

1. Organizational and Administrative Structure

1-1 The administration of the Circuit will be vested in a Board of Directors elected by the general membership at the annual meeting and the Executive Director appointed by the Board of Directors.

1-2 The Board of Directors will be composed of nine representatives that may include the following categories.

- (2) Scholastic Representatives
- (2) Independent Representatives
- (1) Percussion Representative
- (1) At-large Representative
- (3) State Regional Directors

1-3 The Board of Directors will elect and hold the following administrative positions.

- President
- Vice President
- Secretary
- Treasurer
- Research and Development Director
- Education Director
- Publicity Director
- Task Force Committee

2 Administrative Duties

Executive Director	The Executive Director will plan, direct and review the total activities and operations of the Tri-State Circuit. With Approval of the Board of Directors, the Executive Director may appoint a staff to assist in any areas of support.
President	The President will preside at all meetings of the membership and the Board of Directors. The President will call the regular meetings and special meetings of the organization. The President will also hold the office of a separate administrative position.
Vice President	The Vice President will perform all duties of the President in case of absence or disability of the President. The Vice President will also hold the office of a separate administrative position.
Secretary	The Secretary will keep minutes of all meetings of the general membership and the meetings of the Board of Directors. The Secretary may hold the office of a separate administrative position.
Treasurer	The Treasurer will assume responsibility for all funds and financial records of the organization. The Treasurer will issue financial reports at the meetings of the general membership and of the Board of Directors. The Treasurer may hold the office of a separate administrative position.

- Research and Development Director** The Research and Development Director will oversee or perform the duties necessary for needed support of new projects. This position is available to any member of the Board of Directors
- Education Director** The Education Director will be responsible for organizing and planning all educational activities and materials for the circuit. The Education Director will work closely with the Education Director of the Judges Association to plan activities for circumstances where color guards and adjudicators may interact. This position is available to any member of the Board of Directors.
- Publicity Director** The duties of the Publicity Director are to promote and to provide information designed to inform the membership and enhance the goals and objectives of the circuit. The Publicity Director will be responsible for all newsletters and information material for the circuit and public relations in outside organizations. This position is available to any member of the Board of Directors.
- Regional Directors** The Regional Directors must be affiliated with a unit in their region. The duties of the Regional Directors will be to represent all units within the region in a fair and non-discriminating fashion. The Regional Director will make every effort to communicate and promote the growth of all units in the region. The Regional Directors will assume the responsibilities of liaison between the show sponsors in the region and the circuit.
- Task Force Committee** The Task Force Committee will consist of two members of the Board of Directors. The Task Force will reside in all judges' reviews to represent the membership to ensure a fair and reasonable result. The Task Force will carry out any other related duties deemed necessary by the Board of Directors.

3 Meeting and Elections

3-1 Voting Privileges Each member unit has one vote. A delegate may represent only one unit. Therefore, units may assign a voting delegate when they have multiple units. Multiple units must consist of different performing members. In the event that none of these delegates are present, that unit will not have a vote. No proxy votes will be accepted.

Only Scholastic members may vote for Scholastic Representatives. Only Independent members may vote for Independent Representatives. Only members of their region may vote for their Regional Director. If no representatives are available under any category, the position will become At-Large and elected by the full membership.

All members of the Board of Directors have one vote whether they are connected with a unit or not. The President will only vote in event of a tie.

3-2 Elections The full membership will elect the Board of Directors at the annual meeting. The Board of Directors will elect and hold the administrative office positions.

For any member to run for the Board of Directors, copies of a resume stating experience and intent must be available to the full membership at the annual meeting.

