

*Connecting Individuals
through
Performance Arts*



**So You Think You Want to Join Our Circuit
Handbook**

Dear You,

We are so happy you've decided to check out Connecting Individuals through Performance Arts. As a circuit, we are organized and administered on the principle that our leaders are professionals teaching by example both in and out of the competitive arena. CIPA's purpose is to provide the Kentucky, North Carolina, Tennessee, South Carolina, and Virginia areas with a professional competitive atmosphere. In other words, we want to give you and your students the best possible opportunities to learn and improve with feedback from highly qualified judges in an incredible competitive environment.

This isn't our full handbook, but it does have all the vital information you will need to know to join our circuit or attend one of our contests. Our fees for members and non-members are listed, as well as some of the privileges our members will receive. As for rules and regulations, they will be outlined in more detail in the Member Handbook, but we do follow Winter Guard International Rules and Standards where they apply to circuit issues. If you have questions that cannot be found in these pages, please shoot us an email at cipaofficial@gmail.com and we'll be glad to help you out.

We're excited for the upcoming year and can't wait to have you join us. Come get your spin on.

Sincerely,

The Connecting Individuals through Performance Arts
Executive Board

I. CIPA MEMBERSHIP FEES & BENEFITS

All members must meet their financial obligations in order to retain membership privileges such as performing, voting, etc.

Each unit will receive a set number of staff badges at its first competitive appearance each season. The person who checks in the group at the first contest will receive these badges. These will be laminated badges that grant the wearer admission to CIPA events without charge. These badges are the responsibility of the unit and will not be replaced by the circuit in case of loss.

Primary Units will receive 7 badges, Secondary Units will receive 5 badges, and Tertiary Units will receive 3 badges. In addition, units may elect to purchase a Plus Pass for \$200 which will provide them with 7 additional staff badges. This Plus Pass must be purchased during online registration and will not be offered at any other time once registration has closed.

In addition, each Primary Unit that has at least one representative attend a minimum of two CIPA meetings in a season (season being from May 1st to the end of April) will receive an additional badge registered to that unit. For purposes of this benefit, one person cannot represent more than one unit at a single meeting. Units are welcome to send as many representatives as they'd like (in fact, we encourage it!), but only one badge will be issued per unit.

A. Membership Fee

CIPA's annual membership dues are dependent on the number of units each school or organization fields each competition season and are as follows:

**Note: A percussion unit cannot be second to a guard or winds unit,
a guard unit cannot be second to a percussion or winds unit, etc.*

Primary Guard	\$350	Primary Percussion	\$350	Primary Winds	\$350
Secondary Guard	\$250	Secondary Percussion	\$250	Secondary Winds	\$250
Tertiary Guard	\$200	Tertiary Percussion	\$200	Tertiary Winds	\$200

- Membership dues are non-refundable. Checks should be made payable to the *Connecting Individuals through Performance Association*.
- There will be a late fee of **\$25 per unit** for any membership dues postmarked or turned in after January 2nd.
- The last date to join the circuit with late fee is the day of the last qualifying show of that unit's type (i.e., guard, percussion, or winds) of the contest season.

B. Performance Bond

Each performing unit will pay a one-time performance (or surety) bond of \$50 with their CIPA dues. This performance bond will remain with the circuit until it is used to pay a non-performance penalty or the unit requests the bond refunded. Any unit that withdraws from a contest without proper advance notice to the Contest Coordinator will forfeit their performance bond and may not appear in another CIPA-sponsored event until a new performance bond is paid. In the case of forfeiture, the bond will be split evenly between the circuit and the Show Host to help offset costs (i.e., \$25 to the circuit and \$25 to the Show Host).

- The CIPA Board of Directors may waive forfeiture in the case of an extenuating circumstance.
- All requests for repayment must be made in the writing to the circuit Treasurer after the completion of the season. A unit that goes inactive must request their bond repaid before the first contest of their second inactive season. Any funds left after that time will roll over to the circuit's general fund.
- In the event that the circuit has a shortage of funds, the circuit may access the performance bond account to maintain the organization's solvency. Any funds used by the circuit in this manner will be repaid at the conclusion of the season with profits from Championships.
- Members in good standing from the previous season do not owe this bond.

C. No-Show Penalty

In addition to the performance bond, any unit that does not appear at a contest for which they register will be charged a withdrawal penalty unless they notify the CIPA Contest Coordinator at least one week prior to their performance. If the unit provides notification during the week prior to the contest, they will be charged a \$50 penalty in addition to the \$50 performance bond to be split equally between CIPA and the Show Host. If a unit is a no-show with no notification, the unit will be charged a \$150 penalty in addition to the \$50 performance bond (\$50 to the circuit and \$100 to the Show Host). No unit with outstanding fees will be allowed to appear in a CIPA event until their account is settled.

