



Three Rivers Winter Ensemble Association

2019-2020

Membership Handbook

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2019-2020 THREE RIVERS WINTER ENSEMBLE ASSOCIATION
MEMBERSHIP HANDBOOK

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Organization

Article I Name of the Organization

Section 1. The name of the organization shall be Three Rivers Winter Ensemble Association (TRWEA).

Article II Purpose of the Organization

Section 1. The mission of the Three Rivers Winter Ensemble is to provide a unique performance environment for young men and women participating in the pageantry arts; promote a healthy competitive atmosphere through education and adjudication; and showcase Western Pennsylvania's local pageantry ensembles.

Article III Membership

Section 1. This association will be comprised of units that perform in contests sanctioned by the Three Rivers Winter Ensemble Association.

Section 2. All scholastic units must submit proof that the individuals are enrolled at said school. This proof must list the names of the unit members, be on school letterhead, and signed by the school principal. This proof must be submitted two weeks prior to the unit's first appearance in a TRWEA contest to TRWEA's Executive Director. The scholastic eligibility certification provided to W.G.I. will be accepted to serve as proof.

Section 3. All independent units must submit copies of their member's birth certificate and/or driver's license clearly indicating date of birth, as well as a certificate of insurance, indicating current proof of insurance for all members. This proof must be submitted two weeks prior to the unit's first appearance in a TRWEA contest to TRWEA's Executive Director.

Section 4. An exhibition membership level is available to units. Exhibition units will not receive evaluation from the adjudication panel and the membership fee will be reduced \$75 for the season.

Section 5. Membership lists will not be given to any outside organization. Should a fundraising organization or other enterprise wish to contact the TRWEA membership the outside organization information will be passed to the membership via an "update". Membership lists are available through directors' access on the website.

Section 6. The TRWEA Management Committee strongly encourages all units to ensure all directors, staff members, chaperones, and volunteers have submitted the proper clearances (background check, criminal, and child abuse).

Article IV Dues, Fees and Other Financial Policies

Section 1. The fiscal year shall be July 1 – June 30

Section 2. The membership fee will be \$225. This entitles a unit to participate in any and all TRWEA shows during a given year. Each unit will be assessed a \$50 administrative fee per season. The Championship fee is \$25. This entitles a unit to participate in the TRWEA Championship contest.

Section 3. A membership fee deadline will be set at the second annual summer meeting.

Section 4. Refunds are as follows:

- i. If a unit notifies the Executive Director, in writing, that their unit will not be participating in the upcoming season by the deadline date; 100% of dues will be refunded.
- ii. If a unit notifies the Executive Director, in writing, that their unit will not be participating in the upcoming season by the evening immediately prior to the schedule preview show, 50% of their dues will be refunded.
- iii. Beginning with the schedule preview show day, all dues for that season are non-refundable.

Section 5. A \$50 Bond is required for all members. The Bond will be held as long as the unit remains a member of TRWEA. An inactive unit's bond money will be held for one season. After such time, the monies will be absorbed into the TRWEA treasury.

Section 6. The current contracted judges' association charges a \$600 administrative fee per contest. The show host will pay \$200 of that fee for the 2020 season. The balance will be covered by TRWEA.

Section 7. The championship rights fee will be \$3,000 IF a sponsor other than TRWEA hosts Championships.

Section 8. The Preview Show host will contribute \$1,000 of the TRWEA scholarship fund.

Section 9. The present \$50 per adjudicator fee for the championship contest will be the responsibility of the show host. Currently, TRWEA is the show host but if that was ever not the case this would be in effect.

Section 10. The fee per outside percussion adjudicator will be \$350. This cost is the responsibility of the show host.

Section 11. Monies for outside judges will be allocated based on the percentage of units (Percussion/Baton/Color Guard/Dance) by the total number of units in the circuit the previous season.

Article V Voting Privileges

Section 1. Voting privileges will be restricted to units that participated in three shows and

the Championship show in the previous season.

Section 2. Each unit will have one designated voting member who shall be the director of the unit. If the unit director is unable to attend, due to emergency circumstances, the assistant director of the unit may attend in his or her place.

