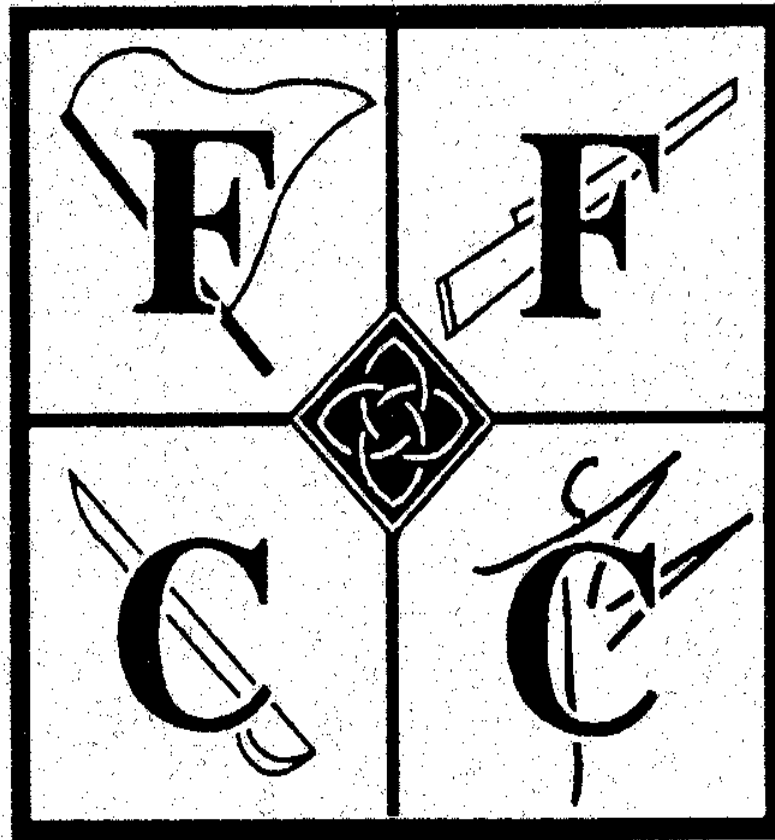


FLORIDA FEDERATION OF



COLORGUARDS CIRCUIT

**Florida Federation of Colorguards Circuit
2008 Contest Guide**

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I) Overview

- 1) The Contest Guide will provide an overview of the Contest responsibilities of the FFCC, Show Hosts and Member Units. This document includes the responsibilities portion of the Contest contracts along with additional helpful information for Show Hosts and Member Units. The Regional Contest Director will cover this document in detail with all Show Hosts in the planning process of the Contest.
- 2) The FFCC Constitution, By-Laws, Policy Manual, Contest Bid Form and Show Host Contracts shall supersede any information contained in this guide.

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II) FFCC Contest Responsibilities

- 1) To provide the following contest staff:
 - a) Contest Director
 - b) Head Tabulator
 - c) Announcer
 - d) Sound Person
 - e) The announcer and sound person may be combined into one position at the discretion of the FFCC.

- 2) For color guard contests, to provide a panel of six (6) judges in the following captions:
 - a) Two (2) General Effect
 - b) One (1) Ensemble Analysis
 - c) One (1) Individual Analysis Movement
 - d) Individual Analysis Equipment
 - e) Timing and Penalties
 - f) One of these judges will be designated as the Chief Judge for the color guard portion of the show.

- 3) For percussion contests, to provide a panel of four (4) judges in the following captions:
 - a) One (1) General Effect
 - b) One (1) Performance Analysis
 - c) One (1) Visual (not required for concert units)
 - d) One (1) Timing and Penalties
 - e) For contests with both color guard and percussion units, one or more judges may be used for both contests at the discretion of the FFCC Chief Judge. One of these judges will be designated as the Chief Judge for the percussion portion of the show.

- 4) To pay the airfare for all judges when required.

- 5) To provide a liability insurance policy for injuries sustained within the contest area, with the exception of performers and damages to the Show Host's facility.

