

# THE OHIO INDOOR PERFORMANCE ASSOCIATION

## Policy and Procedure Manual

(updated 09/2023)

### I. ADJUDICATION

#### **A. Adjudicator Selection<sup>1</sup>**

The OIPA Executive Board will appoint two (2) ~~Education Directors~~ Judge Logistics Coordinators<sup>2</sup> (Color Guard and Percussion/Winds) to assign judges, review judges' performance and make recommendations. Any unit may request judges outside the local area. This request should be in writing and submitted to the appropriate ~~Education Director~~ Judge Logistics Coordinators. Once received, availability and issues of cost and current assignments will be considered and, if possible, the judge will be utilized. Preference will be given to experienced judges in the color guard, percussion, and winds activity.

#### **B. Critique<sup>3</sup>**

Each unit performing in an event will have an opportunity to participate in a critique during or at the end of each contest. Unit directors/instructors will be put on a list prepared by the moderator of the critique in order in which they arrive. If the directors/instructors are not present when their name is called, they forfeit their spot in line. Critique will begin no later than fifteen minutes following the completion of the final unit performing in each section. Instructors are encouraged to listen to judge(s) recorded commentary prior to critique. Critique is optional for units and is provided solely as an educational opportunity for the instructors and judges. Disrespectful or poor behavior is not acceptable during a critique. Due to time restrictions and travel plans, not all judges may be available for critique, but the circuit will make every effort to minimize this fact whenever possible.

#### **C. Instructor Recourse when a Judging Issue Arises**

When any instructor has a judging concern, the first step is to listen to the judges' commentary and attend the critique to discuss the concern/issue. If there is still an unresolved issue after this process has been completed, the instructor may submit their complaint to the appropriate ~~Education Director~~ Judge Logistics Coordinators via email. Once received, there will be communication from the ~~Education Director~~ Judge Logistics Coordinators to the Judge and then

<sup>1</sup> Most recently amended at 2017 Directors meeting.

<sup>2</sup> Role of Education Director in the policy manual changed to Judge Coordinator, where appropriate at 2020 Directors Meeting.

3 Most recently amended at 2019 Directors meeting.

back to the concerned Instructor within seven (7) days. When necessary, the ~~Education Director~~ Judge Logistics Coordinators will advise the OIPA Executive Board of concerns/issues and areas for future improvement for the involved adjudicator.

#### **D. Penalty Protests**

Should a unit director wish to file a formal protest regarding penalties, the process is as follows:

1. Verbally notify the Circuit Administrator (or their designee) immediately of your intent.
2. Write a formal letter of protest (e-mail) to the President of the OIPA.

## **II. UNIT RECLASSIFICATION**

### **~~A. In-Season Reclassification of Percussion and Winds Class Units~~**

~~The Review Committee will consist of the following individuals:~~

- ~~1. Judging panel at the event where a unit is to be reviewed.~~
- ~~2. OIPA Percussion/Winds Education Director (this is a non-voting member; facilitator).~~

~~If the Review Committee reclassifies a unit, from Regional A Class to A Class, the Regional A Class time minimums and maximums will remain in effect for the promoted unit in their new class. The intent of reclassification is not to penalize a program, but rather to reward growth and ensure that all performing units are in the appropriate class to the benefit of all participants. When units change classes, their performance order in their new class will be redrawn in their number segment.<sup>4</sup>~~

~~Create elected review committees (one for guards, one for percussion and winds). The purpose of these committees will be to handle the review and reclassification. Each Committee will be made up of 4 elected individuals and the acting Education Director of each division. The acting Judge coordinator will act in a strictly non-voting advisory position to liaison between the committee and any judge panel that has seen a respective program.~~

~~The affiliation rules will apply to the elected individuals. It is ok to serve on both the board and the review committee.~~

~~Nominations for the review committee will be taken at the annual meeting from the voting directors and individuals can be elected without being present as long as they have communicated an interest in being nominated prior to or during the meeting.~~

The acting Judge Logistics coordinator cannot serve on the committee as a voting member.

The current process of hitting the review number to spark the review process will remain intact. A majority vote will stand as the deciding factor. If a committee member is directly connected to a unit being reviewed and the remaining committee members' votes result in a tie, the acting Judge Logistics coordinator can be used to break the tie. The first committee will create the process used to do the unit reviews (ie how videos will be distributed, review timelines, how voting will be calculated, etc). The percussion committee will be decided by percussion units and the color guard committee will be decided by color guard units.

Percussion - in confirmation email, include who voted for and against. Rob will tell directors the consensus of what the committee said. Video will be required, and can be a rehearsal video. Mostly for Regional A to A, most other cases will fall under WGI jurisdiction. Thinking two in circuit members and two out of circuit members. 82

Limit when a group can request review for reclassification to after that teams first performance and before their next performance. Requests need to be in a timely manner so the process can be completed with time to adjust schedules before the teams next performance.86

### **B. In-Season Reclassification of Color Guard Class Units<sup>5</sup>**

~~Any color guard unit in any classification (except World Class) who achieves the review score on a specified date will automatically fall under review for reclassification. Review will include the judging panel at the show where the review score was achieved, and the process will be overseen by the Color Guard Education Director. This process will also determine which units should be reviewed post season for promotion the following season. Units under review will be notified of their review the day of the event where they achieved the review score.<sup>6</sup>~~

The Classification Review Committee (or a liaison of their choice) will watch all non national classes (up to A) at premiere. Units not attending premiere will need to send a video to the education director by the Wednesday after premiere. The Review Committee will flag any units who they believe could be potentially in the wrong class in an effort to minimize mid season reclassifications.

