

Keystone Indoor Drill Association Rules & Bylaws

December 2021 Edition



**KEYSTONE INDOOR
DRILL ASSOCIATION**

TABLE OF CONTENTS

TABLE OF CONTENTS	2
STATEMENT OF PHILOSOPHY	3
CODE OF ETHICS AND CONDUCT	3
KIDA RULES	5
1. GENERAL RULES	5
2. AWARD CEREMONIES AND POST CONTEST MEETINGS	6
3. JUDGES	7
4. JUDGING PROTESTS AND COMPLAINTS	7
5. TIMING RULES	8
6. PENALTIES	9
7. AMERICAN FLAG REGULATIONS	10
8. MAJORETTE RULES	10
9. COLOR GUARD RULES	10
10. DANCE TEAM RULES	11
11. PERCUSSION RULES	11
12. MARCHING WINDS RULES	12
13. INDIVIDUAL AND SMALL ENSEMBLE COMPETITION RULES	13
KIDA BYLAWS	15
1. BOND	15
2. DUES	15
3. MEMBERSHIP	16
4. SEASON TIMELINE/CHAMPIONSHIP INFORMATION	17
5. MEMBERSHIP VOTING	18
6. SCHOLARSHIPS	18
7. KIDA SHOW REGISTRATION	19
8. STAFF AND HANDLER PASSES	19
9. JUDGES	19
10. SHOW SPONSOR INFORMATION	20
11. BOARD OF DIRECTORS	24

12.	HIRED POSITIONS AND DUTIES	28
13.	DIRECTORS ADVISORY COUNCIL	32
14.	RULES CONGRESS MEETING/BY-LAW MEETING, ANNUAL GENERAL MEMBERSHIP MEETING, AND ELECTIONS MEETING	34
15.	KIDA HALL OF FAME	34
16.	UNIT CLASSIFICATIONS	35
17.	UNIT CLASSIFICATION POLICIES	37
18.	CODE OF CONDUCT	38

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 that 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.

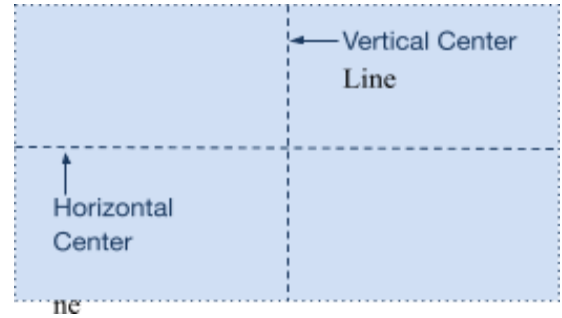
KIDA RULES

1. GENERAL RULES

- 1.1 The competition area will be fifty (50) by eighty-four (84) feet with a 5ft safety zone and published floor dimensions. 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 Timing & Penalties judge and contest host, so that its location on the floor is in the safest place for both the performers and spectators.
- 1.2 Each competing unit is responsible for their own equipment. Equipment and prop set up is only permitted after the Timing & Penalties judge gives the go ahead.
- 1.3 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.
- 1.4 There will be no use of pyrotechnics. Any violation will result in disqualification for that show.
- 1.5 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 to 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 for any monetary reimbursement as a result of said damage, with the full support of KIDA.
- 1.6 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 Timing & Penalties judge for the contest, as well as the show sponsor.
- 1.7 Any unit member or members causing damage to a show sponsor's 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.
- 1.8 Announcer's table(s) and sound system equipment must be located off the competitive floor and follow KIDA suggested guidelines.
- 1.9 A tiered rating system for all competitive classes and divisions will be used to adjudicate performances.

1.10 When clearing the floor, units should make an obvious attempt to expedite the procedure. If the exit door is blocked or becomes congested, the Timing & Penalties judge should not penalize the unit for overtime.

1.11 For purposes of timing, all personnel, equipment and/or props must clear the vertical or horizontal centerline 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.



