

OIPA Policy & Procedures Manual (Updated after the 2016 Directors Meeting)

Judges

The OIPA Board will appoint a Chief Judge to assign judges, review judges performance and make recommendations. Any unit may request judges outside the local area. This request should be in writing and submitted to the Chief Judge. Once received, availability and issues of cost and current assignments will be considered and if possible the judge will be utilized. Preference for experienced judges in the color guard and or percussion activity.

Critique

Each unit performing in an event will have an opportunity to participate in a critique during or at the conclusion of the contest. Units will be called to critique based on a prepared time schedule. Whenever possible, all judges will be available for critique. Instructors must listen to judge(s) comments and complete a judge comment form prior to being admitted to critique. These forms will be collected following critique for educational purposes. Length of critique may vary by event, dependent upon number of units. Critique is optional for units and is provided solely as an educational opportunity for the instructors and judges. Disrespectful or poor behavior is not acceptable during a critique. Units who sign up for critique and do not attend may lose future critique access.

Instructor Recourse when a Judging Issue Arises

When any instructor has a judging concern, the first step is listening to the judging tape and then attending the critique to discuss the concern/issue. If after this process has been completed there is still an unresolved issue, the instructor may complete a complaint form that may be obtained from the Chief Judge. Once received, there will be communication from the Chief Judge to the Judge and then back to the concerned Instructor within 7 days. When necessary the Chief Judge will advise the OIPA Executive Board of concerns/issues and areas for future improvement.

Review Boards

Penalty Protests

Should a unit director wish to file a formal protest regarding penalties, the process is as follows:

1. Verbally notify the contest director immediately of your intent.
2. Write a formal letter of protest (e-mail) to the President of the OIPA.

Unit Review

Percussion Units

The Review Committee will consist of the following individuals:

Judging panel at event where a unit is to be reviewed.
OIPA Chief Judge (this is a non-voting member, facilitator).

If the OIPA promoted a unit, from Regional A Class to A Class, Regional A Class time minimums and maximum's will remain in effect for the promoted unit in new next class. The intent of promotion is not to destroy a program, but rather to reward growth and ensure that all performing units are in the appropriate class to the benefit of all participants.

When groups change division on their own they will be redrawn in their number segment. (Voted in at 2011 Directors Meeting)

If a unit is promoted, a brief promotion ceremony will occur at the awards retreat at their next event.

Guard/Line & Festival Class Units (Review Policy amended at 2013 Directors Meeting)

Any Regional A, A Class or Open Class guard who achieves the review score on specified date will automatically fall under review. Review will include the judging panel at the show where the score was achieved and the process overseen by the Education Director/Chief Judge. Process may include leaving the unit in their original class for another show or move the unit up to the next class on a trial basis for up to one show. In this case, the second panel who judges the unit will also be involved in the classification of the unit. This review process allows a safety net to preserve the integrity of the unit involved and not adversely affect the said unit. This process will also determine which units should be reviewed post season for promotion the following season. Units under review will be notified of their review the day of the event where they achieved review score. (Review Committee makeup voted in at 2009 Directors meeting)

Automatic Review Score:

75.0	Week 1	76.0	Week 2	77.0	Week 3	78.0	Week 4
79.0	Week 5	80.0	Week 6	81.0	Week 7	82.0	Week 8
83.0	Week 9	84.0	Week 10				

Week 1 is considered the first week of OIPA Contests and the review number will increase weekly regardless if OIPA hosts a show on that week. Promotion process would include all Regional A, A Class & Open Class Guards, regardless of whether or not Championships or in another circuit. The review process would be comprehensive and all data regarding the unit should be considered on a case by case basis. Once promoted a unit must stay in the classification for the year of promotion.

WGI Units: Units competing in WGI Regional/WGI Championships during the same season will not be promoted during the competitive season as long as they compete in the same class locally as they do nationally. If an OIPA Unit competes in a different class in WGI events, they are subject to reclassification/promotion. OIPA continues to allow WGI to promote misclassified units.