Section 3. Units will have the ability to amend their director or assistant director to someone from the unit staff list from the previous season. This is to ensure someone from all units can attend to vote.

Section 4. Voting privileges will be forfeited if a unit fails to pay its current membership fee.

Article VI Administrative Structure and Function

Section 1. A Management Committee comprised of five members will be elected by and from the membership. The function of the Committee will be to set a direction for the local winter ensemble activity. The Committee will also be the liaison between the units and the contracted judges' association.

Section 2. The Management Committee positions are defined as follows:

- i. Executive Director - 2 year electable position with management voting privileges. The Executive Director will oversee the day to day operations of the circuit as outlined in the TRWEA manual and at the direction received from the Management Committee. The Executive Director will attend all membership meetings. The Executive Director will schedule all Management Committee meetings as required by the by-laws. Elections will be held on EVEN numbered years. Stipend is \$1,500.00 per season.
- ii. Assistant Executive Director/Financial Director - 2 year electable position with management voting privileges. This position performs all financial duties as well as duties detailed by the Executive Director. Elections will be held on ODD numbered years. Stipend is \$1,000.00 per season. Assistant Executive Director/Championship Committee Head – 2 year electable position with management voting privileges. This position is the chair of the Championship Committee as well as duties detailed by the Executive Director. Elections will be held on EVEN numbered years. Stipend is \$1,000.00 per season.
- iii. Board Member - 2 year electable position will management voting privileges. The responsibilities of this position will be assigned by the Executive Director. Elections will be held on ODD numbered years. Stipend is \$500.00 per season.
- iv. Board Member - 2 year electable position will management voting privileges. The responsibilities of this position will be assigned by the Executive Director. Elections will be held on EVEN numbered years. Stipend is \$500.00 per season.
- v. Board Member - 2 year electable position will management voting privileges. The responsibilities of this position will be assigned by the Executive Director. Elections will be held on ODD numbered years. Stipend is \$500.00 per season.
- vi. If a new Executive Director is elected, the past Executive Director will serve on the board for a year in a non-voting, non-paid capacity.

Section 3. The committee is free to meet and decide on matters that do not rise to the level of a full membership vote, as long as all documentation behind said decisions are transparent and available to the full membership at any time after a decision is rendered. The committee will have the right to push any vote or decision it deems to be important to the full membership for pass/fail vote and discussion. The final say in any item being brought to full membership vote shall be the executive director.

Section 4. Management Committee Members may succeed themselves.

Section 5. Anyone interested in participating on the Committee will present, to the Membership, a resume listing all pertinent information regarding Committee participation and a statement of intent indicating why they wish to serve on the Committee.

Section 6. Should a Committee Member resign or be removed during the season, notification will be sent to the Membership for nominations to fill that seat. A vote will then take place.

Section 7. The Management Committee will present a budget each year to the Membership for approval. The approved budget must have a majority vote to be ratified.

Section 8. Additional paid or non-paid positions may be created and filled at the discretion of the management committee.

Article VII Meetings

Section 1. TRWEA will hold 2 meetings or at the discretion of the Management Committee depending on the amount of needed business 1 comprehensive meeting. The first one will occur in May and will be to discuss the proposals that have been submitted. The second one will occur in June and will be the annual membership meeting. If 1 meeting is decided, it will be in June and encompass proposals and the annual meeting.

Section 2. Monthly Management Committee meetings (via conference call) will be held at the discretion of the Committee Members.

Section 3. Meeting minutes shall be recorded for all membership meetings. The management committee shall designate a Secretary to perform this task.

Ensembles

Article VIII Classification & Eligibility

Section 1. Three Rivers Winter Ensemble Association will adhere to the Winter Guard International (WGI) class system except as described in this handbook. Units must conform to WGI accepted descriptions.

Section 2. Units must declare their competitive class by December 31 of the

calendar year preceding the Winter Competition Season.