1.12 Props built and/or used, including drum major podiums, that measure over six feet (6') high and are used in such a way that result in a participant whose feet are more than six feet (6') above the competition area must have appropriate safety railings in place or protective padding around prop to prevent any injury. Participants are prohibited from jumping or leaping off any prop that exceeds six feet (6') in height unless protective padding is in place or other adequate safety precautions are taken. If a prop is moved with a performer on that prop, a safety rail or harness must be utilized by the performer.

- If a performers' feet are more than six feet above the competition area and the prop is in motion, the performer must actively use the appropriate safety railing or harness the entire time the prop is in motion. If the same prop is not in motion, the safety railing or harness must be in place but the performer has the option on whether to use those items while in a stationary position.
- If the performer's feet are less than six feet above the competition area, no safety railing or harness is needed for the prop, whether stationary or in motion.
- A performer executing a lift while atop ANY prop may not lift another performer above six feet (6') without appropriate safety precautions in place or padding around the performers.

PENALTY: Ten-point (10.0) penalty to Disqualification at the discretion of the Contest Administrator, including (but not limited to) prohibition of the use of the overheight/unsafe prop(s).

2. AWARD CEREMONIES AND POST CONTEST MEETINGS

2.1 The percussion and marching winds awards ceremony will be held immediately following the performance of the last unit in the percussion division.

2.2 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.

- 2.3 The percussion and marching winds 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.
- 2.3.1 The Chief Judge, at each show, will provide a list of all participating units outside the judge's room. If a unit decides they do not want to participate in critique at that show, they can "opt out" by crossing off their name and initialing next to their unit's name.
- 2.4 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 Timing & Penalties judge and/or Tabulator will control timing at all post contest meetings.
- 2.5 There will be no post contest meeting following championships.
- 2.6 There will be a two (2) contest post contest meeting suspensions for any person asked to leave a post contest meeting by the Timing & Penalties judge.
- 2.7 A post contest evaluation will be sent after each regular season contest to help improve facilities and logistics during the current season.

3. JUDGES

- 3.1 Color Guard
One movement, one equipment, one design analysis, two general effect
- 3.2 Dance/Drill Team
One movement, one ensemble analysis, one general effect
- 3.3 Majorettes
One movement, one equipment, one ensemble analysis, one general effect
- 3.4 Percussion
One music, one music effect, one visual, one visual effect
- 3.5 Marching Winds
One music analysis, one visual analysis, one effect
- 3.6 General
One timing & penalties, one tabulator

4. JUDGING PROTESTS AND COMPLAINTS

- 4.1 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.
- 4.2 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.

5. TIMING RULES

- 5.1 Each competing unit will be allowed the following:

	Maximum Interval Time	Minimum Performance Time
Marching Winds (All)	9 minutes	4 minutes
Percussion (Gold - Concert & Marching)	9 minutes	3 minutes
Percussion (White, Blue - Concert & Marching)	9 minutes	4 minutes
Percussion (Platinum - Concert & Marching)	10 minutes	4 minutes
Percussion (World – Concert & Marching)	11 minutes	4 minutes
Percussion (Senior – Concert & Marching)	9 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 (Cadet, Middle, Bronze, a Gold)	7 minutes	3 minutes
Color Guards (White)	8 minutes	3 minutes
Color Guards (Blue)	8 minutes	4 minutes
Color Guards (Platinum)	9 minutes	4 minutes
Color Guard (World)	10 minutes	4 minutes
Color Guard (Senior)	8 minutes	4 minutes

- 5.2 Maximum interval time includes 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.
- 5.3 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 exceeded on the show time watch; whichever comes first.
- 5.4 Each unit may utilize an optional warm-up period prior to the start of the show proper. This warm-up 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 Timing & Penalties 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.

