

Keystone Indoor Drill Association

Rules & Bylaws

April 2011 Edition



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STATEMENT OF PHILOSOPHY

The Keystone Indoor Drill Association was formed in the interest of teaching the principles of good sportsmanship, fairness in all aspects, professionalism, and proper conduct under any and all prevailing conditions. It is the desire of the Keystone Indoor Drill Association to promote better understanding among the units, good public relations, and above all, an atmosphere that is conducive to good clean competition.

While the Keystone Indoor Drill Association is truly an educational endeavor, it also teaches each and every member to demonstrate pride in their unit, their school, the association, and our nation at all times.

CODE OF ETHICS AND CONDUCT

Considering the growth of the Keystone Indoor Drill Association, as well as the entire spectrum of our indoor activity, we must continue to earn the support of our viewing public. These guidelines have been established to help us maintain our goals of providing fair and equitable competition, personal growth, maturity, sportsmanship, professionalism, and pride.

The ultimate responsibility for the behavior of our member units lies squarely on the shoulders of the internal management of each organization. The various aspects of the code are meant to cover conduct before, during, and after any Keystone Indoor Drill Association Event.

The use of overt gestures or other actions to display displeasure with the results of a contest; such as throwing equipment or items of the uniform, the use of abusive, profane, or obscene language to members of other units, judges, or members of the audience; the defacing or destruction of property including their own uniforms or equipment; the physical assault or threat to any person or persons, will not be tolerated under any possible circumstances.

The Keystone Indoor Drill Association desires a greater effort in displaying proper behavior when not competing, but still associated with the activity. Any act what would be considered illegal under the laws of the state or nation would cause immediate suspension of the involved unit and immediate investigation of the matter (i.e. the use of non prescription drugs, intoxication, theft, etc.)

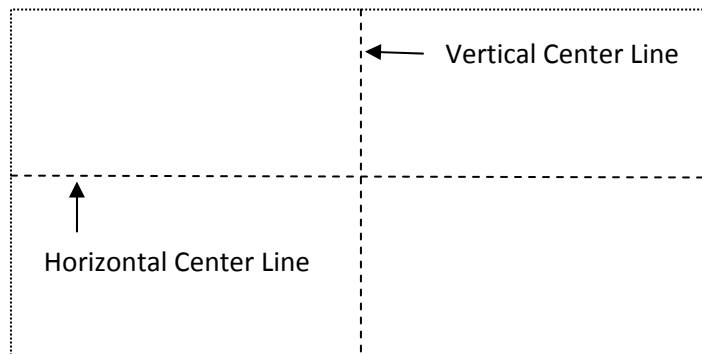
In the event of an isolated occurrence, which involves an individual or individuals from a member unit, an investigation will determine that a violation actually took place. A review panel, consisting of the executive committee and group representatives, will further determine whether the individual(s) or their unit should be penalized, and what that penalty should be, and when it shall be assessed.

KIDA RULES

I General Rules

- A. The competition area will be fifty (50) by eighty-four (84) feet. The only boundary will be the front sideline. This front sideline boundary must be clearly defined on the gym floor by painted marking or tape. Where this front sideline boundary is located at each contest site will be determined by the chief judge and contest host together, so that its location on the floor is in the safest place for both the performers and spectators.
- B. Each competing unit is responsible for their own equipment. Equipment and prop set up is only permitted after the Chief Judge gives the go ahead.
- C. Pre-recorded music, *i.e.* CD, MP3 player, (for color guard, majorette and dance/drill team only) or live music is permitted as accompaniment for performances.
- D. There will be no use of pyrotechnics. Any violation will result in disqualification for that show.
- E. Nothing will be used that will leave a harmful residue on the performance floor or one that cannot be removed within the **time limit allotted the unit based upon their classification**. Any and all equipment and props used should be padded or protected as to not cause damage to the performance floor. Any damage to the floor will be the sole responsibility of the unit causing the damage. The unit will be directly responsible to the show sponsor any monetary reimbursement as a result of said damage, with the full support of KIDA.
- F. Upon late arrival at a show by a unit, the unit's director will have the responsibility of exchanging positions with another unit in their appropriate division. If this cannot be accomplished due to the division completion, the late unit will be a judged exhibition. It is also the unit director's responsibility to notify the chief judge for the contest, as well as the show sponsor.
- G. Any unit member or members causing damage to a show sponsors property will be directly responsible to the show sponsor for any monetary reimbursement as a result of said damage, with the full support and assistance of KIDA. The said unit that has caused the damage will be placed on a non-competitive status after completion of the current season until that said damage has been reimbursed.
- H. Announcer's table(s) and sound system equipment must be located off the competitive floor and follow KIDA suggested guidelines.
- I. A tiered rating system for all competitive classes and divisions will be used to adjudicate performances.
- J. When clearing the floor, units should make an obvious attempt to expedite the procedure. If the exit door is blocked or becomes congested, the Chief Judge should not penalize the unit for overtime.

- K. For purposes of timing, all personnel, equipment and/or props must clear the vertical or horizontal center line prior to the conclusion of the total show and interval time. Equipment and props are considered “removed” when they cross a center line either horizontal or vertical depending on the contest site. After the equipment/props have crossed this line, they must continue to make forward progress out of the competition area.