Define how weeks are labeled by always making the Week of States week 12 and working backwards. Every week gets numbered even if no OIPA Events are scheduled for those weekends.85

4 Voted in at 2011 Directors meeting.

5 Policy amended at 2018 Directors meeting. Amended again at 2023 Directors Meeting

6 Composition of the review committee voted in at 2009 Directors Meeting

82 Amended at the 2023 Directors meeting

85 Voted at 2023 directors meeting

86 Voted at 2023 directors meeting

***Automatic Review Scores (for all classifications EXCEPT Scholastic AA)<sup>7</sup>***

Week 1: 69.0 Week 2: 70.5 Week 3: 72.0 Week 4: 73.5 Week 5: 75.0 Week 6:

76.5 Week 7: 78.0 Week 8: 79.5 Week 9: 81.0 Week 10: 82.5 Week 11: 84.0

Week 12: 85.5

*Review Scores for Scholastic AA will be Seven (7) points<sup>8</sup> LOWER than above scale per week.*

“Week 1” is considered the first week of OIPA Contests (Premiere) and the review number will increase weekly, including weekends where there is no OIPA hosted contest. Promotion process would include all guard classes (except World Class) regardless of whether the unit achieved the score at OIPA Championships or while competing in another circuit, unless the unit is attending WGI World Championships (*See Section C below for clarification for WGI Units*).

When a program hits a reclassification review score, the Education Director (or their designee) will confer with the judging panel of the show where the score was received as to that unit’s readiness for the next class. If a reclassification is needed, the exact date of the teams move to the higher class will be determined by the Education Director (or their designee) after conferring with the unit director.

~~End of Season Promotions: Units who reach the Review Score at Circuit Championships, based on the weekly review numbers above, will be reviewed for promotion to the next higher class for the following season regardless if they have been reviewed during the season or not. If a unit would like to be reevaluated prior to the start of the following season, they may submit a video to the Education Director three (3) weeks prior to Week 1 to be reviewed by a selected panel of judges (chosen by the Education Director). There will be no post season promotions.<sup>9</sup>~~

Units competing at a WGI Regional and at WGI World Championships during the same season will not be reclassified by OIPA during the season as long as they compete in the same class nationally as they do locally. OIPA will allow WGI to reclassify these units when deemed appropriate and will follow the actions of WGI accordingly.

If an OIPA unit competes in a different class in WGI events, they are subject to reclassification.

The Color Guard Education Director may initiate the review process for any unit notwithstanding whether or not the unit achieved the review score.

### **C. Line Units<sup>10</sup>**

7 Voted in at 2020 Directors Meeting.

8 Voted in at 2020 Directors Meeting.

9 Post-season promotions amended in 2016 and again in 2020.

10 All "Line Unit" Classes were eliminated by membership vote at the 2018 Directors Meeting.

### **D. Post-Season Review for Promotion<sup>9</sup>**

~~Any unit in any class receiving the review score at OIPA Championships will be reviewed for promotion for the following season. If a unit is promoted, they must spend one year in the new class or present a completed show to be evaluated by the judging panel for reclassification. There will be no post season promotions.~~

## **III. UNIT MEMBERSHIP**

### **A. Membership Fees<sup>11</sup>**

**\$600 For all members**

~~\$500-For all members~~

~~\$500-WGI Recognized Classes for CG/Percussion/Winds (A, Open, World, and Concert Percussion)~~

~~\$500-Other Color Guards (RA, AA<sup>+2</sup>)/Percussion (RA).~~

~~\$475-Novice Classes<sup>+2</sup>, Festival Class.~~

Membership fees are non-refundable after December 12th<sup>14</sup>

New members are exempt from the 10% late fee for their first season.<sup>15</sup>

If a unit has not paid their membership fee prior to the final draw deadline they will be removed from all shows. Once payment is received they would then re-register for shows using the

postmark of their payment for performance order.<sup>16</sup>

### **B. Registration Fee<sup>17</sup>**

All units will pay a \$25.00 registration fee each year. This fee will be placed into a fund to be used to avoid situations that may jeopardize the future of the circuit.

### **C. Zoom Meeting**

Have two Required Directors Meetings via Zoom each year, The first 2 weeks before premiere and the second the week of States. These meetings will be used to cover logistics/rules of the circuit events/ State events. Does not have to be official director. .87

11 Membership fees voted on in 2015 and again in 2019. Amended again 2023

12 Addition of AA was voted on in 2018 at the Directors Meeting.

13 Addition of Novice Class was voted on in 2018 at the Directors Meeting.

14 Voted in at 2014 Directors Meeting.

15 Voted in at 2012 Directors Meeting.

16 Voted in at 2016 Directors Meeting.

17 Voted in at 2016 Directors Meeting.

87 Voted in at 2023 Directors Meeting

### **C. Minimum Show Requirements for Championships**

To be eligible for Circuit Championships, color guard and percussion units must attend three (3) shows. Winds units must attend two (2) shows required shows. OIPA Premiere may count toward one of the required shows.

Color guard and percussion units from outside of the state of Ohio may join OIPA by submitting a membership application and paying the associated membership dues. Out-of-state units can qualify for OIPA Circuit Championships by competing in two (2) OIPA contests AND attending at least one (1) WGI sponsored regional. Out-of-state color guard and percussion units who do not compete in WGI events must compete in the minimum three (3) OIPA contests to qualify for Circuit Championships. Winds units, regardless of location, must compete in a minimum of two (2) OIPA contests to qualify for Circuit Championships

### **D. Guest Units**

Guest units may enter one (1) contest for a fee of \$150 and a second show in the same season for a fee of \$75. Units may perform in up to 2 shows (\$225) before being required to join the circuit.