- 6) To pay the Broadcast Music Inc (BMI) and The American Society of Composers, Authors and Publishers (ASCAP) copyright clearance fees for all performing unit's use of live and mechanical music during a FFCC sanctioned Contest. This coverage does not include any performances of music held before or after the Contest portion of the Show.

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- 7) To contract for all commercial non-food vendors that provide goods or services at a FFCC sanctioned Contest. The FFCC, at their discretion, may assign the rights to contract with a non-food vendor to the Show Host. To provide a sound system. The sound system will have a CD player and an adapter to connect to an mp3 player and will not have the ability to play a cassette or reel-to-reel tape.
- 8) To provide all necessary judging supplies including but not limited to score sheets and tapes.
- 9) To provide contest and warm-up schedules for use by contest and show host staff.
- 10) The above is contained in the Show Host Contract. Listed below is additional helpful information or clarification to the FFCC responsibilities.
- 11) The FFCC copyright clearance policies do not necessary include clearance for a Member Unit's music for the production of DVDs, since DVDs are for resell. Check the WGI web site, www.wgi.org, for information regarding music may be used without additional clearance or fees.
- 12) The Show Host will generally be allowed to contract with any not-for-profit organization to sell goods or services at their Contest. Check with you Regional Contest Director for assistance in determining which vendors the Show Host may contract for and vendors that will be contracted by the FFCC.
- 13) For most contests the Member Unit's music will be transferred to a Contest laptop and played from there. This method provides for a more reliable performance of the music and also eliminates inference from vibrations caused by gym floors. All Colorguard Member Units are still required to have at least one back-up CD available in the competition area at all Contests.

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III) Show Host Responsibilities

- 1) To provide to the Regional Contest Coordinator at least thirty (30) days prior to the contest the following information for posting to the FFCC website:
 - a) Provide accurate driving directions to the contest site from all directions.
Required
 - b) A diagram of the show site showing parking (bus, equipment vehicle and spectator), unit check-in, warm-up area or rooms (color guard and percussion), prop staging and competition area. **Required**
 - c) A diagram of the competition area with appropriate entrance and exit doors clearly marked (indicate if doors are single or double wide). **Required**
 - d) Included in the above diagram or an additional diagram, show the competition time line for assisting floor folding and if the exit is to the outside. If a floor covering is used, indicated the size and color of the floor provided. **Required**
 - e) The above diagrams can also include concessions, restrooms, dressing areas, judge's and director's rooms and any other information that would assist units and spectators. **Optional**
 - f) Include prices for ticket prices and concessions. **Optional**
 - g) Any additional information you want posted for your contest. **Optional**

- 2) To provide all the necessary adults and students to handle the physical running of the Contest to include the following minimum personnel:
 - a) One (1) adult for unit check-in
 - b) One (1) adult for the unit entrance door to the competition area
 - c) One (2) adults to assist Head Tabulator in the tabulation of scores
 - d) One (1) adult or student for unit exit doors from the competition area
 - e) One (1) adult or student to run tapes and sheets between the judges and tabulator
 - f) One (1) adult or student for the spectator entrance and exit doors to the competition area
 - g) One (1) adult or student for each warm-up area

- 3) *(For Premier and Percussion Focus Contests, the FFCC assumes responsibility for this function.)* To pay the invoice, presented by the Chief Judge, at the contest that will include the judges and Contest Director fees and housing costs. Unless arranged prior to the contest date with the Chief Judge, the following hotels will be used:
 - a) Jacksonville – Holiday Inn I-95 N (Airport)
 - b) Orlando – Wingate by Wyndham - Orlando International Airport
 - c) Tampa – Hampton Inn Rocky Point – Airport

- 4) *(For Premier and Percussion Focus Contests, the FFCC assumes responsibility for this function.)* To provide ground transportation between airport, hotel and contest site for any WGI or non-FFJA judge assigned to their show.