6. PENALTIES

- 6.1 A five-tenths (0.5) point penalty for each fifteen (15) seconds or fraction thereof will be assessed for under or over time.
- 6.2 A .5-point penalty will be assessed for each of the following violations:
- 6.2.1 Any equipment and/or props 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 unit's performance.
 - 6.2.2 All performers must start and stay in the competition area for the entire performance and cannot step over the front sideline boundary.
 - 6.2.3 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.
 - 6.2.4 Floor coverings (tarps) may not cover the front boundary line.
 - 6.2.5 Staff/handlers must remain outside of the competition area during a unit's performance as defined by the start of the "performance time" interval by the T&P judge. If multiple staff or handlers enter the competition area during a unit's performance, a 2-point penalty will be assessed for each infraction. Exceptions can be made if performer safety is involved (i.e. an injured student needing assistance, prop becoming unsafe, etc.). This will be at the discretion of the T&P or chief judge at each event.
- 6.3 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 vehicle breakdown.

- 6.4 The Timing & Penalties judge will assess all penalties. A unit has a right to challenge any penalty in consultation with the T&P Judge but any final decision regarding the penalties will remain with the T&P Judge.
- 6.5 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 Timing & Penalties Judge, Caption Lead or Judging Coordinator.

7. AMERICAN FLAG REGULATIONS

- 7.1 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.
- 7.2 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.
- 7.3 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.
- 7.4 There will be a 0.1-point penalty for each unit violation of the American Flag.

8. MAJORETTE RULES

- 8.1 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.
- 8.2 Twirling units may use any equipment or props so long as they are utilized in a twirling and/or dance manner.
- 8.3 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 Timing & Penalties judge.
- 8.4 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

- 8.5 For Championships, two judges will be assigned to each caption. Caption scoring will be the average of the caption total for each judge.

9. COLOR GUARD RULES

- 9.1 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.
- 9.2 Scoring will be as follows:
- | | |
|-----------------|--------------------|
| Movement | Twenty (20) points |
| Equipment | Twenty (20) points |
| Design Analysis | Twenty (20) points |
| General Effect | Twenty (20) points |
| General Effect | Twenty (20) points |
- 9.3 Units participating in the Cadet Classification will be assigned a rating of Good, Excellent, or Superior based on the quality of the unit's performance. Units in this classification will not be given a score or placement.
- 9.4 For Championships, two judges will be assigned to each caption. Caption scoring will be the average of the caption total for each judge.

10. DANCE TEAM RULES

- 10.1 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 |
- 10.2 For Championships, two judges will be assigned to each caption. Caption scoring will be the average of the caption total for each judge.

11. PERCUSSION RULES

- 11.1 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.
- 11.2 Definitions of authorized equipment: No single, triggered, electronic sound may produce rhythmic intent. Lyrics with rhythmic intent may be triggered on a per word basis. Spoken word phrases without rhythmic intent may be performed with a single trigger. All samples must be performed live, in real time. PENALTY: Ten points (10.0).