II Award Ceremonies and Post Contest Meetings

- A. The percussion awards ceremony will be held immediately following the performance of the last unit in the percussion division.
- B. The majorette, dance teams, and color guards will have their awards ceremony immediately following the performance of the last unit in the color guard division.
- C. The percussion post contest meeting will be held immediately following the performance of the last percussion unit. The majorette, dance team and color guard post contest meeting will be held immediately following the performances of the last color guard unit. The meeting will be a maximum of sixty (60) minutes or a maximum of five (5) minutes for each unit. The sixty (60) minutes will be divided by the total number of competing units for each critique session to determine the total time for each unit to meet with the judges.
- D. Units will enter the post contest meeting, entering in the same order as their performance. In the event that a unit is not present to enter the post contest meeting when called, that unit will forfeit their time slot and be moved to the end of the time allotment list. The Chief Judge and/or Tabulator will control timing at all post contest meetings.
- E. In the event that a school has two (2) units in the same category at the same contest, the school will have the option of combining both time slots and simultaneously discussing both units.
- F. There will be no post contest meeting following championships.
- G. There will be a two (2) contest post contest meeting suspension for any person asked to leave a post contest meeting by the Chief Judge.

III Judges

- A. Majorettes
One Movement, One Equipment, One Ensemble Analysis, One General Effect
- B. Percussion
One General Effect/Artistry, One Performance Analysis, One Visual
- C. Dance/Drill Team
One Movement, One Ensemble Analysis, One General Effect
- D. Color Guard
One Movement, One Equipment, One Ensemble Analysis, One General Effect
- E. General
One Timing & Penalties/Chief Judge
One Tabulator

IV Judging Protests and Complaints

- A. In the event of a judging protest, a committee consisting of the Judging Coordinator, Caption Lead and Representative of the specific discipline, and two KIDA officers (President, Vice President, Secretary, Treasure) will collaborate to render a viable solution. A response to the complaint must be addressed within 72 hours.
- B. Any unit wishing to file a formal complaint against a judge must do so in writing to the Judging Coordinator within 72 hours of the specified event.

V Timing Rules

- A. Each competing unit will be allowed the following:

	Maximum Interval Time	Minimum Performance Time
Percussion (Gold - Concert & Marching)	9 minutes	3 minutes
Percussion (White, Blue - Concert & Marching)	9 minutes	4 minutes
Percussion (Platinum - Concert & Marching)	11 minutes	4 minutes
Majorettes (Middle)	7 minutes	3 minutes
Majorettes (Senior)	8 minutes	4 minutes
Dance Team (Middle)	7 minutes	3 minutes
Dance Team (Senior)	8 minutes	4 minutes

Color Guards (Middle, Bronze, Gold)	7 minutes	3 minutes
Color Guards (White, Blue)	8 minutes	4 minutes
Color Guards (Platinum)	10 minutes	4 minutes

- B. Maximum interval time include setup, entrance, performance, exit and removal of all props, floor and equipment. Interval time will stop once personnel, equipment and/or props have crossed a horizontal or vertical center line depending on the contest site. All units must continue to make a deliberate exit so as not to delay the entrance of the next unit in competition.
- C. All judging, and interval timing will commence with the first step, or first note of music (after set-up and optional warm-up is completed) and will continue until the obvious conclusion of the show **or when the maximum interval time for the unit has been exceed** on the show time watch; whichever comes first.
- D. Each unit may utilize an optional warm-up period prior to the start of the show proper. This warm-up period must remain within the interval time, and must be followed by a definite break for the announcer to ask if the unit is ready. The Chief Judge will stop the total show time watch for this announcement procedure, and will restart it on the first note of music or first movement immediately following the announcement.

VI Penalties

- A. **A five-tenths (0.5) point penalty for each fifteen (15) seconds or fraction thereof will be assessed for under or over time.**
- B. A .5 point penalty will be assessed for each of the following violations:
 - 1. Any equipment and/or prop may be placed in the competition area by anyone prior to the start of the performance. If other than competing personnel are removing props or equipment, they may only do so at the obvious conclusion of the units performance.
 - 2. All performers must start and stay in the competition area for the entire performance and cannot step over the front sideline boundary.
 - 3. The front boundary line is inviolate at all times except for members involved in entrance set up or tear down at the end of the performance. Boundary line violations (including first aid cases) do not constitute permanently leaving the floor.
 - 4. Floor coverings (tarps) may not cove the front boundary line.
- C. A one (1) point penalty will be assessed for each position missed by a late arriving unit at any show. The only exception to this penalty will be a late arrival due to a vehicle breakdown.
- D. The Chief Judge will assess all penalties. A unit has a right to challenge any penalty in consultation with the Chief Judge but any final decision regarding the penalties will remain with the Chief Judge.

- E. Any unit violating any rule or part of a rule, breaches standard contest etiquette or fails to comply with directions from contest personnel, within the four walls that contains the competition area (*i.e. the gym*), for which no specific penalty is provided, shall be penalized for each such violation, not less than 0.1 point up to disqualification at the discretion of the Chief Judge, Caption Lead or Judging Coordinator.

VII American Flag Regulations

- A. The American Flag may be carried by a member of any unit for the entire duration of the performance, or may be posted. In either case, the flag must be guarded at all times.
- B. When the American Flag is posted, a military salute is required by the unit immediately after it is posted, and prior to its retrieval. The guard on the American Flag may remain there, or may post a weapon. After posting of the American Flag, the weapon will be retrieved prior to the retrieval of the American Flag. Retrieval must be done prior to the exit of the unit.
- C. When the American Flag is carried, the person guarding the Flag must be within three (3) paces in any direction of the American Flag. No dancing or to the rear steps will be permitted by the American Flag unit.
- D. There will be a 0.1 point penalty for each unit violation of the American Flag.