If a unit performs in one or more shows and then joins the circuit, performance fees previously paid will be applied to that season's membership dues<sup>18</sup>

### **E. Show Withdrawal/Cancellation Fee<sup>18</sup>**

Any member unit that withdraws from a contest within 14 days of the event will be required to pay a cancellation fee to OIPA. This fee will be \$100 for the first show canceled within the season; \$200 for the second show canceled within season; \$50 for each cancellation thereafter. Missed contests due

severe weather and or the decision to not allow the unit to compete by the unit school/corporation will be exempt from this procedure once verification from the school is received and reviewed by the OIPA President.

The Late withdrawal fee currently in place should go to the Show Host of the Event being withdrawn from. Currently this fee goes to the circuit general fund but when a unit withdraws late from an event the cost to the circuit is minimal (price of a plaque plate). The show host is affected on a larger scale with reduced ticket and concession sales, etc. They should be the ones receiving this fine.<sup>79</sup>

All fines, fees, or bills of any kind must be paid prior to a unit being allowed to perform or compete in the next upcoming show

### **F. Surety Bonds<sup>19</sup>**

### **G. Membership/Eligibility**

Eligibility to perform in the OIPA is based on classification. Any student enrolled in high school may perform with his or her high school unit until graduation.

<sup>18</sup> Most Recently Amended at 2016 Directors Meeting.

<sup>19</sup> "Surety Bonds" were eliminated at the 2016 Directors Meeting

OIPA will recognize and follow the WGI membership requirements in terms of membership numbers. Members of independent units may perform until they reach the age limit for their classification as defined by WGI, at which time they are no longer eligible except with an Independent World Class color guard, which has no age limit. Any performer meeting age requirements may perform with two units if one unit is percussion and one unit is color guard. No performer may perform in two units in any other combination. No performer may perform with two guards or two percussion units in the same season in the OIPA Circuit.

All participants of any group competing in any scholastic class must have approval for participation in any OIPA-sanctioned event by the administration of the sponsoring school(s). Scholastic groups are defined as follows:

**Single School:**

A group whose total membership are students from the same school, schools that feed into that school, or home-schooled students that reside within the school district boundaries. The group shall submit signed verification by the authorizing school principal or administrator that all participating students attend the same high school. The WGI Scholastic Letter/Master Agreement shall suffice for this requirement.

**Combined School:**

A group in any scholastic class may apply for approval to combine students from multiple schools within a school district under the following guidelines: Groups combining students from multiple schools within a school district may not have another group in the same division (Color Guard, Percussion, or Winds). School districts with multiple marching music programs within the district are ineligible to combine students from multiple schools. If approved, all combined groups must compete using the school district name only. In certain circumstances, we may use a high school name rather than the district. In these cases, “combined schools” will be added as the official name of the group. Scholastic groups utilizing students from parochial, vocational, or charter schools, must apply for approval under combined school guidelines. The group shall submit the signed verification(s) by the authorizing school(s) principal or administrator that all participating students attend the schools described in the application for combining schools. The WGI Scholastic Letter/Master Agreement shall suffice for this requirement. Groups applying to combine students from multiple schools within a school district must apply for approval by December 1. OIPA will have the final determination on whether a group will be permitted to combine students from multiple schools. For units that participate in WGI events that have been granted permission to combine schools by WGI, units need only submit verification of WGI’s approval of the combining of schools. OIPA will follow all WGI decisions regarding the combining of schools, when applicable.

**H. Minimum Performers per Unit**

Color Guards must have a minimum of 4 members.<sup>20</sup>

**I. Special Notice for Independent Units**



The OIPA Executive Board endorses the following recommendation for independent units: OIPA discourages independent units from actively recruiting performers who were previously enrolled in an active high school winter guard, percussion, or winds unit.

J. Independent Units shall be required to submit proof of insurance consistent with the following minimum requirements:

- \$1,000,000 General Liability
- Accident Medical (\$2,500 minimum) (Note: “Med Exp” listed under the general liability category is not the same as the Accident Medical requirement.)
- All OIPA group names to be covered must indicated on the certificate.
- Expiration date must cover your last OIPA performance for the current season.
- Certificate Holder should read, or include: Ohio Indoor Performance Association.

#### **IV. CLASSIFICATIONS**

##### **A. Color Guard**

Independent World Scholastic World  
Independent Open Scholastic Open  
Independent A Scholastic A  
Scholastic AA (~~adjusted Scholastic A score sheet~~ A sheets<sup>76</sup>)  
Independent Regional A Scholastic Regional A

Junior Regional A (add a 25% score bump<sup>21</sup>)  
Novice (Regional A score sheet plus 40% score bump<sup>22</sup>)  
Junior Novice (using Regional A score sheet plus 40% score bump<sup>23</sup>)

JR IND TRACK: Jr. Novice → Jr. Reg. A → Ind. Reg. A → Ind. A → Ind. Open → Ind. World.

IND TRACK: Novice → Ind. Reg. A → Ind. A → Ind. Open → Ind. World.

