



Three Rivers Winter Ensemble Association

2010-2011

Membership Handbook

Jan McMahon, Executive Director

Jason Greenawalt, Management Committee
Deanne Heller, Management Committee
Carrie Huffner, Management Committee
Heather Shrump, Management Committee
Michael Yoho, Management Committee

Website: www.trwea.com

Email: management@trwea.com

Facebook: www.facebook.com/TRWEA

Twitter: www.twitter.com/TRWEA

**2010 THREE RIVERS WINTER ENSEMBLE ASSOCIATION
MEMBERSHIP HANDBOOK**

TABLE OF CONTENTS

SUBJECT	PAGE
ORGANIZATION	
Name.....	2
Purpose.....	2
Membership.....	2
Dues, Fees, and Other Financial Policies.....	2
Voting Privileges.....	3
Administrative Structure and Function.....	3
Meetings.....	4
ENSEMBLES	
Classification.....	4
Non-Members.....	5
CONTESTS	
Competitions.....	5
Championships.....	8
Show Host Selection.....	9
Reimbursements and Spending Limits.....	10
OTHER SERVICES	
Scholarship.....	11
Clinics.....	11
HALL OF FAME	
Process.....	11
MANUAL INFORMATION	
Amendments.....	11
Authority.....	12

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 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.

Section 3. All independent units must submit copies of their member's birth certificate and/or driver's license clearly indicating date of birth. 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.

Article IV Dues, Fees and Other Financial Policies

Section 1. The fiscal year shall be September 1, 2010 – August 31, 2010

Section 2. The membership fee will be \$300. This entitles a unit to participate in any and all TRWEA shows, including the Championships show, during a given year.

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

Section 4. Refunds are as follows:

- a. If a unit notifies the Executive Director, in writing, that their unit will not be participating in the upcoming season by November 30; 100% of dues will be

refunded.

b. 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.

c. Beginning with the schedule preview show day, all dues for that season are non-refundable.

Section 5. 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 \$500 administrative fee per contest. The show host will pay \$275 of that fee. The balance will be covered by TRWEA.

Section 7. The championship rights fee will be \$2,500.

Section 8. The present \$50 per adjudicator fee for the championship contest will be the responsibility of the show host.

Article V Voting Privileges

Section 1. Voting privileges will be restricted to units that participated in five shows and the Championship show in the previous season.

Section 2. Each unit will have one designated voting member.

Section 3. 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. An executive director will be hired by the Management Committee. 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.

Section 3. This Committee may only make recommendations to the Membership. The Membership will vote on all matters.

Section 4. Management Committee Members will serve for a two year term. In the first year's election (June 1995), three members will be elected for a two year term and two members will be elected for a one year term.

Section 5. Members of the Management Committee must be from units that have qualified as voting members. A Committee Member from a unit who has lost its voting

privilege must resign.

Section 6. Management Committee Members may succeed themselves.

Section 7. 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 8. 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 9. A stipend of \$3,000 will be given to the Executive Director.

Section 10. A stipend of \$500 will be given to each member of the Management Committee.

Section 11. 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 12. Additional paid or nonpaid positions may be created and filled at the discretion of the management committee.

Article VII Meetings

Section 1. Three Rivers Winter Ensemble Association will host at least one annual meeting during the summer for all members.

Section 2. Monthly Management Committee meetings will be held at the discretion of the Committee Members.

Article VIII Classification

Section 1. Three Rivers Winter Ensemble Association will adhere to the Winter Guard International (WGI) four-tiered class system. 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. If the Management Committee feels the request is justified and warrants further investigation, the issue will be submitted to the contracted judges associations' Executive Director, the Visual Coordinator and three other judge representatives chosen by the TRWEA Executive Director.

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 Review 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. Beginning with the 2003 season, these competitive classes will be established in addition to the normal WGI classifications.

- ▶ Baton Unit - junior and senior
- ▶ Mixed Equipment Unit - junior and senior (Eliminated in 2009).
- ▶ Independent Senior (Added in 2008)

This will provide a competitive arena for more simplistically structured programs. The guidelines for these classes are:

- ▶ Five performers minimum/30 people maximum.
- ▶ Minimum time: 2 minutes/ Maximum time: 4 minutes
- ▶ Each performer can only perform in one category.

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. Maximum performance time for Regional A guards will be 5.5 minutes.

Section 10. Any Regional A unit that wishes to attend a Pittsburgh WGI regional competition will be permitted to enter the A classification.

Section 11. 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.

Article IX Non-Members

Section 1. Any non-member may participate in one Three Rivers Winter Ensemble Association contest free of charge. Any non-member unit may participate in a second contest for a fee of \$100, payable to TRWEA prior to their second 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.

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 Contest Coordinator and 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 would like to attend a show they have not initially signed up for, they must notify the show host of their intent in writing (email is acceptable). The unit will be responsible for a late entrance fee assessed by the contracted judges association.

Section 3. 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 all the show hosts affected of their intent.

Section 4. 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.

Section 5. 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 6. The pre-show announcement will reflect that of the current WGI pre-show announce. It will read as follows: Are the judges ready? Performing their program (insert name here) is the ensemble/guard/unit) ready? (Unit Name), you may take the floor in competition.

