



2012 Contest Sponsor Handbook

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Part 1: General Information

PURPOSE

The purpose of this handbook is to standardize the competitive experience provided to the units. It is our desire to be consistent from region to region in order for units to experience consistent procedures throughout the year at AIA contests. As much as possible, this material will be kept in outline form to assist in easy reading and accessibility.

ETHICS, CONDUCT, AND BEHAVIOR

All representatives of AIA are expected to behave in such a manner as to be an exemplary example for the youth and participants we serve. Courtesy, language, standards, appearance and personal conduct in and around the contest event should be beyond reproach. Care should be taken in social settings that the image of AIA is maintained at the highest level. Inappropriate conversation or remarks, about the groups or the adjudication process is unprofessional and should not occur. All those who act on our behalf identify AIA publicly, and the Contest Coordinator is a key representative within their particular area. **One never knows when an innocent comment or act will be taken out of context with damaging results.**

ROLE OF THE CONTEST COORDINATORS AND DIVISION COORDINATORS (GUARD AND PERCUSSION)

The Contest Coordinators and Division Coordinators are the service link between AIA and the units. This is an important communication responsibility. The list below will indicate some of the areas that could fall within that role. Communication must be ongoing and equally open to every group within the circuit.

- Maintain communication with the AIA EBOD to keep up to date, and to inform the EBOD of needed information.
- Enhance the growth of AIA promoting and supporting in all activities (color guard, and percussion equally).
- Serve as a source of information for units, sponsors, circuits and judges.
- Serve all contests within the circuit equally.
- Maintain current awareness of rules and interpretations.
- Assure that all AIA Contests are run in a similar manner to benefit the units.
- Serve and assist Contest Sponsors as Contest Coordinator and Division Coordinator at all contests attended.
- Assure competing units are aware of any conditions or problems that may arise at the contest.
- Record damage at contest caused by any unit (scratches on floor, broken lights, etc.) Please use the FLOOR DAMAGE FORM enclosed as a means of communicating problems to the unit and to the AIA EBOD. Please have the Timing and Penalties Judge note it on the penalty sheet as well.
- The Contest Coordinator is to be the main point of contact on the day of the contest for any matters that arise concerning the administration of the contest. (Example: If the schedule needs to be adjusted, this should be cleared with the Contest Coord.)

Part 2: The Contest

The AIA Contest is one of the most significant events of the indoor pageantry season. Many units will experience AIA or the indoor activity in general for the first time in this setting. Parents, boosters, sponsors, school administrators and fans will form their first impression of this organization which can have a lasting impact on their future participation. The professionalism with which it is run is paramount. The following philosophy statement is applied at the WGI World Championships, and should also be applied at each contest sanctioned by AIA. This statement has been modified to reference AIA as appropriate.

“AIA’s contest personnel are assigned to serve the needs of participating units before, during, and after their competitive appearance. Units are not here to serve us. Our objective is to have each unit prepared and ready to compete on time, and to make their competitive experience with us an enjoyable one. The contest experience is not designed to be a series of arbitrarily arranged steps. We allow as much flexibility as possible for participating units while remaining fair and consistent to all. We do, however, expect all units to respect each other’s rights. It will never be our intent to appear autocratic or insensitive while continuing to recognize the need to run an efficient and appropriately controlled event. All units will be treated in a fair and consistent manner regardless of class, accomplishment or geographic representation.”

AIA’s success is directly attributable to the care and concern shown for the participating units on all competitive levels. We expect that this will continue and be manifested at all of the contests. As a general guideline for contest conduct, deal with the inevitable unforeseen problem using your own good judgment, or by checking with the appropriate person in charge as quickly as possible. The information below will assist you in the consistent administration of your contest(s).

AWARDING OF CONTESTS

Final decision as to where a contest is located rests with the AIA Executive Board.

CRITERIA TO AWARD CONTESTS

The following considerations should be reviewed when selecting the Contest Sponsor:

- Quality and location of contest site. Site specifications should accommodate both guard and percussion (Marching & Concert) competition.
- Staff availability (assure that sponsor provides enough staff to run the contest adequately).