Line Units: Line Units will not be promoted during the season or at championships (voted in at 2015 Directors Meeting)

Limit to Review: A unit may only be reviewed once during the season. Units must receive a score to be reviewed and unit request is not considered in the review process.

Post Season Review: Any unit (all Classes, Divisions) receiving the promotion score at OIPA Championships will be reviewed for promotion for the following season.

If a unit is promoted they must spend one year in the new division or present a completed show to be evaluated by the judging panel for reclassification (Rule added at 2016 Directors Meeting)

Membership

Membership Fees (Fees last voted on at 2015 Directors Meeting)(Fees were created by \$50 at the 2012 Directors Meeting)

- \$525 - WGI Recognized Classes (A, Open, & World)
- \$500 - Other Color Guards (RA) / Drum lines (RA)
- \$475 - Lines / Exhibition

All units will pay at \$25 Registration fee each year, this fee will be placed into a fund for purposes that

jeopardize the future of the circuit (Registration fee added at 2016 Directors Meeting)
To be eligible for Circuit Championships, units must attend three (3) shows. **Wind Groups must attend (2) shows.** (Wind show requirement voted in at 2016 Directors Meeting)
OIPA Preview may count toward one of the three shows.

Guest units may enter one show for \$150 and a second show in the same season for \$75. Units may perform in up to 2 shows (\$225) before being required to join the circuit. If a unit performs in one or more shows after which they join the circuit, performance fees previously paid will be applied to that seasons membership dues. (amended at 2016 Directors Meeting),(Voted in at 2011 Directors Meeting)

****Membership fees are non-refundable after December 12th.** (Voted in at 2014 Directors Meeting)

New members are exempt from the Late Fee (Voted in at 2012 Directors Meeting)

Late Show withdrawal Cancellation Fee (Voted in at 2016 Directors Meeting)

Any member that withdraws from a contest within 10 days of the event will be required to pay a cancellation fee to OIPA.

**This fee will be \$100 for the first show cancelled within the season.
\$200 for the second show cancelled within season
\$50 additional for each cancelation thereafter**

Missed contests due to severe weather and or the decision by the School/Corporation to not allow the unit to compete will be exempt from this procedure once verification from the school is received and reviewed by the OIPA President.

All fines, fees, or bills of any kind must be paid prior to a unit being allowed to perform or compete in the OIPA Championships

Surety bonds for active members are carried over from year to year. Surety bonds are refundable if a unit is not competing for one year. The unit must make a written request prior to January 15 of each year. Surety bonds not requested for refund by January 15 of each year will be forfeited. **Surety Bonds will be eliminated starting in the 2016 Season.**

(Surety Bonds eliminated at 2016 Directors Meeting)

Membership/Eligibility

Eligibility to perform in the OIPA is based on classification. Any student enrolled in high school may perform with his or her high school unit until graduation.

Percussion units will recognize the WGI membership requirements in terms of membership number.

Members of independent units may perform until they reach the age of 23 at which time they are no longer eligible except with an Independent world-class color guard, which has no age limit.

Any performer meeting age requirements may perform with more than one unit in the following equation. Color Guard & Line/ Color Guard & Percussion /Percussion & Line. No performer may perform with two guards or two percussion units in the same season in the OIPA Circuit.

Color Guards must have a minimum of 5 members, Lines units must have a minimum of 3 (Voted in at 2011 Directors Meeting)

The OIPA Board passed the following policy for Independent Units.

OIPA *discourages* Independent units from actively recruiting performers who were previously enrolled in an active high school winter guard or percussion unit.