VIII Majorette Rules

- A. A twirling unit shall consist of at least five (5) members. Unusual circumstances or fewer members will be dealt with on a show-to-show basis, and may or may not be permitted.
- B. Twirling units may use any equipment or props so long as they are utilized in a twirling and/or dance manner.
- C. Dropped equipment will be counted as a 0.1 point deduction for each drop. The counting of dropped equipment will be the responsibility of the Chief Judge.
- D. Scoring will be as follows:

Movement	Twenty-five (25) points
Equipment	Twenty-five (25) points
Ensemble Analysis	Twenty-five (25) points
General Effect	Twenty-five (25) points

IX Color Guard Rules

- A. It is optional for a color guard to carry an American Flag unit on the floor. If it is carried, it must be carried with dignity and propriety. See American Flag Guidelines for specifics.
- B. Scoring will be as follows:

Movement	Twenty-five (25) points
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Equipment	Twenty-five (25) points
Ensemble Analysis	Twenty-five (25) points
General Effect	Twenty-five (25) points

X Dance Team Rules

- A. Scoring will be as follows:
- | | |
|-------------------|--|
| Movement | Twenty-five (25) points x 2 (total of 50 points) |
| Ensemble Analysis | Twenty-five (25) points |
| General Effect | Twenty-five (25) points |

XI Percussion Rules

- A. There will be no limit to the number of percussionists allowed to be playing members of a unit. There are no limits on non-playing members.
- ~~B. Equipment will be any current percussion instrument defined and sold as the same. The piano and string bass are specifically excluded. A 0.5 flat penalty will be assessed for violation. Ed. Note - Rule eliminated starting for 2012 Season~~
- B. Guitars and synthesizers of any variety are allowed as instruments in any percussion ensemble. Wind and string instruments are specifically prohibited, with the exception of non-melodic sound effects.
- C. There is no limitation on instrumentation, except no pre-recorded or sequenced instruments. All electronically reproduced sounds must be generated in real time. The use of sequencers or any sequence copy righted material is not allowed. The generation of any electronic sound must be triggered by an implement or hand striking the key, instrument or pad. Extension cords used for the electronic equipment may break the front sideline boundary if necessary. A 0.5 flat penalty will be assessed for violation. (**Note to arrangers: The effect created by electronic music can be unique, wonderful and effective. However, if the intent is to disguise a particular sound or have the blend so uniform you cannot tell what the sound source is, credit may not be received for achievement). All judging will continue to the obvious conclusion of the performance, or upon the completion of ten minutes.
- D. All front sideline boundary rules will apply to the sideline members and their equipment. (see Section I A and Section VI B).
- ~~E. A "student sound engineer" is allowed to be in control of the sound board during the show performance for percussion units. This person should be placed off the front sideline in the first row of bleachers. The staff can not communicate with this person during the performance, so the person should be properly trained by the staff to act independently. The student sound engineer can not move once the performance has started, (i.e. they can not listen from a high vantage point & then come down to the sound board to make~~

~~adjustments, it must be done from their seat~~ Ed. Note - Rule eliminated starting for 2012 Season

- E. If an electronic mixing board is used, only student personnel may operate it. The use of electronic communication is allowed for staff to communicate with one performing member regarding sound system issues.
- F. All judging is to be done by KIDA approved percussion judges.
- G. Visual Percussion captions are to be adjudicated by KIDA approved visual judges.
- H. Percussion scoring will be as follows:
 - General Effect Percussion Forty (40) points
 - Performance Analysis Forty (40) points
 - Visual Twenty (20) points
- I. Concert Percussion scoring will be as follows:
 - Artistry Fifty (50) points
 - Performance Fifty (50) points

XII Individual and Small Ensemble Competition Rules

- A. Categories of Individual competition:
 - 1. Jr High Majorette
 - 2. Sr High Majorette
 - 3. Percussion
 - 4. Jr High Color Guard
 - 5. Sr High Color Guard
- B. Categories for Small Ensemble competition:
 - 1. Jr High Majorette Small Ensemble
 - 2. Sr High Majorette Small Ensemble
 - 3. Percussion Small Ensemble
 - 4. Jr High Color Guard Small Ensemble
 - 5. Sr High Color Guard Small Ensemble
- C. All solo and ensemble participants must be active members of a KIDA unit during the current competitive season and must compete within the same division as they do with their KIDA competitive unit.
- D. All programs must be student created and not written/designed by the performers' instructional staff.
- E. The time limits for all categories will be one minute and thirty seconds (1:30) to two minutes and thirty seconds (2:30). A one (1.0) point penalty will be assessed if over or under time.
- F. Small ensembles may not consist of more than five (5) members.
- G. All entry/registration forms for solo and ensemble must be signed by the participant's unit instructor. All completed forms must be returned to the KIDA Business Manager by said date on form. Registration forms can be found on the KIDA website.

- H. On the day of performance, an instructor from the performers unit must register/check in with the performer. Performers will not be permitted entrance without a representative. Only the performer & the unit representative will be permitted access from the performers' registration area. All other spectators and guest must pay entry into the event. In addition, the performers are responsible for reporting to the staging area in a timely fashion. A communal warm-up area will be provided.
- I. Only the top three (3) placements in each category will be announced at the conclusion of the event.
- J. All solo and ensemble winners will be given the opportunity to perform in exhibition at KIDA Championships that season.