COSTS TO SPONSOR A CONTEST

A \$1000 refundable application fee is due and payable to AIA by the deadline set forth in each year’s AIA Show Host Application. Sponsorship fees are \$1200 for shows on/or before February 5, and \$1500 for shows after that date. This fee covers all costs associated with judging, judges travel, room and board, sound system, sound system operator, digital processor and a Contest Coordinator assigned to your contest. Additional cost will be assessed for special requests such as additional WGI judges over local AIA judges. If more

than two WGI judges are requested, the host is responsible for paying the WGI judges' transportation, hotel, and extra judging fees. Individual judges fees vary based on experience and are determined by AIA/WGI. AIA will do it's best to have current or previous WGI qualified judges at each show, but due to the downsizing of the WGI level judges, a specific number will not be guaranteed. The contest host is responsible for the cost of awards and will be invoiced.

CONTEST SCHEDULING

Schedules for prelims will be available on the website after the Contest Coordinator has been consulted. The AIA Contest Coordinator, with direct consultation from Chief judges (guard and percussion), will also determine all critique times. A sign will be posted at the registration table noting these times. It continues to be the goal to have critiques at all Contests and have as many units participate as the schedule will allow.

Contest Guidelines

CONTEST SITE SPECIFICATIONS FOR COLOR GUARD:

- Competition area at least 55 x 90 in size.
- Capability to raise basketball hoops in performance area.
- Seating at least 9 rows high. Should have front and back bleachers for seating.
- Individual Analysis judges are to be located at the bottom third of the bleachers. GE and Ensemble should be at the top of the bleachers. These areas should be defined with perimeters delineated to keep spectators out of the way.
- Adequate warm-up facilities for body and equipment. Equipment warm-up area should have 20 ft.+ ceilings (i.e. aux gym, auditorium)
- Large area for prop storage. It is recommended that this area is indoors or sheltered.
- Area for equipment and prop inspection.
- Separate entrance to performance area for performers and spectators.
- Locker rooms or classroom for units to change clothing. Must be separate for male and female.
- Adequate washroom facilities.
- Room for judges with food and drink.
- Room for your contest staff with food and drink.
- A concession stand or snack bar available during contest times.
- Area for unit booster tables with spectator traffic. All member units (participating in contest on contest day) are allowed to sell souvenir merchandise at all AIA sanctioned shows at no charge (finals excluded) - food items excluded. Non-AIA members may be charged a vending fee at the show sponsor's discretion.
- Separate area for unit check in.
- Parking facilities for unit parking. (Buses, vans, trucks, etc.)
- Parking for spectators.
- Convenient transportation to/from airport and hotel to contest site for adjudicators. Meet adjudicators in baggage area; please carry a sign that reads "AIA" to identify you.
- Tables for tabulation area.
- Tabulation area should be in or near the judges' meeting room. It should also be easily accessible from the gym in which units are competing so that score sheets and tapes can be delivered in a timely manner. It should have close access to a photo copier. Tabulation may NOT take place in the gym where units are performing.
- Ensure that no other activity will be taking place on the same day in the same area.
- Directions to the show as well as competition floor lay out should be sent to the webmaster AND show coordinator at least 10 days prior to the contest date so that they can be posted.

CONTEST SITE SPECIFICATIONS FOR PERCUSSION:

Same as color guard specification with the following exceptions:

- Performance Analysis judges should be located within the 5th through 8th row from the floor.
- Visual and General Effect judges should be located in the top of the arena unless directed by the Chief Judge.
- Adequate warm up places (band room, choral room WITHOUT RISERS) so sound does not carry to competition area. You will need to provide two warm-up areas because two groups will be warming up at about the same time. This is in case of cold or inclement weather. Most units will warm up outside if possible.
- Two four-outlet electrical boxes or electrical strips are to be placed at the front and back centerline in the competition area. These must have a minimum of 25 feet of cord in order to be used throughout the entire performance area.
- Doors with center bar removal or double doors for easy access and/or exit of equipment and carts. (Six feet in width)

ENTRY PROCEDURE

- AIA will handle all entries and will disseminate final information to the units and judges.
- Order of appearance for units will be determined by the timestamp generated during online registration. Units paying via check must submit payment within ten (10) business days OR before the closing date of the contest, whichever comes first. Failure to submit payment in a timely manner may forfeit a units original timestamp or result in a units registration being dropped. The earlier the timestamp, the later the order of appearance.
- Score sheets and CDs for judges' comments will be provided by AIA through the Show Coordinator along with recap forms, totes, and schedules.
- All AIA Contests will offer the following color guard classes: (except when a WGI regional is hosted in our region)
 - IW Independent World
 - IO Independent Open
 - IA Independent A
 - IJ Independent Junior
 - SW Scholastic World
 - SO Scholastic Open
 - SA-1 Scholastic A-1 (National A)
 - SA-2 Scholastic A-2 (Intermediate A)
 - SA-3 Scholastic A-3 (Local A)
 - SRA Scholastic Regional A (includes SRA1 & SRA2)
 - SN Scholastic Novice
 - SJ Scholastic Junior