JR SCH TRACK: Jr. Novice → Jr. Reg. A → SRAA → SRA → SAA → SA → SO → SW

SCH TRACK: Novice → SRAA → SRA → SAA → SA → SO → SW<sup>90</sup>

20 Voted in at 2022 Directors Meeting.

21 Most Recently Amended at 2018 Directors Meeting.

22 Most Recently Amended at 2018 Directors Meeting.

23 Most Recently Amended at 2018 Directors Meeting.

76 Most recently Amended at 2023 Directors Meeting.

79 Most recently voted in at 2023 Directors Meeting  
90 Most recently voted in at 2023 Directors Meeting

## **B. Percussion**

Percussion Marching Independent World Percussion Marching Scholastic World  
Percussion Marching Independent Open Percussion Marching Scholastic Open  
Percussion Marching Independent A Percussion Marching Scholastic A Percussion  
Marching Regional A

Percussion Scholastic Concert World  
Percussion Scholastic Concert Open  
Percussion Scholastic Concert A<sup>24</sup>

## **C. Winds<sup>25</sup>**

Independent World Winds Scholastic World Winds  
Independent Open Winds Scholastic Open Winds  
Independent A Winds Scholastic A Winds

## **D. Festival Class<sup>26</sup>**

## **E. Elementary Class<sup>27</sup>**

## **F. Solo and Ensemble<sup>28</sup>**

## **G. Junior Divisions**

Junior Regional A and Junior Novice may only utilize members in 9th grade and  
below.<sup>29</sup>

If five or less units in any division registered by second draw, it will operate as an exhibition  
class.<sup>88</sup>

## **H. Classification Change**

After the schedule has been released for a show, Unit Classification can only be changed at the  
discretion of the Education Director and the OIPA President after the schedule has been released  
for the show.<sup>30</sup>

## **V. CONTEST AND EVENT POLICIES**

### **A. OIPA-Sponsored Contests<sup>31</sup>**

The OIPA circuit will host a Premiere, four (4) double weekends (Saturday and Sunday contests) and State Championships whenever possible.

24 Three-tiered Concert Class voted in at 2014 Directors Meeting.

25 Offering of all “Winds” classes voted in at 2015 Directors Meeting.

26 Name change from “Exhibition class” voted in at 2013 Directors Meeting.

27 Eliminated at 2015 Directors Meeting.

28 Eliminated at 2011 Directors Meeting.

29 Most recently amended at 2018 directors meeting.

30 Voted in at 2013 Directors Meeting

88 Voted in at 2023 Directors Meeting

General Event Information and a time schedule will appear on the website two (2) weeks before each event. Final Information will appear on the website seven (7) days before each event.

### **B. Ticket Prices<sup>31</sup>**

OIPA Premiere: All Spectator - ~~\$10~~ **\$12** Children 6 & Under - Free

OIPA Regular Season Contests: All Spectator - ~~\$10~~ **\$12**-Children 6 & Under - Free

OIPA Championships: All Spectator - \$15 Children 6 & Under - Free

### **C. Unit Staff Passes<sup>32</sup>**

~~All Units will receive seven (7) Staff Wrist Bands required for contest admission. Staff badges may NOT be used for contest admission.~~

All Units will receive eight (8) Staff Wristbands required for contest admission. Staff badges may NOT be used for contest admission. 80

### **D. Premiere Show**

The OIPA Premiere show will be the first event of each competitive season. While judges may be present for training or to make tapes, no scores will be announced. Instructors or invited guests may be present to make audiotapes for units to use in their development process and are provided solely as a service to the units.

## **E. Show Entries**

Units must complete an application for membership each season they plan to compete in OIPA and make payment of season dues. Each unit indicates their show entries via Competition Suite. This process begins in October prior to the competition season.

Show entry deadline closes at Midnight the Friday two weeks prior to the contest

weekend.<sup>33</sup> **F. Order of Appearance**

Order of Appearance will be determined by first and second live draws. Units entering after the draw deadlines will be placed in the contest line up in postmark order.

### ***Dues Deadlines & Performance Draw Dates***<sup>34</sup>

Draw One Deadline: December 1st Draw Two Deadline: December 15

31 Voted in at 2015 Directors Meeting, amended at 2022 Directors Meeting. Amended again 2023

32 Most Recently Amended at 2015 Directors Meeting

33 Voted in at 2009 Directors Meeting.

34 Voted in at 2011 Directors Meeting.

80 Most recently Amended at 2023 Directors Meeting

If a director changes the class of their unit after the draw has been completed, only that unit will be redrawn into the new class for all affected shows based on original postmark.<sup>35</sup>

Guest Units will be put on the show wait list until after the first draw deadline, they would then fill in available spots using their original post mark.<sup>36</sup>

If a unit has not paid their membership fee prior to the final draw deadline they will be removed from all shows. Once payment is received they would then re-register for shows using the postmark of their payment for performance order.<sup>37</sup>

## **VI. CONTEST SITE POLICIES**

### **A. Competition Space**

Show hosts must be willing to aid in the transportation of contest equipment to and from their site.<sup>38</sup>

Performance gymnasium may not open to spectators until thirty (30) minutes prior to the start of the contest to allow OIPA staff adequate set-up time of performance space and judges areas. (Voted in at 2018 Directors Meeting) Circuit will provide a black floor cover measuring at least 65 x 95 feet. The competition area is a maximum of 60 x 90. No floors may be larger than 60 x 90.

Power connections/circuits will be provided and located at the front and the rear of the performance space. Two (2) separate connections and two (2) separate circuits should be available for percussion events.<sup>39</sup>

### **B. Guidelines for Unit Members, Staff, and Guests**

Performers will be assigned areas for changing and for personal and performance equipment. Male performers may only change in those areas designated for men and females may only change in those areas designated for women. Students are not permitted to change in open or public areas.

Classrooms are preferred but cannot be guaranteed.

Absolutely no cooking in any buildings used for the competition

No smoking in any buildings used for the competition. Local laws apply.

Footwear is required for all performers at all times at all events excluding the time spent during warm-up or on the performance floor. During travel between warmup areas, to the performance

35 Voted in at 2020 Directors Meeting.

36 Voted in at 2016 Directors Meeting.

37 Voted in at 2016 Directors Meeting.

38 Voted in at 2016 Directors Meeting.

39 Voted in at 2014 Directors Meeting.

floor, during floor folding and on free time students/performers must wear footwear that fully covers the entire bottom of the foot.