KIDA BYLAWS

I BOND

- A. A bond check of \$25.00 for the first unit, \$15.00 for the second unit and \$10.00 for each unit thereafter will be assessed on a per school basis. The check shall be made payable to the Keystone Indoor Drill Association and must be postmarked to the Treasurer by midnight, January 15th. A unit bond is carried over from one year to the next as long as it is still in good standing.
- B. A notice of two weeks prior to the show date must be given to the sponsor if the unit is not going to participate. Any less time and the show sponsor has the right to pull the unit's bond. If only one unit from a school fails to show, only the \$25.00 bond will be forfeited. The forfeited bond must be repaid before the unit may compete again in the organization. Failure to pay bonds will place the unit(s) in a non-competitive status.
- C. No bond shall be pulled from a unit who deems it unsafe to travel due to inclement weather conditions, regardless of the status of the pending show. The unit involved **MUST** submit a letter from the band director to the association stating the reason for the unit pulling from the show. Any other unforeseen conditions will be reviewed by the Executive Board.
- D. A unit that is active during the season and has paid their bond and fails to compete in the KIDA Championships will forfeit their bond to the Association. With the exception of:
 - 1. The School Administration of the unit prohibits them from competing.
 - 2. A scheduled Music Department Trip conflicts with the Championship date. (** in both cases, a letter of verification must be received from the school principal).
- E. If a unit becomes inactive, their bond will remain in good standing for two consecutive seasons. If they return the third inactive season or after, the bond will need to be repaid
- F. If any unit has any appeals regarding the disposition of their bond, an appeal may be made to the Executive Committee.
- G. A separate account will be established and maintained by the Treasurer to keep the bond monies isolated from the associations working fund.

II DUES

- A. Each middle school and/or high school will be assessed a dues fee of \$75.00 for yearly membership per competitive unit. The check shall be made payable to the Keystone Indoor Drill Association and must be postmarked to the Treasurer by midnight, January 15th. A late fee of \$20.00 will be assessed for any dues received after the above date.

- B. A non-member unit may perform (compete/judged exhibition) in one (1) contest without paying any dues or bonds. After which that unit must submit a bond and dues payment to continue competing.
- C. Failure to pay dues will place the unit in a non-competitive status til the Treasurer receives the required sum.
- D. If any unit has any appeals regarding the disposition of their dues, an appeal may be made to the Executive Committee.

III ADDITIONAL FINANCIAL OBLIGATIONS

- A. All units are required to place a \$25.00 advertisement in the Championship program regardless if the unit is participating in championships or not.
- B. Judges tapes will be ordered by KIDA and provided for each unit at all sponsored shows. A yearly assessment will be levied on all units to help offset expenses. Fees will be determined by the actual cost of the tapes on a yearly basis. Tape fees will be paid to the Treasurer at the beginning of the year and must be postmarked by midnight, January 15th. A late fee of \$20.00 will be assessed on any unit who fails to pay additional financial obligations by the established due date.
- C. All financial obligations, which include dues, championship ad, tape fees, and bond, if applicable, will be paid at the beginning of the year in one payment to KIDA. The check shall be made payable to the Keystone Indoor Drill Association and must be postmarked to the Treasurer by midnight, January 15th. Each account must be paid in full prior to the unit's performance at the annual championship contest. Failure to have all obligations paid will place the unit in non-competitive status. A late fee of \$20.00 will be assessed on any unit who fails to pay additional financial obligations by the established due date.

IV MEMBERSHIP

- A. All members of a competing unit must be members of the same school district being represented. All members must be registered students of the district. A personnel roster must be submitted to the Business Manager by each unit no later than January 15th, with the exception of first year units, who must submit the roster prior to their first competition performance. The absence of the roster on file will put a unit in a non-competitive status until submitted. The school district superintendent or school principal must sign the roster. This roster is to be updated on an annual basis. Additions or deletions must be submitted prior to that individual competing with the unit.
- B. All Middle School classified units must be comprised of Junior High/Middle School students as defined by said units school district.

- C. All units, including new units, must compete in a minimum of four (4) KIDA sponsored shows to be eligible for the Championships. Units that compete in the Platinum Division must compete in minimum of three (3) KIDA sponsored shows and units that compete in the Collegiate Division must compete in a minimum of two (2) KIDA sponsored shows to be eligible for Championships. A judged exhibition, with scores present on the recap, will be considered a qualifying performance.
1. Any KIDA unit may substitute one (1), and only one, KIDA sponsored show with a WGI (Winter Guard International) sponsored show during a KIDA season and will be able to obtain credit for one show towards the total number of shows needed to qualify for KIDA Championships.

Any unit wishing to take advantage of this substitution must submit their request in writing or email to the association Business Manager by February 1st.

Upon completion of their participation in the WGI sponsored show, the unit must then submit proof to the association of participation in the WGI competition (i.e.; copy of contest recap) prior to the draw date for KIDA Championships.

V SEASON TIME LINE/CHAMPIONSHIP INFORMATION

- D. Ideally the season will begin the first week in February with an evaluation/clinic show and run for approximately ten (10) weeks. The Business Manager in consultation with the Executive Committee will determine the date of championships. Availability of an appropriate championship venue, Easter weekend, regional band/chorus/orchestra schedules, and the number of shows to be scheduled will be considered when selecting the date for championships. Association members will be notified as quickly as possible about the upcoming year's schedule.
- E. The drawing for performance positions for championships will be held approximately two weeks prior to the championship date, post final classifications. All units will have the opportunity to be present at the drawing. The drawing site, date and time will be announced to all KIDA members.
- F. The drawing for the order of performance at the championship show will be executed as follows:
2. Units having competed in 2 of the first 3 weeks of the season.
 3. Units having competed in 1 of the first 3 weeks of the season.
 4. Units having competed in 1 show prior to final classification.

- 5. Units not fulfilling any of the above requirements.
- G. The order of performance at championships for majorette and percussion units will be as follows: Majorette units will perform first in even-numbered years, percussion units will perform first in odd-numbered years.
- H. All qualified units in the KIDA Championships must provide a minimum of one (1) volunteer, per competitive unit, to staff the administrative function of this event. Failure to provide a volunteer will result in the forfeiture of units bond for the following competitive season. Duties will be assigned and publicized by the Business Manager.

VI MEMBERSHIP VOTING

- A. Each school, having paid their annual dues, with all units successfully meeting all other financial obligations will have one vote per unit represented from within their own staff, and present at said meeting.
- B. Any item to be decided by voting procedure will be carried by a majority vote of those units present and voting at said meeting.

