



Serving the Pageantry Arts since 1985

2022-2023 Policy Manual

Revision Date 8/30/22

FFCC Mission Statement

The Florida Federation of Colorguards Circuit works to promote positive educational experiences through the competitive arena via the indoor pageantry arts.

The FFCC provides leadership for its members through the dissemination of information in all aspects of the pageantry arts, and by celebrating the equity, diversity, and inclusivity of its performers. We promote the pursuit of competitive excellence, a commitment to the professional growth of its instructors, and vowing that ethical fiscal responsibility will govern the organization at all times.

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Introduction

Who is the FFCC?

The FFCC was founded in 1985 by a small group of music educators, headed by Roanna Combs and John Harlow, with the intention of bringing performers, directors, and spectators together to celebrate the accomplishments and excellence of their efforts. It was their hope to bring organization, standardization and quality to their competitive events to better serve the marching arts community.

Who does the FFCC serve?

Originally centered in the Lakeland, Florida area, the FFCC has grown into a statewide organization with national influence. We service indoor arts teams from all major regions of the state from as far west as the panhandle, north to Jacksonville, and south to Broward and Dade counties. We also serve teams in the south Georgia area. FFCC is a non-profit 501c3 organization focused on offering our members:

- High quality standardized local events.
- Quality adjudication from nationally trained professionals.
- Educational opportunities through live clinics, virtual instruction, and mentorship.
- A celebration of performer achievement at a three day Circuit Championship event.

The FFCC is governed by a Board of Directors selected by the membership and guided by an Advisory Board composed of representatives of the top color guards, percussion teams, and wind ensembles in the organization.

A brief history of the FFCC.

The FFCC started in 1985 with eighteen total teams primarily from the central and west Florida region. The organization gradually grew through the 1990's achieving membership of up to forty-five teams. The early 2000's saw a reorganization of the FFCC to include percussion and then winds. FFCC experienced several years of unprecedented growth to the level we enjoy today with one hundred ninety one (191) color guard participants, fifty-four (54) percussion teams, and thirteen winds teams registered for events in 2019.

1. Administrative

1.1. Board of Officers

1.1.1. Purpose

- 1.1.1.1. The Board of Officers are legally and financially responsible for the conduct of the Florida Federation of Colorguards Circuit. Including but not limited to the management of the business and affairs of the corporation.

1.1.2. Responsibilities

- 1.1.2.1. The fiscal viability of the corporation.
- 1.1.2.2. Managing and organizing the operations of the circuit. FFCC operating procedures are governed by the organization's Bylaws document and Articles of Incorporation.

1.1.3. Membership

- 1.1.3.1. Per the FFCC's Articles of Incorporation, persons wishing to pursue nomination onto the FFCC Board of Officers must fall into at least one of the following categories and be able to serve the two year term:
 - 1.1.3.1.1. Actively serving as a designated team representative for no less than three (3) consecutive years prior to nomination.
 - 1.1.3.1.2. A qualified adjudicator in good standing for no less than three (3) consecutive years prior to nomination.
 - 1.1.3.1.3. A certified contest staff member for no less than three (3) consecutive years prior to nomination.
 - 1.1.3.1.4. A member of the Board of Officers for no less than three (3) consecutive years prior to nomination.

1.1.4. Nominations for the Board of Officers

- 1.1.4.1. At least 6 weeks prior to Championships, a Nominating Committee will seek nominations for board seats for the following two-year term, to include current board members who wish to seek re-election.
- 1.1.4.2. The Nominating Committee will be comprised of seven people from the FFCC active membership including but not limited to the following:
 - 1.1.4.2.1. Three Color Guard Advisory Board members elected by the Color Guard Advisory Board.
 - 1.1.4.2.2. One Percussion Advisory Board Member elected by the Percussion/Winds Advisory Board.
 - 1.1.4.2.3. One Winds Advisory Board Member elected by the Percussion/Winds Advisory Board.
 - 1.1.4.2.4. Two FFCC Board of Officers Members, appointed by the FFCC Board of Officers.
- 1.1.4.3. The leadership of the Committee will be determined by the members once assembled.

- 1.1.4.4. The nominating committee will accept nominations from circuit members, as well as pursue individuals whose service could be beneficial to the organization and make those nominees and their biographical/pertinent information available to the membership at least two weeks prior to the Annual Meeting for consideration.
- 1.1.4.5. There is no limit on the number of nominees.
- 1.1.4.6. Nominees must submit the following to the Nominating Committee by the established deadline:
 - 1.1.4.6.1. Required biographical information on the application.
 - 1.1.4.6.2. The questionnaire attached to the application.
 - 1.1.4.6.3. A current resume.
 - 1.1.4.6.4. Two letters of recommendation, these letters may not be from anyone on the nomination committee as this represents a potential conflict of interest.
- 1.1.4.7. Nominees must be vetted through the Nominating Committee. Nominations that have not been vetted will not be accepted at the Annual Meeting.

1.1.5. **Election of the Board of Officers**

- 1.1.5.1. The Nominating Committee will present a slate of candidates to the membership for approval at the Annual Meeting.
- 1.1.5.2. If the membership approves the slate of candidates by a majority vote, those candidates will be installed as officers for the designated term.
- 1.1.5.3. If the slate of candidates fails to attain a majority vote, the Nominating Committee must reconvene and submit another slate in a special session meeting of the membership. This process will repeat until such time as a full Board of Officers is installed.
- 1.1.5.4. Candidates are elected to the Board of Officers for two-year terms. As defined by the FFCC Corporate By-Laws - *Should someone be unable to serve their full term, the FFCC President will appoint a replacement to fulfill the term or until the nomination committee is reconvened in its annual cycle.*

1.2. **Advisory Boards**

- 1.2.1. Purpose
 - 1.2.1.1. To meet annually and discuss relevant issues to the physical and philosophical direction of the FFCC.
- 1.2.2. Responsibilities
 - 1.2.2.1. Those organizations that achieve Advisory Board membership shall have the responsibility of defining adjudication and competitive attributes of the FFCC.
 - 1.2.2.2. They will advise the Education Committee on the direction of initiatives for the coming season.
 - 1.2.2.3. They will address and suggest any changes to the Policy and Procedure Manual for the coming season.
 - 1.2.2.4. They will make recommendations regarding the philosophical direction of the FFCC for the future.

- 1.2.2.5. They will elect representatives to the Nominating Committee for the purpose of vetting and presenting a slate of officers to the general membership for the election to the Board of Directors.
- 1.2.3. Membership is based on achievement at the FFCC Championship event and is available to all member organizations in good standing with the FFCC in the color guard, percussion, and winds community.
- 1.2.4. Should some extenuating circumstances cancel the FFCC Circuit Championships event, Advisory Board membership will be extended until such time as new members may be seated.
- 1.2.5. Advisory Board terms are two years and assigned to the Member Team that achieves membership.