Unit Classifications

Color Guard:

- Independent World
- Scholastic World
- Independent Open
- Scholastic Open
- Independent A
- Scholastic A
- Independent Regional A
- Scholastic Regional A
- Junior Regional A

Percussion: (Three tiered Concert Class adopted at 2014 Directors Meeting)

- Percussion Marching Independent World
- Percussion Marching Scholastic World
- Percussion Marching Independent Open
- Percussion Marching Scholastic Open
- Percussion Marching Independent A
- Percussion Marching Scholastic A
- Percussion Marching Regional A
- Percussion Scholastic Concert A
- Percussion Scholastic Concert Open
- Percussion Scholastic Concert World

Line Units:

- Senior Flag Line
- Junior Flag Line
- Senior Rifle Line
- Junior Rifle Line
- Senior Dance Line
- Junior Dance Line

Winds: (Voted to offer all wind classifications at 2015 Directors Meeting)

- Independent World Winds
- Scholastic World Winds
- Independent Open Winds
- Scholastic Open Winds
- Independent A Winds
- Scholastic A Winds

Festival Class (name changed from Exhibition class at 2013 Directors Meeting)

(Elementary Class was discontinued at 2015 Directors Meeting)
(No Longer offer S&E (Voted out at 2011 Directors Meeting))

Unit Classification can only be changed at the discretion of the Education Directors and the Circuit President after the schedule has been released for the show. (Rule voted in at 2013 Directors Meeting)

Contest/Event Policies

The circuit will host a Premier, 4 double weekends (Sat. and Sun. Show) and State Championships Whenever possible (Policy Established at 2015 Directors Meeting)

Ticket Prices & Staff Passes (Current Ticket prices voted in at 2015 Directors Meeting)(Last price increase voted in at 2009 Directors Meeting)

OIPA Preview Show All Spectator - \$9 Children 6 & Under - Free

OIPA Regular Season Shows All Spectator - \$9 Children 6 & Under - Free

OIPA Championship All Spectator - \$13 Children 6 & Under - Free

Staff Passes All Units 7 Staff Wrist Bands (Voted in at 2009 Directors Meeting)

Premier Show

The OIPA Premier show will be the first event of each competitive season. While judges may be present for training or to make tapes, no scores will be announced. Instructors or invited guests *may* be present to make audiotapes for units to use in their development process and is provided solely as a service to the units.

Show Entries

Each season, units must complete an application for membership and make payment of season dues. Once the treasurer receives the application and fees, confirmation letter and password information will be sent to the unit. At that time, units will sign-in to the circuit website directors only area and sign-up for shows/events.

Dues Deadlines & Performance Draw Dates Draw 1 Deadline: November 18
Draw 2 Deadline: December 12

Order of Appearance will be determined by first and second live draws. Units entering after the draw deadlines will be placed in the contest line up in postmark order.

If a director changes the class of their unit after the draw has been completed only that unit will be redrawn into new class for all effected shows based on original postmark. (Voted in at 2016 Directors Meeting)

Show entry deadline closes at Midnight the Friday two weeks prior to the contest weekend. (Voted in at 2011 Directors Meeting)

General Event Information and a time schedule will appear on the website 2 weeks before each event. Final Information will appear on website 7days before each event.

Guest Units will be put on the show wait list until after the first draw deadline, they would then fill in available spots using their original post mark. (Rule established at 2016 Directors Meeting)

If a unit has not paid their membership fee prior to the final draw deadline they will be removed from all shows. Once payment is received they would then re-register for shows using the postmark of their payment for performance order. (Rule voted in at 2016 Directors Meeting)

Contest Site

Circuit will provide a floor cover 65 x 95 feet.

The competition area is a maximum of 60 x 90. No floors may be larger than 60 x 90.

Performers will be assigned areas for changing and for personal and performance equipment. Male performers may only change in those areas designated for men and females may only change in those areas designated for women. Students are not permitted to change in open or public areas. Classrooms are preferred but cannot be guaranteed.

Absolutely no cooking in any buildings used for the competition

No smoking in any buildings used for the competition. Local laws apply.

Footwear is required for all performers at all times at all events excluding the time spent during warm-up or on the performance floor. During travel between warmup areas, to the performance floor, during floor folding and on free time students/performers must wear footwear that fully covers the entire bottom of the foot.