VII SCHOLARSHIPS

- A. KIDA will establish a scholarship committee each year. This committee will be chaired by a member of the current Executive Committee, and will be responsible for distributing and reviewing applications regarding the scholarships.
- B. KIDA will then award four \$300.00 scholarship checks at the annual championships; one each to a senior majorette, percussionist, dance team and color guard member.

VIII KIDA MAILING LIST

- A. Each school will be permitted one listing per unit, plus the band director.
- B. The KIDA mailing list is the private property of the Keystone Indoor Drill Association, and may not be given to any outside interest for other than KIDA official business. Furthermore, KIDA mailings may not contain any personal communication beyond KIDA official mailings.

- C. Show contracts are no longer mailed out by the Business Manager. They can be obtained on the KIDA website and mailed to the show sponsors. Contracts cannot be postmarked prior to December 15th and will not be accepted if they are.

IX STAFF AND HANDLER PASSES

- A. Each unit will be given a maximum of 10 passes per unit at each KIDA show they attend. Show sponsors will not be expected to allow any free entries beyond these quantities. Each show sponsor can regulate these “passes” as they see fit (ie. wrist bands, stamps, etc).

X JUDGES

- A. All judges will be selected by the Judging Coordinator after first attending the KIDA annual Judges Seminar.
- B. A judge’s evaluation sheet will be distributed at each show during the regular season to each unit. These forms must be completed by each of the competing unit directors or instructors prior to the post contest meeting. The completed forms must be presented to the Chief Judge for admission to the post contest meeting.
- C. The Judging Coordinator and respective Caption Lead will collaborate to assign all championship panels. The selected judging assignments (to include division and caption) will be made available to the memberships by the Judging Coordinator one week prior to the championship contest.
- D. Judges Pay Scale (effective January 1, 2009)

Chief Judge	\$ 210.00
Tabulator	\$ 210.00
Majorette Judge	\$ 210.00
Percussion Judge	\$ 210.00
Color Guard Judge	\$ 210.00
Dance Team Judge	\$ 210.00

- Any judge that adjudicates more than 12 units in any one contest will receive an additional \$ 4.00 per unit judged over 12.

- If a judge, in a primary discipline, adjudicates other disciplines as secondary assignments at the same competition will be paid \$ 4.00 per unit for their secondary assignment.

XI SHOW SPONSOR INFORMATION

- A. Any school interested in sponsoring a show must submit a written request to the Business Manager. These requests will be reviewed and assigned by the Business Manager, who will confirm the show dates with the show sponsors. Any school hosting a show during the previous competitive season will be contacted by the Business Manager prior to the spring meeting to give them first choice as to sponsoring a show for the upcoming season. No sponsor will be guaranteed the same weekend from the previous season. Any and all conflicts will be discussed and resolved by the Business Manager and show sponsor contact persons. (Show sponsor contracts can be found on the KIDA website)
- B. A **MANDATORY** Show Sponsor Meeting will be held in conjunction with the Fall General Membership Meeting. At this meeting the Business Manager will supply the show sponsor contact person with the KIDA show sponsor handbook to assist each sponsor with the hosting of their contest.
- C. All completed invitation contracts will be mailed directly to the show sponsor contact person by the units. All contracts **MUST** be returned to the show sponsor contact person at least 30 days prior to the show date.

** The first two weeks of January will be limited to KIDA Member unit responses to all KIDA shows. Following that time a show sponsor may accept non-KIDA members for participation in their contest if openings still remain.

- D. A show will be limited to no more than 33 performing units (competing or exhibition).

EXCEPTION: If the 33rd unit is from a school with more than one unit, the other units from that particular school may also be accepted to participate, up to a maximum of 36 total units. To be considered the 33 unit in a competition, that unit must be included on the same unit contract with any other units from that particular school in order to be considered as a participant for that show. Each show sponsor needs to declare to the Business Manager the number of units they are capable of accommodating up to the 33/36 unit limit.
- E. The show sponsor contact person is responsible for notifying all participants on the KIDA mailing list, the Business Manager, and the Judging Coordinator of host rules, directions and performance time schedule at least 2 weeks prior to the said show date.

- F. Any and all changes and inquiries will be done through the show sponsor contact persons, who will then in turn report said changes to the membership involved and the Business Manager and Judging Coordinator.
- G. If a unit fails to cancel within 2 weeks of said show date, it will be the responsibility of the show sponsor contact person to request within one week after the host show date the said units bond from the Treasurer.
- H. Show Sponsor Cancellation Notice:
 - 1. The show sponsor must contact the Judging Coordinator at least 6 hours prior to the show starting time to inform him/her of the cancellation. At this time, it will be the responsibility of the Judging Coordinator to notify the scheduled judges of the cancellation.
 - 2. The show sponsor contact person will be responsible for contacting each competing unit to inform them of the show cancellation.
 - 3. An emergency phone number MUST be listed on all show sponsor information sheets so those unit members may contact the show sponsor in the event of inclement weather conditions.
 - 4. In the event the show is canceled, those units who were scheduled to appear will not have to make up the show to meet the minimum show requirements for championships. Those units involved would also still be eligible for the championship draw incentive if the show that was canceled was during the first two weeks of the season.
- I. Contest sponsors, including the preview show host will pay a \$ 50.00 association fee to the chief judge or tabulator to help defray association expenses. Should a sponsor not have a competing unit in the association, the fee shall be \$ 300.00. If however KIDA requests a non-member school to host a show, the fee shall be \$ 100.00. The fee must be paid, along with the judge's fees on the day of the contest date.
- J. A new contest sponsor must pay a \$ 100.00 bond. If the contest is canceled, the bond is forfeited to the association. If the contest is successfully held, the bond would be returned to the show sponsor.
- K. Guidelines for all contest sponsors:
 - 1. A separate room for judges and a separate room for the tabulator are needed close to the competing arena. It is recommended that children be kept out of these rooms during the contest.