- All AIA Contests will offer the following Percussion classes: (except when a WGI regional is hosted in our region)

Marching

PIW Percussion Independent World
 PIO Percussion Independent Open
 PIA Percussion Independent A
 PSW Percussion Scholastic World
 PSO Percussion Scholastic Open
 PSA Percussion Scholastic National A
 PSN Percussion Scholastic Novice

Concert

PSCW Percussion Scholastic Concert World
 PSCO Percussion Scholastic Concert Open
 PSCA Percussion Scholastic Concert A
 PSCJ Percussion Scholastic Concert Junior

- The deadline date for contest entries will be 21 days (or 3 Fridays) prior to the contest date. All deadlines for contest entries will be strictly enforced. **THERE WILL BE NO EXCEPTIONS.**

Note: To be clear, AIA must have RECEIVED the event registration AND FEE by this date. AIA will release final contest information no later than 12 days or 2 Mondays prior to the contest at www.atlanticindoor.org.

COMPACT DISCS FOR ADJUDICATION

AIA provides the CDs for all judged units. This cost is covered in the Contest Sponsor Fee.

ELECTRICAL NEEDS

The contest area should have two(2) dedicated 120V outlets at BOTH the front and rear of the competition floor. This is a total of four(4) dedicated 120V circuits that are needed for the contest area. A power strip or splitter **will not** support the electrical needs and is not a substitute for meeting power requirements. Please alert the contest coordinator if you cannot provide the required power.

Additional Power Requirements:

- Sound Table: Front side gym - one(1) 120v circuit
- Sound Equipment: Back side gym - one(1) 120v circuit
- Tabulation Area: Sufficient power for 2 laptops, printer and peripherals.

EMERGENCY CONTACTS

Each Contest needs to provide an assigned individual who can accept phone calls at anytime in case of emergencies (flight problems, unit problems, etc.) the day of the contest, preferably a cell phone at the contest site. This phone number will be placed on all final information to competing units. If this number changes, please notify AIA immediately.

EVALUATING CONTESTS

An evaluation form for assessing sites and evaluating the Sponsor's contest management is enclosed in the back of this handbook. This will assist you or future Contest Coordinators in making decisions on sites, sponsors, etc. Please prepare a written review of the contest following the competition and complete the evaluation forms provided. The review is for your benefit to correct any problems for the next year. Copies of the evaluation forms are to be sent to the AIA.

If a Contest presents serious problems, this will require detailed reports to the Contest Coordinators and the Executive Board so that the issues can be dealt with effectively and expediently.

EXHIBITIONS

Contest Sponsors that wish to include exhibition performance into their contest must notify AIA within the deadlines set for units in competition at their Contest. Exhibition requests will be reviewed on a case by case basis by the Executive Board. Requests should be submitted to your assigned contest coordinator.

FLOOR DAMAGE

In the past, AIA has experienced damage to contest floors by individual units. In order to protect AIA and the Contest Sponsor, please utilize the floor damage report form enclosed. The form is to be used by the Timing & Penalty Judge as well as the Contest Coordinator to inform a unit manager of the damage their unit caused to the floor. The original form should be given to the Unit Manager and two extra copies made, one for the Contest Coordinator and one sent to the AIA. In most instances, AIA reimburses the facility for the amount of the repair to the floor and invoices the unit(s) for their part in the damage and repair. This form is a more efficient way of informing the unit, AIA, and having a record as Contest Coordinator. Please inform the T & P Judge of this form. Inform the Manager of unit immediately after their performance of any damage. Please have the Unit Manager and the T&P judge sign off on the form before making the copies. Beginning with the 2006 season, AIA will make available a 60'x80' floor tarp to be placed over the contest floor to protect it.

It is the responsibility of the show host to arrange transport of the floor tarp to your contest from the previous contest site. There is currently one floor for the North and a second one for South.

JUDGE ASSIGNMENTS

Judge Assignments are made by the Color guard Judges Coordinator and the Percussion Judges Coordinator. Contest Coordinators will be informed of the assignments prior to the contest.

MARKETING

WGI's "Money, Marketing and Media" book is a valuable tool for any sponsor who needs assistance in making the Contest a financial success. The WGI Office will make this available to anyone upon request. www.wgi.org

SCORE SHEETS

AIA will provide the score sheets for all contests.

