



MISSISSIPPI INDOOR ASSOCIATION CONTEST GUIDELINES, POLICIES AND PROCEDURES 2011 SEASON

SHOW SPONSOR'S RESPONSIBILITIES

1. Three weeks prior to the contest, the show sponsor must make the following available for posting on the MIA website (www.mississippiindoorassociation.org).
 1. Map to the contest site
 2. Parking diagram including unit and spectator parking
 3. Diagram of the facilities including competition entrance and exits, warm up areas, and contest flow. Also include the location of an electrical outlet(s) for units to plug in an extension cord if they use electronic musical instruments on the contest floor.
 4. Photos of the inside of the facilities if possible.
 5. An explanation of the time line orientation for the show.
 6. Indicate the availability of prop storage, dressing areas, etc
 7. Each host should provide a tabulator that will follow rules that will be laid out by the contest director.
 8. Each host should provide an individual to handle transfer(s) of data from judges' MP3s to unit directors' MP3s

PROPS CANNOT BE STORED IN THE GYM CONTEST FLOOR AREA

2. A check in area (can be the tabulation table or another area).
 1. An adult who can answer all questions about the facility including location of the dressing rooms, prop storage area, bus parking, etc.
3. A pre-contest meeting should take place with all the workers at the contest to make sure that everyone understands their responsibilities and to answer any questions about the contest and procedures.
4. Security is **recommended** for the contest in accordance with your school policies.

5. Emergency medical service is **required** for the contest.
6. A contest floor of at least 60' x 90' is required. All unit entry areas must have double doors.
7. A minimum of three (3) student runners are needed for the judges. They should report to the tabulation table no later than 45 minutes before the contest and will be under the direction of the contest director.
8. A clearly marked judge's area should be provided in the center stands. Tables are not necessary. One area should be marked in a lower section and one in an upper section. There should be enough room for all judges to be seated comfortably.
9. Tables and chairs for the sound system, announcer, Contest Director, and tabulator. Electricity must be supplied to this area.
10. The show sponsor will have the following expenses:
 1. Three percussion judges will be paid \$300 each
 2. Five color guard judges will be paid \$300 each
 3. One contest director will be paid \$200
 4. One timing and penalty judge will be paid \$300 (he or she will also receive \$300 from the MIA).
 5. Hosing for judges as directed by MIA.
 6. Total check to be written to MIA \$3000
11. The show sponsor will keep the following profits
 1. All money collected at the gate at \$10.00 per ticket.
 2. All concession profits
 3. All cancellation fees and at large entry fees
12. Guidelines for judges checks
 1. Please write one check to MIA for \$3000 and the MIA will distribute judges checks as necessary.
13. It is the sole responsibility of the contest host to provide transportation to and from the airport, contest site, and hotel, for any judges that are flying into the closest airport.
14. An announcer will be provided by the host.
15. It is the responsibility of the contest host to provide a hospitality area for judges and instructors. This area can also be used for critique: however those in critique should be able to be separated from those enjoying hospitality.
16. The sound system will be kept by the Circuit.
17. A prop storage area should be provided if possible. If the weather is good, many units will assemble their props at their equipment trucks and wait until their unit's performance time. If you can provide an area, such as an unused hallway or room with large doors, it would be

very helpful.

18. **The host must provide ticket takers.** Attention to detail and having everyone understand how everything works is essential in having a smooth process at the ticket table.

Admission price—the official MIA admission price is \$10.00 for all tickets. Children five and under and adults sixty-five and over are admitted free. Have a large sign with the ticket price and requirements for free admission displayed so people can have their money ready when they get to the table.

Championship Admission Price—the official MIA Championship Admission price is \$10.00. **Judges and their families** are allowed into the contest at no cost to them. They will identify themselves as judges and have an official MIA judges pass.

All entrances to seating should have a monitor to insure no one enters the area during a performance.

19. An electrical outlet or extension cord must be provided for all units. The extension cord should reach from the designated electrical outlet to the center of the front line and one outlet on the back line.
20. A working concession area prepared to serve the expected crowd.
21. Guides for each unit are not required although some host sites will choose to provide this.
22. Host sites are encouraged to provide placement awards.

