instructor's responsibility to educate their students. Questions about WGI or CIPA policies, rules, and/or regulations should be addressed to the CIPA Educational Coordinator
- Unprofessional behavior of any type is intolerable and could result in the loss of CIPA member privileges. Incidents are reviewed by the board of directors. Inappropriate behavior includes, but is not limited to the following:
  - Directors/instructors shouting at judges in public and/or critique.
  - Inappropriate conduct of directors/instructors while accompanying a competing unit onto the contest floor.
  - Inordinate and unauthorized phone calls to judges by directors/instructors. Any judge communication should have prior approval by the Judge Coordinator.
  - Failure to follow CIPA/WGI Protocols.
- Any individual affiliated with a performing unit found in violation of the CIPA Code of Ethics will be barred from the next CIPA event at which his/her unit participates. If the violation is severe enough, the instructor will be banned from all remaining CIPA events for that season.
- The Board of Directors will review all ethics issues that arise and make the appropriate rulings.

VI. CIPA PERSONNEL

A. Administration

- **The Executive Board**
  - Responsibilities include, but are not limited to planning, directing and reviewing the total activities and operations of CIPA with the inclusion on the Board of

Directors. The executive board may also contract additional personnel to fit the needs of the circuit such as an announcer, audio engineer, and event photographer.

- **Circuit President**
  - Serves a two-year term. Elected in even years (e.g., 2016, 2018, etc.).
  - The Circuit President will be the former Vice-President, unless the Vice-President is unable to fulfill the duties of President.
  - Votes only as a tie-breaker.
  - Oversees all CIPA operations.
  - Presides at all meetings of the General Membership and Board of Directors.
  - Offers guidance to the Board of Directors.
  - Acts as contact person (public relations) for organizations outside CIPA, including WGI, other circuits, judging associations, etc.
- **Vice President**
  - Serves a two-year term. Elected in even number years (e.g., 2026, 2028, etc.)
  - A person is eligible to run for Vice President of the circuit only if they have previously held a position and been an active participant on the Board of Directors.
  - Presides over State Representatives.
  - Oversees all Safesport certification and membership.
  - Assist the President with any executive duties.
- **Treasurer**
  - Serves a two-year term. Elected in odd years (e.g., 2025, 2027, etc.).
  - Assumes responsibility for all funds, financial records, and purchasing.
  - Issues financial reports at Board of Director and General Membership meetings.
- **Secretary**
  - Serves a two-year term. Elected in odd years (e.g., 2025,2027, etc).
  - Maintains membership roster and contact information.
  - Serves as the origination point for circuit communication.
  - Aids in the preparation of annual handbook updates.
  - Prepares the annual handbook with updates.
  - Updates forms and documents to be posted on the publication website.
- **Competition Suite Coordinator**
  - Serves a two-year term. Elected in even years (e.g., 2026, 2028, etc.).
  - Assists in the registration process.
  - Assists in tracking show attendance by units.

        - Is the sole maintainer of Competition Suite for the circuit.
- **Supervisory Team**
    - Responsibilities include, but are not limited to, attending all General Membership and Board of Director meetings and participating in a significant number of the decision-making activities for the Circuit. The Board of Directors includes the Executive Board, as well as:

    - **Past-President**
        - Serves a one-year term following the Presidency.
        - A non-voting member.
        - Acts as a consultant for the Board of Directors.
    - **Educational Coordinator**
        - Coordinate the development and dissemination of the WGI adjudication philosophy to the various communities within CIPA (Units, Directors, Judges, CIPA Staff.)
        - The Education Coordinator is responsible to the CIPA president.
        - The functions of the Education Director shall be performed on a 2 year contract basis by an individual selected by the Executive Board. The Education Director shall not have any affiliation with any participating groups
        - Provide year-round educational direction in the proper and full application of the scoring philosophy as set forth by WGI.
        - Create, test, and implement scoring changes as needed or as determined by changes at the WGI level.
        - Assist Chief Judge with judging roster, judge training, and/or dissemination of WGI or CIPA specific adjudicator philosophy
        - Assist in the development curriculum for annual judge training in conjunction with Chief Judge. (Perhaps not immediately, but as a goal in the future, as CIPA continues to grow. The need for a local judges “community" or association may develop.)
        - Maintain a positive working relationship between the instructor and judging community. Acting as a liaison with questions and circumstances that go beyond critique parameters (Reasoning: CIPA is a growing circuit with "up and coming" instructors/directors who's units could benefit greatly from the additional resource and access to scoring philosophy.)
        - Coordinate instructor educational outreach programs. Internet, Printed Materials, Clinics, etc.

- Act as a resource in curriculum development as needed for CIPA educational events. "Maintain ongoing communications with the Contest Director, Staff, and Board in all areas of joint responsibility.
- Provide an annual report
- Participate in all CIPA meetings and provide necessary support and follow-up.
- Communicate privately with any judge or instructor in conjunction with Chief Judge or Contest Director regarding complaints,commentary', content, or issues with numbers management, etc.
- Ability to suspend, re-work, or add to the Contest Rules & Regulations or contest procedures to align with changes at the WGI level or as needed temporarily at the CIPA level. (Until the next policy change vote.)
- Assist as contest director, chief judge, or other staff responsibilities in emergency situations
- Any other duties assigned by the CIPA president.
- Included in Supervisory Team
- Included in Judge Task Force
- Preside over & recruit for the education team (from outside of Colorguard: percussion & winds to assist with those facets within CIPA.)

- **Judge's Coordinator**
  - Put together the panel of judges for the current season. Work with the Board of Directors to ensure that all shows are staffed within the agreed upon budget
  - Send a contract with reimbursement, mileage and expectations of employment.
  - Determine what judges want to fly or drive when scheduling them for shows. Complete the information sheet that provides the travel agent with demographic information for the flight purchases
  - Determine what judges need overnight accommodations and communicate with the show host these needs
  - Contact the applicable judges for the week and let them know report times, what food will be available, address of school, etc.
  - Coordinate with treasure and contest coordinator
  - Assign Day of Coordinator, if necessary
- **Contest Coordinator**
  - Hired by the Board of Directors; fees are defined under contract
  - Is a non-voting member
  - Email contest information (schedule, campus map, gym flow, timeline, etc.) to
  - registered units for each contest date.

- Coordinates with contest hosts on show-day procedures, staff, and equipment needs
- Is responsible for setting up and maintaining tabulation and media delivery
- systems throughout the contest day
- Assures the flow of information regarding judges' travel, hotel, meals, and
- payment arrangements
- Maintains flow of the contest and ensures continuity for competing units
- Assists the Board of Directors with problem-solving issues as they arise, such as
- travel delays, weather complications, etc.
- Acts as a backup for any job function that needs assistance on contest dates
- Manages awards

- **Advisory Board**

  - Responsibilities include serving as a voice for their represented classes and attending all Board of Directors and General Membership meetings. Advisory Board members are a voting entity that serves a one-year term. These are six seats on this board, nominated and voted on by class divisions as follows:

    - One Elected Representative for each state currently participating in the circuit.
    - Serves a two-year term with one elected each year (TN/NC in odd years & VA in even years, as applicable)
    - Serves as the liaison between the Board of Directors and their respective members.

    - Acts as a resource for members' questions and concerns.
    - Communicates Circuit news and policy changes as they occur.

- **Circuit Committees**

  - Judges' Task Force

    - Consists of the Judge Coordinator, Educational Coordinator, and a selected Board of Directors member.
    - This group will work to ensure that all concerns are handled in an efficient and effective manner. The Task Force will provide a neutral forum for voicing complaints without fear of prejudice or retaliation.

- ***Elections***

- Nominations will take place at Championships. All elections will occur at the spring meeting.
- New officers will be installed and initiated before the spring General Membership meeting.
- Should an elected Board of Directors or Advisory Board seat become vacant, the Executive Board will initiate an election to fill the seat in a timely manner, leave it vacant, or deem any vacant seat as at-large to allow election regardless of location or class affiliation.

VII. CIRCUIT MEETINGS AND OPERATING SCHEDULE

- **Meetings**
  - Each year, the circuit holds at least three General Membership meetings. The Executive Board may approve additional meetings as needed. All meetings and deadlines about those meetings will be announced publicly at least two weeks prior.
- **Spring**
  - General organization meeting.
  - Recap the previous season.
  - Discuss and vote on proposals accepted since the last meeting.
  - The last item of new business at this meeting will be the installation of the new officers.
  - Vote to approve handbook and bylaw amendments, approve the budget, and work on the contest schedule.
- **Early Fall**
  - Membership begins.
- **Mid Fall**
  - General membership will meet, if needed, to discuss any unfinished business.
- During the regular season, the Board of Directors will meet regularly online to review past contests (pros and cons) and address any issues.