A logistics coordinator will be hired to work under the Board and President's supervision to run show logistics and do other needed items for the circuit. A job description and salary will be determined by the Board based on need and budget. The logistics coordinator will aid in the transportation of the equipment to and from shows. (Voted in at 2014 Directors Meeting)

The contest administration will comprise the administration area of the contest site. The show coordinator and assistant will prepare all retreat awards, prior to the event when possible.

A tabulator will be hired for each contest. The tabulation area will be off limits to everyone except the chief judge and/or Contest Director who will check scores with the judges for accuracy and be aware of potential unit reviews based on scores. A designated runner will take sheets to the tabulation area. Tabulators will approach the administration table if they have any issues/problems during the contest day. No scores will be known to anyone prior to the retreat except the chief Judge and Contest Director.

The Timing & Penalty Judge will be located in the front row(s) of the performance side of the stands. All penalties must be signed off by the contest director.

The Equipment and Movement Judges will be located in the lower front stands while the Ensemble, and General Effect Judges will be located in the top section of the front stands. Judging areas will be taped off and are not available for spectator seating.

Show hosts must be willing to aid in the transportation of equipment to and from their site. *(Voted in at 2014 Directors Meeting)*

Provided Power Connections/Circuits located at the front and the rear with two separate connections and two separate circuits should be available for Percussion events. *(Voted in at 2014 Directors Meeting)*

Unit Check-in

Upon arrival at the show site, each unit should proceed first to the Unit Check in. At this time performers and staff will be admitted the show and last minute information will be distributed.

Prop Area

Guard Units may drop off their props/floor at anytime during an OIPA Event and as early as 1.5 hours prior to event start time. All props must be removed from the prop area within 30 minutes from the end of the awards ceremony.

Percussion and Wind Units will follow an equipment load in schedule at every OIPA event. Similar to WGI, wind and percussion units will be given a load in time no earlier than 1 hour and 30 min. prior to their scheduled warm-up time and will not be able to bring equipment into the building before the assigned time. Units may contact the show host/show coordinator at least one week prior to an event to request permission to unload earlier. Show hosts may communicate with the show coordinator to wave the use of a load in schedule if it is deemed that there is enough space for equipment to be stored in the building for extended amounts of time. *(Rule voted in at 2016 Directors Meeting)*

Units must check in prior to being allowed to unload props.

Performance Video & Video Passes

Each unit will be able to view their performance video in Competition Suite for every contest in which they participate. Directors may copy and distribute their performance as they choose. Each unit will be allowed one video pass to allow the holder of the pass to record the performance from a designated area in the performance gym. No other recordings may be taken by anyone other than this designated individual with the video pass. Violation of this policy could result in the disqualification of the associated group.

Penalty Assessment for Contests

The T & P Judge or the contest director may assess penalties. The contest director must sign off on any penalty assessed. Judges may also request that penalties be assessed.

In the event of rule or policy violation during an event or at an event location, the OIPA Executive Board may assess penalties at any time for current or future contests.

No timing penalties for incomplete shows will be assessed until week 3 on the season calendar. Units will be advised of potential penalties but the penalty will not count.

Judging Panels

Judging panels for each contest will be posted as soon as assignments are confirmed. This information will be available on the OIPA Site in conjunction with information for each event.

Judging Comments

Judging comments will be sent to directors/instructors via Competition Suite after each performance.

Retreat

There will be retreat at each OIPA Contest at which time scores/placements will be announced for all competitors. Captains for each unit will line up for retreat in a designated area immediately after the last performing unit. During OIPA Prelims, scores will be posted for all units and there is no retreat for prelims. OIPA Championships will feature a full unit retreat for every unit (no equipment).

Music

Music will be turned in at check-in/Sound check is available 30 minutes prior to show start and on breaks. MP3 players can be used, if you are using an MP3 player make sure you have a unit representative with the MP3 player at the sound table. Music files can be uploaded to the OIPA website and will be accepted up until 3pm on the Friday before the show. Once we have your music downloaded you will not need to turn in music again unless it changes. Please be sure your music is clearly marked with unit name and track you are using. Be sure to have a back-up music source with you in the contest gym at all events. Penalties may be assessed for delay of contest if unit is at fault for causing the delay.