3-3 Meetings

3-3.1 A general membership meeting will be held once a year after Circuit Championships. This will be the forum for:

- Election of the Board of Directors
- Amendments to the Bylaws
- Reports from the Board
- Proposals for show sponsorship
- Other new business

3-3.2 The Board of Directors will meet three times each year. Immediately following the general membership meeting, the newly appointed Board of Directors will meet. This will be the forum for:

- Election of Office Positions
- new projects

3-3.3 In May of each year, following the WGI Board of Directors meeting, the Board of Directors will meet. This will be the forum for:

- Budget for the following year
- Reports from the WGI Board Meeting
- Contest Calendar
- Contract with the judges' association
- New business
- Goals and objectives

3-3.4 In the Fall of each year, prior to November 30, the Board of Directors will meet. This will be the forum for:

- Confirmation of the contest calendar
- Reports
- New business

4. Judges Association and Assignments

4.1 The Tri-State Judges Association will adjudicate all Tri-State Circuit contests, until the Board of Directors deems replacement is necessary. All judging panels will be decided and controlled solely by the President of the Judges Association. If issues arise concerning assignments, the President of the Judges Association should be notified and all input will be taken into consideration.

4.2 Any unit may request judges outside the Tri-State Judges Association. This written request should be given to the President of the Judges Association for consideration. Once the request is filed, issues of availability, cost to the sponsor, and current assignments will be taken into account.

5. Review Boards

Penalties

Should a manager wish to file a formal protest regarding penalties; the process is as follows:

1. Verbally notify the contest director immediately of this intent.

2. Write a formal letter of protest to the President of Tri-State and the manager will have the opportunity of appearing before the Task Force Committee and a representative of the appropriate Judges Association.

6 Adjudication

Should a manager wish to file a formal protest concerning a particular judge, the process is as follows:

1. The instructor’s critique sheet and the judge’s tape must be turned into the contest director or directly to the Judge’s Association within one week of the contest date.
2. Upon receiving two formal complaints, from two different units, a review committee will be convened.
3. This committee will consist of the President of the Judges Association, Education Director of the Judges Association, Caption Chairperson and the Task Force Committee.
4. Action taken at the review may range from discussion at the review board with no additional action taken, to removal of the judge from that particular class until adequate additional education is completed
5. If a member of the committee is the adjudicator of concern, another Board Member of the Judges Association for this review will replace the adjudicator.
6. If the unit representative filing the complaint is a Task Force Committee member, a replacement of the Board of Directors will be called to serve on the review board.

7. Contest Procedures

7-1 Membership fees

Early Registration	
For all classes:	\$300 for the season or \$100 per show
Championships fee per units:	\$150
Late Registration	
	After December 31 st
For all Classes	\$375 for the season or \$125 per Show
Championships fee per units:	\$175

Entry fees are non-refundable

7-2 Surety Bond

All member units must have a surety bond (\$50) on deposit to compete

7-2.1 Any member unit that withdraws from a contest within 14 days will forfeit their surety bond to TSC.

7-2.2 Units that fail to appear at contest for which they are scheduled will be required to forfeit the \$50 Surety Bond. A new Surety Bond must be posted prior to their next competition. If a unit chooses to not pay the Bond after missing a scheduled competition it will be placed on probation until the matter is resolved.

7-2.3 Missed contests due to severe weather and/or the decision by the School Corporation to not allow the unit to compete are exempt from this procedure. Verification must be presented to the TSC Executive Board by the building principal.

7-2.4 All fines fees or bills of any kind due to the TSC must be paid in advance of participation in the TSC Championship competition. Fines can only be waived by a vote of the TSC. Executive Board.

7-2.5 Surety Bonds for active member units 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 the next competing season. If the surety bond isn't requested the unit will forfeit the bond to TSC.

7-3 Show Entries

The Tri-State Circuit Office will send out entry blanks for the various contests. The deadline for committing to contest entries each season is determined by the Executive Board and announced in the fall mailing. Members are responsible for staying informed of deadlines and important circuit dates.

- .1 Late fees for membership start December 31st
- .2 All entries should be sent back with payment as soon as possible to allow show sponsors to plan for the contest, based on the number of units in attendance.
- 7-3.3 The entry deadline is three weeks prior to the show date. Late entries are assessed a \$30 additional fee to be paid prior to show date which will be dedicated to the scholarship fund.
- .4 You will receive information on the show that you have entered a week prior to the contest.
- .5 Order of appearance at each show is done by a random draw based on the order of postmark. Entries with fees received prior to the December 31st deadline will be placed in the first draw. Performance order will be set for all shows. Entries with fees received after December 31st and before January 31st will be placed in a second draw and will be scheduled before the first draw units. Entries received after January 31st will not be eligible for a draw and will be scheduled first in their class.
- .6 All units will draw a performance number and be placed in the appropriate class according to that number. Any movement between classes the unit will be slotted according to the performance number rather than being slotted first because of a class change.
- .7 No entries will be accepted after noon 7 days prior to the contest

7-4 Contest Site

7-4.1 For the purpose of interpretation, the contest floor will be 55' x 80'. The competition area will be the entire gym floor and surrounding area in which the guard/line competes. The contest floor for percussion is 50' x 90'.

