

PURPOSE

The purpose of this TCGC Contest host Manual is to standardize all of our contests to allow units, instructors, and spectators a consistent contest experience throughout the contest season.

ROLE OF THE CIRCUIT ADMINISTRATOR

The TCGC Circuit Administrator is the link between the contest host, judges, staff, TCGC Executive Board and the competing units in preparation for the contest. The Circuit Administrator will maintain communication with the contest host with any needed updates or information.

ROLE OF THE CONTEST DIRECTOR

- Maintain a current awareness of rules and interpretations.
- Ensure each contest is run in the same manner.
- Ensure all units at the contest are aware of any conditions or problems that may arise at the contest.
- Record damage at contests caused by any unit.
- Submit an invoice or financial statement to the host school regarding monies due to or from TCGC.
- Submit an end of day Financial Report to the TCGC Treasurer with amounts paid for fees and expenses and amounts collected from host.
- Final say regarding any changes to the schedule, or the contest day, at the contest.

CONTEST SITE SPECIFICATIONS

- Performance floor must have a minimum of 70x100 to allow for a regulation floor of 60x90 with a five foot safety zone.
- Two warm up areas to include body warm-up and equipment warm-up. Sound systems with audio connection (iPod/mp3 player) and CD capability provided in each warm up area. Additional outside warm-up area for percussion shows.
- Room for Judges and TCGC Contest Staff for meals and snacks.
- For contests with critique, a room with 3 tables and ample chairs. (may be separate from judge's meal area.)

- Room for tabulation in close proximity to performance gym, with adequate internet connection for Commentary & Score keeping.
- Backup Sound System and microphone.
- Vendor Area for unit booth space for TCGC Members (10 x10 suggest \$25); commercial sponsors (10x10 space suggest \$100); TCGC Sponsors (no charge). Host will be notified if a TCGC sponsor will be at their show.
- Outside signage on all corners surrounding the school, at nearby highway exits and intersections.

AWARDING OF CONTESTS

The recommendation as to where a contest is located rests with the TCGC Executive Board. Bids from potential hosts must be submitted in August and chosen hosts will be voted on at the fall membership meeting.

FEES AND APPLICATION TO HOST A SHOW

The Contest Host Application is in the FORMS section of the TCGC website(texascolorguardcircuit.org) and includes current fees, forms and application deadline.

CRITERIA TO AWARD CONTESTS

Quality of location and site, date and availability of site, volunteer staff availability and former host experience.

SECURING YOUR CONTEST SITE

Check all school calendars (principals, athletic department, etc.) to ensure your site is available. When securing your site, also secure two warm-up spaces, prop storage, a common meeting area for participants (cafeteria or auditorium), changing rooms or bathrooms for participants, bathrooms for spectators, concession area, judges, critique, and tabulation rooms, custodial services, and ample parking.

CHOOSING YOUR CONTEST FLOW

After securing your site, you must decide on the route the spectators and participants will take during the competition. *The Contest Director will assist with and make all final decisions regarding the flow of the contest.*

Spectators

- Which door will the spectators enter?
- Where is spectator parking?
- Where will concessions be located?
- Where are spectator restrooms located?
- Which door into the gym will the spectators enter?

AWARDS

TCGC will provide all trophies.

JUDGE/TCGC STAFF MEALS

TCGC hosts are well known for having fantastic food for judges' meals. It is necessary that all TCGC hosts provide comparable service. Following are guidelines that should be followed:

- All judge and staff meals are to be served separate from the Concession Stand.
- All menus must be approved by the Circuit Administrator one week before the show. The Circuit Administrator will dictate what time meals will be served in accordance with the show schedule, i.e. initial judge's meeting time, break time, lunch or dinner and retreat times.
- For Color Guard only shows, meals will be needed for 5 judges and 5 staff. For Color Guard and Percussion shows there are an additional 4 Percussion judges. The Circuit Administrator will inform the host if there are any additional judges or staff.
- The judges' room, where meals are served, should be decorated. Tablecloths and centerpieces are encouraged. Judges are guests and the meals and atmosphere should be plentiful and welcoming.
- Bottled water, soft drinks, and snacks should be available at all meals, breaks, and throughout the show.
- The Circuit Administrator will advise of any special dietary needs.
- Contest Hospitality personnel should leave the judges' room after each set up to allow for privacy in the judges' room.