TABULATION

Tabulation is a crucial component of the Contest and extremely important to the units and judges. Contest Hosts are responsible for providing **two adult** tabulators for each contest. Both should be familiar and comfortable working with computer programs. AIA's Contest Coordinator will train the tabulators on the tabulation software prior to the contest. AIA will provide a laptop, pre-installed tabulation software and laser printer for the tabulation area.

The host will provide:

- A computer with internet access is required in the tabulation area and must be able to access www.atlanticindoor.org. You should be able to install programs on this computer in the event it is needed for tabulation backup. Please check with your school IT staff prior to the contest date on this requirement.
- Letter size envelopes (one per unit) to hold each unit's CDs and score sheets once tabulation is complete.

Internet access is required for our tabulation and audio software. AIA is equipped with Verizon Wireless data cards for our equipment. If needed, the schools internet may be used as a backup.

Unit Check-In

Each contest is required to have a designated area for unit check-in. This will be "home base" for units and participating members to pickup contest information, go to with questions, first-aid or other assistance with other situations that may arise. This location is REQUIRED to have the following:

- Phone list of key contest personnel and volunteers or two-way radio for communication.
- A first-aid kit stocked with basic items.
- Copies of a facility map available to hand out to unit directors and staff.

Digital Recorders

Judges will be using digital recorders this year to make comments for each unit. Instead of units receiving a tape for each judge, they will get one CD (per unit) with all judges comments for that unit's performance on the CD. AIA will provide one person that will be committed for the entire day to copying the files from the digital recorders to the CD. All required equipment for this process is provided by AIA.

WARM UP AREAS

Color guard units have requested that AIA standardize all warm ups for all contests. This means that each unit will receive one (1) interval time of body warm up and one (1) interval time of equipment warm up regardless of the amount of space at a particular show. AIA will issue a detailed schedule to the units in their final information that must be adhered to. The Contest Sponsor is not allowed to add additional warm up time even if there is extra space other than the two warm-up areas. You will also need two indoor warm up areas for percussion. Each unit will only use one area but due to the length of their warm up time, we run two simultaneously. Some percussion units may choose to warm-up outside based on weather and the individual particulars of each Contest site.

WEBSITE

Information provided during your contest host application process will be provided to member units via AIA's website. Any additions or corrections to the information about your contest should be emailed to web@atlanticindoor.org. It is the Contest Coordinator's responsibility to email scores to the AIA webmaster (recaps@atlanticindoor.org) after the conclusion of each contest.

VIDEO TAPING and COPYRIGHT

The contest host is solely responsible for all legalities of music copyright at their sponsored contest and for communicating and implementing a videotaping policy at that show. No AIA by-laws, regulations, or policies have been created regarding this matter.

Contest hosts MUST clearly post a video policy at each entrance to the performance area.

UNIT STAFF ENTRY

In the unit's check-in packet please include seven (7) staff passes for each unit in competition. These passes are intended for the staff and or parent volunteers. Some contests also offer passes and meal tickets to bus drivers as well. Although not required, this is highly recommended. These passes should have BUS DRIVER and UNIT NAME.

DIRECTORS CONTEST ENTRY

AIA will issue two (2) directors passes to each member organization that will be honored at all AIA Sanctioned Contests. This pass must be physically present to be honored. It is the responsibility of the unit to retain their passes. Lost passes will not be replaced. Directors credentials remain the property of AIA and may be revoked at any time.

UNIT AWARDS

In effort to create consistency at AIA sanctioned contests, a standardized award has been selected for use at ALL contests.

AIA has negotiated a special price point of \$9.00 per award and working relationship with Crown Trophy located in Cary, NC. Each contest sponsor will customize a 6x8 acrylic, with laser engraved center award with three lines of text and a background color of choice. A flat shipping fee of \$18.00 per contest will be assessed. Each contest host must download the trophy order form from the AIA site and submit an order two weeks prior to your contest date. Crown Trophy will ship your order to the address provided to arrive on Wednesday prior to your Saturday contest. AIA will invoice you for the number of trophies ordered for your contest.

NOTE: Any extra trophies not used at your contest may be turned into the Contest Coordinator at the close of the event for a credit to your invoice.

First Aid

Contest hosts are strongly urged to provide basic first aid services for visiting participants and spectators. In addition to the **required first aid kit at unit check-in**, hosts are encouraged to have an available medical professional and stocked first aid kit in the contest performance area.

Please advise units of the location of first aid when checking in and ensure that all contest volunteers know where to direct participants in the event of an emergency. Have a system in place to contact your first aid and medical staff by phone or two-way radio in the event of an emergency.