7-4.2 Upon arrival at a contest, unit managers or representatives are to immediately

sign in at the registration desk. Turn in your music tapes and spiel sheets at this time.

7-4.3 All performing members and seven additional staff members will be admitted at check-in. Each staff person will be stamped for front side. This must be done as a group admission. Units will also receive 2 name badges per unit.

7-4.4 All equipment is taken to the assigned area. The contest sponsor will assign dressing rooms. If separate rooms are not available, make sure to keep your equipment neat and organized in the hallway provided.

7-4.5 Absolutely no cooking or smoking in any of the buildings that are used for the competition.

7-5 Music

Show music should be a cassette tape or CD recorded in stereo. Bring a backup copy to all contests. If you are using any other type of equipment, you must bring it and hook it into the sponsor's sound system.

There should be no more than a 15-second time lapse between when the tape/CD starts and the music begins.

7-6 Eligibility

7-6.1 Color Guards, Line units & Percussion lines must be composed of members not more than 22 years of age as of the date of the Winter Guard International Championships. Each unit appearing at any Tri-State Contest must be prepared to prove all members' ages. (Birth certificates need to be shown if requested). Independent World guards have no age restrictions.

7-6.2 Scholastic units must have their total membership from the same schools or feeder schools. Be prepared to show proof of enrollment if requested.

7-6.3 Independent color guards may only use members of a high school if no current color guard at that high school exists or with written permission from the Director of the program.

7-6.4 No member can compete in more than one color guard at the same contest. No color guard member can compete with any line unit.

7-6.5 No guard may compete with less than five or more than 30 members on the floor of competition at one time. Line units must have at least four competing members; percussion lines must have at least six competing members.

7-7 Critique

At the close of a contest, a critique may occur at the discretion of the Contest Director or President of the Judges Association.

A unit's entire staff may attend the critique with the judges only after completion of the Instructor's Critique sheets. Score sheets and recaps will be distributed to the unit representatives at the critique. The critique will start at the conclusion of the competition.

Critiques could last up to 20 minutes with no more than 5 minutes each with the GE judges, the EA Judge, and each IA judge.

7-8 Equipment Regulations

There must be proper protective covering of all contest equipment so to avoid floor damage at competitive sites. The following regulations will be strictly enforced at all circuit contests. All contest equipment, including footwear will be inspected before a unit enters the contest area. Any unit not adhering to the following regulations may

be disqualified.

7-8.1 Footwear - All footwear must have a light (white, tan or clear) crepe rubberized bottom. It is also recommended that competition footwear not be worn outdoors between contests. The soles may pick up stones and gravel which could cause floor damage. Check all soles before going to the inspection area. (Gym shoes, gymnastic and ballet slippers are exempt from this rule.) Dance shoes are recommended.

7-8.2 Equipment - All equipment, rifles, flag poles, sabers must be covered with synthetic crepe or foam. All sabers' tips must be padded and taped. Hand guards and top of the handle should be padded and taped.

7-8.3 Flag Poles - Good condition crutch tips or something similar will be required on the top and bottom of every working flag pole.

7-8.4 Props - Props must be padded so as not to scar or cause damage to the contest floor. All carts and percussion equipment with wheels must be clean of debris and be freewheeling. Do not drag timpani pedals across the floor.

Exercise Caution by Padding Anything That Might Cause Damage to the Contest Floor If Dropped.

7-9 Tabulation and Judges

Unit managers or personnel are not to consult judges at anytime before or during a contest. Questions relating to the actual contest are directed to the Contest Director.

No one other than the official contest personnel will be allowed in the tabulating area.