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- 5) *(For Premier and Percussion Focus Contests, the FFCC assumes responsibility for this function.)* To provide a meal for judges and contest staff when the contest is scheduled for four (4) or more hours. The contest scheduled time is calculated starting one (1) hour before contest start time to one (1) hour after retreat start time. Water and other beverages will be made available to judges and contest staff during the contest. Additional meals and snacks can be provided at the discretion of the Show Host.
- 6) *(For Premier and Percussion Focus Contests, the FFCC assumes responsibility for this function.)* To provide all the necessary trophies for competition. All trophies must meet the following minimum height:
 - a) First place - 16"
 - b) Second place - 14"
 - c) Third place - 12"
 - d) This measurement is the total height, from the bottom of the base to the top tip of the trophy. Please be aware that ties can occur and arrange with your trophy provider to accommodate this. Certificates for evaluation class will be provided by the FFCC.
- 7) To provide five (5) tables at least 5' in length and 3' in width for the sound system, tabulation, and trophies.
- 8) If a floor covering is required by the facility, the Show Host must provide a floor for units which do not use one. If you are hosting a percussion show it is highly recommend that the Show Host provides a floor covering for both the competition area the areas where the units will enter and exit the competition area.
- 9) To provide power for a speaker on both back corners of the competition area and on one side for the tabulation and sound system. If you are hosting a percussion contest, power is required to be available at both the front and back center line of the competition area. Power at the front center line for color guard contests are requested but not required.
- 10) To provide adequate women and men's restrooms and changing facilities.
- 11) To provide up to seven (7) free passes for each participating Unit.
- 12) To designate an area for FFCC contracted vendors. The Regional Contest Director will assist the show host in determining location and space requirements.
- 13) To notify, at least one hour prior to the start of the show, the Regional Contest Director of any units dropping or adding to the contest schedule.

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- 14) The above is contained in the Show Host Contract. Listed below is additional helpful information or clarification to the Show Host's responsibilities.
- 15) All material that is to be posted on the FFCC website should be provided in electronic form, if possible.
- 16) When providing directions, include maps to support the directions and also a detail map for the surrounding area of the contest site.
- 17) If a percussion contest is being hosted, the warm-up area needs to be an adequate distance from the competition area and the primary or alternate locations should have cover, if possible. You will want to test for possible sound interference prior to the contest.
- 18) Prop storage cannot be located in the competition area but should be located as close as possible to the competition area. Since some units require that the members assist with props or floors, a location between the warm-up and the competition area is ideal. Also, these area needs to be covered.
- 19) If center posts are to be removed to create a double wide door, the method to remove these doors should be determined prior to contest. Also, if after removing the posts there is a metal bracket remaining on the floor, this needs to be padded and taped.
- 20) If a floor covering is used, all sides of the floor must be taped to the floor.
- 21) Signage is very import to support the diagrams that are made available to Member Units. This includes signage leading to the competition site showing where units check-in, equipments vehicles and spectators' will be park and where each will enter the facility. There should be signage to guide a unit form check-in, through warm-up areas, prop storage and to the competition area. Also signage should be provided for spectators, restrooms and concession locations.
- 22) The Unit check-in is a critical position and should always have an adult with full knowledge of all aspects of the contest. This position should be located where the units will be parking and be clearly visible. Admission tickets should be available for purchase at this location. A list of the independent unit's members will be provided so that they may check-in individually. Also a packet should be prepared for each unit with the following information:
 - a) Final warm-up and performance schedule.
 - b) Seven (7) free passes (these should be unique and hard to copy). You should ask the unit how many passes they will require and then issue up to the seven passes.
 - c) A map of the site with warm-up areas and the exit and entry from the competition area clearly marked.