2. Meetings

2.1. Purpose

- 2.1.1. The FFCC hosts at least two meetings of member teams each year. These meetings are the Initial Membership Meeting and the Annual Meeting. Additional meetings may be held at the discretion of the The Board of Officers should need arise.

2.2. Initial Membership Meeting

- 2.2.1. Purpose: Initiate the processes for a new competitive season.
 - 2.2.1.1. The Meeting will be held a minimum of three (3) months prior to the first scheduled FFCC Premiere Show. In extenuating circumstances, The Board of Officers can change the timing of the meeting.
 - 2.2.1.2. Teams register and/or update their information.
 - 2.2.1.3. Teams pay any fees or financial obligations to the Treasurer.
 - 2.2.1.4. Teams designate their voting delegate.
 - 2.2.1.5. Competition dates and locations are presented.
 - 2.2.1.6. Teams select contests in which they choose to participate.
 - 2.2.1.7. Teams receive necessary information for operation during the season, including but not limited to: rules changes, policy revisions, etc.
 - 2.2.1.8. At the conclusion of the meeting, maximum entry capacities are set for each event based on facility safety standards and manageable workload for staff and judges.

2.3. Annual Meeting

- 2.3.1. Purpose: Conclude all processes for the current season and establish governance for the subsequent season.
 - 2.3.1.1. The Meeting may be held a minimum of three (3) months after the last scheduled FFCC Competitive Show. In extenuating circumstances, The Board of Officers can change the timing of the meeting.
 - 2.3.1.2. Team Delegates log in for voting.
 - 2.3.1.3. Roll Call of Team Members.

- 2.3.1.4. Policy and procedure proposals, submitted through the FFCC website via the Member Resource Area, are read and reviewed, and polled for approval, review, amendment or rejection per the FFCC By-Laws.
- 2.3.1.5. Potential dates for the next competition season are presented.
- 2.3.1.6. Annual Board of Officer Reports are presented.
- 2.3.1.7. Review the Nomination Committee slate of candidates and election of the Board of Officers is held by secret ballot.

2.4. Voting Procedures

- 2.4.1. Delegates absent from a meeting can designate a substitute. The Team Director must log on to their Competition Suite page no later than 48 hours in advance of the meeting. On the Competition Suite Team profile page, they may change the name of the Designated Voting Delegate. The delegate must be someone authorized to act on behalf of the team in binding policy decisions and meet all requirements of the school system or organization management to represent the team.
- 2.4.2. Should Team Director have trouble logging on to their account, Electronic messages (e-mails) designating a voting delegate will be permitted as long as the email shows the sender as the email address of the Team Director on record. The same forty-eight-hour requirement applies for email.
- 2.4.3. All voting for the election of the Board of Officers will be by secret ballot.
- 2.4.4. Board of Officer Members have a vote in general meetings (Annual Meeting, Initial Membership Meeting, and other meetings as convened.)
- 2.4.5. Under NO circumstances shall any person cast more than one vote in any given poll. Nor shall they be permitted to represent more than one Member Team in any vote casting.
- 2.4.6. The Board of Officers may modify this voting process should there be extreme situations, such as a global pandemic.

3. Reporting

- 3.1.** Detailed reports from any and all meeting minutes will be made available to all member teams within ten days of the conclusion of the meeting.

4. Code of Ethics

- 4.1.** All staff, volunteers, member teams, and guest teams participating in FFCC and FFCC sanctioned events must accept and act under the policies outlined below.
 - 4.1.1. The FFCC will not tolerate conduct that impacts negatively on the organization or the experience of our performers. All participants, staff, and volunteers should consider themselves as ambassadors of the FFCC. All parties are not only expected to uphold these policies but help remind others of them when necessary.

- 4.1.2. Further, the FFCC reserves the right to discipline, discharge or suspend participants, staff or volunteers who engage in, or is alleged to have engaged in, unlawful activity at a FFCC sanctioned event to the extent consistent with applicable law.

4.2. Alcohol & Controlled Substances

- 4.2.1. FFCC participants have the right to participate in an environment free of alcohol and controlled substances. FFCC participants are not to possess, distribute or be under the influence of alcohol or controlled substances including, but not limited to, narcotics, inhalants, marijuana or other dangerous drugs. It is unlawful to bring alcohol and controlled substances onto any school grounds and most arena facilities.

4.3. Sexual Misconduct

- 4.3.1. The FFCC strictly prohibits all conduct which could pose a threat to the safety of participants of an FFCC sanctioned event. If any participating group receives information of any kind (oral or written, "informal" or "formal") suggesting that misconduct has occurred that is connected in any way to individuals or activities associated with the participating group, and if the suggested misconduct meets any of the following criteria, then the participating group shall report to the appropriate authorities and inform the FFCC (board@ffcc.org) of the information in writing immediately.
 - 4.3.1.1. Any misconduct of a sexual nature or potentially classifiable as a sex offense under applicable law, including without limitation so-called "victimless" activities such as prostitution, pornography, and indecent exposure.
 - 4.3.1.2. Any misconduct in which actual or suggested sexual relations is an element.
 - 4.3.1.3. Any harassing conduct pertaining to, in whole or in part, an individual's gender, gender expression, or sexual orientation.
 - 4.3.1.4. Any conduct involving harm to a minor.
- 4.3.2. Participating groups shall maintain effective internal policies and procedures for the protection and safety of its participants, staff, and volunteers, including, without limitation, the ability of any individual to report suspected misconduct without reprisal. Participating groups shall conduct an effective internal investigation, report the matter to the appropriate external authorities as may be necessary, take appropriate and effective remedial action under the circumstances, and report actions to the President (president@ffcc.org) Human Resources (tom@ffcc.org) or Head of Operations (jen@ffcc.org) Immediately.
- 4.3.3. Anyone found to have participated in misconduct that threatens the safety of a participant will be disciplined as the FFCC finds appropriate, up to and including a permanent ban from association with any FFCC-sanctioned event in any capacity.

4.4. Harassment

- 4.4.1. Behavior that may be considered inappropriate or may be deemed as harassment is not allowed. Harassment refers to a full spectrum of offensive behavior. When the

term is used in a legal sense, it refers to actions that can be found to be threatening or disturbing, and beyond those that are sanctioned by society. Conduct that creates a hostile environment is prohibited. Such conduct may include:

- 4.4.1.1. Any harassing behavior about, in whole or in part, an individual's race, gender, gender expression, sexual orientation, race, ethnicity, or religion.
 - 4.4.1.2. Repeated unwanted sexual flirtations, sexual innuendo, advances, or propositions.
 - 4.4.1.3. Verbal abuse of a sexual nature.
 - 4.4.1.4. Verbal comments about an individual's body.
 - 4.4.1.5. Sexually degrading words used to describe an individual.
 - 4.4.1.6. Unwanted physical contact.
 - 4.4.1.7. Cyber-bullying or social media abuse.
 - 4.4.1.8. Any other behavior that is not socially acceptable in a professional environment.
- 4.4.2. Any participant, staff or volunteer who is found after an appropriate investigation, to have harassed another participant, staff, employee, contractor, volunteer, or customer of FFCC will be subject to appropriate disciplinary actions, including suspension.