Section 7. 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 8. Adjudicators' evaluations will be received via digital device. The director of each unit will receive one MP3 player that TRWEA will purchase. When arriving at a contest, the player will need to be turned in at the unit check-in gate. If the player needs to be replaced by TRWEA, the unit will be responsible for the cost of the replacement.

Section 9. 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 10. Penalties will be enforced beginning with the third scheduled show of the season.

Section 11. Every effort will be made to have a recap of the contest attached to the units' sheets 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.

Section 12. 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 13. A rotation of independent and scholastic units within their class will take place for the championship contest to appear last.

Section 14. 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 15. Each show host must provide the following:

- ▶ Four responsible runners
- ▶ An adult at the team check-in area to collect MP3 players.
- ▶ Site confirmation on the school's letterhead by September 30.
- ▶ The contest application form by September 30.
- ▶ An estimated contest start time by January 1.
- ▶ Final contest line up to the contracted judge's association, contest coordinators and executive director two weeks prior to the scheduled contest.
- ▶ Proper power supply in the percussion warm up area and a power supply on the center line on the contest floor.
- ▶ Percussion warm up schedule permitted each percussion units 20 minutes of warm up time, in an area separate from the color guard, dance and baton warm up area, and five minutes into and five minutes out of said warm up area.
- ▶ Schedule that includes a full hour of critique time.

More information is available in the show host handbook.

Section 16. A video taping area will be designated at all contests. A video taping pass will be issued to each unit upon checking in at a contest. Only individuals with this pass will be permitted in the video area to video tape their unit's performance only. If a unit does not want their unit video taped by anyone outside of the designated video taping area, it is the unit's responsibility to ensure such an announcement is made. At championships, a video of each unit's performance will be given to them by TRWEA.

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 not be permitted in the first two rows of seating, front and back, at every TRWEA contest. 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 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.

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.

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

- ▶ All performing members will be admitted free of charge.
- ▶ Seven staff members per participating units will be admitted free of charge. These staff must show their TRWEA issued pass as well as sign in on a sign in sheet.
- ▶ Floor crew members will be admitted at the unit entrance at a rate of \$4.00. A show sponsor may elect to not charge this fee. The number of floor crew should be declared by the preview show.

Section 24. Children under the age of 5 will not be charged any admission fee at any contest.

Article XI Championships

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

- ▶ Units must appear at least one time in the first three scheduled events of the season.
- ▶ Units must participate in a total of five shows prior to the championship show.

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

Exemptions: Concert percussion ensembles must attend a minimum of two shows prior to the championship show. Concert percussion ensembles will not be required to appear

in the first three weeks. First year ensembles must attend a minimum of two shows prior to the championship show. First year ensembles will not be required to appear in the first three weeks.

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 either by the Membership Liaison and/or the Assistant Executive Director.

Section 3. At a championship contest where one particular class has a minimum of units competing, a seeding process will be used by:

1. Averaging the scores for the season for each unit.
2. Determine the half point of total number of units (ex: 6 would be 3)
3. Bottom 3 average scores compete randomly in the first 3 positions.
4. Top 3 average scores compete randomly in the last 3 positions.

Section 4. At the championship contest gold, silver and bronze medals will be awarded to every class. Whenever there is only one unit competing in any classification at the Championship show, the Three Rivers Winter Ensemble Association will not provide medals for the members of that unit. The unit will have the option of purchasing medals if they so desire. Championship medal ribbon colors will be the same as offered at WGI contest: gold medals will have blue ribbons, silver will have red ribbons and bronze will have white ribbons. Championship patches will be given to all members of all units participating in the championship contest.

Article XII Show Host Selection

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. Beginning with the 1996 contest schedule, a priority system will be established for the sponsorships of shows. One point will be assigned for every year and every show the unit has sponsors. The unit with the highest rating will be allowed the first option.

Section 4. The following levels will be implemented:

Level A - Voting privilege member - previous show sponsor.

Order of choice determined by:

Number of years having a show.

Numbers of years in the Three Rivers Winter Ensemble Association

Level B - Voting privilege members - never having sponsored a show.

Order of choice will be determined by:

Number of years having a show

Number of years in the Three Rivers Winter Ensemble Association

Level C - Non Voting privilege member

Order of choice will be determined by:

Number of years having a show
Number of years in the Three Rivers Winter Ensemble
Association

Section 5. Unit point totals are cumulative. A unit may be inactive for one year and still retain all points. After that, one point per year will be deducted from the unit's total number of points.

Section 6. In order to be eligible to host a contest, a unit must have participated in three TRWEA contests within the previous season with the exception of new units.

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 championship contest, unit Director's must bid on the championship contest every year. This will create a rotation for the championship site. 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. 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 11. 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 12. All show hosts will be required to submit a deposit to TRWEA equal to the administration fee found on their contract two weeks prior to their scheduled show date.

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

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 and four additional shows. The Scholarship is funded, in large part, by the Preview show.

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.

Article XVI TRWEA Hall of Fame (HOF)

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

▶ 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.

▶ All member units, as well as existing HOF members, will be eligible to vote for the nominees.

▶ In order to receive induction, at least 75% of the voters that have returned ballots must approve an individual.

▶ 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.

▶ The TRWEA Executive Director, as well as a specific member of the Management Committee, will take responsibility for administering the process.

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.

Article XIII Authority

Section 1. 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.