2. The sponsor will draw for performance positions after having received all signed contracts. The results of this drawing, including a tentative performance time schedule, must be mailed to each contestant 2 weeks prior to the contest date. Complete directions and/or map showing the directions to the school should also be included in this mailing.
 3. Percussion Award Ceremonies will be conducted at the conclusion of the percussion portion of the competition.
 4. Refreshments should be provided to the judges, in the judge's room.
 5. Inform the competing units that they are responsible for their own equipment and belongings, and that they are also responsible for their assigned dressing area.
 - a. If the host school requires extra protection, the host should provide it.
 - b. If the competing unit requires extra protection, they should provide it.
 6. Inform the competing units that they are responsible for any and all damage to your gym floor, and that you intend to police the arena
 7. If possible, offer overnight accommodations for those units traveling long distances.
 8. Socialization between the units should be strongly encouraged.
- L. Rules for all contest sponsors:
1. Your school must provide 3 runners to take tapes and score sheets to the tabulator from the competition area.
 2. No regular season show may begin prior to 10:00 am or have an awards' ceremony begin after 10:00 pm.
 3. All scores and placements for all divisions will be read at the retreat ceremonies immediately following the performance of the final unit.
 4. First-Aid must be provided and should be in an area close to the contest arena.
 5. The host should supply a sound system for all units to use, if needed. It is required that the system have the capability to provide both compact disk and inputs for digital media (ie. MP3, IPOD, etc).
 6. The host is responsible for providing an announcer who will work in conjunction with the chief judge to keep the show moving smoothly.
 7. The tabulator must be provided a copy machine for use.

8. The first row of the gymnasium seating area on both sides of the floor should be kept clear for audience safety.
9. It should be stated to all units if electrical outlets area available for use in the contest arena and where they are located.
10. Provide a person to monitor the floor during the competition to spot any damage caused and point this damage out to the chief judge.
11. There should be one hour and 15 minutes break at the beginning start time of the retreat of the percussion units to the start of the majorette/dance team and color guards. If there are more than ten (10) color guards/majorettes/dance teams, there may be a break of no more than 15 minutes to allow for sound checks between the GOLD and WHITE division. There will be no break between percussion units.
12. The minimal requirements for a show sponsor facility MUST include:
 - An area for all units to store personal items and/or change (auditorium, classroom, etc)
 - A warm-up area for no less than the maximum time interval for a unit's competitive division in a space where equipment may be thrown.
 - Adequate inside holding areas for all props and equipment to be stored upon arrival to the facility (designated hallways or large room areas).
 - At least two (2) inside areas/rooms to accommodate percussion playing warm-up of at least 20 consecutive minutes accounting for size of groups and equipment fitting through doorways (timpani and marimbas for example).
13. The order of appearance at all regular season shows will be as stated below. The order of the disciplines (percussion or color guard/majorette/dance team) may be determined at the discretion of the show host with the approval from KIDA. Classes within a competitive discipline may not be altered. The show host is responsible for contacting the KIDA Business Manager to seek approval for any order change. Show order must be determined by December 15 prior to when units begin to sign up for shows (unless the show is added to the schedule after that date).
 - Standstill Percussion
 - Percussion (moving)
 - Dance Team
 - Majorette
 - Color Guard

XII EXECUTIVE COMMITTEE

A. General Information

1. When electing officers, starting with the President or Vice President position, each office will be elected one position at a time to facilitate any individual wishing to run for more than one office.
2. All elected offices will run for two (2) year terms as follows:
 - a. The offices of President, Treasurer, Drill Team Representative and Color Guard Representative will be elected at the Fall Membership meeting prior to the even year season.
 - b. The offices of Vice-President, Secretary, Majorette Representative and Percussion Representative will be elected at the Fall Membership meeting prior to the odd year season.
3. All Executive Committee Members are responsible for communication with the President, the Business Manager and the general membership. They are trusted to uphold the rules and the philosophy of KIDA.
4. Executive Committee members are required to attend all regularly scheduled board meetings, general membership meetings, rules and by-law congress meetings and assist with the planning and set up of the championship show or will forfeit the honorarium.
5. The Executive Committee is responsible to the President on the day of championships.
6. No monies will be spent by any member of the committee without the consent of the President and the further knowledge of the entire committee
7. The Executive Committee members will function as the Championship Contest Committee, chaired by the Business Manager.
8. Anything not covered under the present by-laws may be presented to the Executive Committee which in turn will have the power to act on the individual situation with a majority of the Executive Committee
9. Qualifications for holding an office in KIDA will be as follows:
 - a. President, Vice President, Secretary and Treasurer must have an affiliation to a competing indoor unit (this would include director, instructor, staff or parent).
 - b. Representatives must be active instructors with a competing KIDA unit.

- c. The Executive Committee may solicit help from outside of KIDA if the above positions cannot be filled from active members of KIDA.

10. In the event of incompetence or flagrant abuse of an office, the Executive Committee may convene a special hearing to determine if an officer should continue in their present role. The committee can then recommend the removal of the individual to the membership of KIDA at which time it will be voted on.

11. The voting members of the Executive Committee are comprised of the President, Vice President, Secretary, Treasurer and Representatives. Non-Voting members of the Executive Committee include the Business Manager, Judging Coordinator and Caption Leads.