- **Timeline for Handbook Proposals**
  - Proposals will be accepted in April/May at cipaofficial@gmail.com
  - The newly seated Board of Directors narrows the recommendations to ones that are applicable, feasible and in the best interest of the Circuit.
  - Selected proposals will be brought to the General Membership for a vote. In order to reword a proposal, the original must be failed, the proposal reworded, and then immediately voted on.
  - Outcomes and explanations will be communicated with the circuit via email.

- **Note: A proposal may be made at any time. However, it is not guaranteed to be voted on until the designated General Membership meeting.*
- It is the responsibility of unit directors and staff to be aware of the policies and procedures of CIPA and WGI.

- **Voting Privileges**

- Only organizations that are members in good standing may vote on circuit issues.
- Non-payment of dues, performance bond, or any other fee waives a member's voting rights.
- In no case may any person cast more than one vote.
- In voting on general Circuit issues at General Membership meetings, each primary unit has one vote. For example, if a school has two competing units in CIPA then they will only cast one vote.
- In voting for officer elections, each unit has one vote. For example, if a school has two competing units in CIPA then they will cast two votes. If a staff member assists multiple units then they can only cast one vote.
- A unit's voting privileges end with the start of the next season's membership application period (typically after the September meeting).
- The voter must be present at the General Membership meeting or by online ballot.
- Any unregistered representative in attendance will not be allowed to vote.

- **Voting Procedures**

- Votes may be brought to the General Membership in one of two ways:

    - At General Membership meetings, either with paper ballots and/or verbal communication.
    - Online through the CompetitionSuite website with electronic ballots.
    - A ballot may be sent out electronically via email.

PART II- COLOR GUARD

I. RULES AND REGULATIONS

CIPA will follow Winter Guard International Rules and Standards.

A. Eligibility

- No independent unit shall recruit from and/or use students from a scholastic unit with an active winter program without the permission of the school's band director or administration. Also, no independent unit shall use a student from a scholastic unit which owes an outstanding financial obligation to the scholastic program, unless approved by the school's band director or administration.
- Independent A units may consist of performers who have not reached their 22nd birthday on or before April 1st of the contest season.
- Independent Open units may consist of performers who have not reached their 25th birthday on or before April 1st of the contest season.
- Independent World units may compete with performers of any age.
- No color guard performer may compete with more than one guard in the same contest.
- Types of scholastic color guards are defined as follows:
  - Single School. A color guard whose total membership are students from the same school, schools that feed directly into that school, or home-schooled students that reside within the school district boundaries.
  - Combined Schools. The purpose of the combined schools policy is to encourage participation from scholastic groups that may have limited resources. Combining schools for the purpose of competitive advantage will not be approved. Units wishing to combine schools within the same district must submit documentation that all school principals approve. Documentation must be submitted by December 1st.
  - No guard shall compete with less than five (5) or more than fifty (50) members on the competition floor at any time.
- Any color guard violating any requirement in the eligibility section shall be disqualified from that contest and must forfeit any scores, placements, or awards.
- For additional rules on eligibility, please refer to the WGI Color Guard Contest Rules section 1.0

B. Competition Area

- The competition area shall measure a minimum of sixty feet by ninety feet (60’ x 90’) and does not include entry ramps, hallways, bleachers, or seating area - Exceptions can be made by the show host coordinator and a notice will be provided to membership in advance.
- Color guards are permitted to utilize the entire designated competition area for their performance.
- All performers must be in the designated competition area when performance time begins.
- All sites must have a minimum of seventy feet by one hundred feet (70’ x 100’) to accommodate a “safety zone” of five (5) feet from any spectator seating.
- Once performance time begins, no performer may enter the safety zone. Equipment and props may be placed into safety zones, but not extend more than five (5) feet from the first row of spectator seating.
    - PENALTY: One-tenth of a point (0.1) penalty shall be assessed for each member for each boundary offense of violation of the competition area.
- All performers must use the designated entry and exit as outlined in the event information provided.
    - PENALTY: Five-tenths of a point (0.5) penalty per performer for failing to use designated entry door, tunnel or ramp
- The front boundary line is considered to extend the full width of the competition area and will be marked at a minimum of five (5) feet from the first row of spectator seating.
- The center of the front boundary line will be marked by a taped line at the front and back of the competition area.
- All floor coverings must fit in the designated competition area at each particular contest site and cannot enter the safety zone.
- Power sources shall be available at the front and back of the centerline of the competition area. Units must provide their own extension cords.
- Color Guard units may not plug into any wall outlet in the competition area. All contests must utilize a high-quality sound system and the capability to use external devices such as MP3 players and/or IPods.

- For additional rules on competition area, please refer to the WGI Color Guard Contest Rules 2.0

C. Equipment

- The bottom of all props, flats, equipment, and scenery that could cause possible damage to the host facilities must be padded or taped while being used, set up, or removed. Any damage to the floor that may occur (e.g., dragging the timpani, wheels on carts locking, etc.), will be the responsibility of the ensembles and is subject to penalty. All equipment is subject to inspection.
    - PENALTY: Two-point (2.0) penalty per piece of improperly prepared equipment and/or prop.
- Authorized equipment include- flags, rifles, sabres, and airblades. The Timing and Penalty Judge has the right to inspect and challenge any units authorized equipment.
- Color guards may manipulate their soundboard by using a remote-controlled wireless device through a self-supplied network. The soundboard/controlled device and 1 designated staff member must remain in the competition area.
- Performers playing musical instruments or singing can use a power source provided to allow amplification is permitted in the competition area.
- World Class color guards may use any electrical device within their program deemed safe by the Show Host Coordinator.
- Battery operated devices using “flashlight” or “rechargeable” batteries are allowed.
- No participant may be placed on any portion of any prop or structure where the participant’s lowest point of contact (i.e., feet, hands, etc.) is more than six feet (6’) above the competition floor unless appropriate safety railing, safety harness, or protective padding is in place around prop, structure, or podium to prevent injury. For more detailed information about the safety guideline for props, please refer to the WGI Color Guard Contest Rules section 4.6.
- The following are not allowed in the Competition Area:
    - Pyrotechnics, discharge of arms, pressurized canisters, dangerous materials, flammable liquids, gas, smoke machines, and/or compressed air apparatuses.
    - Gasoline, electric, or manual powered generators.
    - Lasers and flashcubes (electrical and chemical).

- Live animals.
- Use of powder, dirt, or any other substance that lingers in the competition area past the interval time.
- Use of helium, including helium-filled balloons.
- No motorized vehicles except for motorized wheelchairs used by disabled performers.
- Use of glass objects that may break and/or leave shards of glass in the competition area.
- Drones or any remote-controlled airborne devices.
- Hoverboards.
- Signal jamming devices such as a cellular device, Wi-Fi, or Bluetooth may not be used.

- PENALTY: Ten-point (10.0) penalty or disqualification for use of any prohibited equipment.
- The Contest Coordinator and/or the Chief Judge shall at all times have the authority to prohibit the use of any prop or equipment that presents an unreasonable or unacceptable risk of injury or harm to participants or others or potential danger to a venue or its property.
- For additional rules about equipment, please refer to the WGI Color Guard Contest Rules section 4.0.