Part 3: Judging

The Contest Coordinator supervises and implements the contest, maintaining the standards and procedures set forth by AIA in conjunction with the Contest Sponsor. The Chief Judge serves as the supervisor for the adjudication process, and is the liaison between the units and the judges relative to any issue of an adjudication nature. In those areas where the contest management involves the judges, it will be most successful if there is a comfortable working understanding between the Contest Coordinator, the Chief Judge and the Contest Sponsor. For the most part, all procedures will be addressed here, in the hope that it will offer a smooth and compatible working relationship.

RESPONSIBILITIES OF THE CHIEF JUDGE(S)

- Contact the Contest Sponsor about transportation and accommodations.
- Be scheduled to arrive early Saturday morning and depart at the conclusion of critique. The Chief Judge should not leave prior to the conclusion of the contest.
- Be present in the stands to view as many of the units (color guard and percussion) as possible.
- Discuss and coordinate critiques with the Contest Coordinator in advance. The Chief Judge or his/her designee must be present at critique at all times.
- Adjust the judging panels as necessary due to travel problems or illness.

COMMUNICATION WITH CHIEF JUDGE PRIOR TO CONTEST

The Contest Coordinator is to communicate with the Percussion and Color guard Judging Coordinators no later than one week prior to the contest. The purpose of this communication is to review the schedule of the weekend, review all logistics and transportation, contest and critique issues, and to assure the smooth execution of the contest. The Contest Coordinator will be responsible to communicate these agreements (as appropriate) with the Contest Sponsor to assure that these responsibilities are handled.

CRITIQUE

Critique is an extremely important part of the Contest experience and must occur whenever possible. The critique procedure will be agreed upon prior to the contest, in dialog between the Contest Coordinators and Chief Judge(s). This procedure will be communicated to the Contest Sponsor, clarified in the pre-contest conversation with the Contest Coordinator, and executed in the agreed upon manner. The critique location should be a room separate from dressing areas, contest sites, lunchrooms, etc. Because units may be critiqued at other times during the contest, this room should be available throughout the day. The policy for which units participate in critique will be that they will sign up for critique at Unit Check-in. The order of critiques will be in order of performance and attendance based upon the sign up sheet at Check-in. The Critique Sign-up Form is included in the back of this handbook, please be sure to make copies for the Unit Check-in Table. If and when no units are there, judges are excused. A person must be assigned to time and expedite the critique. This could be the T&P judge, AIA Board Member, or delegated individual, if the contest is still ongoing. It will be this individual's responsibility to ensure that critique forms have been completed, and ensure that these forms are given to the Chief Judge. It is recommended that the critique

have three units at once in the process; one table for GE, one table for EA or Visual and one table for IA or PA. This would standardize the process and give the best opportunity for discussion without too much chaos. Units would rotate from one table to the next, giving them a full 9 or 15 minutes with the judging panel. Requests for full panel critiques will be handled on a case-by-case basis through the Chief Judge, and if approved, would be scheduled at the end of the critique for all other units. Units that have not signed up for a critique opportunity when checking in, however request to participate at a later time will wait until all other units have completed the critique process.

JUDGES MEALS

While most sponsors do a superb, generous job in this area, this segment will serve as an aid for new sponsors or for those few sponsors who may not understand the judges' needs during an event of this nature.

Meals and refreshments should be provided for 9 judges, sound engineer, announcer, AIA Contest Coordinator, and 2 tabulators. (14 total)

- Most Contests should provide appropriate meals, which will be rotated throughout the day. Judges cannot leave the facility to eat and this is an important sustenance for them.
- Avoid telling the judges to go to the cafeteria for your standard "refreshment package". Often the lines are excessively long and precious time between contests is wasted. Also, the food you select for sale to the kids might not be the best choice for the adult judges.
- Coffee and tea in the morning is extremely important. In the case of a judge's early departures from home or the hotel, sometimes the hotel restaurant isn't open and judges will need breakfast or lunch when they arrive. If you are providing breakfast items, things such as cereal, yogurt, fruit, muffins, and granola bars are appropriate and easy.
- Bottled water is usually the preference for most judges. Soft drinks are also appreciated.
- Lunch and/or dinner might include hot soup, salads or casseroles.
- Many people are avoiding red meat in their diets, and some sensitivity to this is appreciated through alternatives.

JUDGES TRAVEL

There may be times when judges will be traveling to different airports where two or more airports service a contest location. There are very sound reasons for this choice. In some cases, departure times are better and in many cases airline ticket costs are lower.