4.5. Anti-Retaliation and Whistleblower

- 4.5.1. In an effort to protect all interested parties and address our commitment to integrity and ethical behavior, FFCC will not tolerate any retaliation against anyone who makes a good faith report, or threatens to make a good faith report, regarding FFCC, another organization, or an individual, whose suspected violation of the law or other violation endangers the health or safety of a participant, any personnel of FFCC or a participating group, or the general public.

5. Code of Conduct

5.1. General Conduct

- 5.1.1. Our reputation depends on the conduct of all parties involved in the FFCC. Good manners, courtesy, and common sense are generally all that is required to ensure appropriate conduct and behavior. Conduct or language that could be perceived by a reasonable person as being rude, inappropriate, abusive, disorderly, derogatory, immoral or threatening will not be tolerated.
- 5.1.2. The competitive experience could be at risk if undue and unfair pressure is applied to FFCC judges or staff through inappropriate behavior. Examples include, but are not limited to, participants or staff of a group verbally abusing FFCC personnel, the inappropriate conduct of any participants or staff on the contest floor, or inordinate or unauthorized communication to judges or the Chief Judge.
- 5.1.3. Disruptive or rude behavior from participants, staff, or volunteers of one group towards another in the warm-up areas will not be tolerated and may result in penalties up to and including disqualification for the team.

- 5.1.4. Anyone found to have participated in misconduct will be disciplined as the FFCC finds appropriate, up to and including loss of the privilege that has been violated. For example, staff could lose all critique privileges with judges, barred from contest floor or venue, or loss of the right to use the warm-up venue.

5.2. Social Networking

- 5.2.1. The FFCC respects the right to use social networking sites and does not wish to discourage self-publishing or self-expression. Nevertheless, we expect all involved in the FFCC to follow applicable guidelines and policies. All persons using social media should be clear that any posts are their own and they are not authorized to speak on behalf of the FFCC.
- 5.2.2. Our policies prohibit the use of social media to post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or hostile on account of race, religion, national origin, age, gender expression, sexual orientation, veteran status, marital status, physical or mental disability, political preference or any other basis or characteristic protected by applicable law on platforms controlled by the FFCC.

5.3. Disciplinary Action

- 5.3.1. Individual participants, staff, or volunteers who are found to be in violation of the FFCC Code of Conduct will be subject to further investigation as conducted by the FFCC Board of Officers. Based on the circumstances considered, the decision to apply disciplinary action or dismissal can be at the sole discretion of the FFCC President.
- 5.3.2. In extreme circumstances, termination of a group's participation in FFCC may be considered if, after a thorough investigation, finds their management has recklessly or continually put participants, staff, or volunteers in unsafe situations or ignored flagrant violations of this Code of Conduct.
- 5.3.3. The type of action taken depends on the facts and circumstances surrounding each situation. Please note that the corrective action may vary in process, depending on the circumstance. It is important to note that the type of action applied, as well as any prior notice of action, is at FFCC's sole discretion. The policies of this Code of Conduct should provide all participants, staff, and volunteers with an understanding of what is considered appropriate or inappropriate behavior. While all possible circumstances are impossible to delineate, those participating with the FFCC should not take any chances with the spirit and intent of these guidelines.

6. Fees

- 6.1.** Financial fees are determined by the Board of Officers and will be posted on the FFCC website in the Members Resource Area.

- 6.1.1. Membership Fees**

- 6.1.1.1. All Member Teams, regardless of classification, must pay an annual membership fee (Color Guard, Percussion, Winds Teams)
 - 6.1.1.1.1. If paid on or before the Initial Membership Meeting - \$600.00

- 6.1.1.1.2. If paid between November 1 - December 15 - \$675.00
- 6.1.1.1.3. If paid after December 15 - \$750.00
- 6.1.1.2. Show Host Sponsorship Fees - \$250.00
- 6.1.1.3. FFCC Administrative Surcharge - \$2.00/admission
- 6.1.1.4. Solo/Duet Registration Fee - Varies based on cost
- 6.1.1.5. Competition Suite Fee - \$25.00
- 6.1.1.6. Membership Fees Increase incrementally based on the date of payment.
- 6.1.1.7. Fees may be paid to the FFCC Treasurer by credit card via the online portal or through the mail by check. A school purchase order is not considered payment until the check is received and processed.

6.1.2. Non-performance/Withdrawal Fee

- 6.1.2.1. Any Member Team that withdraws from a contest **less** than FOURTEEN (14) DAYS PRIOR TO A SCHEDULED PERFORMANCE (i.e., for a Saturday contest, notification must be received by 11:59 PM on Friday two weeks prior.) is subject to a “Non-performance Fee”. The Board of Officers may vote to waive any fees at their discretion.
- 6.1.2.2. Any Member Team that withdraws from a contest FOURTEEN (14) DAYS or more PRIOR TO THE CONTEST will not be subject to the “Non-performance Fee”.

7. Insurance Requirements

7.1. Independent Teams

- 7.1.1. All Independent Teams (member teams and non-member teams) must provide proof of liability insurance by December 15 prior to the beginning of the competitive season and be dated to last the full term of the competitive season and follow all guidelines regarding insurance as listed in the Members Resource Area of the FFCC website, or they will not be allowed to compete.
- 7.1.2. This information must be uploaded through the Team Portal on Competition Suite. This must be done for registration to be complete.
- 7.1.3. Guest teams must upload the document through the Team Portal fourteen (14) days prior to their planned FFCC appearance to be included on the schedule.

7.2 Scholastic Teams

- 7.1.4. All scholastic teams (public, charter, or private) must provide a roster of all student participants. This roster must be signed by the administrator responsible for the team indicating that the team and activity are school sanctioned and covered by the insurance in place with the school system. This form must be filed through your team portal via Competition Suite by December 15 prior to the start of the season or the team may not be able to compete.

8. Membership

- 8.1.** The FFCC Board of Officers reserve the right to deny or cancel the membership of any team that is counter productive, disruptive, or in direct conflict with the goals and philosophies of the FFCC. This includes all forms of social and digital media. Application or registration to the FFCC does not guarantee acceptance or membership.