D. Guard Performance Times

Class	Interval Time	Minimum Performance Time	Maximum Performance Time	Minimum Equipment Time
Festival/Prep	7:00	2:30	4:30	2:00
Novice	7:00	3:00	4:30	3:00
SRA/SRAA/IRA	7:00	3:00	4:30	3:00
SA/SAA/IA	8:00	4:00	5:30	3:30
SO/IO	9:00	4:00	6:30	3:30
SW/IW	10:00	4:00	7:30	3:30

- For the first show of the competitive season (Qualifier), color guards must have a minimum performance time of 1:30 minutes. As long as this minimum is obtained, no penalties will be assessed for being under time.
- Minimum performance time is from the start to the obvious conclusion of the program.
- Minimum equipment time starts when a performer is visible with authorized equipment (flag, rifle, saber, or airblade 24 inches in length) IN HAND.
- Maximum performance time is the total allowed time for a program's start and conclusion. Timing will begin with the first step of body movement, first move of equipment or the first note of music – whichever comes first after the announcement ends. Judging will also begin at this time. The end of the maximum performance time is the obvious conclusion of the show.
- Interval Time is the least time allowed for a unit to enter, set up, perform, and exit, including removal of all performers, props, floors, and equipment from the competition area. Interval time starts from a vertical or horizontal line at center court and at the signal of the Timing and Penalty judge. Interval time ends by the unit clearing the vertical or horizontal line at the conclusion of the performance. Color guards must continue to make a deliberate and obvious exit from the competition area and not impede the entrance of the next color guard.
- Any color guard unable to make their scheduled performance time will be rescheduled to perform during the next most logical performance slot in their class. Schedule adjustments will be determined by the Show Host Coordinator.
- Regional A units that reclassify to A Class will not be required to meet the timing requirements for the rest of the competitive season.
    - PENALTY: Five-tenths of a point (0.5) penalty for each class interval time of lateness.
- For additional rules about Timing, please refer to the WGI Color Guard Contest Rules 5.0.

E. Entry

- All performers must enter the competition area through the designated entry door, tunnel or ramp. Prior to the actual start of the performance time, color guard may utilize the entire arena for setup and pre-show preparations.
    - PENALTY: Five-tenths of a point (0.5) penalty per performer for failing to use designated entry door, tunnel or ramp
- All props must be able to fit through a standard size double door with the center bar removed. No timing exceptions will be made for oversized props. Props will not be allowed in the competition area before the color guard's performance time.
- Any color guard creating a delay in the schedule will be subject to penalty.

        - PENALTY: Five-tenths of a point (0.5) penalty for each class interval time of lateness.
    - The color guard will line up at a ready line to be designated by the Contest Coordinator to enter the competition area.
    - Authorized equipment and/or props may be placed anywhere in the competition area by color guard performers or anyone prior to the start of the performance. Authorized equipment and/or hand-held props may be placed in front of the front boundary line not to exceed five (5') feet beyond designated competition area.
    - Color guards are allowed to use music and/or recorded narration as part of their setup process through the house sound system after one (1) minute of the color guard's interval time. If a color guard chooses to use music or recorded narration, they must communicate this to the Timing and Penalty judge. The color guard is responsible for any music direction required at the sound table, which must be given in person.
        - PENALTY: Five tenths of a point (0.5) penalty for starting music or recorded narration before one (1) minute.
    - When the color guard first enters the competition area, an announcement of…" Please welcome from (city, state), (name of color guard)" will be made. At one minute thirty seconds (1:30) of the interval time for Open and A Classes, two minutes (2:00) 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), CIPA is proud to present (name of color guard). All color guards are permitted to have this second announcement pre-recorded into their soundtrack but may not deviate from the wording of this announcement. You may request from the Timing and Penalty Judge an additional 30 seconds to their performance set-up time.
        - PENALTY: Five tenths of a point (0.5) penalty for pre-recording not following prescribed format.
    - Any personnel not performing must exit the competition area prior to the second announcement.
        - PENALTY: Two tenths of a point for each individual in the competition area after the conclusion of the second announcement.
    - Once the performance begins, performers must remain in the designated competition area for the minimum performance time. Performers may not re-enter competition area during performance time once they have exited, until after performance has concluded.
        - PENALTY: Five-tenths of a point (0.5) penalty for each performer failing to remain in competition area for designated time or returning after they have exited before conclusion of performance.

- The front boundary line is inviolate at all times except for performers involved in entrance set up or tear down at the end of the performance. Boundary line violations (including first aid cases) do not constitute permanently leaving the floor.
    - PENALTY: One-tenth of point (0.1) penalty for each member per offense
- All floor coverings (tarps) must fit in the designated competition area at each particular contest site and may not cover the front boundary line and/or cannot enter the safety zone.
    - PENALTY: Two-point (2.0) penalty
- For additional rules about Entry, please refer to the WGI Color Guard Contest Rules section 6.0.

F. Exit

- Exit may be over any line at the conclusion of the performance.
- All performers must exit the competition area through the designated exit door, tunnel or ramp.
    - PENALTY: Five-tenths of a point (0.5) penalty per performer for failing to use designated exit door, tunnel, or ramp
- All personnel, equipment and/or props must clear the vertical or horizontal centerline at the conclusion of interval time. The timing line shall be for visual use by the Timing and Penalties judge and not designated by tape.
- For purposes of timing, equipment and props are considered removed when they cross the vertical or horizontal centerline. After crossing the timing line, all equipment and/or props must continue to make forward progress out of the competition area in a timely manner or receive a penalty at the discretion of the Timing and Penalty judge.
    - PENALTY: One-tenth of point (0.1) penalty for each 3 seconds or fraction thereof
- There will be no flying of tarps (also known as “ballooning”) to clear the floor at the conclusion of a color guard’s performance.
    - PENALTY: Disqualification
- For additional rules about Exit, please refer to the WGI Color Guard Contest Rules section 7.0.

G. Penalties

- Timing and Penalty judges will assess all penalties for infractions that take place in the competition area. A color guard has a right to challenge any penalty in consultation with the Event Chief Judge but any final decision regarding penalties will remain with the Timing and Penalty judge.
- Any color guard violating any rule or part of a rule, breaching standard contest etiquette or failing to comply with directions from contest personnel for which no

specific penalty is provided, shall be penalized for each such violation, not less than 0.1 point up to disqualification at the discretion of the Event Chief Judge, Show Host Coordinator, or the Executive Board.

- All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or social media.
- Groups using the flag of the United States should follow the U.S. Flag Code.
  - PENALTY: Denial of performance or possible disqualification as determined by the Executive Board with the Chief Judge.
- For additional rules on Penalties, please refer to the WGI Color Guard Contest Rules section 8.0.

H. Scoring

- The elements to be judged are:
  - **Individual Analysis Equipment = Twenty (20) points, one judge**
    - Vocabulary = Ten (10) points (A Classes = Seven (7) points)
    - Excellence = Ten (10) points (A Classes = Thirteen (13) points)
  - **Individual Analysis Movement = Twenty (20) points, one judge**
    - Vocabulary = Ten (10) points (A Classes = Seven (7) points)
    - Excellence = Ten (10) points (A Classes = Thirteen (13) points)
  - **Design Analysis = Twenty (20) points, one judge**
    - Composition = Ten (10) points
    - Excellence = Ten (10) points
  - **General Effect = Twenty (20) points, two judges**
    - Composition = Ten (10) points
    - Excellence = Ten (10) points
- **Timing and Penalties = Penalties assessed per rules**
- All judges with the exception of the Timing and Penalty judge will be located in the audience viewing area.
- For additional rules on Scoring, please refer to the WGI Color Guard Contest Rules section 3.0.

I. Medical Emergency:

- Staff and parent volunteers should be ready in case of an emergency. Please follow all enter and exit signs posted at competitions. Present CIPA Personnel will provide guidance as needed to ensure safety of all parties involved. Unit directors should ensure each staff member and parent volunteer know the location of the First Aid station at each competition.

II. CLASSIFICATION AND PROMOTION

A. Guard Classification Criteria

- A guard may move up a class when registering for a new season, but not down. In order to move down, a unit may petition to the Judge Coordinator as to why this demotion is necessary by submitting a letter and video before the first contest of the new season.
- The promotion scale may be used to move any guard to a more appropriate class.
- How Classifications will be established:
  - Prep Guards are designated for middle school units. They will compete in this class for the season, unless the unit requests a classification change.
  - Novice Guards will start the season in their desired class. Novice Guards may be promoted based on the established number by the Chief Judge and/or Color Guard Committee. If they would like to petition to move down or challenge a promotion (it must happen the week after the promotion is received and before the next contest that the unit attends), they must submit it in writing to the Color Guard Committee through the Chief Judge. If they would like to move down before the season starts, they have to attend the qualifier in the class designated and that performance will be used by the Judge Coordinator and appointed task force.

- Groups in the Scholastic A and Scholastic Regional A classes will attend the Qualifiers in either A class or Regional A class. Predetermined promotional/placement scores and the input of the working panel will help decide the classification of the groups to start the season. After the Qualifier, normal promotional numbers will apply. Guards registering in A class will be placed in either A class or AA class. If they do not reach a minimum score, they could be placed in Regional A or Regional AA (or even Novice if they fit the descriptor of a Novice guard). Guards registering in the Regional A class can be placed in either Regional A, Regional AA, AA, or A class.