CIRCUIT RESPONSIBILITIES

1. Secure all units and judges for your contest.
2. Instruct site hosts as to housing requirements for judges.
3. Provide all tabulation sheets and 12 digital recorders for judges to use which are required for your contest.
4. Set up and make available a high quality sound system with a CD player, an mp3 input, and a microphone.
5. Appoint a Contest Director to run each contest for the season.
6. Provide awards for championships.
7. Finance the extra judges fees not included in the show host's responsibilities.
8. Provide unit passes (declared number plus seven) to be issued by host at check in.
9. Provide staff and judge badges for all circuit staff, unit staff, and judges to be issued at the first

two shows of the season (or the first show a member attends).

10. Hire a professional company to record the MIA Championships.

CONTEST DIRECTOR'S RESPONSIBILITIES

1. Contest Director shall post a schedule on the circuit website no later than two (2) weeks prior to the contest. If there are any late changes, the new schedule should be given to the groups at check-in and units and site host must be informed of the changes as they happen via electronic mail.
2. Provide supplies for the tabulation table and check in areas as needed.
3. Administrate all aspects of the contest.
4. Provide a computer with a printer and tabulation program for score tabulation.
5. Provide recaps to the timing and penalty judge for distribution at critique.
6. Provide recap to the announcer for retreat
7. Resolve any and all issues involving units, instructors, or judges with assistance from the executive board.
8. Provide a packet for each unit to include the following:
 - i. Final contest schedule.
 - ii. Unit passes
 - iii. Site maps
 - iv. Participant passes (number declared plus seven provided by circuit)
9. Arrive at show 1.5 hours before the scheduled start time.
10. Have on site a copy of the current WGI rulebook.

UNIT RESPONSIBILITIES

1. **Read, understand, and know the WGI Contest Rules.** (The Circuit does not furnish rulebooks.)
2. Submitting season schedules and paying dues by the established deadlines.
3. Arrive at the contest site with sufficient time to check-in at the designated area.
4. Assign the passes and instructor badges you will receive.

5. Guard instructors should conduct a sound check at the tabulation area when you arrive. MIA will make every effort to adjust the levels to your specifications.
6. Prop storage is not required to be provided by the sponsor. Be prepared to assemble and disassemble props away from the performing area or parking lot.
7. Sponsors are not required to provide dressing areas.
8. Please support the sponsor's concession stand.
9. Provide an mp3 player to the sound table at registration onto which your judges comments can be placed and returned to you.
10. Insure that all equipment and props are properly taped and padded. All equipment that touches the floor must be taped and padded.
11. Read, understand, and know all MIA By-Laws. (Can be downloaded from the circuit website.)
12. Read, understand, and know the MIA Contest Policies. (Can be downloaded from the Circuit website.)
13. Be prepared to perform in an area of 60' x 90'. Any additional area is incumbent on the gym having space. Check with the sponsor about the gym or go to mississippiindoorassociation.org to view pictures or maps of the contest space.
14. Be very careful with percussion equipment as unpadded percussion equipment causes most damage to gym floors.
15. Be informed of proper critique etiquette.

CONTEST SPONSOR SELECTION CRITERIA

1. Only current members in good standing will be considered.
2. The executive board will determine show sponsors.
3. Each eligible unit wishing to host a show must provide the following facility specifications:
 1. Double door on all performer entries and exits;
 2. 60' x 90' Performance Area;
 3. Adequate warm-up areas;
 4. Adequate ceilings in equipment warm-up area.
4. Each prospective host must submit the information contained in the "Show Hosting Application Form" to the executive board by the established deadline.
5. The executive board will consider the following along with facility specifications when determining show sponsors

1. Charter members
 2. Past show hosting with success
 3. Past show attendance
6. Host sites are responsible for providing their own floor coverings and a method for securely attaching such to the floor. Host site should be aware that gaffers tape and wrestlers' mat tape are adequate and duct tape SHOULD NOT be used. The Mississippi Indoor Association (MIA) assumes no responsibility, financially or otherwise, for floor damage due to site host's decision.

MIA CONTEST RULES AND POLICIES

1. Classes

MIA will offer competition in all classes recognized by WGI and any others as added by the executive board.

2. Promoting

Color Guards

All member units will be classified at Field Day prior to the beginning of each season. Promotion of guards will not be recommended after the half way point of the season.