8.2. Member Teams

- 8.2.1. Member teams are defined as teams that have paid their annual membership fee, completed all paperwork and membership training requirements.
- 8.2.2. Member Teams are entitled to compete in contests that are sanctioned or co-sanctioned by the FFCC and which are still open for registration. They will be given priority performance order over guest teams. In the case of co-sanctioned events, performance order for FFCC Member Teams will be merged with that of other co-sanctioning circuits with the hosting circuit holding the last performance positions.
- 8.2.3. Entries might be limited based on logistics and facility limitations. All teams that pay their fees and register for contests at the Initial Membership Meeting are exempt from the maximum capacity. At the conclusion of the Initial Membership Meeting any entry restrictions apply to all teams.
- 8.2.4. Member Teams meeting competitive requirements are entitled to register for Circuit Championships. This is not, however, mandatory.

8.3. Member Teams Eligibility and Restrictions

- 8.3.1. The FFCC Board of Officers will address all WGI policies that are inconsistent with the policies of the FFCC.
- 8.3.2. All competing teams in the FFCC must abide by WGI rules and regulations concerning the eligibility of performing members. WGI Eligibility Rules include but are not limited to:
- 8.3.2.1. Independent Team performers who have not reached their 23rd birthday on March 31 of any given year shall be permitted to compete in contests governed by the FFCC. This age rule applies to all teams except those entered in the color guard Independent World Class. Independent World Class teams may compete with members of any age. Each team appearing in an FFCC contest shall be prepared to show proof of performers' age.
- 8.3.2.2. Scholastic Member Teams whose total performers come from the same school or schools that feed into that school, meet the combined school requirements, and abide by the WGI age rule may compete in the scholastic (non-post secondary) divisions provided by the FFCC. Each school team appearing in an FFCC contest in a scholastic class shall be prepared to show proof of enrollment in the sponsoring school(s).
- 8.3.3. No Color guard team may compete with less than five (5) nor more than thirty (30) members on the floor of competition at any time. Independent World Class Color Guard teams may have up to forty (40) members. Percussion teams have no minimum or maximum members. Winds teams have a minimum of ten (10) members and no maximum number of members.
- 8.3.4. No person may compete on more than one team at the same FFCC Color Guard

contest, unless waived by the Board of Officers. This includes any preliminaries /finals situations. Performers may compete with more than one Percussion or Winds team at an FFCC Contest, as long as all rules and guidelines regarding membership eligibility have been adhered to (including letters of release from affected scholastic programs). Members may compete in any combination of guard, percussion and/or winds at the same contest. For these purposes, a contest is defined as the full competitive day of an FFCC Color Guard show. For example, a member may not compete in "B" class Color Guard show at the beginning of the day, and "A" class Color Guard show later in the day.

8.3.5. Scholastic performer participation in an Independent Team

- 8.3.5.1. The FFCC strongly discourages independent color guard, percussion, or winds teams from utilizing membership composed of ANY students who were previously enrolled in an active competitive scholastic color guard, percussion, or winds program and have not yet graduated from high school.
- 8.3.5.2. Independent Teams may not recruit students who are currently members of a scholastic color guard, scholastic percussion, or scholastic winds program who are competitive in the FFCC.
 - 8.3.5.2.1. Recruiting is defined as any direct contact with a performer, the scholastic program of a performer, or the parents of the performer through verbal exchange, email contact, or targeted contact by members of the independent team. Use of social or other digital media contact is also a form of recruitment.
- 8.3.5.3. If a student enrolled in a school with a competitive color guard, percussion, or winds program wishes to join an Independent Program, the student may do so provided they meet the following standards:
 - 8.3.5.3.1. The student has not successfully auditioned for a scholastic program.
 - 8.3.5.3.2. The student has never participated or been enrolled in the scholastic program in a classroom, rehearsal, or performance situation.
 - 8.3.5.3.3. No letter of intent, permission, or commitment to participate in the scholastic program has ever been signed by the student or parent /guardian.
- 8.3.5.4. If a student is enrolled in a school that has an active color guard, percussion program or winds program and chooses to participate in an Independent program, a letter must be on file with the FFCC. This letter must state that the student is officially released of any obligations to the scholastic team, and must be signed by the student, a parent or guardian of the student, the director of the Independent team, and the officially credentialed teacher in charge of the scholastic team or a school administrator at the school.
- 8.3.5.5. This letter of release must be on file with the Secretary of the Board of Officers of the FFCC, no later than **December 15** of the season that the member will be participating (December 15, 2021 for the 2022 season).
- 8.3.5.6. **Failure to file this letter of release will leave the student ineligible for that competitive season.**
- 8.3.5.7. Failure to comply with these regulations will result in the forfeiture of FFCC

membership and participation in any FFCC governed event by any team that has said person(s) in their membership. The Board of Officers may review and address any circumstances not covered by current policy.

8.3.6. Guest Teams

8.3.6.1. Guest Team Registration Fee - \$250.00/event.

8.3.6.2. Teams who are not members of the FFCC must pay for entry into each FFCC sanctioned event. This fee may be paid to the Treasurer by credit card via the online portal or through the mail by check. A school purchase order is not considered payment until the check is received and processed.

8.3.6.3. A Guest Team will not be placed on the event schedule until payment has been received.

8.3.6.4. The Guest Team fee must be paid at least fourteen (14) days prior to the event date.

8.3.6.5. The Guest Team may withdraw fourteen (14) days prior to the event date and receive a refund of any funds that have not been spent on the team prior to withdrawal.

9. Competition Divisions and Classifications

9.1. Divisions

9.1.1. Independent Division: All teams that meet WGI guidelines and FFCC Team Member Restrictions are eligible to compete in this division.

9.1.1.1. Each independent color guard, percussion ensemble, or winds team must have their valid certificate of insurance uploaded to their team portal on Competition Suite. This form must be uploaded by December 15 prior to the start of the season. Teams will be removed from shows and lose performance priority after December 15 if the certificate is not current and complete and on file.

9.1.2. Scholastic Division: All teams whose total performers come from the same school or schools that feed into that school, meet the combined school requirements, and abide by the WGI age rule may compete in the scholastic (non-post secondary) divisions provided by the FFCC. Each school team appearing in an FFCC contest in a scholastic class shall be prepared to show proof of enrollment in the sponsoring school(s).

9.1.2.1. Each scholastic color guard, percussion ensemble, or winds team must have the principal of the sponsoring school approve any student within that district participating on that team. The principal must then sign a letter stating that each participant is following their local guidelines, as well as affirm that this is an approved activity by the district and individuals are insured through the district. This form must be uploaded to the Team Portal on Competition Suite by December 15 prior to the start of the season. Teams will be removed from shows and lose performance priority after December 15 if roster is not complete and on file.