Section 3. Any question concerning a unit's classification must be submitted to the Management Committee, in writing. The Management Committee in consultation with the PFCJ can also subject a unit for review. If the Management Committee feels the request is justified and warrants further investigation, they will utilize 3 outside national designers or judges for their opinions and thoughts as well as further discussion with the PFCJ. The Management Committee will vote and have final say in class placement. The Executive Director will inform the Unit Director of the decision and all rationale why.

Section 4. A unit can be reviewed and advised of their reclassification no later than three weeks prior to the championship show.

Section 5. If a unit's class is changed by the Management Committee, that unit will have two weeks from the date the Unit Director is notified by the Committee to meet their new class' time requirements without penalty.

Section 6. The following competitive classes will be offered by TRWEA:

- Independent A Winds
- Scholastic A Winds

- Independent Open Winds
- Scholastic Open Winds

- Independent World Winds
- Scholastic World Winds

- Standstill Marching Percussion

- Scholastic Marching Regional A Percussion
- Independent Marching Regional A Percussion

- Scholastic Concert A Percussion
- Scholastic Marching A Percussion
- Independent Marching A Percussion

- Scholastic Concert Open Percussion
- Scholastic Concert World Percussion

- Scholastic Marching Open Percussion
- Independent Marching Open Percussion

- Scholastic Marching World Percussion
- Independent Marching World Percussion

- Independent Novice Baton
- Scholastic Novice Baton

- Independent Regional A Baton
- Scholastic Regional A Baton

- Independent Open Baton
- Scholastic Open Baton

- Independent World Baton
- Scholastic World Baton

- Independent Novice Dance
- Scholastic Novice Dance

- Independent Regional A Dance
- Scholastic Regional A Dance

- Independent A Dance
- Scholastic A Dance

- Independent Open Dance
- Scholastic Open Dance

- Independent World Dance
- Scholastic World Dance

- Scholastic Elementary School Guard

- Scholastic Middle School Guard

- Independent Novice Guard
- Scholastic Novice Guard

- Independent Regional A Guard
- Independent Collegiate Regional A Guard
- Scholastic Regional A Guard

- Independent A Guard
- Scholastic A Guard

- Independent Open Guard
- Scholastic Open Guard

- Independent World Guard
- Scholastic World Guard

- Independent Senior Guard

The interval times/timing requirements for each of the above referenced classes are as follows:

	Interval Time	Min. Perf. Time	Max. Perf. Time	Min. Equip. Time
Elementary Guard	6	3	4.5	3
Middle School Guard	7	3	4.5	3
Novice Guard	7	3	4.5	3
Regional A Guard	7	3	4.5	3
A Guard	8	4	5.5	3.5
Open Guard	9	4	6.5	3.5
World Guard	10	4	7.5	3.5
Senior Guard	8	4	5.5	3.5
Standstill Marching Percussion	8	1	5	N/A
Regional A Percussion	8	3	5	N/A
A Percussion	9	4	6	N/A
Open Percussion	10	4	7	N/A
World Percussion	11	4	8	N/A
Winds (all classes)	10	4	7	N/A
Novice Dance	7	2	4.5	N/A
Regional A Dance	7	2	4.5	N/A
A Dance	8	2	5.5	N/A
Open Dance	9	2	6.5	N/A
World Dance	10	2	7.5	N/A
Baton	6	2	4	2

Section 7. If a baton unit is only using batons and props then they must compete in the baton category.

Section 8. Baton teams are permitted to utilize more than one baton and/or any combination of traditional baton equipment.

Section 9. Any Regional A unit that wishes to attend a Pittsburgh WGI regional competition will be permitted to enter the A classification if that regional does not offer a Regional A class.

Section 10. For clarity purposes, all scholastic units will be listed with their school name followed by high school or middle school. If the unit uses a descriptive name, that will follow. Example: Pottstown Lovely Ladies will be listed as Pottstown High School - Lovely Ladies.

Section 11. Once a unit has competed during a said season, the unit will not be permitted to perform in exhibition in the same season. However, if a unit does not meet the qualifications necessary to compete in the championship contest, they will be permitted to perform in exhibition at the championship contest only, pending the championship host's approval. Any further exceptions can only be given by the management committee.