TCGC FINANCIAL RESPONSIBILITIES:

TCGC will fulfill the following financial responsibilities for each TCGC contest:

- Judge fees
- Judges travel and hotel costs
- Timing & Penalty Judge fee
- All contest Staff fees
- Trophies/Awards

MISCELLANEOUS CONTEST INFORMATION

BANNERS

Only TCGC banners, TCGC sponsor banners, or other TCGC approved banners may be hung in the contest area. No “AIR GRAMS” are allowed at TCGC competitions.

SIGNAGE

TCGC will supply most signage, but ample directional signs for outside and inside the contest site are a must, and should include but are not limited to:

- DIRECTIONAL SIGNS FOR UNITS & SPECTATORS
- INDIVIDUAL UNIT SIGNS IN UNIT HOLDING AREAS
- GENERAL WARM-UP AREA
- ADMISSION PRICES
- CONCESSIONS
- FIRST AID

Signs should be on all corners surrounding the school, nearby highway exits, intersections, all entrances of the contest site etc.

PROGRAM

For each non-championship contest, the host should provide at least a copy of the contest schedule for spectators at the spectator entrance. If the host should decide to provide a more complete program, an area must be provided in the program for TCGC. At least 2 copies of the program should be provided to the Contest Director at the contest. TCGC is allowed to submit a(n) ad(s) on their behalf or on behalf of their sponsors at no charge. Ads will be submitted a minimum of two weeks in advance of the show date.

VOLUNTEER STATIONS AND DESCRIPTIONS

The following is a list of the minimum number of volunteers needed for specific jobs at each contest for the full duration of the contest day. Training of all volunteer positions should be communicated by the show host prior to the day of contest. Show hosts should provide a list of all important contacts for day of contest (first aid, check in, show host, etc.) one week prior to contest day. Send to office@texascolorguardcircuit.org with the name of your venue as the subject line. (If you choose to separate your day into shifts, shifts must overlap by 15 minutes to allow training of each job duty).

Unit Check In	2 adults, 8 students to be guides
Prop/Equipment Inspector at Prop Storage entrance	1-2 adults
Spectator Entrance/Ticket Sales	2 adults
On site First Aid Station	Registered nurse/EMT
Spectator Entrance/Exit doors to Gym	2 at each door, at least 1 adult
Performer Entrance/Exit doors to Gym	2 at each door, at least 1 adult
Performer backside seating doors	2 at each door, at least 1 adult
Security	2-4 adults in hallways and stands

Open Warm-up area	1 adult, 1 student
Timed Warm-up rooms	2 adults, 2 students
Parking Lot	2 adults, 2 students (or as many as needed)
Hospitality for judges/staff rooms	As needed
Transportation (for judges to and from hotel)	As needed
Concession Stand	As needed
Trophy Presenters	1-2 (usually band director/booster president)

VOLUNTEER JOB DESCRIPTIONS

Ticket Sales/Spectator Entrance

As the first person to make contact with spectators, this role is particularly important. This position must be manned by 2 adults at all times. These adult volunteers will be your first ambassador to your show. Responsibilities include handling money, keeping track of the number of wristbands given to each spectator, as the school will be financially responsible to TCGC for each wristband. (Volunteers will be given a number to contact the contest director for additional wristbands if needed). (It is up to each school's discretion to determine the minimum age to begin charging for admission.)