B. Job Descriptions and Duties

1. President

- a. Responsible for the overall operation of the association
- b. Delegates responsibilities to the Executive Committee members and association members.
- c. Conducts periodical review of operational activities of all Executive positions.
- d. Calls and presides over all meetings and determines agendas.
- e. Responsible for the hiring of any auxiliary committee members.
- f. Responsible for setting up a judging review panel if deemed necessary.
- g. Signs all contracts concerning the operation of the organization and for the annual championships.
- h. The President will nominate a chairperson to establish a nominating committee for the purpose of evaluating and upgrading the job descriptions and establishing a ballot of officers.
- i. The annual honorarium will be \$100.00 plus expenses excluding care, mileage and gasoline expenses.

2. Vice President

- a. Assumes the Presidency in the absence of the President.
- b. Assists and advises the President with all duties.
- c. Will assume the responsibility of public relations for the association.

- d. Record minutes of any meeting in the absence of the Secretary.
- e. Act as contact person to the Business Manager.
- f. The annual honorarium will be \$100.00 plus expenses excluding car, mileage, and gasoline expenses.

3. Treasurer

- a. Keep up to date records of all paid members of the association.
- b. Record all financial transactions and complete annual reports.
- c. Collect dues, bonds and assesses all other financial obligations.
- d. Enforce financial requirements for competing, including late payments.
- e. Advise the Executive Committee as to the non-competitive status of any unit.
- f. Informs the Executive Committee as to the status of the treasury.
- g. Responsible for collecting monies at championships, or may assign someone to do so from within the Executive Committee.
- h. Pay all invoices and expenses accompanied by receipt.
- i. Must be bonded on an annual basis.
- j. Must ensure the treasury books are audited on an annual basis, no later than one month prior to the association's annual fall meeting.
- k. The annual honorarium will be \$100.00 plus expenses excluding car, mileage, and gasoline expenses.

4. Secretary

- a. Responsible for roll call at all meetings and maintaining records of attendance.
- b. Maintains up to date records of all members of the association.
- c. Record minutes at all meetings
- d. Transcribe minutes from meetings and provide all Executive Committee members with a copy.
- e. Assist with mass mailings when asked to do so.
- f. The annual honorarium will be \$100.00 plus expenses excluding car, mileage, and gasoline expenses.

5. Representatives

- a. One representative will be elected from each of the following areas: Majorette, Color Guard, Dance Team and Percussion.
- b. These four individuals shall make every effort to attend all Executive Committee meetings, and are asked to be available at most contests to answer questions and handle any grievances.
- c. The representatives are responsible to advise the Executive Committee at all times on their respective area.
- d. Should make every effort to communicate with each instructor during the season and help new units understand the general rules and by-laws.

C. Meetings

1. The Executive Committee shall schedule no less than three (3) formal board meetings throughout the calendar year, one of which will be 1 hour prior to the general membership meeting in November. Items of concern or suggestions from the membership should be addressed through the Business Manager for discussion. Minutes from these meetings shall be available from the Secretary to the membership, upon request.

XIII HIRED POSITIONS AND DUTIES

A. General Information

1. The Executive Committee will appoint hired positions for a two-year term as follows:
Business Manager and Judging Coordinator will be hired in the Spring and Quality Caption lead positions will be hired in the Fall.

EVEN YEARS: Judging Coordinator, Percussion & Majorette Caption Leads

ODD Years: Business Manager, Color Guard & Dance Team Caption Leads
2. All hired positions will be advertised on a Bi-yearly basis to coincide with the appointed term. Interested applicants will be reviewed by the Executive Committee and appointed by the Executive Committee.
3. The Business Manager should not be an instructor or administrative director of a KIDA member unit.

B. Positions and Duties

1. Judging Coordinator

- a. Procures a judging panel for all association contests
- b. Sees that the panel is reliable, competent, and knowledgeable concerning association rules and policies
- c. Responsible for seeing that all judges have association judging sheets and tapes, and that all equipment is functional.
- d. Responsible for acting on grievances filed by the membership concerning judging and particular judges involved.
- e. Informs the Executive Committee concerning judging matters
- f. In assigning judges for the championship event, the first priority will be to ensure that each judge should have seen each unit at least once during the season, prior to the championship date. Each judge will have also adjudicated that particular caption in which they have been assigned at least once prior to the championship date. The entire championship judging panel must be made public at least one week prior to the championship date.
- g. Responsible for establishing and coordinating an annual KIDA Seminar to ensure the proper training and indoctrination of all judges to the rules and regulations of KIDA as set forth by the membership and Executive Committee. All judges must attend this seminar to qualify for adjudicating in any KIDA contest.
- h. The annual salary will be \$1600.00, plus operating expenses, excluding car, mileage, and gasoline.

2. Business Manager

- a. Establish contest dates and sites
- b. Act as contact person for the show sponsors.
- c. Provide show sponsors with the KIDA show sponsor handbook. This material should be distributed at the annual "Show Sponsor" meeting.
- d. Responsible for making all printed materials available to the membership.
- e. Responsible for distribution of the membership roster to all Executive Committee members.
- f. Be present at any and all association meetings.

- g. Coordinate responsibilities within the Executive Committee concerning individual contests and championship activities.
 - h. Secure championship location, establish performance schedule, coordinate and assign individual responsibilities relating to the championship contest. The Executive Committee will be a working unit with the Business Manager.
 - i. Co-sign contracts (w/President) concerning championships.
 - j. The annual salary will be \$1800.00 plus operating expenses, excluding car, mileage, and gasoline.
3. Caption Leads
- a. Responsible for the quality of adjudication in their respective arenas.
 - b. Work with the Judging Coordinator to insure that all new adjudicators are properly trained.
 - c. Research and respond to any complaints regarding adjudication in a timely manner.
 - d. The annual salary will be \$1000.00 plus expenses, excluding car, mileage, and gasoline.
4. Interactive Communications Director
- a. Responsible for maintaining the Keystone Indoor Drill Association Website.
 - b. Work with the Business Manager and Executive Board to maintain accurate information is communicated to the membership through all interactive communication methods (Website, Email, etc.).
 - c. Should be technically proficient in multiple modern coding methods and accepted practices, as determined by the Board of Directors.
 - d. Will provide website and/or email hosting or will identify the appropriate vendor who can adequately provide these services.
 - e. The annual salary will be \$500.00 plus expenses, excluding car, mileage, and gasoline. Hosting services should be billed directly to the Treasurer.