Section 12. Members of a Scholastic Middle School Guard must be of middle school age or younger

Section 13. Standstill Marching Percussion will have no age limit. A standstill percussion unit will be exhibition only. †

Section 14. TRWEA discourages independent units from utilizing high school students who were previously enrolled in an active circuit member high school program and have not yet graduated. TRWEA also discourages independent units from utilizing performers who have outstanding monies owed to a previous unit.

Article IX Non-Members

Section 1. Any non-member may compete or participate as a judged exhibition unit in two Three Rivers Winter Ensemble Association contests for a fee of \$25.00 per contest. Non-members are allowed to perform in exhibition at the Championship contest as one of the two allowed contests for a fee of \$200. If the Non-member performs at Championships and becomes a member the following season they will receive a discount of \$100 toward their membership fees. If a non-member wishes to participate in more than two shows the full membership fee will be assessed. The non-member will receive judge tapes, score sheets, and will be allowed to register for critique. All fees are to be made payable to TRWEA prior to the non-member's performance.

Section 2. Any non-member unit participating in a Three Rivers Winter Ensemble Association contest must adhere to the rules governing the Three Rivers Winter Ensemble Association units.

Section 3. Non-member units that are added to a contest line-up by the contest host director by November 30th will be included in the performance order of appearance draw only if necessary fees are paid.

Section 4. Any unit that wants to join the circuit as a full member for a season must declare that and pay full dues by January 1 of that year. The intention is for all units to have a balanced, competitive slate from the start and clear determination where to be properly placed for performance order at the championship show.

Contests

Article X Competitions

Section 1. Any unit may withdraw from a contest two weeks prior to the show without incurring a penalty. If a unit does not participate in a show to which it has made a commitment, a penalty of \$50 will be assessed and the unit will not be eligible to perform in any future shows until the penalty has been paid. The penalty fee will be divided equally between the show host and TRWEA. The Sponsoring Unit must be notified, in writing, to make the withdrawal official. If a unit cancels their participation in TRWEA within the two week timeframe, the host having the earliest show date will receive the penalty fee. All assessments will be approved and enforced by the Management Committee.

Section 2. If a unit withdraws from a contest for any reason they must inform the management committee immediately. This includes not attending a contest due to weather, or any other circumstances.

Section 3. If a unit would like to attend a show they have not initially signed up for and it is after the November 30 deadline, they must notify the show host of their intent in writing (email is acceptable) no later than 2 weeks prior to that contest.

Section 4. Once the show draw order has taken place and a unit wishes to compete first in their class they will be permitted to do so but must notify the Management Committee who will notify all the show hosts affected of their intent.

Section 5. The Management Committee will determine the order of appearance within each classification by means of a drawing system for each scheduled show. If a unit changes classification after the Preview show a redraw will be done for the remaining scheduled shows for both classes affected. If a unit changes classification during the course of the season, that unit will appear first in their class. If a unit's classification is changed after being reviewed by the contracted judges association, a redraw will be done for the remaining scheduled shows for both classes affected. A unit's dues must be paid to be included in the draw. If the unit's dues are not paid, said unit will remain on the show schedule, but will appear first in their class. If a school or independent group has more than 1 unit (different classes) performing in a show, attempts will be made to assist with scheduling to give units ample time between performances. With that being said, units should be prepared for quick turnaround and if needed, shared warm-up times.

Section 6. If a unit is disqualified for a particular contest by the judge's association, that unit will be announced as appearing in exhibition at that contest. That contest will be included in the units' requirements that must be completed to compete in the championship show. If the unit is subsequently disqualified for the same offence, the unit will still be announced as being in exhibition, however, that contest will not be included in the unit's requirements that must be completed to compete in the championship show.

Section 7. The pre-show announcement will reflect that of the current WGI pre-show announcement.

Section 8. One hour prior to their performance time, percussion unit directors must check-in with the Contest Coordinator to understand unit flow and setup, including electronic jacks, entrance and exit procedures.

Section 9. Adjudicators' evaluations will be received via Competition Suite. Directors must complete their unit registration on Competition Suite, including telephone number.