- The end of the maximum performance time is at the obvious conclusion of the show. All captions will be judged until the obvious conclusion of the show.
- 11.3 All front sideline boundary rules will apply to the sideline members and their equipment. (see Rule 1.1 and Rule 6.2). No penalties shall be assessed for broken sticks, mallets, or hardware falling over the front boundary accidentally.
- 11.4 Ensembles may manipulate their soundboard by using a remote controlled wireless device through a self-supplied wireless network. KIDA will provide an area in or near the GE & Visual judging area for one designated staff member to adjust the mix using wireless technology. The soundboard must remain in the competition area. A performer in the competition area must control all lighting. Staff members may also communicate through a text-based messaging tool to a designated performer in the event the soundboard needs adjustment.
- 11.5 All judging is to be done by KIDA approved percussion judges.
- 11.6 Visual Percussion captions are to be adjudicated by KIDA approved visual judges.
- 11.7 Percussion scoring will be as follows:
Music = (30%) – Composition (10%) + Performance Quality (20%)
Effect-Music = (30%) – Overall effect (15%) + Music effect (15%)
Visual = (20%) – Composition (10%) + Performance Quality (10%)
Effect-Visual = (20%) – Overall effect (10%) + Music effect (10%)
- 11.8 Percussion Scoring will be as follows for Bronze and Gold moving units:
Music (30%) = Composition (7.5%) + Performance Quality (22.5%)
Visual (20%) = Composition (10%) + Performance Quality (10%)
Effect-Music (30%) = Overall Effect (15%) + Music Effect (15%)
Effect-Visual (20%) = Overall Effect (10%) + Visual Effect (10%)
Percussion Scoring will be as follows for Blue, Platinum, and World moving units:
Music (30%) = Composition (15%) + Performance Quality (15%)
Visual (20%) = Composition (10%) + Performance Quality (10%)
Effect-Music (30%) = Overall Effect (15%) + Music Effect (15%)
Effect-Visual (20%) = Overall Effect (10%) + Visual Effect (10%)
- 11.9 Percussion Scoring will be as follows for all ensemble units:
Music (50%) = Composition (20%) + Performance Quality (30%)
Artistry (50%) = Program (20%) + Fulfillment (30%)
- 11.10 Use of electronic objects with screens i.e. laptops, cell phones, tablets, and TV screens/monitors are permitted. The use of glass is permitted as deemed safe by the Contest Administrator. The Contest Administrator has the ultimate decision regarding safety of any object in consultation with the Directors of Percussion/Color Guard and/or KIDA President. Ensembles should consult with the Director of Percussion/Color Guard prior to using any equipment not specifically defined in these rules. The ensemble will assume any liability for issues arising out of the use of said glass objects. PENALTY: One-tenth of a point (0.1) penalty to Disqualification at the discretion of the Timing and Penalty judge.

- 11.11 Ensembles may use any electrical device within their program deemed safe by the Contest Administrator. The Contest Administrator has the ultimate decision regarding safety of any device in consultation with the Director of Percussion and/or KIDA President. Ensembles should consult with the Director of Percussion prior to using any equipment not specifically defined in these rules. The ensemble will assume any liability for issues arising out of the use of said electrical devices. PENALTY: One-tenth of a point (0.1) penalty to Disqualification at the discretion of the Timing and Penalty judge.
- 11.12 Battery operated devices using common off-the-shelf flashlight batteries (AA, AAA, AAAA, C, D, N, 9V and button cells) are allowed. Devices using dry-cell secondary “rechargeable batteries”, including cell phones, cameras, MP3 players and computers are allowed. Sealed, spill proof, maintenance-free lead acid batteries such as gel, SLA, VRLA, and AGM batteries are permitted.

12. MARCHING WINDS RULES

- 12.1 Marching wind ensembles must have a minimum of ten (10) members on the floor of competition at any time including the student conductor (optional).
- 12.2 Marching wind ensembles may use one optional student conductor positioned in the competition area.
- 12.3 Marching wind ensembles in the Independent Class may compete with performers of any age.
- 12.4 Definition of authorized instruments
- 12.4.1 Instruments typically utilized and recognized as part of a band or orchestra, including electronic instruments, are allowed.
- 12.4.2 Marching wind ensembles may manipulate their soundboard by using a remote controlled wireless device through a self-supplied wireless network. KIDA will provide an area in or near the GE & Visual judging area for one designated staff member to adjust the mix using wireless technology. The soundboard must remain in the competition area. A performer in the competition area must control all lighting.
- 12.5 Marching wind ensembles may include a playing entrance as part of the performance following introduction.
- 12.6 All judging is to be done by KIDA approved marching wind judges.
- 12.7 Visual Analysis captions are to be adjudicated by KIDA approved visual judges.
- 12.8 The Music Analysis judge will be positioned lower in the stands and may be moved by the Timing & Penalties judge in order to better appraise the individuals within the

ensemble. The Overall Effect and Visual Analysis Judges will be positioned higher in the audience view area.

- 12.9 Percussion scoring will be as follows:
Music Analysis Thirty (40) points
Visual Analysis Thirty (40) points
General Effect Forty (20) points

- 12.10 For Championships, two judges will be assigned to each caption. Caption scoring will be the average of the caption total for each judge.