The Contest Sponsor is responsible to arrange for transportation to and from the airport and must be prepared for this eventuality should it occur. The Contest Sponsor should communicate specific arrangements to the Contest Coordinator during the week prior to your show.

- **Airport pickup:** Refer to judges' flight arrival information received from AIA (this information is available from AIA's Business Manager) and assume that everyone needs to be picked up. It is the judge's responsibility to advise the Contest Coordinator, AIA and Contest Sponsor if other arrangements have been made. If the contest sponsor makes other arrangements, such as a shuttle, please notify AIA. AIA will keep all parties informed of air arrangements. Under no circumstances can a judge be kept waiting at an airport in

excess of two (2) hours even if it means additional trips to the airport. Judges have been traveling often after a full workday and must get rest prior to the contest.

- **Standard meeting point and means of identification:** All judges should be met at the baggage claim area of the airline on which they are traveling. An adult contest representative should hold a sign with large AIA lettering visible for the judge to recognize and thus establish contact.
- **Airport Return:** There should be adequate assistance for the execution of this task to accommodate varying arrivals and departures without extreme waiting periods for the judge. Be aware of Sunday departures as you schedule starting times and breaks. Allow ample travel time to airport.
- **Emergency contact:** The Contest Sponsor must assign someone who can be reached by phone in the event of flight changes and cancellations. This is an area that is often neglected. In addition your AIA Contest Coordinator will be available to assist you with emergency situations, should they occur.

PRIVACY IN THE JUDGES' ROOM

The judges' room is restricted to judging personnel including the Chief Judge, Contest Coordinator, Color Guard Coordinator and Percussion Coordinator. Trial judges may be included at the discretion of the Chief Judge. There are often issues of a sensitive nature that need to be addressed, and which would be inappropriate for other individuals to witness or listen to. If this is also the room where judges' meals are served, obviously the Sponsor's committee members will need to be in attendance, but this room should absolutely not be open to personnel other than those directly involved in the judging process. Non-working judges, judges' families and/or friends are not to be in this area. There should be a consistent approach to security in the Judges' Room from contest to contest. Judges will also be instructed to advise their families of this in order to make the entire situation more comfortable.

ROLE OF THE CONTEST COORDINATOR IN JUDGING

In the event a unit instructor or director approaches the Contest Coordinator with any questions relative to a judge or any phase of the judging process, that individual should be directed to the Chief Judge of the event. All issues of that nature will be handled directly by the Chief Judge. In the heat of any emotional moment, avoid getting caught in the "cross fire" of judge vs. instructor issues. It is also important not to comment on or express an opinion of any judge or the scoring procedure. Advise the Chief Judge if concerns are brought to your attention, to be sure that they have been addressed. Because you are trusted personnel, do not carry issues to anyone about what you hear in the judging area. This is to be treated as confidential information.

TIMING AND PENALTY JUDGES

The Judging Coordinators will assign Timing and Penalty adjudicators to AIA contests. For rule interpretations please direct all questions to the Colorguard or Percussion Coordinator respectively.

- **Role and responsibilities of the Timing and Penalty Judge:** Timing and Penalties are an important part of the competition. Hopefully, units will have been adequately prepared during the season so that they will arrive at Championships penalty free for the most part. It is desirable to give the unit the benefit of the doubt whenever possible. A warning is an appropriate choice if there is any question at all about the existence of the penalty. Penalty judges should strive to use all possible efforts to accommodate the rules. Please advise the T&P Judge to be in a position to view all possible efforts by the unit.
- **Assessing Penalties:** The T&P Judge should learn to establish a consistent tolerance, using sound intelligent applications in noting any penalty. Give the benefit of the doubt to the units whenever there is a question. The Adjudication Manual and Rulebook is the last word for the T&P Judge and for the AIA E-Board Member (or designee) in assigning any penalty. Once a penalty is signed off by the AIA E-Board Member or Chief Judge there is no appeal except for members/membership eligibility. The Color guard Chief Judge signs off on color guard penalties while the Percussion Chief Judge signs off on percussion penalties, not the AIA E-Board Member. Sometimes the physical layout of the facility will make it necessary to allow for special considerations for timing based on the site. The AIA E-Board Member will use his or her best judgment in cases like this.

FIELD TRIAL AND NON WORKING JUDGES

If additional judges/Trialers, etc. will be at the contest, the Contest Coordinator and Contest Sponsor should be informed two weeks prior to the contest so that arrangements can be made. If there is reserved seating, this may be a problem. Please provide an adequate amount of space in the judging area should any of the above listed individuals be participating in your event. Judges not assigned to certain classes will view the performances, and space should always be available for them in the judging area.