7-10 Video Taping

Videotaping will be the responsibility of TriState Circuit. There will be no video cameras allowed in the gym. Each unit must turn in a videotape at check-in.

8. Unit Classifications

8-1 Color Guards

Scholastic Classes

8-1 Classification

8-1.1 A Junior class will exist ONLY for Middle School programs.

8-1.2 Scholastic B class exists for high school guards wishing to compete on the Regional A sheet. This class should be for groups that are two years or less in competition

8-1.3 The Junior and B class will compete on the Regional A sheets.

8-1.4 The A class will be divided into 3 section – .A, A-2, A-3; all competing on the A class sheet.

8-1.5 A class will be comprised of any guard that scored a 80 or above at the previous year's TSC Championship competition.

8-1.6 A-2 class will be comprised of any unit in A class that scored between 79.9 and 70 at the previous year's TSC Championship competition.

8-1.7 A-3 class is comprised of any A class unit that scored a 69.9 and below at the previous year's TSC Championship competition. A-3 is also comprised of the Scholastic B class medalists from the previous year's TSC Championship competition or any Scholastic B class guards that have passed the 2 year anniversary.

8-1.8 All units must declare their classification on or before the date specified by TSC in mailings and web site announcements. Members are responsible for staying informed of deadlines and important circuit dates.

8-1.9 Units that have scored below the minimum standard score in their classification have the option to remain in that class or move down. This is at the Director's discretion.

8-2.1 Junior Class (JC)

Members must be in the 8th grade and below. Members are enrolled in the same Middle School or an elementary school that feeds directly into the middle school. The emphasis of this class is introductory skills with a focus on training. Evaluation will be on WGI Regional A sheet with Regional A timing guidelines.

8-2.2 Class B – (SB) Scholastic Class

This class is for the very inexperienced performers who are just entering the performance arena for the first time. Show concept, equipment and movement skill are at an introductory level. Emphasis is on training. Evaluation will be on WGI Regional A sheet with Regional A timing guidelines. The intent of this class is a starting point for a unit with a maximum of 2 years in this class.

8-2.3 Scholastic A-3 (SA-3)

This class is for performers with beginning vocabulary and achievement skills that can progress beyond the introductory level. Evaluation will be on WGI A criteria with Class A timing guidelines

8-2.4 Scholastic A-2 (SA-2)

This class should have beginning vocabulary, program concept, and achievement levels and are ready to incorporate intermediate levels. Evaluation will be on WGI A criteria with Class A timing guidelines

8-2.5 Scholastic A (SA)

This class is for units that does or could compete nationally. The performers accomplish beginning vocabulary, programs, and achievement levels consistently and are ready to incorporate intermediate levels. Evaluation will be on WGI A criteria with Class A timing guidelines

8-2.6 Scholastic Open (SO)

This class should have intermediate vocabulary, programs, and achievement levels and ready to incorporate advanced levels. Evaluation will be on WGI Open class criteria with Open class timing guidelines

8-2.7 Scholastic World (SW)

This class incorporates advanced vocabulary, program concepts, and achievement levels. The highest level of competition. Evaluation will be on WGI World class criteria with World class timing guidelines

Independent Classes

8-2-8 Independent A (IA).

This class should have beginning vocabulary, program concept, and achievement levels and ready to incorporate intermediate levels. Evaluation will be on WGI A criteria with Class A timing guidelines.

8-2.9 Independent Open (IO)

This class should have intermediate vocabulary, programs, and achievement levels and ready to incorporate advanced levels. Evaluation will be on WGI Open class criteria with Open class timing guidelines

8-2.10 Independent World (IW)

This class incorporates advanced vocabulary, program concepts, and achievement levels. It is the highest level of competition. Evaluation will be on WGI World class criteria with World class timing guidelines

8-3 Promotion

8-3.1 Units will be promoted to the next appropriate classification by a series of numerical triggers. If the unit receives a gross score that is equal to or higher than the promotion score for that weekend, they will be promoted. The unit must receive a promotion score from three of the five adjudicators with representation from the downstairs and the upstairs captions. Units will only be promoted one classification per weekend

8-3.2 The unit will be scheduled into their next show in the new class.