XIV RULES CONGRESS MEETING/BY-LAW MEETING, ANNUAL GENERAL MEMBERSHIP MEETING AND ELECTIONS MEETING

- A. The KIDA rules congress (all competitive issues) the KIDA By-Laws (all non-competitive issues) meeting will be convened yearly on an annual basis.
- B. The KIDA By-Laws (all non-competitive issues) meeting will be convened on a Bi-annual basis in the even season year.
- C. Both meetings will be held the first Sunday following championships in their respective year, unless this date conflicts with Easter or WGI Finals. In either case the meeting will be one week later. Any issues to be placed on the agenda for either of these meetings must be submitted in writing to the Business Manager no later than two weeks prior to the meeting date.
- D. The annual general membership/elections meeting will be held the first Sunday following TOB Atlantic Coast Championships. This meeting will also include a voluntary instructors meeting to be held by each of the Caption Leads to cover any general questions regarding the rule book or score sheets. This meeting will run for approximately ½ hour following the general membership meeting.
- E. All units (not schools) must have a representative present at either the November general membership meeting in November or at the pre-season clinic/evaluation. Representatives must sign in at the meeting to record attendance. Units not represented at one or both of these meetings will not be able to attend any post-contest judges meetings during the upcoming season.
- F. Sites and times for all meetings will be announced in advance, as well as posted on the Website, by the Business Manager or President.
- G. Should a by-law or rule change be needed during the season, the President may call a special ballot. If the change affects the entire membership, then a two-thirds (2/3) majority vote will be needed to pass the change. If the change only affects one discipline within the association, then a two-thirds (2/3) vote of that disciplines membership is needed. All affected members must have the opportunity to vote.
- H. The KIDA Secretary may make clerical changes to the Rules & Bylaws document to match the intent of any approved rule and bylaw change. The Secretary must notify the KIDA Board of Directors seven (7) days after any such change is made.

XV UNIT CLASSIFICATIONS

A. Majorettes

Junior High Division

Gold High Division

White High Division

Blue High Division

B. Percussion

Middle School/Junior High Ensemble Division

Indoor Percussion Ensemble Gold Division

Indoor Percussion Ensemble White Division

Indoor Percussion Ensemble Blue Division

Indoor Percussion Ensemble Platinum Division

Middle School/Junior High Division (moving)

Gold High School Division (moving)

White High School Division (moving)

Blue High School Division (moving)

Platinum High School Division (moving)

C. Dance Teams

Open Division

D. Color Guards

Middle School/Junior High Division

Bronze High School Division

Gold High School Division

White High School Division

Blue High School Division

Platinum High School Division

E. Classification Definitions (*see below*)

1. Middle School/Junior High Division

This classification is based on the student grade or age designation of the sponsoring school district. If a junior high/middle school unit is the only existing unit for a given complete season, the unit may voluntarily move into any of the high school divisions. Once a junior high/middle school unit is promoted, it cannot move back down to the junior high/middle school division during the current competitive season.

2. Bronze Division

This classification is for the unit that is new to the indoor activity or shows an inconsistent performance level. The unit members are inexperienced in communication and stylistic responsibilities. The design level produces sporadic visual musicality and attempts to coordinate the elements.

3. Gold Division

This classification is for the unit that has had experience in the indoor activity and has shown progress in development of their program. The unit members can produce a moderate level of appeal and emotion, as well as being aware of the stylistic responsibilities placed upon them. The design is creative and coordinates the elements in a moderate appealing manner.

4. White Division

This classification is for the unit that is highly experienced in the indoor activity. The unit members are able to be consistent in both their communication and performance levels. They are also able to handle a strong sense of awareness and adherence to their style. The design is able to create a program showing strong originality and variety.

5. Blue Division

This classification is for those units who have demonstrated advanced skills within the indoor activity. Members are able to handle the highest degree of awareness and adherence to their style. The design offers creative programs, which show strong originality and variety.

6. Platinum Division

All unit descriptors are in the process of being re-written by the Judging Coordinator and Caption Leads to co-inside with the new judges sheets being used

XVI UNIT CLASSIFICATION POLICIES

A. Pre-Season Classification

Unit classification will be determined for the subsequent season by averaging the scores of units within each division from mid-season through championships. Average scores for each unit are then placed on a line graph for comparison. Divisions can be set by analyzing the point spread and by observation of obvious point spreads on the graph. The Caption Leads for each category will announce unit classifications at the November General Membership Meeting.

B. Final Classification

All units will be evaluated by the classification committee, which will consist of the Caption Lead and Representative of their respective discipline, the Judging Coordinator, the Business Manager, and one Executive Officer. The meeting will be presided by the Judging Coordinator. The evaluation will include both performance and product aspects. The reclassification committee will look at the actual performers involvement and handling of the program, as well as designer's knowledge and composition of the overall program. Recap sheets may also be used to determine justification of the movement. This meeting will be two competitive weeks prior to championships. Following the meeting, the respective Caption Lead will be responsible for contacting all those groups that were involved in any way in a classification change. The Business Manager will also be responsible for contacting all remaining show sponsors with these changes.

C. Any unit may be moved prior to final classifications at the discretion of the review committee. Request for movement by the unit members may be submitted at any time through the Business Manager or Caption Lead of the respective discipline.