Part 4: Contest Checklist

This checklist is designed to assist you in attending to the countless details which will make a contest run smoothly and efficiently. If the committee should be divided up in such a way that these categories fall into their specific responsibility, it will aid that individual, the contest sponsor and you in assuring the proper attention to details. All details might not apply to your specific contest, but it will definitely cover every possible situation.

CONTEST SITE

- ✓ Seating Capacity
- ✓ Handicapped Area
- ✓ Warm-up Areas
- ✓ Guard Entrance/Exit
- ✓ Souvenir Area
- ✓ Crowd Flow
- ✓ 5 foot front sidelines
- ✓ Judges area in stands, security, accessibility
- ✓ Judges Room
- ✓ Cleanliness
- ✓ Coffee/Cold Drinks/Water
- ✓ Snacks
- ✓ Tables and Chairs
- ✓ Announcer
- ✓ Security
- ✓ Electrical power
- ✓ Comfortable chairs (long day)
- ✓ Extra Chair for Unit Sound Person
- ✓ Tabulation Area (table 8' feet, chairs)
- ✓ Power
- ✓ Copier

STAFF NEEDED

- ✓ On site first aid
- ✓ Tabulators (2)
- ✓ Security
- ✓ Judges Area
- ✓ Money Areas, (tickets, booster Area)
- ✓ Crowd Control
- ✓ Unit Control
- ✓ Doors
- ✓ Unit Check In
- ✓ Warm-up Areas
- ✓ Dressing Rooms
- ✓ Spectator Entrance/Exit
- ✓ Unit Entrance/Exit Runners
- ✓ Judges sheets to tab area
- ✓ Music CDs to Sound Table
- ✓ Miscellaneous floaters (several)
- ✓ Parking Lot as Needed
- ✓ Food Service
- ✓ Servers, sellers, clean-up
- ✓ Preparation of food for Judges & Staff

SUPPLIES

- ✓ Badges, Staff, Units, etc.
- ✓ Awards
- ✓ Radios
- ✓ Extension Cords & Power Strips
- ✓ Cones (have 2 - 6 available)
- ✓ Tape (caution, duct, masking)

TABULATION

- ✓ Copy machine
- ✓ Spare toner
- ✓ Paper (copier and printer)
- ✓ Pens/Pencils/Markers
- ✓ Stapler/staples
- ✓ Correction fluid
- ✓ Rubber bands
- ✓ Scissors
- ✓ Tape (scotch/masking/duct)
- ✓ Paper clips
- ✓ Tables and chairs
- ✓ Trash receptacle
- ✓ Envelopes (for score sheets, etc.)
- ✓ Extra Poster Board (for posting scores, last minute signs, etc.)
- ✓ Access/keys to areas needed

JUDGES (See Part 3):

- ✓ Transportation for Adjudicators
- ✓ To/From Contest Site
- ✓ To/From Airport (typically handled by AIA)
- ✓ Judges Food - on site and before & after
- ✓ Airport Information

SIGNS

- ✓ Unit Check-in
- ✓ Unit Entrance/Exit
- ✓ Dressing Rooms - Boys/Girls
- ✓ Warm-up Area
- ✓ Prop/Equipment Area
- ✓ Inspection Area
- ✓ Body Warm-up Area
- ✓ Equipment Warm-up Area
- ✓ Competing Unit Entrance
- ✓ Spectator Entrance
- ✓ Ticket Sales
- ✓ Judges' Room
- ✓ Tab Area (Keep Out)
- ✓ Announcer/Sound Area
- ✓ First Aid

GENERAL INFORMATION FOR UNITS

- ✓ Hospitals, Medical Centers
- ✓ Police
- ✓ Ambulance
- ✓ Towing Service
- ✓ Garages
- ✓ Gas Stations (late night)
- ✓ General Merchandise (Wal-Mart, etc.)
- ✓ Restaurants - Fast Food
- ✓ Hotels/Motels
- ✓ Florists
- ✓ Contact Phone Numbers
- ✓ Emergency Phone # at Site - Cell Phone
- ✓ Show Coordinator – Cell Phone #
- ✓ Transportation Chairperson

FINANCIAL

- ✓ Expenses
- ✓ School Rental
- ✓ AIA Sponsor Fee
- ✓ Tabulators, Medical, Police
- ✓ Ticket printing
- ✓ Cash and Supplies
- ✓ Cash Boxes with cash for:
- ✓ Ticket Sales
- ✓ Food Sales
- ✓ Souvenirs