9.2. Classifications

9.2.1. Color Guard

- 9.2.1.1. World Class – This is the highest level of competition. Participants in this class should have advanced vocabulary, programs, and achievement levels. Evaluation will be based on the WGI World Class criteria.
- 9.2.1.2. Open Class – Participants in this class should have intermediate vocabulary, programs, achievement levels, and are beginning to incorporate advanced concepts. Evaluation will be based on the WGI Open Class criteria.
- 9.2.1.3. Class A – Participants in this class should have beginning vocabulary, programs, achievement levels, and are beginning to incorporate intermediate concepts. Evaluation will be based on the WGI A Class criteria.
- 9.2.1.4. Class AA – Scholastic division only. Participants in this class should have beginning vocabulary, programs, achievement levels, and are ready to begin incorporating intermediate concepts. Evaluation will be on the WGI A Class criteria.
- 9.2.1.5. Class AAA – Scholastic division only. Participants in this class should have beginning vocabulary, programs, achievement levels, and have progressed beyond the introductory level, but are not yet ready to begin incorporating intermediate concepts. Evaluation by caption judges will be on the WGI A Class criteria. Timing and Penalty rules used for this division will be on the WGI Class A criteria.
- 9.2.1.6. Regional A – One classification to include both Independent and Scholastic teams. This class is for the very inexperienced performers who are just entering the performance arena for the first time. Show concept, equipment skills, movement skills, and performance are achieved only at an introductory level. This class is made to encourage and develop the growth of teams that are only beginning to understand indoor color guard. Evaluation will be on the WGI Regional A criteria.
- 9.2.1.7. Regional A Cadet Class – One classification to include both Independent and Scholastic teams. This class is for teams whose performers are Junior High / Middle School age or younger. Evaluation will be on the WGI Regional A criteria. Teams may include up to 40 members.
- 9.2.1.8. Regional A Cadet Novice Class – One classification to include both Independent and Scholastic teams. This class is for teams whose performers are Junior High / Middle School age or younger and are entering the performance arena for the first time. Evaluation will be on the WGI Regional A criteria. Teams may include up to 40 members.
 - 9.2.1.8.1. Member Teams may not register for Novice Class at the beginning of the season. Teams will be placed, based on the performance of all Cadet Teams, in the Novice Class at the conclusion of the Cadet Class competition at Premiere and announced within 48 hours of the end of the Premiere contest.
- 9.2.1.9. Evaluation Class – One classification to include both Independent and Scholastic teams. Entrants in this class will receive a performance evaluation based on the WGI Regional A criteria. Each team will receive a rating from each of the judges. Participants in this class will receive a certificate with their final rating.

- 9.2.2. **Marching Percussion Classes of Competition**
- 9.2.2.1. World Class – This is the highest level of competition. Participants in this class should have advanced vocabulary, programs, and achievement level. Evaluation will be based on the WGI World Class criteria.
- 9.2.2.2. Open Class – Participants in this class should have intermediate vocabulary, programs, and achievement levels, and are beginning to incorporate advanced concepts. Evaluation will be based on the WGI Open Class criteria.
- 9.2.2.3. Class A – Participants in this class should have beginning vocabulary, programs, and achievement levels, and are beginning to incorporate intermediate concepts. Evaluation will be based on the WGI A Class criteria.
- 9.2.2.4. Class AA – Scholastic division only. Participants in this class should have beginning vocabulary, programs, achievement levels, and are ready to begin incorporating intermediate concepts. Evaluation will be based on the WGI A Class criteria.
- 9.2.2.5. Evaluation Class – One classification to include both Independent and Scholastic teams. Entrants in this class will receive a performance evaluation based on the WGI Regional A criteria. Each team will receive a rating from each of the judges. Participants in this class will receive a certificate with their final rating.
- 9.2.3. **Concert Percussion Classes of Competition**
- 9.2.3.1. World Class – Scholastic division only. This is the highest level of competition. Participants in this class should have advanced vocabulary, programs, and achievement level. Evaluation will be based on the WGI World Class criteria.
- 9.2.3.2. Open Class – Scholastic division only. Participants in this class should have intermediate vocabulary, programs, and achievement levels, and are beginning to incorporate advanced concepts. Evaluation will be based on the WGI Open Class criteria.
- 9.2.3.3. Class A – Scholastic division only. Participants in this class should have beginning vocabulary, programs, and achievement levels, and are beginning to incorporate intermediate concepts. Evaluation will be based on the WGI A Class criteria.
- 9.2.3.4. Evaluation Class – Scholastic Division only. Entrants in this class will receive a performance evaluation consistent with the Florida Bandmasters Association (FBA) rating system, from each of the two judges. Participants in this class will receive a certificate with their final rating. Evaluation will be based on the WGI A Class criteria.
- 9.2.4. **Winds Classes of Competition**
- 9.2.4.1. World Class – This is the highest level of competition. Participants in this class should have advanced vocabulary, programs, and achievement level. Evaluation will be based on the WGI World Class criteria.
- 9.2.4.2. Open Class – Participants in this class should have intermediate vocabulary, programs, and achievement levels, and are beginning to incorporate advanced concepts. Evaluation will be based on the WGI Open Class criteria.
- 9.2.4.3. Class A – Participants in this class should have beginning vocabulary, programs, and achievement levels, and are beginning to incorporate intermediate concepts. Evaluation will be based on the WGI A Class criteria.
- 9.2.4.4. Evaluation Class – One classification to include both Independent and

Scholastic teams. Entrants in this class will receive a performance evaluation based on the WGI Regional A criteria. Each team will receive a rating from each of the judges. Participants in this class will receive a certificate with their final rating.

9.2.5. Placement Within and Movement Between Classes

- 9.2.5.1. Color Guard, Percussion, and Winds teams may enter any classification at the beginning of the season, provided that their membership meets the requirements of that classification. Classification for all color guard, percussion, and winds teams will be reviewed at their respective Premiere Show(s) for possible reclassification.
- 9.2.5.2. Teams may be reclassified to a higher class of competition. The Chief Judge and/or a committee designated by the chief judge, makes reclassifications based on team performances at any FFCC or WGI contest.
- 9.2.5.3. The FFCC Chief Judge and/or a committee designated by the chief judge must use a current video of the unit to aid in their promotion decision. This video must be provided by the team when requested.
- 9.2.5.4. All official WGI reclassifications will be honored and implemented within the FFCC regardless of the date.
- 9.2.5.5. If a team is reclassified during the year to a classification with longer required minimum timing, the team will not be required to increase its show length at a FFCC sponsored or sanctioned event. The team may have to make adjustments to meet any WGI requirements for competition in WGI events.
- 9.2.5.6. Movement down in class or between divisions may only be done with the approval of the Chief Judge, and/or a committee designated by the chief judge. This includes teams who feel they have been inappropriately reclassified to a higher classification or teams that wish to move down in classification because of performance challenges. Teams may petition the Chief Judge, and/or a committee designated by the chief judge, at any point in the season to change their classification.
- 9.2.5.7. Guest Teams may select the class in which they wish to compete relative to past experience and ability. Members of the Board of Officers and the FFCC Chief Judge will help guide teams who are unsure of the class that is relative to their experience and ability. Color guards will not be allowed to enter Regional A or Scholastic Class AAA unless classified accordingly by the Chief Judge at a previous FFCC contest in the current season. Marching Percussion Teams will not be allowed to enter Scholastic Class AA unless classified accordingly by the Chief Judge at a previous FFCC contest in the current season.