Music, counting, clapping, or other sources of tempo played in designated unit prep or warm-up areas must not disrupt the preparation of other nearby units. To assist with this, units shall not be placed in performance order in hallways.<sup>40</sup>

### **C. Logistics Coordinator, Tabulator, Announced, Sound Engineer, and Staff<sup>41</sup>**

A Logistics Coordinator will be hired to work under the supervision of the OIPA Executive Board to run show logistics and do other duties for the circuit as needed. A job description and salary will be determined by the Executive Board based on need and budget. The Logistics Coordinator will aid in the transportation of the equipment to and from shows.<sup>42</sup> The Logistics Coordinator (or

their designee) and an assistant (if needed) will comprise the administration area of the contest site. Under the guidance of the Logistics Coordinator, members of the OIPA show staff or OIPA Executive Board will prepare all retreat awards, prior to the event when possible.

A tabulator will be hired for each contest. The tabulation area will be off limits to everyone except the Circuit Administrator (or their designee), and the OIPA Education Directors and Judge Logistics Coordinators (or their designee) who will check scores with the judges for accuracy and be aware of potential unit reviews based on scores. ~~A designated runner will take sheets from the judges to the tabulation area.~~ Tabulators will approach the Logistics Coordinator if they have any issues/problems during the contest day. No scores will be known to anyone prior to the awards ceremony except the tabulator and the OIPA Education Directors and Judge Logistics Coordinators.

A Sound Engineer will be hired for each contest. The job description and salary will be determined by the Executive Board based on need and budget. Generally, the Sound Engineer will be responsible for downloading, organizing, and maintain units' sound tracks, as uploaded via Competition Suite, and playing soundtracks for units at OIPA events. The Sound Engineer will also assist in the setup, tear down, organization, maintenance, and repair of the sound equipment.

An Announcer will be hired for each contest. The job description and salary will be determined by the Executive Board based on need and budget. Generally, the Announced will be responsible for announcing each unit, consistent with OIPA contest procedures, and all awards or other announcements as necessary at OIPA events.

### **Assiant Tabulator**

An assistant tabulator will be hired for each contest. The tabulator generally cannot leave the computer station during a contest. As such, if there is any issue with a judge tablet, microphone, or similar it would cause a disruption in the contest, or require a board member or volunteer to interact with judges during the event. Additionally, add one more person to the set-up and tear down team.<sup>77</sup>

Additional staff may be hired by the Executive Board. Such decisions will be made by the Executive Board based on need and budget.

40 Voted in at 2022 Directors Meeting.

41 Amended at the 2022 Directors Meeting.

42 Voted in at 2014 Directors Meeting and amended at the 2022 Directors Meeting.

77 voted in at 2023 Directors Meeting

#### **D. Location of Adjudicators**

The timing & penalty judge will be located in the front row(s) of the performance side of the stands. All penalties must be signed off by the Circuit Administrator or the appropriate OIPA ~~Education Director~~ Judge Logistics Coordinators. The equipment, movement and music judges will be located in the lower front stands while the design analysis, general effect, effect music, effect visual, and visual<sup>43</sup> judges will be located in the top section of the front stands. Judging areas will be taped off and are not available for spectator seating.

#### **E. Unit Check-in**

Upon arrival at the show site, each unit should first proceed to the Unit Check-in area. At this time performers and staff will be given wristbands for admission to the show, and last-minute information will be distributed.

#### **F. Prop Unloading and Storage Area**

Units must check-in prior to being allowed to unload props.

Color Guard Units may drop off their props/floor at any time during an OIPA Event and as early as 1.5 hours prior to event start time. All props must be removed from the prop area within 30 minutes from the end of the awards ceremony.

Percussion and Winds Units will follow an equipment load in schedule at every OIPA event. Like WGI, winds and percussion units will be given a load-in time no earlier than 1.5 hours prior to their scheduled warm-up time and will not be able to bring equipment into the building before the assigned time. Units may contact the show host at least one week prior to an event to request permission to unload earlier. The show host should communicate with the Circuit Administrator if they wish to waive the use of a load-in schedule if it is deemed that there is enough space for equipment to be stored in the building for extended amounts of time.<sup>44</sup>

#### **G. Performance Video and Video Passes**

Due to copyright concerns, no recording is permitted at any OIPA Event.<sup>45</sup>

43 Percussion Judges voted to be added in 2020.

44 Voted in at 2016 Directors Meeting.

45 Voted in at 2017 Directors Meeting.

#### **H. Penalty Assessment for Contests**

The T & P Judge or the Circuit Administrator may assess penalties. The Circuit Administrator (or their designee) or the appropriate OIPA Education Director or Judge Logistics Coordinators must sign off on any penalty assessed. Judges may also request that penalties be assessed.

In the event of a rule or policy violation during an event or at an event location, the OIPA Executive Board may assess penalties at any time for current or future contests.

No timing penalties for incomplete shows will be assessed until week three (3) on the season calendar. Units will be advised of potential penalties, but the penalty will not be applied to the final score.

**At Percussion/ Winds State Championships - the flow must be a WGI finals flow (side 2 to side 1 with a vertical timeline). If that is not feasible due to site restrictions, then interval times/ interval time penalties will not be assessed. We will eliminate interval timing penalties at OIPA State Championships.<sup>92</sup>**

92 Voted in at 2023 Directors Meeting

### **I. Judging Panels**

Judging panels for each contest will be posted as soon as assignments are confirmed. This information will be available on the OIPA website in conjunction with information for each event.