B. Guard Classification Type

- **Festival Class**

  - This class is designed for brand new scholastic groups looking to get involved in the Winter Guard activity and groups looking to provide performance experience for their students without a heavy competitive

environment. Groups in this class do not receive a numerical score and only receive a rating.

- The focus in this class will be on performer training and achievement. Limited credit towards the overall rating will be given to the addition of a floor, props, etc. Also, groups are encouraged to limit the amount of time that they move. A group can stand still and spin the whole time and still be successful with their rating. The time requirements for this class will be the same as Novice class.
- This class is primarily designed for schools with limited resources, but who want the experience of a performing Winter Guard. This class comprises all scholastic grades. There will be no differentiation between high school, middle school, and elementary. A group could have a mix of all three levels.

- **Prep Class**
  - For middle or junior high school students 8th grade and under.
  - Not necessarily school-affiliated.
  - Adjudicated on CIPA Prep Sheets.
  - Due to timing and penalties, it is not recommended that these groups compete on the WGI level.

- **Scholastic Novice**
  - This class is for brand new groups. The focus is on training the most basic fundamentals of movement, equipment, and basic design. There should be limited movement in this class to allow students to develop a strong foundation of basic movement and equipment principles. There should be a limited exploration of weapons in this class.
  - Just because a guard is a first-year group, does not mean they belong in Novice. For example, they may have an established fall program and an experienced staff that will allow them to come out (or be promoted to) a higher classification.
  - A group may only be in Novice for two years (unless being promoted during a season). A minimum satisfactory score will be established by the Color Guard Committee for Novice groups to meet at Championships to show that there is a satisfactory development of the program.

- If there is a deficiency in a group, the Chief Judge (or a representative of the Color Guard Committee) or Director of Education (if one is in place) will meet with the staff after the season. They will review videos, lesson plans, methodologies, resources, etc., and set a plan of action for improvement. If they fail to meet the satisfactory score the second year, the Color Guard Committee will assign a mentor to the staff to be more hands on with the program. It will be the decision of the Color Guard Committee, mentor, and staff of what class to put the group in the third year. The third year is the final year in this scenario, and they must move out of the class regardless of final score.
- A group who has special circumstances (such as a change in instructors, etc.) can petition to remain in Novice Class for one more year, regardless of their score at Championships at the end of the second season. They must petition the Color Guard Committee before the start of the season (through the Chief Judge) and go to the Qualifier as a Regional A Guard before the decision is made.
- The Novice Class will use CIPA judging sheets created by the Judge Coordinator. **The goal is to be in this class for just the start of a program and not be a long term class placement.**

**There should only be a limited use of the weapons in Novice and Regional AA.*
**Air blades are highly discouraged in Novice, Regional A, and AA.*

- **Scholastic Regional AA**
  - This class will be evaluated on the WGI Regional A Sheet. This class is designed for the guards that are in the developmental stages after Novice, exploring more beginning skills in movement and equipment and a little more variety of staging than Novice, but not quite at the level of a Regional A, AA, or A guard. The strong focus here is on the training of the students. There may be some limited exploration of weapons in this class.
  - There is not a time limit on how long a guard can be in this class, but the ultimate goal should be to develop into a Regional A, AA, or A Guard. It is understood that there may be limitations for many programs that could inhibit growth.

**There should only be a limited use of the weapons in Novice and Regional AA.*
**Air blades are highly discouraged in Novice, Regional A, and AA.*

- **Scholastic Regional A**
    - This class is for the purpose of meeting the needs of the guards that are at the very top of Regional A, who are not quite ready for the A sheet but are in the transitional stages to move to AA and the WGI National A sheet. The strong focus here is on the training of the students. Adjudicated on the WGI Regional A sheet.

**There should only be a limited use of the weapons in Novice and Regional AA.*
**Air blades are highly discouraged in Novice, Regional A, and AA.*

- **Scholastic AA**
    - This class is for the purpose of meeting the needs of the guards that have outgrown the Regional A Sheet and are ready to get experience on the A sheet but are not quite ready to compete with the top half of the class. A strong focus here is on the training of the students. Adjudicated on WGI National A sheets.
- **Scholastic A**
    - Units whose program includes intermediate levels of equipment and movement technique; adjudicated on WGI A Class sheets. The emphasis of the A class is on the understanding and achievement of excellence in each caption.
    - It should be noted that when a group competes at a WGI event, it does not affect what class they are put in at CIPA shows. For example, a Scholastic AA team may attend a WGI Regional in Class A for the experience, but that does not require them to compete in Class A in CIPA. If they were to receive a score at the regional that is a promotional score for that weekend in CIPA, they will be promoted in the circuit (does not apply to Regional A class).
- **Scholastic Open**
    - Units whose program includes a high level of intermediate and advanced equipment and body handling.
    - Adjudicated on WGI Open Class sheets. These units may compete at the WGI Open Class level regionally or nationally.

- **Scholastic World**
    - Units whose program includes a high level of advanced equipment and body handling – the trendsetters in the activity.
    - Adjudicated on WGI World Class sheets. These units may compete at the WGI World Class level regionally or nationally.
- **Independent Regional A**
    - This class is for the purpose of meeting the needs of beginning or developing independent guards who are not quite ready for the WGI National A sheet. The strong focus here is on the training of the students. There will be promotion numbers just like in the scholastic classes.
    - The group must be a true independent unit, and no unit that is eligible for the scholastic class can sign up for this class. The unit director may be asked to provide appropriate documentation from the CIPA President or Chief Judge to verify eligibility for this class. Adjudicated on the WGI Regional A sheet.
- **Independent A**
    - Units whose program includes a high level of basic and intermediate equipment and body handling.
    - Adjudicated on WGI A sheets. These units may compete at the WGI A Class level regionally or nationally.
    - Units may consist of performers who are not over 22 years of age as of 12:01 am on April 1.
- **Independent Open**
    - Units whose program includes a high level of intermediate and advanced equipment and body handling.
    - Adjudicated on WGI Open sheets. These units may compete at the WGI Open Class level regionally or nationally.
    - Units may consist of performers who are not over 25 years of age as of 12:01 am on April 1 of the contest season.

- **Independent World**
    - Units whose program includes a high level of advanced equipment and body handling – the trendsetters in the activity.
    - Adjudicated on National World sheets. These units may compete at the WGI World class level regionally or nationally.
    - There is no age limit for this class.

C. Guard Promotion During Contest Season

- Promotion of a guard unit will follow this procedure:
    - The Color Guard Coordinator sets the promotion score scale annually, and it is approved by the Board.
    - When a unit achieves a promotion score from three of five judges at one competition, the unit director will be contacted following the contest and informed of the promotion recommendation. If the unit director has no objections and accepts the recommendation, the unit is promoted to the next class.
    - If the unit director has objections, he/she has one week after the contest to appeal the recommendation in writing and supply a video to the Color Guard Coordinator and the members of the Judges' Task Force.
    - After the Judges Task Force has reviewed the appeal and video they will make a decision and report to the unit director.
    - The fourth regular show weekend from Championships shall be the last weekend of regular promotions. During the last three regular show weeks, the Color Guard Committee reserves the right to review any unit and promote them for the remainder of the season and/or Championships, based on a recommendation from the Chief Judge.
    - Units that achieve a promotion score more than once in a competitive season will be promoted to the next class. A unit may petition only once per classification.
    - A celebration of all promotions will occur at CIPA Championships.
- 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.

- Guards may not be promoted from one WGI sheet to the next unless promoted by WGI at a Regional or WGI Championships, except for units moving from WGI Regional A sheets to WGI A Class sheets.
- All promotions from one sheet to the next at a WGI Regional or WGI Championships will be honored by CIPA.
- Promotion Numbers
    - At the CIPA Qualifier, all groups in the SRA/SRAA Class that score above a 70 will be placed in the SAA Class. Scores between 58 and 69.9 will be placed in the SRA Class and scores below a 57.9 will be placed in the SRAA Class.
    - At the CIPA Qualifier, all groups in the SA/SAA Class that score above a 60 will be placed in Scholastic A to start the season. All groups below a 60 will be placed in Scholastic AA to start the season. Any groups that score below a 45 will be placed in SRA to start the season.
    - At the CIPA Qualifier, all groups in the IA/IRA Class that score above a 58 will be placed in the IA Class and those below will be placed in the IRA Class.