Unit Check In

This area must be manned by 2 adult volunteers and at least 8 unit guides two hours prior to the start of the contest. Student guides should have an extremely detailed knowledge of the school's layout, and contest flow so that they will be capable of answering questions from directors, spectators, etc. Adults at

the unit check-in table will be responsible for interacting with unit directors and accurately distributing wristbands to performers and floor crew. All units receive a maximum of 7 floor crew wristbands. Additional floor crew wristbands can be purchased for \$3 each, and the school will keep the proceeds.

Student Guides

These students will be responsible for guiding each unit through the contest flow from unit check-in all the way through the performance gym. These students will need to be very schedule-conscious and responsible as maintaining the contest schedule is of paramount importance.

Warm-up Monitors

There are two official TIMED warm-up rooms for guard - body and equipment. Digital clocks are placed in the warm up rooms at the beginning of the contest day. 30 minutes prior to the first unit's report time, volunteers should be in-place to receive clock training. The volunteers assigned to these warm up rooms will need to give a verbal 2 minute and 1 minute warning. When the units interval time is over, the time clock beeps and the unit will exit the warm-up area. The next unit will quietly enter the warm-up room when there is one minute left on the clock for the preceding unit. Their time will start when the monitor starts the countdown clock. The schedule of warm-up times is a download from the TCGC website and the contest director should make sure they have several copies in the room.

Prop & Equipment Monitor

There should be two volunteers in prop storage to assist units in staging and preparing props and equipment for performance.

Concessions

Concessions should be set up to accommodate a reasonable number of patrons at once given the size of the event. It is highly encouraged that there be separate serving lines for performers and spectators.

Judges Hospitality

Someone to plan judge's meals and snacks and keep the judges' room stocked. All meals must be approved by the Circuit Administrator one week in advance of show. Our judges are special guests, and we want them to be able to relax with a well thought out food plan and environment. The judges' room is restricted to judging personnel, Contest Director, Judge's Coordinator, Contest Staff, and Executive Board members. There are often discussions that need to take place in the judges' room of a sensitive nature that need to be addressed but should not be heard by additional individuals. Volunteers should always be mindful about giving the judges their privacy.

Judges Transportation

A pleasant adult to pick up judges from the hotel and take them to the contest site as well as return to the hotel following the contest. Conversations with judges about host school unit are considered inappropriate.

Set-up Crew

Volunteers will be needed to help set up the night before as well as the morning of the contest. All contest volunteers will need to be at the contest 2 hours before the first performance. A floor crew of at least 8 people will be needed during the setup time to put out the circuit floor and to help unload the circuit trailer. A floor crew also needs to be available at the end of the last performance, **before** retreat, to fold and assist with reloading the circuit equipment.

First Aid

Certified doctor(s) and or nurse(s) available at a First Aid station throughout the entire contest stocked with bandages, ice, etc. This station should be set up near the warm-up and performance gyms. The Cell phone number of this person will be given to Contest Director prior to the start of the show.

Trophy Presenter

May be the booster president, band director, administrator, etc. This person will need to be available for each retreat or awards ceremony.

GENERAL INFORMATION

Contest Schedule

The Circuit Administrator will set the contest schedule which will become final the Thursday before the contest. It is best to wait until notification from the Circuit Administrator before printing any schedules.

- *Check-In Time* is the time when the unit comes to Guard Check In to partner with a guide. Units are to be checked in no later than 30 minutes prior to their first official timed warm-up. If a unit has not checked in by the scheduled check in time, the contest Director should be alerted ASAP.
- *Warm-up Time* is when the unit is scheduled to begin their official timed warm-up, first body, and then equipment. Time starts when the warm-up monitor starts the countdown clock. Percussion will either use the official equipment warm-up time or they will warm-up on their own outdoors.
- *Transit Time* after timed warm-up is when the unit leaves this warm-up to go the performance Ready Line.
- *Ready Line Time* is the wait time at the ready line as the unit prepares to enter the floor.
- *Performance Time* is when the unit actually takes the floor.
- There is a 7 to 10 minute interval for each time slot depending on classification. Sound checks can occur during breaks only.
- *General warm-up area* - This area is available to units on a first come, first serve basis.