### **J. Judge Commentary**

Judge commentary will be sent to directors/instructors via Competition Suite after each performance.

### **K. Retreat/Awards Ceremony**

There will be an awards ceremony at each OIPA contest at which time scores/placements will be announced for all competitors. Captains for each unit will line up for retreat in a designated area immediately after the last performing unit. During OIPA Prelims (when applicable), scores will be posted for all units and there is no retreat for prelims. OIPA Championships will feature a full unit retreat for every unit (no equipment).

### **L. Music**

Sound check is available 30 minutes prior to show start and on breaks. MP3 players/cell phones can be used; if you are using an MP3 player/cell phone, units should make sure to have a unit representative with the MP3 player/cell phone at the sound table. Units are responsible for



providing any special adapters that may be required to connect their MP3 player or cell phone to the circuit sound system.

Music files can be uploaded via Competition Suite and will be accepted up until 3 pm on the Friday before the show. Once your music is downloaded on Competition Suite, you will not need to turn in music again unless it changes. Be sure to have a back-up music source with you in the contest gym at all events. Penalties may be assessed for delay of contest if unit is at fault for causing the delay.<sup>46</sup>

Music (non-show) may be played between performances for audience entertainment. The Timing and Penalty Judge shall have responsibility for signaling when this music should stop.<sup>47</sup>

**Custom Walk on music for states to a \$20 donation that goes toward the OIPA Scholarship Fund<sup>89</sup>**

#### **M. Overnight Housing at Contests**

Contest sponsors may offer unit overnight housing at their event when possible. Contest sponsors may charge a fee for this service. Please check the OIPA website for details regarding contest housing for a specific event. The OIPA will not offer any circuit sponsored housing at any time.

#### **N. Rehearsal Space Rental**

Contest sponsors may offer unit rehearsal space at their event when possible. Contest sponsors may charge a fee for this service. Please check the OIPA website for details regarding rehearsal space for a specific event. The OIPA will not offer any circuit sponsored practice rentals at any time.

#### **O. Access to Tabulation and Judges**

Unit directors or instructors should avoid placing themselves in situations with judges before or during a contest. Questions related to the actual contest should be directed to the Circuit Administrator (or their designee). For fairness to all units, no one other than official contest personnel will be allowed at the tabulation table during the contest.

#### **P. Show Hosts**

The fee to host a regular circuit show or circuit premiere is \$4100 and includes award fees. The fee to host Circuit Championships is \$6200 and includes award fees.<sup>48</sup>

The show host is responsible for transporting the OIPA contest equipment to their site from the previous contest site. This equipment includes the contest floor tarp, curtains/poles, sound

system, speakers, and miscellaneous smaller items required for contest administration. Show hosts who do this will be given a \$200 credit on their hosting fee; for show hosts who cannot do this, the circuit will take \$200 from show host fee to arrange for transport of equipment. ~~Each show host will be required to secure and pay for up to 10 hotel rooms for their regular season event and 20 hotel rooms for the Circuit Championship event.~~<sup>49</sup>

46 Most recently amended at 2017 Directors Meeting.

47 Voted in at 2019 Directors Meeting

48 Most recently amended at 2019 Directors Meeting.

49 Amended in 2017, additional \$1,000 for the circuit to take care of hotels added in 2019.

~~If a show host utilizes the “Shout Out” fundraiser, those shout outs must be/will be read after the group performs instead of before their performance.~~<sup>50</sup>

~~End Shoutouts: This fundraising opportunity at circuit events raises minimal money for the hosts but creates a large amount of work for the OIPA Staff, causes issues for the sound table and is generally problematic. The logistics/responsibilities for the announcer and sound tech are enough without the added stress of these shoutouts and the extra bodies coming and going to their table during the events. (Including parents/etc. coming up to ask about shoutouts)~~<sup>78</sup>

Show hosts will need to provide flow maps and pictures of sites to the circuit or verify that previous maps are still up to date. Required items will be listed in the show host contract. Flow maps and picture updates for show sites must be provided by the show host to the OIPA Executive Board by November 30th preceding the contest.<sup>51</sup>

Show hosts must return the show host contract provided by the Circuit to the OIPA Executive Board by October 31st of the year preceding the contest.<sup>52</sup>

~~Add an additional \$500 to the show host fee. If the show host contract is in by the deadline on the contract and no spaces or time availability change after this date the show host will receive a \$500 discount on the fee. The board of directors shall amend the show host contract to ensure that the contract includes penalties sufficient to ensure that the circuit is protected from changes to time or space availability of the show host after the host has accepted the show host contract.~~<sup>81</sup>

## **VII. OIPA CHAMPIONSHIPS**

### **A. Length of Championships Event**

Championships will be a two-day event: Saturday for Color Guard and Sunday for Percussion/Winds.<sup>53</sup>

## **B. Qualification for State Championships**

Percussion Units Marching Percussion and Concert Percussion units will be required to compete at three (3) shows to be eligible for OIPA Championships. Premiere may count as one of these shows.<sup>54</sup>

Winds Units Wind units will be required to compete at two (2) shows to be eligible for OIPA Championships. Premiere may count as one of these shows.<sup>55</sup>

Guard/Line & Exhibition Units Color Guard and Line will be required to compete at three (3) shows to be eligible for OIPA Championships. Premiere may count as one of these shows.<sup>56</sup>

The OIPA Executive Board is granted the ability to all “*Special Exhibition Units at States*”.