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- 23) Specific directions as to where the guard members are to be stamped. Uniformed members don't have to be stamped but will not be allowed entry to the seating unless stamped or in uniform.
- 24) The person assigned to the unit entrance door will be responsible for inspecting props and equipment to verify that they are taped and padded properly. If the Show Host has personnel assisting in the prop storage area, a first inspection can be performed there. If there are any questions, please contact the Contest Director. See the FFCC "Technical Assistance Paper" for additional information on requirements for tapping and padding of equipment and props.
- 25) There should be a method of communications established between guard check-in, warm-up areas and the competition area where the Contest Director will be located. The method of communications will be determined by the Show Host. This communication is required to alert the Contest Director to late arrival of Units or any other information that may affect the running of the contest.
- 26) There may be the requirement to have rugs to cover cords for the sound system. The Contest Director will identify these areas so that they can be available at time of contest set-up.
- 27) If there will be a janitor on site for the contest, their needs to be a method to contact in an expedient manner. If a janitor is not available, there needs to be an adult that is knowledgeable about the lighting system, power access, movement of bleachers and other physical aspects of the facility.
- 28) There should be available in the competition area a wet mop and dust type broom to clean spills and dirt that may be carried in on floors. The competition floor and the areas between the entrance and exit should be swept during each break. A student volunteer to assist with this clean-up would be appreciated. Weather conditions and physical layout will determine if additional clean-up supplies will be needed.
- 29) Indicate if an area for video taping will be set up (not required). Cameras must be hand held or mounted on a unipod or folded tripod and cannot obstruct any spectator or judge. The director of any guard has the right to request that their guard not be videotaped. This restriction will be announced and enforced by the contest staff with assistance from the Show Host. Video tapping will not be allowed at FFCC Circuit Championships and may be restricted at some shows depending on vendor contracts. At no time will additional lighting be allowed.
- 30) Flash photography is not allowed at any Contest for the protection of the performer.

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- 31) The Contest Director will arrive at the contest site approximately 3 hours prior to the Contest start time to meet with the Show Host and tour the facilities. Approximately a half-hour later, a meeting with the Contest Director, Show Host and key volunteers will be held to cover all responsibilities and to answer any questions about the contest and procedures.
- 32) Emergency Medical Service (or a nurse or some trained in first aid) is strongly recommended. This person should be located in the competition area.
- 33) The Contest Director will mark two judges areas (may be combined depending on the physical layout of the stands) in the center of the stands. These areas are reserved for the judges and cannot be used for any other purpose until the final retreat.
- 34) The judges meeting room should be private and of adequate size for critique. There should be a minimum of three (3) tables and eighteen (18) chairs to accommodate the critique. If a director's room is provided, this room needs to be separate from the judge's room.
- 35) Dressing rooms and bathrooms should be monitored to assure that they are clean and have proper supplies. There will be a significant number of people using these facilities in a short period of time.
- 36) Admission ticket should be sold away from the spectator entrance to avoid confusion. Ticket prices should be clearly visible and between the entrance and the ticket selling location (not on the front of the table selling tickets) so that spectators can have money available when they reach the ticket selling location. Volunteers at the all entrance doors into the competition area need to be instructed on what ticket media is valid and how readmitting spectators will be handled (stamping, wristbands, etc.). Tickets should be sold until the last unit enters competition.
- 37) The FFCC Board of Directors, FFJA Judges and FFCC Unit Directors will be issued a free pass that will admit them into the competition area. Board of Directors and assigned judges will be permitted one guest at no charge. A list of the above people and any assigned judges from outside the FFJA will be provided by the Contest Director in the ticket packet.
- 38) Also included in the ticket packet will be a form to record the actual paid admission for the contest. This form needs to be turned into the Contest Director at the end of the Contest.
- 39) All volunteers need to understand that they must be firm but pleasant in carrying out their duties. If a problem arises that they cannot resolve have them contact the Contest Director.