Possible Items Needed

- Extension Cords
- Power Strips
- 2" Blue Painter's Tape
- Caution Tape

When Contest Director Arrives

The Contest Director will arrive at least 2 hours prior to the start of the first performance (or the night before). Have a designated parking/unloading spot for the circuit trailer and a parent to assist with parking the trailer. Have at least 8 student/adult helpers available to assist unloading contest equipment and to put out the circuit floor. The floor will be swept if needed and taped down.

The Contest Director or a TCGC contest staff designee will walk the facility and make any changes or additions as necessary with the host representative. The timing clocks will be distributed at this time to the warm-up areas. Warm-up monitors will need to be available to learn how to work the clocks. The Contest Director will meet with Check In desk volunteers for any last minute information. Check In must be open 2 hours prior to the start of the contest. Caution tape will be provided.

The contest host's #1 priority, while keeping the contest running on time and smoothly, is helping to make the contest a positive experience for the performers, directors and other involved participants.

The TCGC Contest Director will make any and all adjustments if needed at the contest and during the contest day. No changes to the contest flow or schedule can be made without Contest Director's approval.

Day of Contest

Pick up Judges. A list of judges, hotel location, and times will be supplied by the Judge's Coordinator or Contest Administrator of judges needing transportation to the contest. As Judges arrive at the contest, provide a meal for them prior to contest beginning.

During Contest

Have the host available for any questions. Offer the judges drinks/snacks during the show. Check on each station periodically.

Following the Contest

Have a crew ready to fold circuit floor before the final retreat and help load trailer after the retreat. The judges will need transportation back to their hotel following the last critique session if applicable.

CONTEST SET UP CHECKLIST *(EVENING BEFORE WHEN POSSIBLE)*

Volunteers

- Arrive at the contest 2 hours prior to the first performance
- Put up Signage in school, parking lots, streets, intersections.

Performance Gym

- Raise basketball goals

- Pull out stands
- Set up 2 tables and 2 chairs for announcer/sound person
- Set up 1 table for awards
- When Timing & Penalties Judge arrives, tape off judges' area.
- Sweep and tape down circuit floor covering.
- Assist sound person in carrying equipment into performance gym.
- Center bars taken out of all doors possible and pad/duct tape the metal plate where the bars were removed.
- Place TCGC Table Cloth on designated trophy table and sound table.

Guard Check In

- Table/chairs for volunteers
- Wrist bands (Provided by TCGC)
- Director's Packets should include Detailed Schedule.
- Guides/Runners
- TCGC Table Cloth

Judges Room

- Set up tables and chairs
- Set up tables for food.
- Decorate room (table cloths, center pieces, etc.)
- Confirm food preparations

Critique Room *(If applicable)*

- Set up 3 tables and ample chairs

Spectator Entrance/Ticket Sales

- Set up a table with cash box with change, programs, chairs, and hand stamp
- Have copies of the performance schedule posted and/or ready to pass out.
- TCGC Table Cloth

Tabulation

- WiFi username and password. This should not be available to general population.
- Phone number for host representative, check in and warm-up monitors.

Warm Up Gyms/Areas

- Put out signs
- Provide sound system in both body and equipment warm-up gyms.
- Make sure sound systems are functioning with an auxiliary cable.
- Have copies of the detailed warm-up and performance schedule posted.

Vendor Area

TCGC will provide merchandise for sale to be manned by a minimum of 2 adult volunteers.

Vendor area should be marked off for every expected vendor. At Championship level events, TCGC reserves the right to have exclusive sponsors, meaning no other competitive vendors will be allowed, in the vendor area. These may include, but are not limited to, the Official Photography Sponsor, Official Video Provider (championships only), and Official Merchandise Sponsor.