Note: The last weekend for promotions will be the fourth regular show weekend from Championships.

Promotion from Novice to SRAA	
Late January Show	54.00
Early February Show	56.00
Late February Show	60.00
Early March Show	64.00
Promotion from SRAA to SRA	
Early February Show	61.00
Late February Show	65.00
Early March Show	69.00

Promotion from SRA to SAA	
Early February Show	71.00
Late February Show	75.00
Early March Show	79.00
Promotion from SAA to SA	
Early February Show	64.00
Late February Show	68.00
Early March Show	72.00
Promotion from IRA to IA	
Early February Show	61.00
Late February Show	65.00
Early March Show	69.00

PART III – PERCUSSION

I. RULES AND REGULATIONS

CIPA will follow Winter Guard International Rules and Standards. For a complete listing of contest rules and definitions,
please refer to the WGI Percussion Adjudication Manual.

A. Eligibility

- No independent unit shall recruit from and/or use students from a scholastic unit with an active winter program without the permission of the school's band director or administration. Also, no independent unit shall use a student from a scholastic unit which owes an outstanding financial obligation to the scholastic program, unless approved by the school's band director or administration.
- Independent units may consist of performers not over 22 years of age as of 12:01 AM on April 1st of the contest season.
- No percussion ensemble may compete with less than six (6) members on the floor of competition at any time including the student conductor (optional).
- Marching percussion ensembles may use one optional student conductor positioned in the competition area. Concert percussion ensembles may use one non-student conductor positioned in the competition area.
- **Any percussion ensemble violating any requirement in the Eligibility section shall be disqualified from that contest and must forfeit any scores, placements, or awards.**

B. Competition Area

- The competition area shall measure a minimum of sixty feet by ninety feet (60' x 90') and does not include entry ramps, hallways, bleachers, or seating area.
- Percussion ensembles are permitted to utilize the entire designated competition area for their performance.
- All performers must be in the designated competition area when performance time begins.
- All sites must have a minimum of seventy feet by one hundred feet (70' x 100') to accommodate a "safety zone" of five (5) feet from any spectator seating.
- Once performance time begins, no performer may enter the safety zone.
- No props or equipment may be staged within the safety zone, and no choreography outside the competition area, including the safety zone, is allowed. All equipment and props (including all sound equipment) must be grounded within the competition area except during setup and tear down.

        - **One-tenth of a point (0.1) penalty shall be assessed for each performer or piece of equipment for each boundary offense of violation of the competition area.**
    - The front boundary line is considered to extend the full width of the competition area and will be marked at a minimum of five (5) feet from the first row of spectator seating.
    - The center of the front boundary line will be marked by a taped line at the front and back of the competition area.
    - All floor coverings must fit in the designated competition area at each particular contest site and cannot enter the safety zone.
    - Power sources shall be available at the front and back of the center line of the competition area. Units must provide their own extension cords.

C. Equipment

- The bottom of all props, flags, equipment, and scenery that could cause possible damage to the performance floor must be padded or taped while being used, set up, or removed. Any damage to the floor that may occur (e.g., dragging the timpani, wheels on carts locking, etc.), will be the responsibility of the ensembles and is subject to penalty.
    - **Penalty: One-tenth a point (0.1) penalty per piece of equipment**
- The following are not allowed in the Competition Area:
    - Pyrotechnics, discharge of arms, pressurized canisters, dangerous materials, flammable liquids, gas, smoke machines, and/or compressed air apparatuses.
    - Gasoline, electric, or manual powered generators.
    - Lasers and flashcubes (electrical and chemical).
    - Live animals.
    - Use of powder, dirt, or any other substance that lingers in the competition area past the interval time.
    - Use of helium, including helium-filled balloons.
    - No motorized vehicles except for motorized wheelchairs used by disabled performers.
    - Use of glass objects that may break and/or leave shards of glass in the competition area.
    - Drones or any remote-controlled airborne devices.
    - Hoverboards.
    - **PENALTY: Ten-point (10.0) penalty or disqualification for use of any prohibited equipment**
- The Contest Coordinator and/or the Chief Judge shall at all times have the authority to prohibit the use of any prop or equipment that presents an

unreasonable or unacceptable risk of injury or harm to participants or others or potential danger to a venue or its property.

- For a complete listing of equipment rules and definitions, please refer to the WGI Percussion Contest Rules.

D. Percussion Performance Times

Class	Interval Time	Minimum Performance Time	Maximum Performance Time
A Class	9:00	4:00	6:00
Open Class	10:00	4:00	7:00
World Class	11:00	4:00	8:00

- Interval Time is the least time allowed for a unit to enter, set up, perform, and exit, including removal of all performers, props, floors, and equipment from the competition area. Interval time starts from a vertical or horizontal line at center court and at the signal of the Timing and Penalty judge. Interval time ends by the unit clearing the vertical or horizontal line at the conclusion of the performance. Percussion ensembles must continue to make a deliberate and obvious exit from the competition area and not impede the entrance of the next ensemble.
- At qualifiers, percussion ensembles minimum performance time is one and one-half minutes (1:30), regardless of class.
- Minimum performance time is from the start to the obvious conclusion of the program.
- Maximum performance time is the total allowed time for a program's start and conclusion. Timing will begin with the first step of body movement, first move of equipment or the first note of music – whichever comes first after the announcement ends. Judging will also begin at this time. The end of the maximum performance time is the obvious conclusion of the show. All captions will be judged until the obvious conclusion of the show.
- Performers may compete in multiple percussion ensembles as long as they meet the eligibility requirements for every unit with which they compete. CIPA is not responsible for any scheduling difficulties that may arise.
- No percussion ensemble may compete with less than six (6) members on the floor of competition at any time including the optional student conductor.

II. CLASSIFICATION AND PROMOTION

A. Percussion Classification Criteria

- To begin the season, percussion units in CIPA may pick from any of the six marching or three concert classes offered by WGI. For scholastic marching ensembles, that means PSA if you intend to ask the performers to achieve basic skills, PSO for intermediate skills, and PSW for those choosing to present advanced skills.
- There are two different procedures for percussion promotion, due to us having our own local subdivision of the A class. Units are classified onto appropriate WGI sheets (A, Open, World) based upon the skill set being attempted, but within A class are subdivided into A and A-Adv. based on their level of achievement.
- It is the responsibility of the instructors to place their units in the most appropriate class; however, it is the job of the circuit to ensure that each unit has been placed in the most appropriate class.
- Promotion of a Percussion Unit from PSA to PSA-Adv. will only follow this procedure:
    - The Percussion Coordinator sets the promotion score scale annually, and it is approved by the Board.
    - When a PSA percussion unit achieves a promotion score from at least two of three judges at one competition, the unit director will be contacted following the contest and informed of the promotion recommendation.
    - If the unit director has no objections and accepts the recommendation, the unit is promoted to the next class.
    - If the unit director has objections, he/she has one week after the contest to appeal the recommendation in writing and supply a video to the Percussion Coordinator.
    - After the Percussion Coordinator and Chief Percussion Judge has reviewed the appeal and video, they will make a decision and report to the unit director.
    - Units who trigger this process more than once in a competitive season will be automatically promoted to the next class. A unit may only petition once per classification.

        - Units may be promoted through the last contest weekend of the season.
    - Promotion of a Percussion Unit between WGI Sheets (A-Open-World) will follow this procedure:
        - A judge or unit director notifies either the Percussion Coordinator or the Percussion Chief Judge that they think a specific unit is misclassified.
        - Percussion Chief Judge, Percussion Coordinator, and the unit's director are all notified that a review has been initiated. The Percussion Coordinator will ensure all parties are notified. A unit under review still competes in the original class until notified otherwise.
        - Percussion Chief Judge and Percussion Coordinator confer about the issue. They have several possible courses of action. If one or both have recently seen the unit in question and doesn't think that the unit is misclassified, the two may agree to drop the issue. In that case, the Percussion Coordinator will notify the unit that no action will be taken at that time. If that is not the case, either the Percussion Chief Judge or Percussion Coordinator may want to witness the unit again before deciding. Under these circumstances, a recent video might be requested of the unit. If the unit is attending a CIPA contest in the immediate future, the administrators may simply wait to see the unit in person. Whatever course of action is taken should be completed in the timeliest manner possible.
        - If the Percussion Chief Judge and Percussion Coordinator both agree that the unit is misclassified, then the Percussion Coordinator will immediately notify the unit director and the CIPA executive board of the unit's new classification. If one or both think the unit is in the appropriate class, the unit will be notified that no action will be taken at this time.
        - The Percussion Coordinator will make himself available to justify the administration's decision to the unit's director when the unit is notified of the reclassification. If the unit director wishes, he may dispute the reclassification in writing to CIPA. If this happens, the Percussion Chief Judge and Percussion Coordinator will once again carefully review the unit (basically, we return once more to step 3 above). This challenge review can only happen once per reclassification.
        - Once the unit and CIPA Executive Board have been notified of the reclassification, the unit will compete in their new class at the next contest.
    - Notes that apply to classification changes between WGI sheets:

        - It should be noted that classification between WGI sheets is based on the skill set being attempted, not the level of achievement. The score is not necessarily an indication that a unit is in the wrong (or right) class. For example, it is possible not to win PSA class, but be promoted to the PSO class if the skills being asked of the members are intermediate instead of basic, and yet not achieved well.
        - The Percussion Coordinator brings his knowledge of the activity and teacher/competitor's perspective, while the Percussion Chief Judge brings both his critic's perspective and his independent viewpoint.
        - The Percussion Coordinator, in the role of mentor to younger groups, can provide assistance as to what class a unit should register for at the beginning of the season.
        - Judges and instructors of other units may make formal recommendations when they feel like a unit is misclassified. These recommendations should be made to the Percussion Coordinator or the Percussion Chief Judge, who together will make the decision on whether a unit should be moved to a different class.
        - A unit may be placed under review more than once per season.
        - A unit may place themselves under review if they feel unsure about their current classification.
    - Notes that apply to all percussion promotions:
        - Units who the judges feel might belong in a lower class than they are currently competing will be notified by the Percussion Coordinator but must make the decision themselves to reclassify.
        - A celebration of all promotions will occur at CIPA Championships.
        - All promotions from one sheet to the next at a WGI Regional or WGI Championships will be honored by CIPA.

B. Percussion Classification Type

- **Percussion Scholastic A (PSA)**
    - These ensembles demonstrate basic skills and concepts. Performers strive to achieve basic musical and technical skill sets as well as facilitate beginning concepts of movement.

        - A Class ensembles incorporate moderate challenges regarding orchestration and content.
        - In this class, groups with less experience in the indoor arena are given an opportunity for success.
    - **Percussion Scholastic A-Advanced (PSA-Adv.)**
        - These are the more accomplished ensembles who demonstrate basic skills and concepts.
        - Performers in this class show an understanding of basic musical and technical skill sets as well as facilitate beginning concepts of movement.
        - A-Advanced class ensembles incorporate moderate challenges regarding orchestration and content.
        - This class is for percussion units displaying basic skills who wish to compete in CIPA as well as compete at the WGI A Class level regionally or nationally. Participation in WGI events, however, is NOT a prerequisite for participation in this class.
    - **Percussion Independent A (PIA)**
        - These ensembles may include participation from performers up to the age of 22 and are not required to be affiliated with one particular school system.
        - Percussion Independent A ensembles demonstrate basic skills and concepts. Performers strive to achieve basic musical and technical skill sets as well as facilitate beginning concepts of movement.
        - A Class ensembles incorporate moderate challenges regarding orchestration and content.
    - **Percussion Scholastic Open (PSO)**
        - These ensembles demonstrate intermediate skills and concepts.
        - These ensembles have experience in indoor activity and have moved beyond basic skills, but not yet ready for the advanced skills and concepts expected in PSW.

- **Percussion Independent Open (PIO)**
    - These ensembles may include participation from performers up to the age of 22 and are not required to be affiliated with one particular school system.
    - Percussion Independent Open ensembles demonstrate intermediate skills in both performance and design. These ensembles have experience in the indoor activity and have moved beyond basic skills, but not yet ready for the advanced skills, the sophistication of design and performance consistency expected in PIW.
- **Percussion Scholastic World (PSW)**
    - These ensembles demonstrate a virtuosic level of performance and design. All members contribute equally to the advanced level skills expected from participation in this class.
    - Program design and development is at the most sophisticated level in the Scholastic division.
- **Percussion Independent World (PIW)**
    - These ensembles may include participation from performers up to the age of 22 and are not required to be affiliated with one particular school system.
    - Independent World class ensembles demonstrate a virtuosic level of performance and design. All members contribute equally to the advanced level skills expected from participation in this class.
    - Program design and development is at the most sophisticated level of the activity.
- **Percussion Scholastic Concert A (PSCA)**
    - These ensembles are at a beginning level concert percussion ensemble that participates in the activity, with emphasis on percussion performance without the presence of drill.
    - Instrumentation must be oriented to the performance of concert percussion. Movement is permitted for equipment changes and for better presentation of musical performance only.

- One non-student conductor is allowed to direct the ensemble and must be stationed inside the competition area.
- Class A percussion ensembles demonstrate basic musical and technical skills and incorporate basic challenges regarding orchestration and content.

- **Percussion Scholastic Concert Open (PSCO)**
  - These ensembles are an intermediate level concert percussion ensemble that participates in the activity with emphasis on percussion performance without the presence of drill.
  - Instrumentation must be oriented to the performance of concert percussion. Movement is permitted for equipment changes and for better presentation of musical performance only.
  - One non-student conductor is allowed to direct the ensemble and must be stationed inside the competition area.
  - Open class ensembles demonstrate intermediate musical and technical skills. The programming and orchestration primarily incorporate intermediate design, with the possibility of incorporating limited advanced concepts.

- **Percussion Scholastic Concert World (PSCW)**
  - These ensembles are an advanced level concert percussion ensemble that participates in the activity with emphasis on percussion performance without the presence of drill.
  - Instrumentation must be oriented to the performance of concert percussion. Movement is permitted for equipment changes and for better presentation of musical performance only.
  - One non-student conductor is allowed to direct the ensemble and must be stationed inside the competition area.
  - Ensembles in the Scholastic World Class demonstrate advanced level musical skills and concepts.

PART IV –WINDS

I. RULES AND REGULATIONS

CIPA will follow Winter Guard International Rules and Standards where they apply to Circuit issues.

A. Eligibility

- No independent unit shall recruit from and/or use students from a scholastic unit with an active winds program without the permission of the school's band director or administration. Also, no independent unit shall use a student from a scholastic unit which owes an outstanding financial obligation to the scholastic program, unless approved by the school's band director or administration.
- Independent units may consist of performers of any age.
- Types of scholastic winds groups:
    - Single School. A winds group whose total membership are students from the same school, schools that feed directly into that school, or home-schooled students that reside within the school district boundaries.
    - Combined Schools. The purpose of the combined schools policy is to encourage participation from scholastic groups that may have limited resources. Combining schools for the purpose of competitive advantage will not be approved. Units wishing to combine schools within the same district must submit documentation that all school principals approve. Documentation must be submitted to CIPA by December 1st.
- No winds groups may compete with less than ten (10) members on the floor of competition at any time including the student conductor (optional).
- Winds groups may use one optional student conductor positioned in the competition area or in a designated place in the stands.
- Any winds groups violating any requirement in the Eligibility section shall be disqualified from that contest and must forfeit any scores, placements, or awards.
- For additional rules on eligibility, please refer to the WGI Winds Contest Rules section 1.0.

B. Competition Area

- The competition area shall measure a minimum of sixty feet by ninety feet (60’ x 90’) and does not include entry ramps, hallways, bleachers, or seating area. Exceptions can be made by the show host coordinator.
- Winds groups are permitted to utilize the entire designated competition area for their performance.
- All performers must be in the designated competition area when performance time begins, except an optional conductor
- All sites must have a minimum of seventy feet by one hundred feet (70’ x 100’) to accommodate a “safety zone” of five (5) feet from any spectator seating.
- Once performance time begins, no performer may enter the safety zone. No props or equipment may be staged within the safety zone, and no choreography outside the competition area, including the safety zone, is allowed. All equipment and props (including all sound equipment) must be grounded within the competition area except during setup and tear down. An optional conductor may be located in a designated place in the stands. The conductor, if located in the stands, must remain for the entire performance. No personnel may cross the front sideline once the performance has begun.
    - Penalty: One-tenth of a point (0.1) penalty shall be assessed for each performer or piece of equipment for each boundary offense of violation of the competition area.
- The front boundary line is considered to extend the full width of the competition area and will be marked at a minimum of five (5) feet from the first row of spectator seating.
- The center of the front boundary line will be marked by a taped line at the front and back of the competition area.
- All floor coverings must fit in the designated competition area at each particular contest site and cannot enter the safety zone.
- 110- volt grounded power sources shall be available at the front and back of the centerline of the competition area. This will be the only power source used and groups may not plug into any wall outlet in the competition area Units must provide their own extension cords.