Section 10. A show host may schedule the awards ceremony for the baton, dance and percussion teams immediately before intermission. There must be ample time for the tabulator to calculate the results of the last competition unit prior to the beginning of the awards ceremony. The critique for all units will remain at the conclusion of the contest, except for percussion.

Section 11. Penalties will be enforced beginning with the third scheduled show of the season.

Section 12. Every effort will be made to have a recap of the contest attached to the units' summary sheet prior to the beginning of the critique. However, the critique may begin before the recaps are attached. A unit will not be asked to enter a critique without first viewing their own adjudication sheets unless there are technical difficulties providing recaps.

Section 13. If a unit is not at the unit entrance at their scheduled time, they will perform in non-competitive exhibition after the last competing unit and will participate in critique.

Section 14. A rotation of independent and scholastic units within their class will take place for the championship contest to appear last. Percussion and Guard will alternate what groups will perform last at Championships **as long as the show host and Management Committee are in agreement.**

Section 15. A contest guideline booklet will be distributed to all contest hosts. All aspects of show sponsorship and site requirements will be outlined. Adherence to these guidelines will be mandatory. Failure to comply could mean loss of show sponsorship the following year.

Section 16. If a unit does not want their unit videotaped by anyone outside of the designated videotaping area, it is the unit's responsibility to ensure such an announcement is made.

Section 17. The selling of air grams will not be permitted at any show.

Section 18. A show host retains the right to have an individual present to inspect all equipment prior to a unit entering the floor. If any piece of equipment is found unacceptable, the show sponsor can refuse the unit from using unacceptable equipment. The show sponsor will make every effort to provide the proper materials to make the equipment acceptable.

Section 19. Seating will only be permitted in the first two rows of seating, front and back, at every TRWEA contest at the spectators' risk. Adjudication personnel will be permitted to occupy this seating. TRWEA members will be permitted to occupy this seating while their unit is performing. TRWEA will post a safety disclaimer at each show, on site, in the program and announced that declares the front line.

Section 20. EMS personnel or medical professional volunteers **MUST** be present at all Three Rivers Winter Ensemble Association events.

Section 21. Absolutely no one will be permitted on the contest floor prior to the start of contest as well as at intermission with the exception of those directors who are doing a sound check. The sound check can occur only within the 15 minutes prior to the beginning of the show, during the first 15 minutes of intermission, or at the discretion of the sound technician.

Section 22. Absolutely no one will enter a show site prior to the "doors open" time provided by the show sponsor, unless authorized by that sponsor. Door must be opened not later than 1 hour prior to the beginning of the contest.

Section 23. The following policy regarding admittance of individuals through the unit entrance will be adhered:

- i. All performing members will be admitted free of charge.
- ii. Ten (10) staff members per participating units will be admitted free of charge. The Unit Director will be handed 10 wristbands per unit once he or she arrives at unit check-in. There will be no badges used for the 2020 season other than TRWEA Management Committee and Support Staff. Any needs over the 10 wristbands will be charged the spectator ticket price.

Section 24. Spectator ticket prices are \$10 for Adults and \$8 for Students and Senior Citizens at all regular season shows. Children under the age of 5 will not be charged any admission fee at any contest.

Section 25. Wristbands are required for all show hosts for admission at both the unit entrance as well as the spectator entrance.

Section 26. It shall be up to the discretion of the show host when the percussion units appear at the contest. The placement of the percussion units in the schedule for the championship show will be decided by the show host and the management committee.

Section 27. The Middle School class will be judged on the TRWEA Novice sheets.

Section 28. The awards given at the regular season shows shall use the standard format as located on the website. A unit's logo may be added to the award if they so choose.

Section 29. A dedicated ensemble visual judge for percussion shall be used at all contests where they have more than 4 units of percussion in attendance.

Section 30. If a host would like to cancel their show due to inclement weather, the members of the management committee must be consulted and a decision will be made by the show host and the management committee. If a joint decision is made to cancel the show, notification must take place five (5) hours prior to the start time of the show.