8-3.3* Promotions are viable throughout the season until three weekends prior to circuit championships unless it is a one of the unit's first shows.

8-3.4 Recognition of the unit's accomplishment will be made at circuit championships

8-3.5 Task Force committee will review unit's performances after championships to determine if any units are ready to join the next higher classification.

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
SA-3 to SA-2	52	54	56	58	60	62	64* - NP	NP	NP
SA -2 to SA	64	66	68	70	72	74	76* - NP	NP	NP
SA to Open	80	82	84	86	88	90	92* - NP	NP	NP
Block Score	74	76	78	80	82	83.5	85* - NP	86.5	88

*See rule 8-3-3

8-3.6 A unit must declare their classification at the beginning of the season with the option of switching classification once until February 15. After February 15, units wishing to move can only go up a class with the approval Review Board committee.

8-3.7 This decision can be appealed to the Review board committee prior to February 15 of the following year.

8-3.8 Any unit misclassified will be reclassified by the decision of the Tri-State Board of Directors.

8-3.9 Any unit may submit a request to the Board of Directors to move down a class if they score 20 points below the promotion number for that weekend with exception of the last three weekends prior to championships unless it is the unit's 1st show.

8-4 Unit Timing Overview

Class	Max. performance time	Min. performance time	Min. Interval time	Equipment time
World	7.5 Minutes	4 Minutes	10 Minutes	3.5 Minutes
Open	6.5	4	9	3.5
AA-2, A-3	5.5	4	8	3.5
Class B	4	3	7	3
Junior	4	3	7	3

8-5 Percussion Lines

There are basically two types of percussion lines; scholastic and independent units. They are divided into separate classes based on the abilities of the percussion lines. Competition for Percussion starts on the first weekend in February. Percussion lines have the option to perform before this but only as in exhibition. Exhibition performances do not count towards championship requirements.

8-5.1 Percussion Adjudication

A full percussion adjudication panels for all shows. Separate from the guard adjudication panel. The last weekend of February and Championships will have a double panel assigned to these shows.

Scholastic Classes:

8-5.2 Marching World Class

This class demonstrates a high degree of physical development with all the performers contributing a high level of performance skills. These programs are unique, innovative and are trendsetters.

8-5.3 Marching Open Class

This is an intermediate level of performers and skills. Students explore new challenges through performance and learn more complex skills as the season progresses.

8-5.4 Marching A Class

Ensembles are the younger less developed performers. Typically have one to three instructors and may have members which percussion is not there primary instrument. Beginning students have the opportunity to realize a sense of achievement as new skills are learned.

8-5.5 Marching B Class

A beginning level line with basic skills not competing on the National level. Strictly for novice type lines. The intent of this class is a starting point for a unit with a maximum of 2 years in this class.

8-5.6 Concert Class - for A, Open and World classes

This class is for those scholastic percussion groups through the 12th grade that wish to concentrate on concert literature, using the above guidelines for class criteria. Instrumentation must be oriented to the performance of concert style literature. This is not a marching class. Movement will be permitted only when performers change equipment or to allow for better presentation of the musical performance.

Independent Classes:

8-5.7 Marching World Class – uses the same criteria for Scholastic World Class

8-5.8 Marching Open Class – uses the same criteria for Scholastic Open Class

8-5.9 Marching A Class – uses the same criteria for Scholastic A Class

8-5.10 Concert Class – This class is for those independent units who wish to concentrate on concert literature. Instrumentation must be oriented to the performance of concert style literature. This is not a marching class.

8-6 Unit Timing Overview

Class	Max. performance time	Min. performance time	Min. Interval time
World	8 Minutes	4 Minutes	11 Minutes
Open	7	4	10
A	6	4	9
Concert	8	4	11

8-7 Line Units

Line Units are units with minimum drill movement. Their shows are not as complex as color guards. These are foundation programs for future winter guards. **Props are not permitted in this classification.** They are comprised of two divisions: junior high and high school divisions. Junior High encompasses 6-8th grade with high school as 9-12.

8-7.1 Flag Lines This is a flag only class. Units must use flags for 75% of performance time. Remainder of time used for dance and grounded equipment.