10. Performance Order Procedure

10.1. Performance order priority is as follows with highest priority performing last.

10.1.1. Member Teams

- 10.1.1.1. Member Teams in attendance and paid at or before the Initial Membership Meeting that meet all registration requirements.
- 10.1.1.2. Member Teams registered and paid after the Initial Membership Meeting

- through October 31 prior to the start of the competitive season.
- 10.1.1.3. Member Teams registered and paid From November 1 through December 15 prior to the start of the competitive season.
- 10.1.1.4. Member Teams registered and paid after December 15 prior to the start of the competitive season.
- 10.1.1.5. For each contest, the order of appearance for teams is determined by computer randomization, within their “registration grouping”.
- 10.1.1.6. The order of appearance will be determined immediately after the fourteen (14) day contest registration cutoff. This method of determining performance order will be used for all events other than Circuit Championships regardless of the date of registration.

10.1.2. Guest Teams

- 10.1.2.1. All Guest Teams will perform before any FFCC Member Teams.
- 10.1.2.2. The performance order for each contest entered will be determined by the postmark date of the Team’s entry fee.
- 10.1.2.3. Teams will be ordered in reverse order of the postmark date.
- 10.1.2.4. If more than one Team’s fees are postmarked the same day, computer randomization will determine their performance order.

11. Contest Policy

11.1. Contest Site Selection Process

- 11.1.1. The FFCC President will appoint a committee of Board Members, without affiliations to applicants, to review, organize and present potential event hosts to the full Board of Officers for approval. This group will be known as the “Show Selection Committee”
- 11.1.2. Potential Show hosts submit the “Intent to Host Form”, found in the Resource Area of the FFCC website, by the established deadline.
- 11.1.3. The “Show Selection Committee” will review the “Intent to Host Forms” and establish a proposed schedule to submit to the Board Members for review, adjustment, and approval.
- 11.1.4. Decisions on schedule are based on the following criteria:
 - 11.1.4.1. **Membership** - The potential host must have a recent, established history of membership with the FFCC and be a member for the season when the event will be held. The Board may intervene in extenuating circumstances.
 - 11.1.4.2. **Regional Distribution** - It is a prime consideration of the Show Selection Committee to provide a schedule in which contest sites are evenly distributed throughout the circuit boundaries. This will provide reasonable opportunity for all guards to meet their minimum show requirements without undue travel. In an effort to help profitability of events, consideration will be given to the regional location of shows on dates with multiple events.
 - 11.1.4.3. **Calendar distribution** - The Show Selection Committee considers the regional distribution of contest dates throughout the competition calendar to avoid an uneven balance of dates in each region.
 - 11.1.4.4. **Venue** - The Show Selection Committee must consider the size of the

performance venue (based universally on Fire Code Rating), amount of space for warm up areas, ease of access, and logistical support. The selection of a venue should support our goals of providing a positive performance experience for member teams.

- 11.1.4.5. **Show Hosting History** - The Show Selection Committee will consider applicants with previous show hosting experience before applicants without FFCC experience. Prior show hosting experience does not guarantee a show will be awarded over a group with no hosting history.
- 11.1.5. Potential Show Hosts will receive a Show Contract. In order to be awarded the event, the host organization must:
 - 11.1.5.1. Finalize membership in the FFCC for the current competitive season.
 - 11.1.5.2. Pay the Show Host Fee. This fee may be paid to the Treasurer by credit card via the online portal or through the mail by check. A school purchase order is not considered payment until the check is received and processed.
 - 11.1.5.3. Submit a letter from the school principal or facility manager on corresponding letterhead, confirming that the facilities are available on the requested date.
 - 11.1.5.4. Complete the "Event Information Form" found in the Resource Area of the FFCC website.
 - 11.1.5.5. Submit the completed and unedited FFCC Show Host contract by the established deadline.
- 11.1.6. Failure to meet established criteria or deadlines will result in removal of the proposed event from the schedule.
- 11.1.7. The FFCC Board may seek another potential event host for the event with every effort to make sure the replacement event host is from the same geographic area as the original show host.

11.2. Contest Sponsorship

- 11.2.1. A distinction is to be made between "show" and "contest." The "show" is the event hosted by the Show Host. The "contest" is that portion in which color guard, percussion, and winds teams perform and receive adjudication from a panel of adjudicators selected by the Chief Judge of the FFCC.
- 11.2.2. The Show Host may organize the non-contest portions of their shows in any manner they wish provided they do not interfere with the contest, reflect poorly on the FFCC, or would violate any official agreements made by the FFCC with a third party.
- 11.2.3. No non-contest activities may take place in the hour preceding the beginning of the contest.

11.3. Show Host Responsibilities

- 11.3.1. All Show Hosts must agree with and sign the "Show Host Contract." Signing stipulates that you are willing to fulfill the obligations as outlined by the contract and abide by the policies of the FFCC. Contracts must be signed by the contract deadline or the FFCC may withdraw the offer to host.
- 11.3.2. The Show Host is responsible for paying the contest invoice as invoiced by the Chief Judge. The line items invoiced are as follows:
 - 11.3.2.1. Adjudication

- 11.3.2.2. Contest Director
- 11.3.2.3. Transportation
- 11.3.2.4. Housing
- 11.3.2.5. FFCC Administrative Surcharge
- 11.3.3. Show Hosts will be invoiced for show fees 7 – 10 days prior to the event and Administrative surcharges will be invoiced immediately following the event.
- 11.3.4. Show Hosts have the following financial obligations:
 - 11.3.4.1. **Payment of Show Fees are due the day of the event.** If the invoice is not paid a penalty fee will be assessed and the member team of the sponsoring organization will not be allowed to compete until invoice and penalty are paid.
 - 11.3.4.2. **Administrative Surcharge is due within 14 days of invoice.** If the invoice is not paid a penalty fee will be assessed and the member team of the sponsoring organization will not be allowed to compete until invoice and penalty are paid.
- 11.3.5. The FFCC reserves the right to manage admissions of any show should it become necessary in order to secure payment of financial obligations.

