

Florida Federation of Colorguards Circuit Contest Staff

Regional Contest Director

Job Description

The Regional Contest Director represents the FFCC in all communications and administrative matters with FFCC-sponsored events in their region. Including, but not limited to, contest site survey, assisting show hosts with planning and organization, and performing the duties of Contest Director at shows in his or her region. There will be three regions; Northeast, Central and Southwest with the boundaries being defined each year after contests have been awarded.

The Regional Contest Director will report to the FFCC Contest Coordinator and be a paid independent contractor, subject to review by the Board of Officers. Each Regional Contest Director will recommend, from applications received, a Head Tabulator, Announcer and Sound Person for their respective region. These recommendations will be sent to the FFCC Contest Coordinator for submission and approval by the Board of Directors.

Application Process

1. Interested candidates that meet the below qualifications must submit an application each year using the form provided on the FFCC web site.
2. All applications must be received by Sept 5th to be considered for the following season.
3. Applications will be reviewed by the FFCC Contest Coordinator and presented to the FFCC Board with recommendations.
4. The FFCC Board will review all applications and recommendations of the Contest Coordinator and make a selection by Sept 6th.
5. The Contest Coordinator will notify all candidates of the Board's decision immediately thereafter.

Qualifications

All Regional Contest Directors must:

1. Have no primary affiliation with a color guard or percussion unit in their region.
2. Be available as the Contest Director for all contests held in their area (exceptions can be made).
3. Have a working knowledge of the mechanics of running a FFCC show (training will be provided).
4. Have complete knowledge of the WGI Color Guard and Percussion rules (training will be provided and exam will given).
5. Understand and administer all FFCC Policy & Procedures and answer questions and disputes related to these during a contest.

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Job Duties & Responsibilities

1. After show bids have been awarded, the Regional Contest Director will contact show host to open a working dialog. All initial contact from the show host to the FFCC should be through the Regional Contest Director. If that is not possible, then the show host should contact the Contest Coordinator.
2. It is recommended that the Regional Contest Director should attend at least one organization meeting for each show in their region. An update of that meeting should be submitted to the Contest Coordinator.
3. One month prior to the show date, the show host and Regional Contest Director will review the Contest Checklist, verify that items are completed or on schedule and assist in resolving any issues. An update of that meeting should be submitted to the Contest Coordinator.
4. Ten (10) days prior to a show the contest schedule will be locked. All schedules, music recordings, judging sheets and tapes can be prepared.
5. One week before the show date, the show host and Regional Contest Director will review the Contest Checklist, verify that items are completed or on schedule and assist in resolving any issues. An update of that meeting should be submitted to the Contest Coordinator.
6. Three hours before the scheduled contest time, the show host and the Contest Director (in most instances this will be the Regional Contest Director) will review the Contest Checklist, verify that items are completed and assist in resolving any issues. Information packets for guard check-in, warm-up areas and ticket sales will be handed out and the appropriate show staff briefed. In addition there will be a contest director's packet that will contain the critique schedule, contest results form (this goes to the tabulator) and any other special instructions.
7. A physical inspection with the show host, Contest Director and Chief Judge will be conducted covering all unit routings, warm-up, dressing and competition areas.
8. After the physical inspection, the judge's and VIP area will be marked, sheets and tapes set-up in the judge's room, tabulation and the sound system set-up and tested.
9. At one hour before the contest start time, the competition area will be cleared of all units with the exception of unit staff performing sound checks.
10. The Contest Director will determine the show start time (if different than scheduled) and communicate any delays to the Show Host and Chief Judge.

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12. The contest director will be responsible for moving the unit from the entrance door to the time line. The person performing this duty may be a contest volunteer or the Timing & Penalty judge if the contest director is required to be out of the performance area. Coordination with the Timing & Penalty judge to assure they know who will be bringing the unit onto the floor is required.
13. In the event that the Timing & Penalties Judge cannot perform the duties of Starter, the Contest Director will assume the responsibilities of the Starter, or appoint another staff member or volunteer as necessary. The Chief Judge will be informed of that change.
14. For color guard contests, the Contest Director has final authority for all rule violations and must sign the Timing & Penalties sheet for all penalties assessed. In percussion contests, the Chief Judge has final authority for all rule violations and must sign the Timing & Penalties sheet.
15. Any protest of the rules and/or judging of a contest will be addressed by the FFCC Contest Coordinator and the FFCC Chief Judge. Protest forms will be available online at www.ffcc.org or from the Contest Director.
16. The Contest Director will organize the retreat with other contest staff and the show host's staff. Retreats, with the exception of FFCC Championships, will be for unit Captains only. When the Captains are set on the floor, the show host has the option to have the National Anthem performed.
17. After the show the Contest Director is responsible for taking down all banners, the judge's area, the sound system and for removing all FFCC materials from the show site
18. Ticket sales information needs to be collected from the show host and reported to FFCC Secretary.
19. The show host and Contest Director will debrief and any concerns will be noted and sent to the Contest Coordinator.
20. The Regional Contest Director may be assigned additional duties and responsibilities as needed by the FFCC Contest Coordinator.