8-7.2 Unit Timing Overview

Class	Max. performance time	Min. performance time	Min. Interval time
Line Units	4 Minutes	2 Minutes	5 Minutes

8-8 Festival

These units are limited to the discretion of the Executive Director and the Board members. These units must follow the same guidelines as line units and guards. Exhibition units pay fees as all other units

9. Scholarship Guidelines:

9.1 In 1998, the Tri-State Circuit inaugurated a program that would award two (2) \$250.00 scholarships, to deserving pageantry participants. The scholarships will be awarded to candidates based upon a 500-word essay, the content of which will be judged by a panel selected by the present TSC Board of Directors.

In 2003 the TSC increased the scholarships to \$500. In addition the Pride of Cincinnati presents a scholarship to the circuit.

In 2004 the TSC added a third \$500 Scholarship.

Total of 4 scholarships available

9.2 The following guidelines will be used to determine scholarship eligibility:

- Scholarships granted will be paid by check and written to the candidate and their school.
- Scholarships granted will not be less than 500.00 per candidate.
- Unless otherwise negated below, there will be one scholarship awarded to each the following groups:
 - Scholastic Guards
 - Independent Guards
 - Percussion Units
- There will be a minimum of two scholarships awarded each season.
- There must be a minimum of 2 independent guard applicants before a separate Independent Guard Scholarship can be awarded. Less than this and the Independent Guard applicants will be included with the Scholastic Guard Scholarship.
- There must be a minimum of 15 percussion units participating in the Circuit Championships to award a separate Percussion Scholarship. Less than this will result in the loss of this scholarship and the inclusion of the applicants into the other two scholarships.
- A committee consisting of members representing the Tri-State Board, whose decisions will be final, will make selections.
- Scholarships will be granted for one year only.
- Candidates may re-apply the following year, if all the guidelines are met.
- Scholarship winners will be announced at Circuit Championships Finals.
- The candidate's unit must be an active member of the Tri-State Circuit.
- The candidate's unit must attend the Tri-State Championships contest.
- Units are not limited to the number of candidate applications.
- Candidates must be high school seniors or already attending a college, university or technical school.
- Candidates must be active, marching members of a pageantry unit.
- Candidates must submit a completed TSC Scholarship Application within a predefined time limit. *

Scholarship applications must all be original works by the candidates. Misrepresentation, plagiarism, duplication or equivocating of applications will be considered fraud and will result in no less than disqualification of the applicant, revocation of awarded scholarships and up to criminal prosecution.

- The Pride of Cincinnati Foundation Scholarship, when given, will be available to all applicants regardless of their classification.

**Deadline dates will vary each year, and are based upon the circuit championships. Refer to the Scholarship Application for the current year's deadline date.*

Scholarship questions should be directed to the Circuit Treasurer or the Executive Director.

10. Circuit Championships

All Classes except World Class

Each unit must compete in three Tri-State Circuit sponsored contests during the season. Preview day is not included as a competition.

World Class only

Independent (IW) and Scholastic (SW) Winterguard and Independent Marching World (PIW), Scholastic Marching World (PSW) and Scholastic Concert World (PSCW) Championship qualification criteria: each Unit must perform at three (3) Tri State venues, which can include Preview Show.

10-1 Circuit Championships will be a finals only event. Order of appearance will be based on a seeding process. The unit's top 2 "add on" scores from regular season competitions will be used. A "raw" score is defined as your score achieved before penalties. To determine order of appearance at championships, those scores will be given a "ranking" based on a formula that attempts to fairly compare scores from different weeks from the season.

10-2 The season is comprised of 9 weeks of competition not including WGI Midwest Regional preceding circuit championships The weeks are numbered from 9 to 1 (the first weekend of contests is week number 9)

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9
Points to be added to raw score	12	10.5	9	7.5	6	4.5	3	1.5	0

10-3 The formula is
 Highest add on score = A
 Second highest add on score = B
 A+B = the ranking score

The resulting ranking list will used to assign units to their order of appearance at championships. A comparison of the units' single highest raw score will break any ties. If the tie still exists, a representative of the board will flip a coin to break the tie.