- Power sources must be dedicated for winds groups use only and have no other electrical devices using these designated power sources.

For additional rules on the competition area, please refer to the WGI Winds Contest Rules section 2.0.

C. Equipment and Instrumentation

- The bottom of all props, flats, equipment, and scenery that could cause possible damage to the performance floor or facilities must be padded or taped while being used, set up, or removed. Any damage to the floor that may occur (e.g., dragging the timpani, wheels on carts locking, etc.), will be the responsibility of the ensembles and is subject to penalty. All equipment is subject to inspection.
- Instruments typically utilized and recognized as part of a band or orchestra, including electronic instruments, are allowed as well as visual only performers such as color guard.
- Winds groups may control their soundboard by using a remote-controlled wireless device through a self-supplied wireless network. CIPA will provide an area in or near the upstairs judging area for one designated staff member to control the device using wireless technology or communicate to a performer running the sound board via wireless voice/two-way radio. The use of this area is recommended, but not required. The soundboard must remain in the competition area. A performer in the competition area must control all lighting and robotic devices.
- Any sound generating source, computer, synthesizer, etc. must be located in the competition area. This equipment must be run by a performing member of the group who is in the competition area.
- All electronic sounds are permitted except the direct and simultaneous duplication of wind parts that exist within the group's wind score by similar electronic voices.
- Winds groups may use any electrical device within their program deemed safe by the Show Host Coordinator. Group will assume any liability for issues arising out of the use of said electrical devices.
- Battery operated devices using "flashlight" or "rechargeable" batteries are allowed.
    - PENALTY: Ten-point (10.0) penalty to Disqualification at the discretion of the Timing and Penalty judge.

- One titled unit staff member may enter the safety zone and/or competition area at any point during the performance time to attend to an issue affecting the safety of performers/spectators/staff or respond to catastrophic equipment failure, loss of power, or connectivity to a sound system. A penalty for this boundary violation will be assessed by the Timing and Penalty Judge, but is subject to mandatory review and possible removal by the Show Host Coordinator with the advice of the Chief Judge.
    - PENALTY: One point (1.0) per titled unit staff member entering the safety zone and competition area (subject to Show Host Coordinator removal)
- The following are not allowed in the Competition Area:
    - Pyrotechnics, discharge of arms, pressurized canisters, dangerous materials, flammable liquids, gas, smoke machines, and/or compressed air apparatuses.
    - Gasoline, electric, or manual powered generators.
    - Lasers and flashcubes (electrical and chemical).
    - Live animals.
    - Use of powder, dirt, or any other substance that lingers in the competition area past the interval time. Use of helium, including helium-filled balloons.
    - No motorized vehicles except for motorized wheelchairs used by disabled performers.
    - Use of glass objects that may break and/or leave shards of glass in the competition area.
    - Drones or any remote-controlled airborne devices.
    - Hoverboards.
    - Signal jamming devices – including, but not limited to, Wi-Fi, Bluetooth, and cellular – may not be used.
- The Show Host Coordinator and/or the Chief Judge shall at all times have the authority to prohibit the use of any prop or equipment that presents an unreasonable or unacceptable risk of injury or harm to participants or others or potential danger to a venue or its property.
- Show Host Coordinator or Chief Judge shall at all times have the final authority to prohibit the use or prescribe additional safety requirements of any prop, structure,

or podium that presents an unreasonable or unacceptable risk of injury or harm to participants or others or potential danger to a competition venue or its property.

For additional information about equipment, please refer to the WGI Winds Contest Rules section 4.0.

D. Winds Performance Times

Class	Interval Time	Minimum Performance Time	Maximum Performance Time
A Class	9:00	4:00	6:00
Open Class	10:00	4:00	7:00
World Class	11:00	4:00	8:00

- Interval Time is the least time allowed for a unit to enter, set up, perform, and exit, including removal of all performers, props, floors, and equipment from the competition area. Interval time starts from a vertical or horizontal line at center court and at the signal of the Timing and Penalty judge. Interval time ends by the unit clearing the vertical or horizontal line at the conclusion of the performance. Winds groups must continue to make a deliberate and obvious exit from the competition area and not impede the entrance of the next ensemble.
- Minimum performance time is required.
- Maximum performance time is the total allowed time for a program's start and conclusion. Timing will begin with the first step of body movement, first move of equipment or the first note of music – whichever comes first after the announcement ends. Judging will also begin at this time. The end of the maximum performance time is at the obvious conclusion of the show. All captions will be judged until the obvious conclusion of the show.
    - PENALTY: Five-hundredths of a point (.05) penalty per second for any timing violation
- Any winds groups unable to make their scheduled performance time will be rescheduled to perform during the next most logical performance slot in their class. Schedule adjustments will be made at the discretion of the Contest Administrator.

        - PENALTY: Five-tenths of a point (0.5) penalty for each class interval time of delay.

    - For additional rules on timing, please refer to the WGI Winds Contest Rules section 5.0.

E. Entry

- All performers must enter the competition area through the designated entry door, tunnel or ramp. Prior to the actual start of the performance time, winds group may utilize the competition area for setup and pre-show preparations.
    - PENALTY: Five-tenths of a point (0.5) penalty per performer for failing to use designated entry door, tunnel or ramp
- All props must be able to fit through designated entry door, tunnel, or ramp. No timing exceptions will be made for oversized props. Props will not be allowed in the competition area before the group's performance time.
- Any winds group creating a delay in the schedule will be subject to penalty.
    - PENALTY: Five-hundredths of a point (0.05) penalty per second of delay up to 10 points.
- Authorized equipment and/or props may be placed anywhere in the competition area by performers or anyone prior to the start of the performance. Any non-performers involved in set up must exit the competition area prior to the start of performance time.
    - PENALTY: One-tenth of a point (0.1) penalty for each non-performer failing to exit competition area prior to performance time
- Winds groups may include a playing entrance as part of the performance following introduction. Groups may warm-up as part of the floor set-up.
- Timing for the "maximum performance time" will begin with the first step of body movement, first move of equipment or the first note of music - whichever comes first after the announcement ends. Judging will also begin at this time.
- Once the performance begins, performers must remain in the designated competition area for the minimum performance time. Performers may not re-enter competition area during the performance time once they have exited until after performance has concluded.
    - PENALTY: Five-tenths of a point (0.5) penalty for each performer failing to remain in the competition area for the entire performance.
- The front boundary line is inviolate at all times except for performers involved in entrance set up or tear down at the end of the performance. Boundary line violations (including first aid cases) do not constitute permanently leaving the floor. No penalties shall be assessed for broken sticks, mallets or hardware falling over the front boundary accidentally.

        - PENALTY: One-tenth of a point (0.1) penalty for each member per front boundary violation.
    - Floor coverings (tarps) may not cover the front boundary line at any time.
        - PENALTY: Two-point (2.0) penalty

    - For additional rules on entry, please refer to the WGI Winds Contest Rules section 6.0.

F. Exit

- Exit may be over any line at the conclusion of the performance.
- All performers must exit the competition area through the designated exit door, tunnel or ramp.
    - PENALTY: Five-tenths of a point (0.5) penalty per performer for failing to use designated exit door, tunnel or ramp.
- All personnel, equipment and/or props must clear the vertical or horizontal centerline at the conclusion of interval time. After crossing the timing line, all equipment and/or props must continue to make forward progress out of the competition area in a timely manner or receive a penalty at the discretion of the Timing and Penalty judge.
    - PENALTY: Half of one tenth of a point (.05) penalty per second.
- There will be no flying of tarps (also known as “ballooning”) to clear floor at the conclusion of a group’s performance.
    - PENALTY: Disqualification
- For additional rules on exit, please refer to the WGI Winds Contest Rules section 7.0.

G. Penalties

- Timing and Penalty judge(s) will assess all penalties for infractions that take place in the competition area. The Show Host Coordinator may not waive competition area penalties. A group has a right to challenge any penalty in consultation with the Chief Judge, but any final decision regarding penalties will remain with the Timing and Penalty Judge.
- Any winds group violating any rule or part of a rule, breaching standard contest etiquette or failing to comply with directions from contest personnel for which no specific penalty is provided, shall be penalized for each such violation, not less than 0.1 point up to disqualification at the discretion of the Chief Judge, Show Host Coordinator, or the Executive Board.
- All timing penalties shall be .05 points per second. All boundary penalties shall be 0.1 points per offense.