11.4. Contest Passes

- 11.4.1. Member Teams are entitled up to seven support staff passes at each circuit contest, to be used at the team’s discretion for entry into FFCC and FFCC sanctioned events. One of the seven passes will be spectator seating. The remainder will be restricted to backside seating.
- 11.4.2. In addition to the seven support staff passes, Member Teams will receive one Team Director’s Season Pass.
 - 11.4.2.1. The Team Director’s Season Pass permits entrance to all FFCC and FFCC sanctioned contests and will not be replaced if forgotten, lost, or misplaced.
 - 11.4.2.2. The person to receive this pass will be regulated by the team and any rules governing the team by the relative school district or managing organization. The team management is responsible for ensuring that this representative has received comprehensive ethics training regarding performer safety in addition to the FFCC ethics training requirements.
 - 11.4.2.3. The FFCC Board reserves the right to revoke the privileges of the Team Director’s Season Pass at any time.
- 11.4.3. Member Teams may purchase Super (5) and Mega (10) Passes through December 15th. These extra passes are only valid for FFCC Events - Premiere Shows and FFCC Championships.
- 11.4.4. Guest Teams will receive eight (8) passes, two designated as “spectator seating” for the team management; the remaining passes will be indicated as “backside seating”.
 - 11.4.4.1. Guest Team passes will be regulated by the team and any rules governing the team by the relative school district or managing organization. The team management is responsible for ensuring that this representative has received comprehensive ethics training regarding performer safety.
 - 11.4.4.2. The FFCC Board reserves the right to revoke the privileges of the Guest Team Passes at any time.

11.5. Contest Regulations

- 11.5.1. Where possible, competition rules will remain consistent with WGI and will be updated accordingly.
- 11.5.2. All FFCC Policies and Procedures will be adhered to for administrative purposes.
- 11.5.3. A penalty of 0.5 points up to disqualification may be assessed on any team that exhibits behavior that endangers person or property during entrance or exit in regards to setting and/or clearing props, floor covers, and personnel.

11.6. Contest Operations, Policy & Expectations

- 11.6.1. The FFCC Contest Director, in conjunction with the FFCC Board of Officers, will have the responsibility for interpretation of FFCC policy and procedure at FFCC and FFCC sanctioned events.
 - 11.6.1.1. The FFCC Contest Director is defined as an independent contractor hired by the FFCC specifically for administrative tasks the day of FFCC events.
- 11.6.2. All teams, regardless of class, will have protective padding on rifles and sabres. All flagpoles will have rubber tips securely taped onto the flagpoles. Any footwear with hard soles or taps must have protective tape and/or padding to protect the performance surface. Any team not doing so will be subject to a minimum penalty of two (2) points per infraction and are subject to disqualification and will not be allowed to perform unless corrections can be made without delaying the contest.
- 11.6.3. When possible, sound checks will be permitted during the hour prior to the start of FFCC and FFCC sanctioned events. Sound checks may be permitted during breaks in FFCC and FFCC sanctioned events at the discretion of the Contest Director. Sound checks will be for pitch/speed and balance only. Headphones will be available for listening.
- 11.6.4. Any protest of the rules and/or judging of a contest will be addressed by the Contest Director and the Contest Chief Judge at the event in question.
 - 11.6.4.1. The Chief Judge is appointed by the Florida Federation of Colorguards Circuit Board of Officers, given the responsibilities of administering all aspects of the adjudication of FFCC events with the guidance and input of the Board

11.7. Contest Season

- 11.7.1. The contest season will begin no earlier than January 1 and will extend no later than April 30. The Board of Officers may adjust these dates in the event of extenuating circumstances.
- 11.7.2. The Board of Officers, at a meeting prior to the Initial Membership Meeting shall decide event hosts and event dates.
- 11.7.3. The following are the minimum contests to be held by the FFCC:
 - 11.7.3.1. A Color Guard Premiere Contest that will be the first contest of the season. More than one Premiere Contest may be scheduled based on geographic or other mitigating factors.
 - 11.7.3.2. Three sanctioned color guard contests. Every attempt will be made to have

- 11.7.3.3. these contests geographically evenly distributed.
- 11.7.3.3. A Percussion/Winds Premiere Contest. More than one Percussion/Winds Premiere Contest may be scheduled based on geographic or other mitigating factors.
- 11.7.3.4. At least two Percussion/Winds events. More than two Percussion/Winds events may be scheduled based on geographic or other mitigating factors.
- 11.7.3.5. An optional Circuit Championships may be held as the last competitive event of the FFCC season. Scheduling of this event depends on the financial solvency of the organization.

12. Circuit Championships

- 12.1. If the organization is financially solvent, the FFCC will sponsor Circuit Championships at a site to be determined by the Board of Officers with all gate proceeds going to the FFCC.

12.2. Eligibility

- 12.2.1. Member Teams must fulfill all financial responsibilities and performance requirements to participate in the Circuit Championships. Member Teams may appeal to the Board of Officers to be allowed to compete in cases where these responsibilities and/or requirements are not met.
- 12.2.2. To be eligible to compete at Circuit Championships, a Color Guard Member Team **must** compete in the following events:
 - 12.2.2.1. Color Guard Premiere.
 - 12.2.2.2. Three (3) FFCC contests, in addition to a Color Guard Premiere.
 - 12.2.2.3. Color guard teams may include competition in one (1) WGI Regional event within the state of Florida to satisfy one of their three circuit contests requirements.
 - 12.2.2.4. At least two of these FFCC performances must be live in-person performances.
- 12.2.3. To be eligible for Circuit Championships a Percussion Member Team **must** compete in the following contests:
 - 12.2.3.1. Percussion/Winds Premiere Event.
 - 12.2.3.2. Two (2) FFCC Contests in addition to a Percussion/Winds Premiere.
 - 12.2.3.3. Percussion teams may include competition in one (1) WGI Regional event within the state of Florida to satisfy one of their two circuit contest requirements.
 - 12.2.3.4. At least two of these FFCC performances must be a live in-person performance.
- 12.2.4. To be eligible for Circuit Championships a Winds Member Team **must** compete in the following contests:
 - 12.2.4.1. Percussion/Winds Premiere Event.
 - 12.2.4.2. Two (2) FFCC Contests in addition to a Percussion/Winds Premiere.
 - 12.2.4.3. Winds teams may include competition in one (1) WGI Regional event within the state of Florida to satisfy one of their two circuit contests requirements.
 - 12.2.4.4. At least two of these FFCC performances must be a live in-person performance.

12.3. Staffing

- 12.3.1. When a Championships site does not offer staffing or FFCC finances do not allow, all Member Teams are required to volunteer two (2) adults to work at a post position assigned to them by the Contest Coordinator. Failure to do so will result in a fine of \$250.00 per volunteer. The team shall not be allowed to perform until the fine is paid. Only the Board of Officers can waive any fees or fines.