Section 31. If a show host cancels their show for any reason other than inclement weather, said show host will not be permitted to host a show for one year

Section 32. In order for a unit to attend the post-contest critique, they must sign up via the director's page on the TRWEA website for the critique seven (7) days prior to the contest. If a unit is scheduled to participate in the post-show critique and does not participate, a fine of \$25.00 will be assessed. This fine must be paid prior to the unit's next performance.

Section 33. A Weather Plan will be followed in any situation that management deems necessary. The TRWEA weather plan will be published in the director area of the website

Section 34. TRWEA strongly recommends that performing groups and their directors/staff use the utmost caution and forethought in the planning and use of props that might place participants (and others) in potential danger during assembly or use.

Section 35. All performers at a TRWEA contest will be required to wear protective

footwear outside the performance area.

Section 37. Judge and Contest Evaluations

- i. Evaluations must be completed by 12pm on the Thursday following each attended event
- ii. If the evaluations are not completed on time the unit will be automatically scheduled to go on first within their class at their next scheduled show.
- iii. That will include Championships if that is the next show

Section 38. Judge Problem Resolution

- iv. If a unit experiences a problem or concern with a judge the unit must provide a written grievance detailing the problem to TRWEA management. The grievance will be reviewed and communicated to the judging association. That includes ensuring timely completion of judges' evaluations.
- v. The judging association will respond to the grievance within 5 days, or before that judge works again. Clear description of the evaluation and resolution will be provided.
- vi. If the judge is deemed unacceptable to work they will be removed from assignments until the problem is resolved.

Article XI Championships

Section 1. In order to compete in the Three Rivers Winter Ensemble Association Championships, the following requirements must be fulfilled:

- vii. Units must appear at least one time in the first three scheduled events of the season.
- viii. Units must compete in a total of three shows prior to the championship show. The Preview show and a show hosted by a unit where the unit chooses not to compete may each count as one of the three shows. A WGI regional may not count as one of the three shows.

Units who do not fulfill these requirements may perform in exhibition at the championship show.

Section 2. If competing units do not submit their weekly evaluations for the entire season, by the Wednesday prior to the championship contest, they will not be permitted to attend the championship contest. This will be monitored by the Executive Director and/or the Assistant Executive Director.

Section 3. The draw for order of appearance in the Championship show will be conducted by the Management Committee in the same manner as other shows. The draw will be done two weeks prior to the championship contest.

Section 4. Defending champions will appear last in their respective class at the

championship show, if they so desire.

Section 5. At a championship contest where one particular class has a minimum of six (6) units competing, a seeding process will be used by:

- i. Averaging the highest 4 scores for the season for each unit. If 4 scores are not available, average all available scores.
- ii. Determine the half point of total number of units (ex: 6 would be 3)
- iii. Bottom 3 average scores compete randomly in the first 3 positions.
- iv. Top 3 average scores compete randomly in the last 3 positions.

Section 6. At the championship contest gold medals will be awarded to the 1st place unit in every class. Medals will be awarded to 1st, 2nd, and 3rd place in every class if the additional award cost is offset through Championship income. Unit directors and staff are not permitted to distribute additional awards to their members during the award ceremony.

Section 7. If a premier venue, such as the Peterson Events Center, Consol Energy Center, the Convention Center or AJ Palumbo Center to name a few, is contracted by the Championship host and the cost of the venue is in excess of \$10,000, TRWEA will assist in offsetting some of this cost by the following:

- i. Waiving or reducing the championship rights fee for that year;
- ii. Allowing admission to championship contest to be raised for that year to absorb some of the cost of the venue;
- iii. Negotiate with the judging association for a price break on cost of adjudicators for championships;
- iv. Allow show host to invite non-circuit members for an entry fee made payable to the show host;
- v. Permit show host to select all vendors that provide services for this Championship event;
- vi. Will continue to entertain other ideas outside of the norm up to the Championship date.

Section 8. TRWEA will host Championships if it is financially feasible.