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IV) Member Unit Responsibilities

- 1) It is the Unit Director's responsibility to monitor the accuracy of its contest selections. Schedules are posted at www.ffcc.org at least four (4) weeks prior to the contest date. Directors should not only verify that they are on the schedule for contests they have selected, but should also verify that they are not inadvertently scheduled for a contest which was not selected. Contact the Contest Coordinator immediately if a discrepancy appears.
- 2) Contest information will be posted on the circuit website in lieu of mailed packets at least 14 days prior to the event. Contact the Contest Coordinator if you are unable to access the information.
- 3) Arrive at the contest site in plenty of time to check-in, do your sound check and report to warm-up rotation. Directors are required to wear their FFCC credentials while at a contest. You are not required to utilize the warm-up rotation and facilities provided by the Show Host, but you must report to the designated holding area at the scheduled time. Any unit that does not enter the gym at the scheduled performance time will be penalized for delay of show as per FFCC rules.
- 4) Schedules are subject to change up to and including the day of the contest. No unit will be required to perform earlier than the time posted on the FFCC website when the schedule is marked locked. Schedules will be locked 9 days prior to contest date but promotions may affect the actual performance time.
- 5) After check-in and approximately one hour prior to the start of the contest, you may have the soundperson perform a sound check to set the volume settings for your music. Volume settings during the contest will be controlled by the Contest Director. Sound checks can be performed during a break at the discretion of the Contest Director.
- 6) The Unit Spiel sheet will be available as an on-line form at the FFCC website, turn in a completed sheet or complete a sheet at the contest site. After you have completed one, there is no need to complete another sheet unless information has been changed. This can be accomplished either on-line or at the contest site.
- 7) Leave your CD with the soundperson. Have the tape or CD clearly labeled with your unit's guard's name. For most contests the Member Unit's music will be transferred to a Contest laptop and played from there. This method provides for a more reliable performance of the music and also eliminates inference from vibrations caused by gym floors. All Colorguard Member Units are still required to have at least one back-up CD available in the competition area at all Contests.

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- 8) The CD submitted at your first contest will remain with the Contest Staff for the duration of the season. If you make changes to your show music, it is your responsibility to provide the sound operator with the new version.
- 9) Prop storage may not be provided by the Show Host and you will be notified if it is not available prior to the contest date. Be prepared to assemble and disassemble your props at your truck or in the bus area.
- 10) Video taping will not be allowed at FFCC Circuit Championships and may be restricted at some shows depending on vendor contracts. Cameras must be hand held or mounted on a unipod or folded tripod and cannot obstruct any spectator or judge. The director of any guard has the right to request that their guard not be videotaped. Please advise the Contest Director if you do not want your unit taped. This restriction will be announced and enforced by the contest staff with assistance from the Show Host. At no time will additional lighting be allowed.
- 11) Judges tapes can be picked up at the trophy table shortly after your unit performs. It is strongly recommended that you review these tapes prior to your scheduled critique time
- 12) Critique with the judges must be scheduled prior to the contest with the FFCC Chief Judge and a specific time will be provided to you prior to the contest. If you do not show for your scheduled critique, your unit will forfeit their Surety Bond and the right to schedule another critique that year. Any critiques that have been scheduled for later dates will be cancelled. A new Surety Bond must be posted before the unit can appear at an FFCC contest. The Chief Judge may cancel critique for a contest due to time constraints, and may remove any disruptive staff member from the critique room at his/her discretion.
- 13) Insure that all equipment and props are properly taped and padded as to WGI and FFCC guidelines as outlined in the FFCC Technical Assistance Paper. Be aware that penalties will be assessed for improperly taped and padded equipment. Units unable to take corrective actions may not be allowed to perform if there is any possibility that the gym floor will be damaged.
- 14) Read, know, and understand the FFCC Policy manual for additional information.
- 15) Read, know and understand the WGI Color Guard or Percussion Manual and Rulebook for specific judging standards and rules pertaining to your performance. Especially review the minimum and maximum performance times for the class of your unit. If you are promoted during the year to a class with longer required performance times, you will not be required to increase your times at a FFCC sponsored contest. If you compete at a WGI contest, you will be required to meet the performance times of the class that you have entered or be subject to penalty.
- 16) Have fun.