12.4. Performance Order/ Seeding

- 12.4.1. The order of performance for Circuit Championships will be determined by ranking the teams using a "Seeding Formula" as follows:
 - 12.4.1.1. Color Guard: Based on the average of the three highest scores from your FFCC appearances and adjusted by a factor of 1.5 points per week to quantify growth.
 - 12.4.1.2. Percussion: Based on the average of the two highest scores from your FFCC appearances and adjusted by a factor of 1.5 points per week to quantify growth.
 - 12.4.1.3. Winds: Based on the average of the two highest scores from your FFCC appearances and adjusted by a factor of 1.5 points per week to quantify growth.
- 12.4.2. For classes with 16 or more entrants, separate "rounds" will be created for the Circuit Championships Contest. Teams will be assigned "rounds" based on their ranking in the final championships seeding order with a pattern moving from left to right in ascending order across the rounds.
- 12.4.3. For Color Guard Divisions, in classification A, AA, AAA, and Regional A, three "rounds" will be utilized. Teams will be assigned "rounds" based on their ranking in the final championships seeding order. Teams will be distributed using a pattern moving from left to right in ascending order across the rounds.
- 12.4.4. For rounds of nine or more teams, the class will be divided into thirds based on scores received at FFCC contests using the "Seeding Formula" (sec. 11.4.2). Each third of teams based on the seeding process will compete within their block utilizing the random draw to determine their order.

12.5. Recognition & Awards

- 12.5.1. Trophies or plaques will be awarded at Circuit Championships for First, Second, and Third place in all competitive classes and class divisions.
- 12.5.2. Championship medals will be awarded to each performing member of the teams that place first, second, and third in each class at Circuit Championships, if it is financially feasible.
- 12.5.3. **Kevin Paulus Award**
 - 12.5.3.1. The team that displays qualities of outstanding sportsmanship throughout the season will be awarded the Kevin Paulus Memorial Trophy.
 - 12.5.3.2. This is to honor the team displaying the true Spirit of community learning and giving of one's self to make this activity better for all who engage in it.
 - 12.5.3.3. Member teams will nominate the candidates for this award during the contest season.
 - 12.5.3.4. The Board of Officers will select 3 finalists from which the team directors will

vote prior to Circuit Championships.

12.5.4. Senior/Ageout Recognition

- 12.5.4.1. Performers who are engaging in their last year of eligibility with their team because of age restrictions or high school graduation will receive recognition at the final competitive show of the FFCC season.

12.5.5. Martha Stark Memorial Scholarship

- 12.5.5.1. If financially feasible, the FFCC will award at least two scholarships.
- 12.5.5.2. The name of this scholarship shall be the “Martha Stark Memorial Scholarship.”
- 12.5.5.3. Applications detailing criteria for the “Martha Stark Memorial Scholarship” will be available to each Member Team in the Member Resource Area on the FFCC website.

12.5.6. Hall of Fame

- 12.5.6.1. Any Hall of Fame recipient, Board of Officer member, or representative of an FFCC member team, in good standing may submit an individual nomination for selection to the FFCC Hall of Fame.
- 12.5.6.2. The nominating member is responsible for submitting a letter of nomination and two letters of support to the appointed chairperson of the Hall of Fame Selection Committee.
- 12.5.6.3. All completed nominations will be forwarded for voting.
- 12.5.6.4. Voting will be done by the Hall of Fame Selection Committee composed of current members of the FFCC Hall of Fame and the current members of the Board of Officers.
 - 12.5.6.4.1. The vote will be either “Yes” or “No”
 - 12.5.6.4.2. Any nominee receiving 75% affirmative votes will be selected to the FFCC Hall of Fame.

12.5.7. Susan Taylor Humanitarian Award

- 12.5.7.1. Any Susan Taylor Humanitarian Award recipient, Board of Officer member, or representative of an FFCC member team, in good standing may submit an individual nomination for selection to the Susan Taylor Humanitarian Award.
- 12.5.7.2. The nominating member is responsible for submitting a letter of nomination and two letters of support to the appointed chairperson of the Susan Taylor Humanitarian Award Selection Committee.
- 12.5.7.3. All completed nominations will be forwarded for voting.
- 12.5.7.4. Voting will be done by the Susan Taylor Humanitarian Award Selection Committee composed of current members of the Susan Taylor Humanitarian Award and the current members of the Board of Directors.
 - 12.5.7.4.1. The vote will be either “Yes” or “No”
 - 12.5.7.4.2. Any nominee receiving 75% affirmative votes will be selected to the Susan Taylor Humanitarian Award.

13. Glossary

The following definitions shall apply to this Policy Manual

Term	Definition
"FFCC"	Florida Federation of Colorguards Circuit Incorporated.
"Board of Officers"	The elected Florida Federation of Colorguards Circuit Board of Officers.
"President"	The person appointed by the Florida Federation of Colorguards Circuit Board of Officers to serve as President.
"Vice President"	The person appointed by the Florida Federation Colorguards Circuit Board of Officers to serve as Vice-President. The Board of Officers may appoint more than one vice president as workload requires.
"Secretary"	The person appointed by the Florida Federation Colorguards Circuit Board of Officers to serve as Secretary.
"Treasurer"	The person appointed by the Florida Federation Colorguards Circuit Board of Officers to serve as Treasurer.
"Chief Judge"	The person, appointed by the Florida Federation of Colorguards Circuit Board of Officers, given the responsibilities of administering all aspects of the adjudication of FFCC events with the guidance and input of the Board.
"Contest Coordinator"	The person designated by the Florida Federation of Colorguards Circuit Board of Officers to coordinate a given FFCC competitive event.
"By-Laws"	The Florida Federation of Colorguards Circuit By-Laws document as approved by the Fourth Judicial Circuit Court of the State of Florida.
"Member Team"	A color guard, percussion, or winds ensemble that have paid membership fees for the current season
"Show Host"	The sponsoring organization that has filled out an application, paid a sponsorship fee, and has been selected to host a FFCC sanctioned contest.
"Show"	The event hosted by the "Show Host" that may or may not involve the competitive, adjudicated performances.
"Contest"	The adjudicated performances, where the participants are ranked and rated according to

	specific criteria by adjudicators selected by the Chief Judge of the FFCC.
“Sanctioned”	Officially authorized action, permission, or approval by the FFCC Board of Officers or executive committee.
“Co-sanctioned”	Officially authorized action, permission, or approval by the FFCC Board of Officers or executive committee and another entity recognized and authorized by the FFCC Board of Officers or Executive committee.
“WGI”	Winter Guard International.
“Circuit Championships”	The Florida Federation of Colorguards Circuit Championships.
“Participant”:	A person who is performing with a participating group.
“Staff”	A person who is engaged by a participating group in an instructional or administrative capacity.
“Volunteer”	A person who gives of their time freely to a participating group as a chaperone or provides support in any capacity.