- i. The Championship Ad Hoc Committee has the power to make decisions, budgets, get resources, and delegate responsibilities to the membership. This committee should meet regularly.
- ii. Every unit participating in championships must provide 3 capable workers to staff the championship event if held at a neutral site. This number can be adjusted as needed by the Championship Committee. Units will be charged \$150 as a Championship Bond. The bond will be returned after Championships if the unit provides the required workers. The Bond will be reduced by \$50 per worker not provided. The bond must be postmarked by March 1st for the unit to be eligible for Championships. If another organization fills the vacant worker position they will be given a \$50 dues reduction the following year. The bond will be carried from year to year.
- iii. Pre-Sold Championships will be sold to any unit performing at Championships. Each unit can purchase a maximum of 10 pre-sold tickets. The deadline for ticket sale will be determined each season.
- iv. If a unit member site is selected to host Championships, TRWEA will work with said unit on a mutually beneficial financial plan. TRWEA will provide other unit members the opportunity to still provide workers.

- v. Any TRWEA unit hosting championships must allow all competitive categories at their regular season show. That is to afford units the opportunity to familiarize themselves with the logistics, flow, and acoustics at the venue that will host championships.

Article XII Show Host

Section 1. The show schedule for the upcoming season will be selected and finalized at the annual summer meeting.

Section 2. A unit must be represented at the TRWEA summer meeting to bid on a show.

Section 3. The priority system will be amended for the sponsorships of shows:

- i. One point will be assigned for every year a unit retains active membership
- ii. Members that host a contest will receive an additional point that season.
- iii. Members attending 1-3 shows will receive an additional point.
- iv. Members attending 4-8 shows will receive 2 additional points, replacing the points from attending 1-3 shows.
- v. Members attending 9 or more shows (if scheduled) will receive an additional 3 points, replacing the points from attending 1-8 shows.
- vi. Members may gain another point for attending each meeting, the Proposal meeting, and the Summer Planning meeting (See Article VII Section 1 in regards to the possibility of multiple meetings).

Section 4. The points of units in attendance at the selection meeting will be reduced to order, highest to lowest with the unit with the most points getting the highest number.

Each unit present will get 11 votes (or the actual number of shows). Each unit must vote for 11 separate show sites by secret ballot. Show sites will be placed in order with the site that has the most votes, getting the highest number in ranking.

Show selection will occur in order of total, highest to lowest. Unit points will be used to break ties.

Example:

In attendance, Unit A, Unit B, Unit C, Unit D

Unit	Points order ranking	Vote results ranking	Total
Unit A	4	2	6
Unit B	3	4	7
Unit C	2	3	5
Unit D	1	1	2

Unit B will choose first followed by Unit A, Unit C, and Unit D.

Section 5. Unit point totals are cumulative. A unit may be inactive for one year and still

retain all points. If the unit remains inactive for more than a year, they will no longer be able to redeem their points and will forfeit all previous point earnings.

Section 6. In order to be eligible to host a contest, a unit must have participated in three TRWEA contests and Championships within the previous season with the exception of new units. The preview show will count towards these three shows however a WGI regional will not.

Section 7. Each contest host must submit a contest host application, including but not limited to, contest site specifics by September 30. The contest site specifics will then be available to directors to assist them when they are completing their contest enrollment. In subsequent years, this form will not need to be submitted again, unless the contest site has been altered and/or if the contest location is changed.

Section 8. At the summer meeting, show hosts must declare if their contest will offer percussion adjudication. Once declared, the host will be obligated to offer such adjudication.

Section 9. In order for a unit to be considered to host the preview show, unit Director's must bid on the preview show every year. If they fail to submit a bid one year, they will be placed on the bottom of the rotation, regardless of the number of points they have according to the unit point total document.

Section 10. If a scheduled host decides not to host a show on the evening they have booked, that open show date will go out to bid to the entire membership. Each unit placing a bid must declare the venue of the show. The unit with the highest number of points that does not currently have a show scheduled for that season will be awarded the show.

Section 11. All show hosts and unit directors will be required to review and sign-off on the TRWEA show manual annually. This manual identifies the proper procedures to host a show including the timing line designation. Failure to submit the signed form prior to the start of the season will result in the host forfeiting that show date.