Percussion

Percussion reclassification will be recommended by the judging panel of any particular show. The Percussion At Large Member and the Percussion Judge Coordinator will review the units recommended for promotion. Instructors will be notified immediately when a unit is under review. No unit will be promoted after the half way point of the season.

3. General Rules

All rules from the current WGI rulebook will be enforced including timing and penalty. The circuit does not provide rule books. The books are available at www.wgi.org.

4. Performance Order

Performance order for championships will be determined by a draw of members present at the September meeting. Members not present will be assigned slots. Local, non championship show performance order will be determined by random draw of the contest director. The show sponsor units will have the option of going on last at their home shows.

5. Championship Qualifications

All units must meet the following criteria to qualify for MIA championships

- Be a full dues paying member in good standing
- Have attended two shows. Color guards must attend two shows and field day.

6. First performance requirements

All color guards must attend field day to qualify for championships

7. Cancellations and fees

Any unit who cancels from a scheduled show it has already declared for within two weeks of the show

will be assessed a \$150 cancellation fee payable to the site host. The unit will be suspended from further participation until the fee is paid.

8. Dues

Dues for the season will be determined by the executive board and will be based on the anticipated number of units and the cost to operate the circuit. All dues must be paid prior to the first show. 2011 season dues are \$350 per unit.

9. Exhibitions

All units who participate in MIA events are expected to compete. There are no exhibitions allowed.

10. Community Colleges

Membership is open to Community College units (in independent classes). Units representing community colleges may attend shows only in accordance with the existing community college district rules.

11. Non MHSAA members

The Mississippi Indoor Association is recognized and supported by the Mississippi High School Activities Association. Units may not compete in the scholastic division unless the sponsoring school is a member in good standing of the MHSAA. Other units may compete in the independent divisions.

12. At Large entries

Non circuit members may participate in one show at a cost of \$150.00; however, if the unit decides to join the circuit they must pay the \$300 membership dues and abide by the MIA Guidelines to qualify for championships.

13. Critique

There will be a judges critique following each show with the exception of championships. The order for critique will be performance order. Units not present at their time will forfeit their critique at the discretion of the contest director. Instructors who behave in an unprofessional manner in critique will not be allowed to participate in any future critiques.

14. Passes

Each unit will receive four staff badges for the season at the first show they attend. Lost badges will not be replaced. In addition to the badges, units will receive the number of passes equal to the number on their declaration form plus seven.

15. Cost of entry

The official gate price for MIA shows is \$10 for individual shows and \$10 for championships.

16. Copyright

It is the responsibility of each participating unit to procure the proper permissions for any copyrighted work. The MIA will assume no responsibility for any resulting legal issues.

17. Awards

MIA will provide awards at championships in the form of medals for the first three placements in each class. Medals will be handed out through the instructors at a ceremony following the final unit in competition. Each unit will receive the number of medals on their declaration form. Awards at individual shows are up to the host.

18. Equipment

All equipment used in MIA shows will be padded and taped and is subject to inspection. Any equipment that is not taped and padded may not be allowed in the gym.

19. Recorded music for color guards

Color Guard Instructors will have three (3) options to provide a music track:

1. The color guard unit/instructor should email or deliver music track to the contest director. Title and current date must be stated on the music track. The deadline for submitting music track(s) to the contest director is 48 hrs. prior to unit's day of performance.
2. color guard unit/instructor shall provide their own MP3 player, of which the MP3 player must be selected from the list that will be compiled by the contest director.
3. If the color guard unit/instructor decides to use a removable CD copy and the CD malfunctions, all responsibility for the malfunction will be the color guard unit/instructor's responsibility

****Cassette tapes are not acceptable!****

In the event that a guards music malfunctions, the instructor will have the option of leaving the show as is or starting over from the beginning.

20. Field Day

The executive board may decide to conduct a field day for color guard or percussion at the beginning of the season. This will consist of each unit performing its show for a panel of judges who will then give immediate feedback to the instructors and students. Numerical scores are not assigned at field day. Field day may result in a unit being reclassified in accordance with the MIA promotion or reclassification guidelines above. The executive board may make field day required for all member units. 2011 field day is required for color guards and units will be assigned to either the North or Central Field Day site. If over 25% of members are participating in a band clinic or solo and ensemble, units may switch sites. Otherwise, no switching will be permitted.