The Executive Board may waive penalties in extreme circumstances such as administration not allowing the unit to travel, inclement weather, or other issues of safety. Proper documentation will be required in these cases.

II. CIPA CONTEST FEES

Each performing ensemble must pay a fee for each contest in which they plan to participate. This contest fee is as follows:

Members:	\$25 per show
Non-Members:	\$160 per show
Championships:	\$75

CIPA participants may begin to register online when the service becomes available. A \$10 fee will also be added for each registration form to help pay various banking and processing expenses.

New for this year: Each registrant will receive an invoice via Wave Accounting.

More detailed information will be sent out closer to registration about Wave. Fees may be paid via the Wave invoice, PayPal, turned in at any general membership meeting, or mailed to:

CIPA Treasurer
c/o Angela Flemmer
223 Ridgeview Meadows Drive
Gray, TN 37616

Non-members may register for as many regular season shows as they wish, but may not participate in Championships without joining the circuit and meeting performance requirements.

A unit's contest registration is not complete until the total amount of fees owed is received by the circuit.

III. CIRCUIT CONTESTS

A. Schedule

CIPA utilizes a consistent approach to the creation and release of schedules as follows:

- Drawing for show order will be done by the Board of Directors at the December meeting. The draw will be determined by the following:
 - ✦ Unit members that complete their registration application (i.e., fees are paid in full) by the December meeting will be put into the draw for performance order.
 - ✦ Unit members that complete their registration application after the December meeting will be placed towards the beginning of their class and from there will be scheduled by the order of the date payment is received.
 - ✦ Non-member units will be placed at the beginning of their class and from there will be scheduled by the order of the date payment is received.

- By the second Saturday in January, ALL lineups will be posted on the website as they stand based on the most recent information. These lineups will be posted on the website as they stand based on the most recent information and will reflect whether the show begins with guard or percussion units, as this information will be obtained by the Contest Coordinator.
- Shows will be considered closed two weeks prior to the date of the show or when the Show Host and Contest Coordinator deem the show is full, whichever comes first. This will only be waived in special circumstances, such as adding shows due to weather cancellations.
- The Monday after the show is closed (12 days before the show), a draft schedule will be put up on the website. At this point, units will only be added to the schedule if they are left out due to a clerical error on the part of CIPA or in a special circumstance as noted above.
- **It is the responsibility of each unit director to check the list and notify the Contest Coordinator of any errors by the Friday after the show is closed (8 days before).**
- The Monday of the show (5 days before), a final schedule will be posted that will not change for any reason other than a CIPA error or extreme emergency.
- This same process will be used for Championships.

B. Judges' Media

All judges' media will be uploaded via Competition Suite. Returning members should already have a Competition Suite account. The director of any new units joining the circuit will receive an email inviting them to set up their Competition Suite account no later than two weeks before the first competition. It is the director's responsibility to add any additional staff that will need access to the media (or to remove any staff when the need may arise).

Each unit will receive a notification when your judges' media has been uploaded. The media can be accessed via the Competition Suite website, their iPhone or Android app, or their phone system. Each unit will need to provide their own method of accessing the media. In the interest of efficiency and time, flash drives and CD's will no longer be provided to units, nor can a unit provide one to the media tech.

C. Adjudicators and Critique

The Color Guard Coordinator will secure all guard judging panels and the Percussion and Winds Coordinator will secure all percussion and all winds judging panels. The Judge Coordinator(s) will be responsible for communicating travel arrangements and start times to the judges they are responsible for.

Judges that are hired by the circuit must continuously train and be certified.

At the discretion of the Judge Coordinator(s), trainees may be certified to judge circuit shows in their first year of trial judging.

Judging concerns should be addressed within one week of a contest. Concerns may include, but are not limited to, the following:

- Extremely high or low scores relative to class
- Inappropriate tape commentary
- Score not supported by tape commentary
- Inappropriate critique commentary
- Suspicious behavior in the judges' box

The following process must be used to address a judging concern:

- Complete a judge evaluation form.
- Give the form and judge tape (if applicable) to the appropriate Judge Coordinator or an Executive Board Member.
- Schedule a phone consultation with the appropriate Judge Coordinator.
- The appropriate Judge Coordinator must report each properly submitted complaint and their finding/opinions to the Judges Task Force.
- The Judges Task Force will come to an agreement on action to resolve the concern and report back to the complainant within one week of submission.
- The complainant may appeal the decision to all members of the Judges Task Force.
- The Judges Task Force has the right to involve the Executive Board if necessary to resolve concerns.