UNIT CHECK-IN

- ✓ Hand Stamps/Pads/Wristbands
- ✓ Schedules
- ✓ Master List for headcounter (compare with T&P List)
- ✓ **Performing Members + 7**
- ✓ Video Pass (1 per unit **if** they are videotaping)
- ✓ Cash Box
- ✓ Receipt Book
- ✓ Extra spiel sheets
- ✓ Table/chairs
- ✓ Pens/Pencils/Markers
- ✓ Radio
- ✓ Runners (at least 4 at a time)
- ✓ Maps
- ✓ Confirm critique location and times
- ✓ Critique Sign-Up Form (Have units sign!)
- ✓ Any additional handouts to units

AIA Floor Damage Form

Please clearly mark any damage to the competition floor.

Contest _____ Date _____

Unit _____ Class _____



Please sign below as indicated:

T & P Judge _____

Contest Coordinator _____

Unit Representative _____

Contest Sponsor _____

Contest Self Evaluation Form

This form is a self evaluation tool that should be completed at the close of your contest. Please use this paper copy as you walk your site and to have with you on hand. Please provide this to your Contest Coordinator at the end of your event.

CONTEST _____ DATE _____

FACILITY (Rate 1 – 5) If a 5 then WHY NOT?

_____ Competitive Floor: Clean, Size, Ceiling Height, More than Adequate...

_____ Doorway Clearance: Double Doors, Bar Removed...

_____ Exit Area: Room enough for Unit to Wind down?

_____ Entrance Area: Room for Staging?

_____ Spectator Entrance/Exit: Separate form Unit Entrance?

_____ Electrical Outlets: Front for CG? Front AND Back for Perc. w/ 4 outlets AND 25' cords?

_____ Seating for Spectators: How many rows high?

_____ Sound System Area: Access to, NOT encroaching on Competition Floor?

_____ Equipment Warm-up Area: Adequate? Sound Proof for Percussion?

_____ Body Warm-up Area: Adequate?

_____ Check In Area: Convenient, Handled Well, Pleasant, Had Information?

_____ Prop Storage Area: Big Enough, Convenient?

_____ Unit Movement Flow (Convenient, Enough Personnel to Handle?)

_____ Judges Room: Food, Drink, Relaxing, Convenient, Comfortable?

_____ Medical Personnel: Availability?

_____ Staff Area: : Food, Drink, Relaxing, Convenient, Comfortable?

_____ Critique Room: Clean, Accessible?

_____ Tab Area: Adequate Table, Equipment?

_____ Ticket Sales Area: Convenient, Enough Personnel?

_____ Concession Area for Spectators: Convenient, Enough Personnel, Well Stocked?

_____ Booster Sales Area: Convenient, Well Advertised?

_____ Dressing Rooms: Clean, Accessible, Monitors?

_____ Unit Parking: Flow, Adequate Space, Enough Personnel?

Logistics: Answer Yes or No (If No than WHY NOT?)

Yes No Was the sound system set up and ready to go at least one (1) hour before contest?

Yes No Was Unit Check-in Area ready one(1) hour before contest?

Yes No **Seven (7) Staff Passes?**

Yes No Current Schedule?

Yes No Person able to answer questions?

Yes No Were judges given proper notification of transportation to contest?

Yes No Was pick-up person recognizable? (AIA Sign?)

- Yes No Was housing adequate for judges?**
- Yes No Were meals served to the judges at the proper times relative to breaks?**
- Yes No Were these meals adequate?**
- Yes No Was the Tabulation Area ready?**
- Yes No Were two (2) tabulators present?**
- Yes No Was communication good with the Contest Sponsor?**
- Yes No Prior to Contest?**
- Yes No During Contest?**
- Yes No Were the contest facilities set up? (Signage, etc..)**
- Yes No Floors Marked? (Entry Line, Center Line, Front Sideline)**
- Yes No Unit Entrances/Exit, Check In, Warm-Up Areas CLEARLY marked?**
- Yes No Were judges on time for their contest assignments and ready to start?**
- Yes No Were judges checks ready in a timely manner?**

On a scale of 1 – 10, rate the efficiency of the Percussion and Color Guard Chief Judges at your contest? If not a 10, what can be done to improve the situation?

On a scale of 1 – 10, rate yourself and the job you did in servicing this contest? If not a 10, what can be done to improve the situation?