~~Every unit must attend at least one show outside of their home area to be eligible for State Championships. Areas will be defined as NW, NE, Central, SW and SE and a map would be created prior to show registration opening defining these regions on a State Map. There will be an option to apply for a waiver that would exempt an unit from this rule with extenuating circumstances.<sup>57</sup>~~

50 Voted in at 2016 Directors Meeting.

51 Voted in at 2019 Directors Meeting

52 Voted in at 2019 Directors Meeting.

53 Voted in at 2015 Directors Meeting.

54 Most recently amended at 2011 Directors Meeting.

55 Most recently amended at 2016 Directors Meeting.

56 Most recently amended at 2011 Directors Meeting.

57 Voted in at the 2021 Directors Meeting, removed at 2022 Directors Meeting

78 Voted in at 2016 Directors Meeting, removed at 2023 Deirctors Meeting

81 Voted in at 2023 Directors Meeting

89 Voted in at 2023 Directors Meeting

Out-of-State Units (Percussion and Color Guard ONLY) Percussion and color guard units joining OIPA from outside of the state of Ohio can qualify for Circuit Championships by attending two (2) OIPA contests AND competing at one (1) WGI-sponsored regional. If said unit does not compete at a WGI-sponsored event, they must adhere to the three (3) show minimum to qualify for Circuit Championships. All Winds units must compete at two (2) OIPA contests to qualify for Circuit Championships, regardless of home location.<sup>58</sup>

## **C. Championship Performance Draw**

Units will be seeded by averaging the two highest scores from OIPA events<sup>59</sup> (using the assumed 1.5-point weekly progression to arrive at two scores equivalent to competing in the final week of

the season) on separate weekends received by a group during the season and then averaging those two numbers for ranking into State Championships weekend.<sup>60</sup>

Performance order for Championships will be determined first by seeding, followed by shuffling order in blocks of 3 to 5 units based on the following formula:<sup>61</sup>

Classes with 1-5 units = all shuffled  
Classes with 6 units = two groups of 3  
Classes with 7 units = one group of 3, and one group of 4  
Classes with 8 units = two groups of 4  
Classes with 9 units = three groups of 3  
Classes with 10 units = two groups of 3, and one group of 4  
Classes with 11 units = one group of 3, and two groups of 4  
Classes with 12 units = three groups of 4  
Classes with 13 units = two groups of 4, and one group of 5  
Classes with 14 units = one group of 4, and two groups of 5  
Classes with 15 units = three groups of 5  
Classes with 16 units = four groups of 4  
Classes with 17 units = three groups of 4, and one group of 5  
Classes with 18 units = two groups of 4, and two groups of 5  
Classes with 19 units = one group of 4, and three groups of 5  
Classes with 20 units = four groups of 5

Current season's OIPA & WGI regional scores/placements/logic will be used to determine circuit championship seeding and shuffling blocks for all classes. The President and the Education Directors will determine ranking for each class using the information in line one of this paragraph.<sup>62</sup>

58 Voted in at 2018 Directors Meeting.

59 Voted on at 2020 Directors Meeting.

60 Voted in at 2017 Directors Meeting.

61 Voted in at 2010 Directors Meeting.

62 Most recently amended 2017 Directors Meeting.

## **VIII. CONTEST AWARDS**

### **A. Awards for Regular Season Shows<sup>63</sup>**

Use of a single perpetual plaque; each unit will get a small plate to put on their plaques at each show and when their plaque fills an add-on plaque will be provided to the unit by OIPA. Starburst Candy to all participating units.<sup>64</sup>

## **B. Awards for Circuit Championships<sup>65</sup>**

- Medals to top three (3) units in each class
- Traveling Championship Trophy to winners of each class
- Plates for Perpetual Plaques to all units in all classes
- Trophies to 2nd and 3rd place Scholastic Guard, Junior, and Novice Units
- Plaques to 2nd and 3rd place in Guard Independent classes
- Plaques to 2nd and 3rd place in all Percussion/Winds classes
- Plaques to all participating Festival Class units
- Championship Banners to champions in each class
- Starburst Candy to all participating units

Medals at Circuit Championships will have coordinating ribbon colors to reflect the placement:

- Gold medal/Blue Ribbon;
- Silver medal/Red Ribbon;
- Bronze medal/White Ribbon

## **C. Scholarships**

Each year the OIPA will award four (4) \$250 scholarships to deserving students who apply prior to set deadlines with all requested information. Criteria for awarding scholarships will be set by the Executive Board.<sup>66</sup>

Individuals that are not directly involved with the OIPA or any unit will review scholarship applications. Scholarships will be awarded at OIPA Championships.

63 Most recently amended at 2017 Directors Meeting.

64 Voted in at 2014 Directors Meeting.

65 Most recently amended at 2016 Directors Meeting.

66 Most recently amended at 2015 Directors Meeting.

## **D. Special Awards<sup>67</sup>**

The following Special Awards will be voted on by the unit directors after nominations have been made:

- Director of the Year – One for Guard, One for Percussion/Winds
- Spirit of OIPA – One for Guard, One for Percussion/Winds
- Most Improved Unit – One for Guard, One for Percussion/Winds

A committee, made up of Directors and/or units who have won these Special Awards in the past shall be created for each season. This committee shall then establish a list of nominees for the Special Awards. Awards will then be voted on by the Unit Directors on the day of Circuit Championships. Nominations can be taken from any source, and the committee will compile a ballot of 3-5 nominees for each award.<sup>68</sup>

## **IX. MISCELLANEOUS POLICIES**

### **A. Code of Conduct – Instructors, Performers, and Parents<sup>69</sup>**

The OIPA Executive Board feels it is important to enforce an instructor code of conduct. If adjudicators and OIPA Staff are expected to adhere to a professional code of conduct, then it is appropriate that this standard is exacted from the instructional community.