Critique is to be supervised by the officiating CIPA Board Member who is assigned to each contest.

The basic format for critique is as follows:

- A critique will be provided after the conclusion of every contest for all competing units (except for Championships).
- Sign-up for critique will occur at the unit check-in table at each contest prior to the final unit performance of each division (i.e., Color Guard or Percussion or Winds).

- Judges will meet with representatives from each unit in critique. Critique is limited to four unit personnel (i.e., directors, instructors, captains, members). Anyone not associated with the instruction or performance of a unit is prohibited from entering.
- Representatives are expected to conduct themselves in a courteous and professional manner. Failure to do so may lead to expulsion from the critique session. Any form of misconduct or hostility by unit personnel or from a judge will not be tolerated and is grounds for removal from that critique session and/or critique sessions for the remainder of the season.

If a contest should run 45 minutes or more over time, the Chief Judge for the event will cut critique times for each unit or cancel critique for the event at their discretion.

IV. CHAMPIONSHIPS

A. Qualification

In order to qualify for CIPA Championships, a unit must:

- Pay membership dues and contest fees in full.
- Perform at one CIPA qualifying event, held during the first two weeks of each competition season.
- Compete in two other shows (excluding Championships) during the contest season. A WGI regional or a state-sanctioned contest can count as one (only one) of the two additional shows.

Prep Class Guards may qualify for Championships by competing in one qualifier and one other CIPA show.

B. Performance Order

The order of appearance at CIPA Championships will be determined using each unit's last CIPA score (not their highest score, but the latest one). Average week to week growth will be accounted for by adding 1.5 points for each week left in the CIPA competition season. For example, if a unit scored a 78.0 with three contest weekends still left in the season, their order of appearance score would be an 82.5.

Once the ranking has been achieved, the units will be divided into thirds and randomized to perform within their neighborhood.

If there is a tie in score, it will be broken by adding together all scores from CIPA shows during the season.

In the case of large classes at Championships (16 or more units), the following process will be used:

- The ranked list will then be split into two divisions by A, B, A, B, etc., from the highest projected score to the lowest projected score.
- Once the division is complete, the score system is used to determine performance order.
- Divisions are parallel but separate contests. Each division will have its own champions. Because of the infinite number of factors that determine a contest's outcome, **it is not advisable to compare scores across divisions.**

C. Championship Host

CIPA is the host of Championships and will secure a site based on location, facility, and cost. This facility may or may not be a member school. The details of all pertinent contracts will be overseen by the Board of Directors each year.

Each unit is no longer required to submit two names as workers for the Championships event. Instead, the Board of Directors will secure the services of a unit or units to serve as workers for the event in exchange for a fee.

D. Championships Critique

An informal judges critique will be made available after the conclusion of Circuit Championships for all until who are attending the WGI World Championships. The judges coordinator(s) will be responsible for ensuring that all ensembles have an equal opportunity to receive feedback from the Championships judges.

VII. CODE OF ETHICS

CIPA is organized and administered on the principle that its leaders are professionals teaching by example both in and out of the competitive arena. CIPA's purpose is to provide the Kentucky, North Carolina, Tennessee, South Carolina, and Virginia areas with a professional competitive atmosphere. It is the instructor's responsibility to educate their students.

Any questions about rules should be directed to the CIPA Circuit President or other Board Members.

Questions about WGI policies, rules and/or regulations should be directed to the CIPA Circuit President, a Board Member, or the CIPA Judge Coordinator(s).

Unprofessional behavior of any type is intolerable and could result in the loss of CIPA member privileges. Inappropriate behavior includes, but is not limited to, the following:

- Directors/instructors shouting at judges in public and/or in critique.
- Inappropriate conduct of directors/instructors while accompanying a competing unit onto the contest floor.
- Inordinate and unauthorized phone calls to judges by directors/instructors. Any judge communication should have prior approval by the Judge Coordinator(s).

Any instructor found in violation of the CIPA Code of Ethics will be barred from the next CIPA event at which their unit participates. If the violation is severe enough, the instructor will be barred from all remaining CIPA events for that season.

The Board of Directors will review all ethics issues that arise and make the appropriate rulings.

For more information, please visit our website at www.cipaonline.org

On Facebook, visit our official page at <https://www.facebook.com/cipaofficial/>

On Twitter, follow @cipaofficial

Email us at cipaofficial@gmail.com