Housing at Contests

Contest Sponsors may offer unit housing at their event when possible. Contest sponsors may charge a fee for this service. Please check the website for details regarding contest housing for a specific event. The OIPA will not offer any circuit sponsored housing at any time.

Practice at Contests

Contest Sponsors may offer unit practice at their event when possible. Contest sponsors may charge a fee for this service. Please check the website for details regarding contest housing for a specific event. The OIPA will not offer any circuit sponsored practice rentals at any time.

Tabulation and Judges

Unit directors or instructors should avoid placing themselves in situations with judges before or during a contest. Questions related to the actual contest should be directed to the Contest Director. For fairness to all units, No one other than official contest personnel will be allowed at the tabulation table during the contest.

Show Hosts

The fee to host a regular circuit show or circuit premier is \$2900 and includes trophy fees. The fee to host Circuit Championships is \$5000 and includes trophy fees. *(Increase to \$2900 Voted in at 2015 Directors Meeting)*
(Increase to \$2600 and inclusion of trophies in fees Voted in at 2011 Directors Meeting)

If a show host utilizes the "Shout Out" fundraiser, those shout outs must be/will be read after the group performs instead of before their performance. *(Voted in at 2016 Directors Meeting)*

OIPA Championships

Championships will be a two day event - Saturday for Guard and Sunday for Percussion and Winds *(Rule Est. at 2015 directors meeting)*

Show Requirements *(3 show policy voted in at 2011 Directors Meeting)*

Percussion Units

Marching Percussion and Concert Percussion units will be required to attend Three (3) shows to be eligible for OIPA Championships. Preview may count as one of these shows.

Wind Units

Wind units will be required to attend Two (2) shows to be eligible for OIPA Championships. Preview may count as one of these shows. (Amended at 2016 Directors Meeting)

Guard/Line & Exhibition Units

Color Guard and Line will be required to attend Three (3) shows to be eligible for OIPA Championships. Preview may count as one of these shows.

Championship Prelims Performance Draw

All units will be seeded using their most recent regional score increased by 1.5 points per week until the end of the competitive calendar. (1.5 per week Voted in at 2014 Directors Meeting)

Performance order for Championships determined first by seeding followed by shuffling order in blocks of 3 to 5 based on following formula: Classes with 1-5 = all shuffled, 6 = 3's, 7 = 3+4, 8 = 4's, 9 = 3's, 10 = 3+3+4, 11 = 3+4+4, 12 = 4's, 13 = 4+4+5, 14 = 4+5+5, 15 = 5's, 16 = 4's, 17 = 4+4+4+5, 18 = 4+4+5+5, 19 = 4+5+5+5, 20 = 5's, etc. (Shuffling Policy voted in at 2010 Directors Meeting)

Current season's OIPA & WGI Regional Scores/Placements/Logic will be used to determine circuit championship seeding and shuffling blocks for all classes. The President and Percussion/Guard Education Directors will determine ranking for each class using the information in line one of this paragraph. (Voted in at 2014 Directors Meeting)

Contest Awards

Regular Season Shows: (Voted in at 2009 Directors Meeting)

Plaques to top 3 in each division for independent Guard units Trophies

to top 3 in each division for Scholastic Guard units.

Plaques to top 3 in each division for Percussion units.

Trophies to top 3 in each division for Scholastic Units, Line Units, Jr. Units and Elem. Units

Plaques to all participating Exhibition units.