If undue or unfair pressure is applied to any judge(s) through inappropriate behavior, then this places the competitive experience at risk. Examples include but are not limited to: instructors shouting at judges in public (including critique), inappropriate conduct of any instructor while accompanying the guard onto the contest floor, inordinate and unauthorized telephone calls to judges.

Disruptive or rude behavior in any outdoor/indoor spaces associated with a show venue including parking lots, equipment unloading/loading, unit check-in, warm-up, and performance spaces displayed by directors, instructional staff, performers, parents, the OIPA board or the OIPA show staff and directed toward volunteers, OIPA board or show staff, other directors, instructors, performers, or parents will not be tolerated. Behavior of this type may result in action from the Executive Board of OIPA including but not limited to barring the individual from critique, warm up, or the contest venue.<sup>70</sup>

The OIPA President, the Circuit Administrator, and the OIPA Executive Board will determine the appropriate course of action.

<sup>67</sup> Voted in at 2019 Directors Meeting.

<sup>68</sup> Most recently amended at 2012 Directors Meeting.

<sup>69</sup> Added at the 2019 Directors Meeting.

<sup>70</sup> Amended at the 2022 Directors Meeting.

The board will create, review, edit and distribute the Code of Conduct as

needed.<sup>71</sup> **B. B. Unit Insurance**

OIPA requires that each Independent unit have liability insurance, which can be easily attained by joining the Boy Scouts of America. All Independent units will be required to have and provide proof of \$1,000,000 liability insurance.

### C. Equipment Padding

All equipment and props must be adequately padded to protect the floor surface. Each unit assumes responsibility if they scratch a floor or damage any property before, during or after a contest.

### D. Exceptions to these Policies<sup>72</sup>

The Circuit Rules and Regulations and the Circuit Bylaws created and amended by the Advisory Board may not be changed, amended or waived by the Executive Board without a full vote by members of the Advisory Board.

### E. Guard & Line Unit Timing Overview

Class	Max. Perf. Time	Min. Perf. Time	Max. Interval Time	Min. Equipment Time
World Classes	7.5 Minutes	4 Minutes	10 Minutes	3.5 Minutes
Open Classes	6.5 Minutes	4 Minutes	9 Minutes	3.5 Minutes
A Classes	5.5 Minutes	4 Minutes	8 Minutes	3.5 Minutes
AA Classes	5.5 Minutes	4 Minutes	8 Minutes	3.5 Minutes
Regional A Classes	4.5 Minutes	3 Minutes	7 Minutes	3 Minutes
Junior Regional A	4.5 Minutes	<del>3 Minutes</del> 2.5 Minutes	7 Minutes	2 Minutes
Novice Class	4 Minutes	<del>3 Minutes</del> 2.5 Minutes	7 Minutes	2 Minutes
Junior Novice Class	4 Minutes	<del>3 Minutes</del> 2.5 Minutes	7 Minutes	2 Minutes

### F. Percussion Unit Timing Overview

71 Most recently amended at 2016 Directors Meeting.

72 Voted in at the 2022 Directors Meeting. Amended in 2023

Class	Max. Perf. Time	Min. Perf. Time	Max. Interval Time
World Classes	8 Minutes	4 Minutes	11 Minutes

Open Classes	7 Minutes	4 Minutes	10 Minutes
A Classes	6 Minutes	4 Minutes	9 Minutes
Regional A Classes	6 Minutes	4 Minutes	9 Minutes
Concert Classes	6 Minutes	4 Minutes	9 Minutes

**H. Board Minutes**

Require minutes from the OIPA Board meetings to be sent to directors. Discussions of sensitive matters may be redacted from the posted minutes.<sup>83</sup>

**I. Mentorship Program**

Establish a Mentorship Program for young directors/programs in any class up to A Class. Program would utilize experienced designers/instructors who would volunteer their time to mentor 1-3 programs for a season free of charge. This would be on a limited basis being done with phone calls, texts and video reviews. Once a pool of qualified volunteers is put together, a list will be submitted to interested programs. Those programs would select their top 2-3 choices in a mentor off the list, if a mentor has more interest than open slots, the groups would be chosen by random draw.<sup>91</sup>

**X. Persons Employed by the Board**

**A. Education Directors<sup>73</sup>**

The education director position(s) will be committed to strictly educational activities for their respective division. This position will be appointed by and report to the board of directors. It is possible for the same individual to be appointed to more than one circuit director/coordinator position.

**B. Judges Coordinators**

The OIPA Executive Board will appoint two (2) Judge Logistics Coordinators(Color Guard and Percussion/Winds) to assign judges, review judges' performance and make recommendations.

**C. Hiring of the Judges Coordinator(s)<sup>74</sup>**

The previous board will discuss and send an intent to hire by May 1st if they wish to continue in the role and the board feels they are capable and qualified to continue in the position. The new



board for the season will send a finalized contract with compensation set by June 1st preceding the season. If the Judge coordinators from the previous year do not wish to continue or the board decides they should not continue the job must be posted by May 15th preceding the season.

#### **D. Hiring of Other Positions<sup>75</sup>**

Excluding the judge coordinators, the board will send an intent to hire to the paid positions they feel should stay in the role for the season. When possible, the board will follow the following format: offer letters should be sent, if those currently holding paid positions decline their offer letter, the board of directors will accept applications for a set amount of time every year. The board will conduct interviews and make a hiring decision no later than August 1st, with compensation ranges to be decided by the board prior to the posting or sending out an intent to hire.

73 Added at the 2020 Directors Meeting.

74 Approved at the 2022 Directors Meeting.

75 Approved at the 2022 Directors Meeting.

83 Approved at the 2023 Directors Meeting

91 Approved at the 2023 Directors Meeting