Section 12. All show hosts MUST turn in ALL required show documents no later than exactly 2 weeks before their contest. Any show host in violation of this policy, whether it be submitting documents late or not submitting a specific document, will be subject to a \$100 penalty fine, payable to TRWEA within 7 days after the event. Extenuating circumstances will be addressed by the Management Committee.

Section 13. Show hosts have the option to host a reduced panel show. The host must decide to use this option by midnight on the 7th day after unit contest registration closes.

Article XIII Reimbursements and Spending Limits

Section 1. For the Preview Show, as well as any other TRWEA sponsored event(s), including but not limited to clinics and meetings, TRWEA will only provide housing/hotel accommodations for paid clinicians/guest adjudicators that live greater than 100 miles away from the location of the performance venue of the event. The mileage will be determined and measured by utilizing an online tool such as MapQuest. For paid

clinicians/guest adjudicators that live less than 100 miles from the location of the performance/clinic venue, no housing/hotel accommodations will be provided.

Section 2. Meal and beverage expense limit will be as follows for judges, consultants and TRWEA staff and Management Committee:

Breakfast - \$15

Lunch - \$20

Dinner - \$40

Other Services

Article XIV Scholarship

Section 1. In order for a units' members to be eligible for the Peter J. Spadaro Scholarship, that unit must participate in the Three Rivers Winter Ensemble Association Preview show, ~~three additional shows,~~ and the Championships show. The Scholarship is funded, in large part, by the Preview show.

Section 2. There will be 4 scholarships awarded per season if funding allows.

Section 3. Scholarship applications will be provided to the unit directors 1 month prior to championships and submissions must be received 2 Mondays prior to the Championships. Any submissions past that date will not be considered.

Article XV Clinics

Section 1. Stipends will be provided to individuals, via written contract, who are TRWEA Members who provide education or informative clinics to the members.

Section 2. Clinics or other educational events may be recorded and posted in the secure area of the TRWEA website.

TRWEA Hall of Fame

Article XVI TRWEA Hall of Fame Process

Section 1. The procedure for nomination and induction is as follows:

- i. All Member units may be eligible to nominate individual(s) for the HOF. The unit Director will compose and provide a dossier and any other pertinent information on the individual being nominated for the evaluation/voting process.
- ii. All member units, as well as existing HOF members, will be eligible to vote for the nominees.
- iii. In order to receive induction, at least 75% of the voters that have returned

- ballots must approve an individual.
- iv. A maximum of two individuals per year will be inducted. Should more than two individuals receive at least a 75% approval vote on a singular year, the two highest percentages will be inducted into the HOF, and the other candidates will be automatically nominated for the next year's HOF voting process.
 - v. The TRWEA Executive Director, as well as a specific member of the Management Committee, will take responsibility for administering the process. The Executive Director will email all unit directors and the Management Committee 6 weeks prior to the Championships asking for any submissions. Submissions will be due 4 weeks prior to the Championships. The Executive Director will be responsible for contacting all former HOF members to receive their vote.

Manual Information

Article XVII Amendments

Section 1. Articles of this manual may be amended by a majority vote of the Membership at the annual meeting. Any member may submit a proposal to be voted upon. A deadline of proposal submissions will be set by the Management Committee.

Section 2. All changes and additions to TRWEA policy and by-laws will be implemented at the conclusion of the annual meeting

Section 3. The rules and regulations shall be updated in a timely manner.

- i. All changes must be integrated in to the policy within 30 days.
- ii. The revision date shall be updated in the footer of the policy handbook
- iii. The most recent changes shall be highlighted
- iv. Requests for changes to the policy handbook shall be submitted to the Management Committee for review. A response will be given with 15 days.

Article XVIII Authority

Section 1. TRWEA follows Winter Guard International rules. TRWEA rules take priority if there is a conflict between WGI and TRWEA rules.

Section 2. Any problems or questions not covered by this manual or the Winter Guard International Contest Manual will be referred to the Three Rivers Winter Ensemble Association Management Committee.