Starburst Candy to all participating units (Reinstated at 2015 Directors Meeting)

Minimum Sizes for trophies: 1st Place (24 inch), 2nd Place (18 inch), 3rd Place (12 inch)

Circuit Championships:

Medals to top 3 units in each division

Traveling Championship Trophy to winners of each class

Plaques to all finalists in Independent Divisions

Trophies to 2nd and 3rd place Scholastic Units, Line Units, Jr. Units and Elem. Units

Plaques to all finalists (4th and below) in Scholastic

Divisions Plaques to all finalists in Percussion Divisions

Plaques to all participating Exhibition units.

Championship Banners to champions in each class

Starburst Candy to all participating units (Reinstated at 2015 Directors Meeting)

Medals at Circuit Championships will have coordinating ribbon colors to reflect the placement: Gold medal/Blue Ribbon; Silver medal/Red Ribbon; Bronze medal/White Ribbon

Scholarships (voted to a standard 4 \$250 scholarships at 2016 Directors Meeting)

Each year the OIPA will award four \$250 scholarships to deserving students who apply prior to set deadlines with all requested information. Criteria for awarding scholarships will be set by the Executive Board.

Individuals that are not directly involved with the OIPA or any unit will review scholarship applications. Scholarships will be awarded at OIPA Championships.

Special Awards *(Reinstated at 2015 Directors Meeting)(Eliminated at 2013 Directors Meeting)*

The following Special Awards will be voted on by the unit directors after nominations have been made.

Director of the Year - Guard

Spirit of OIPA - Guard

Most Improved Unit - Guard

Director of the Year - Percussion and Winds

Spirit of OIPA - Percussion and Winds

Most Improved Unit - Percussion and Winds

Miscellaneous Policies

Code of Conduct – Instructors & Performers & Parents

The OIPA Executive Board feels it is important to enforce an instructor code of ethics. If judges and OIPA Staff are expected to adhere to a professional code of conduct, then it is appropriate that this standard is exacted from the instructional community.

If undue or unfair pressure is applied to any judge(s) through inappropriate behavior, then this places the competitive experience at risk. Examples include, but are not limited to: instructors shouting at judges in public (including critique), inappropriate conduct of any instructor while accompanying the guard onto the contest floor, inordinate and unauthorized telephone calls to judges. Disruptive or rude behavior in any warm-up area, dressing facility, retreat or contest venue from staff, instructors or parents toward judges or toward other staff or performers will not be tolerated. Behavior of this type will result in loss of the privilege that has been violated and possible additional action from the Executive Board of the OIPA. For example, instructors could be barred from critique, warm-up or the contest venue or performance floor.

The OIPA President, Event Chief Judge and OIPA Executive Board will determine the appropriate course of action. *(Parents added to policy at 2012 Directors Meeting)*

Unit Insurance

OIPA requires that each Independent unit have liability insurance, which can be easily attained by joining the Boy Scouts of America. All Independent units will be required to have and provide proof of \$1,000,000 liability insurance.

Equipment Padding

All equipment must be padded. Each unit assumes responsibility if they scratch a floor or damage any property before, during or after a contest.

Guard & Line Unit Timing Overview *(Regional A Times returned to WGI Standards at 2016 Directors Meeting)*

Class	Maximum Performance Time	Minimum Performance Time	Maximum Interval Time	Equipment Time
World	7 ½ Minutes	4 Minutes	10 Minutes	3 ½ Minutes
Open	6 ½ Minutes	4 Minutes	9 Minutes	3 ½ Minutes
A	5 ½ Minutes	4 Minutes	8 Minutes	3 ½ Minutes
Regional A	4 ½ Minutes	3 Minutes	7 Minutes	3 Minutes
Jr. Regional A	4 Minutes	3 Minutes	7 Minutes	3 Minutes

Lines 4 Minutes 2 Minutes 5 Minutes 2 Minutes

Percussion Unit Timing Overview

Class	Maximum Performance Time	Minimum Performance Time	Minimum Interval Time
World	8 minutes	4 Minutes	11 Minutes
Open	7 Minutes	4 Minutes	10 Minutes
A/ Regional A	6 Minutes	4 Minutes	9 Minutes
Concert	6 Minutes	4 Minutes	9 Minutes