- During a performance, adult or non-performing student personnel (other than the designated conductor) may not coach, cue, etc., any performers or control any wireless lighting events outside the competition area.
    - PENALTY: One-tenth of a point (0.1) to disqualification at the discretion of the Timing and Penalties judge.
- All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors on a national level.
- Groups using the flag of the United States should follow the U.S. Flag Code.
    - PENALTY: Denial of performance or possible disqualification as determined by the Executive Director in consultation with the Director of Winds.
- For additional rules about penalties, please refer to the WGI Contest Rules section 8.0.

H. Scoring

- The elements in Winds to be judged are:
    - Music Analysis = Thirty percent (30%), one judge
    - Composition = Fifteen percent (15%)
- Achievement = Fifteen percent (15%)
- Visual Analysis = Thirty percent (30%), one judge
    - Composition = Fifteen percent (15%)
    - Achievement = Fifteen percent (15%)
- Overall Effect = Forty percent (40%), one judge
    - Repertoire Effectiveness = Twenty percent (20%)
    - Communication Effectiveness = Twenty percent (20%)
- Timing and Penalties = Penalties assessed per rules
- All three judges will be positioned higher in the audience viewing area. The Timing and Penalty judge will be positioned in the competition area.
- For additional rules about scoring, please refer to the WGI Winds Contest Rules section 3.0.
- For a complete listing of equipment rules and definitions, please refer to the WGI Winds Contest Rules.

PART V - CIPA SOLO & ENSEMBLE PROCEDURES AND CONTEST RULES

A. Eligibility

- All individuals are welcome to compete in Solo & Ensemble.
- Registration times and methods will be communicated via cipaofficial@gmail.com and published on the website following the Fall meeting.
- Individuals may only compete in 1 solo event or one ensemble event; not both
- To be eligible for Solo & Ensemble Championships, performers must compete in at least 2 (two) regular season competitions.
- After the debut of a S&E performance, said performer(s) may not self-promote. Promotions shall be left up to the judges to promote fairness and encourage students to trust the educational process of S&E.

B. Classifications

- **Scholastic**
  - Cadet
  - Novice
  - Intermediate
  - Advanced
- **Independent (graduates, no age limit)**
  - Intermediate
  - Advanced

C. Performance Categories

- Performance categories:
  - Solo Color Guard consisting of 2 pieces of equipment (dance not included in equipment count)
  - Duet Color Guard consisting of 2 pieces of equipment (dance not included in equipment count)
  - Small Ensemble Color Guard (3-5 Performers) Color Guard categories are Flag Ensemble, Weapon Ensemble, Movement Ensemble, and Mixed Ensemble.
  - Individual Percussion categories are Snare Drum, Multi-Tenor Drums, Keyboard, Timpani, and Multi-Percussion (any number of percussion instruments played by a solo performer including a drum set).
  - Individual Woodwind categories are Flute/Piccolo, Oboe, Bassoon, Clarinet/Bass Clarinet, Saxophone.
  - Individual Brass categories are Trumpet, French Horn/Mellophone, Baritone/ Euphonium, Trombone, and Tuba.

        - Musical Ensemble categories are Woodwind, Brass, Percussion, and Mixed Ensemble (any instrumentation).
    - Percussion and Winds ensembles may have between 3-9 performers. Ensembles will compete in the classification applying to their oldest member (e.g. if one member is 19 years old or over, the entire ensemble will compete in the Independent classification).
    - Performers may select from any genre of music for their performance music.
    - Percussion and Winds soloists and ensembles have the option to use a live piano accompaniment or a recorded track if desired.

D. Equipment

- Definitions of authorized color guard equipment:
    - Flags are defined as any material attached to a pike, pole, rod or staff other than an authorized weapon and used as a flag, with a minimum size of eight inches by twelve inches (8" x 12"). National colors must be at least three feet by five feet (3' x 5'). Flagpoles must be at least twenty-four inches (24") in length. (Curved and straight poles are acceptable; however, complete circles, squares, etc. to which material is attached are not flags. Material attached to chains, ropes or hoses are not considered flags.) The intent of this definition is to utilize a flag as a flag and not as a scenic element or a prop.
    - "Swing/Hand flags will fall into this classification and will not be penalized against for using in tandem with a standard performance flag"
    - Rifles are defined as devices with the outward appearance influenced by a rifle. Rifles must be at least twenty-four inches (24") in length.
    - Sabres/swords are defined as those weapons that are a curved blade (saber) or a straight blade (sword) and may be constructed of wood, plastic, metal or any other suitable material. Simulated sabers/swords must have either a hand guard or a hilt and must be at least twenty-four inches (24") in length.
    - Air Blades are made of high-impact ABS plastic and measures 39 inches long, weighing about 2.4 pounds
    - Authorized equipment may be modified by the addition of Color Guard items, however, attaching a flag, rifle, saber, or air blade to a prop does not make the prop a flag, rifle, saber or air blade – it is still a prop. Timing and Penalty judges have the right to inspect and challenge guards for authorized equipment either before or after the maximum performance time with permission of the Contest Administrator.
- Definitions of authorized Percussion & Winds equipment:

        - Instruments typically utilized and recognized as part of a band or orchestra, including electronic instruments.

E. Competition Procedures

- Participants should check in at "Performance Check In" at least 30 minutes prior to their performance time.
- A shared warm up space will be available to participants 30 minutes prior to their performance time.
- Participants should arrive at their performance area no later than 5 minutes prior to their performance time.
- Participants may not enter their respective performance area until after the previous performance is completed and the previous participant has left the performance area.
- For instrumentalists, it is recommended that a copy of the music be given to the music judge, although it is not required.
- Color Guard Soundtrack files must be emailed to cipaofficial@gmail.com 2 weeks prior to the show.
    - If you require an edit to your soundtrack, it must be submitted the Wednesday before a competition weekend to cipaofficial@gmail.com.
    - CIPA strongly recommends that each Solo & Ensemble unit conduct a sound check at the sound table prior to performance time to ensure that the audio engineer has the most recent file submission.
- Participation in S&E while also participating in regular Competition performances with school units is allowed.
    - However, ***Individuals are responsible for checking all schedule drafts to ensure they have enough time to report and perform in a group unit***.
    - Any schedule changes must be reported to the CompetitionSuite Administrator via the Cipa Email within the first 5 days the Schedule draft is sent out to the circuit. The performers are solely responsible for reporting any needed changes in their schedules.

F. Timing

Performance times for solos and ensembles will be as follows:

- Color Guard Performances may not be less than 90 seconds (1:30) nor more than 180 seconds (3:00).
    - Interval time will include entrance, setup, performance, exit, and removal of equipment.Color Guard solo and ensemble performances will be given a five (5) minute interval.
- Percussion and Winds Performances may not be less than 120 seconds (2:00) nor more than 240 seconds (4:00). Cuts in sheet music should be made to fit within the performance time.

        - Percussion solo performances and Winds solo and ensemble performances will be given a six (6) minute interval.
        - Percussion ensembles will be given a seven (7) minute interval
        - Performance time shall start with the first note of music and will end with the completion of music.
        - Interval time will include entrance, setup, performance, exit, and removal of equipment.

G. Judging

- Each category will perform for two (2) adjudicators. The first adjudicator will judge technique and execution and the second adjudicator will judge design and effect.
- Performers will be judged on a 100 point scale.
- Adjudication sheets and commentary files will be made available for all participants
    - These sheets and commentary can be found on the CompetitionSuite app & website. Please use the email you used to register for S&E as your access email.

H. Cost and Fees

- The solo and duet participation cost is $25 per performer, per regular season event.
- Ensembles of 3 or more will pay $75 per regular season event.
- The championship participation cost for solo and duet is $40 per performer.
- Ensembles of 3 or more will pay $120 to participate in Championships.
- A one time $10 processing fee will be charged to all performing solos & ensembles.
- **Cancelation Policy**
    - If a performer does not show up for their performance time, misses a performance event without prior notice, or cancels within 20 days of the scheduled event - they will be charged a $10 "No Show" penalty, plus the event performance fee.
    - The performer(s) will Not be able to perform in any S&E performances until this penalty is paid to CIPA prior to the following event.