13. INDIVIDUAL AND SMALL ENSEMBLE COMPETITION RULES

- 13.1 Categories of Individual competition:
- | | |
|------------------------------------|--------------------------------|
| Scholastic Middle School Majorette | Independent Junior Majorette |
| Scholastic Senior High Majorette | Independent Majorette |
| Scholastic Percussion | Independent Percussion |
| Scholastic Middle School Guard | Independent Junior Color Guard |
| Scholastic Senior High Guard | Independent Color Guard |
- 13.2 Categories for Small Ensemble competition:
- | | |
|---|---|
| Scholastic MS Majorette Small Ensemble | Independent Junior Majorette Small Ensemble |
| Scholastic Senior High Majorette Small Ensemble | Independent Majorette Small Ensemble |
| Scholastic Percussion Small Ensemble | Independent Percussion Small Ensemble |
| Scholastic Middle School Color Guard Small Ensemble | Independent Junior Color Guard Small Ensemble |
| Scholastic Senior High Color Guard Small Ensemble | Independent Color Guard Small Ensemble |
- 13.3 All solo and ensemble participants must be active members of a KIDA Scholastic or Independent unit during the current competitive season and must compete within the same division as they do with their KIDA competitive unit.
- 13.4 All programs must be student created and not written/designed by the performers' instructional staff.
- 13.5 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.
- 13.6 Small ensembles may not consist of more than five (5) members.
- 13.7 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 Contest Coordinator by said date on form. Registration forms can be found on the KIDA website.

- 13.8 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 guests 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.
- 13.9 Only the top three (3) placements in each category will be announced at the conclusion of the event.
- 13.10 All solo and ensemble winners will be given the opportunity to perform in exhibition at KIDA Championships that season.
- 13.11 Each individual/ensemble, competing in I&E, will pay a nonrefundable \$20 fee due the date of I&E registration; even if the performer(s) withdraw(s) from the I&E competition.
- 13.12 All I&E participants and ensembles will be given feedback on all I&E performances.

KIDA BYLAWS

1. BOND

- 1.1 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 parent unit basis. The check shall be made payable to the Keystone Indoor Drill Association and must be postmarked to the Treasurer by midnight, January 20th. A unit bond is carried over from one year to the next as long as it is still in good standing.
- 1.2 A notice must be given prior to January 1 to the show sponsor if the unit is not going to participate in a KIDA sanctioned contest. Any less time and the show sponsor has the right to pull the unit's bond. If a unit is unable to attend a show that they have previously signed a contract to participate in, the bond may be pulled (Please refer to Bylaw 10.7). If only one unit from a school fails to attend a show, only the \$25.00 bond will be forfeited (plus any additional penalties). The forfeited bond must be repaid before the unit may compete again in the organization. Failure to pay bonds and any additional fines will place the unit(s) in a non-competitive status. The show fee will be forfeited for any show cancellation after January 1.
- 1.3 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.
- 1.4 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:
 - 1.4.1 The School Administration of the unit prohibits them from competing.
 - 1.4.2 A scheduled Music Department Trip conflicts with the Championship date. (**In both cases, a letter of verification must be received from the school principal).
- 1.5 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
- 1.6 If any unit has any appeals regarding the disposition of their bond, an appeal may be made to the Executive Committee.

2. DUES

- 2.1 Each unit will be assessed a dues fee of \$300.00 for yearly membership per competitive unit. Non-competitive Cadet units will not be assessed a dues fee, however, all other fees will still apply. The check shall be made payable to the Keystone Indoor Drill Association and must be postmarked to the Treasurer by midnight, January 20th. A late fee of \$20.00 will be assessed for any dues received after the above date. *(Ed. Note – Please note that this now includes all KIDA associated fees (program ads, tape fees, etc.) previously separated)*
- 2.2 Each unit will be assessed a show fee of \$20.00 for each show a unit participates in. This fee will be distributed to show hosts by KIDA to offset judges' fees associated with running a show. This fee will be mailed to schools 7 days after hosting a KIDA contest.
- 2.3 Each unit will be assessed a fee of \$20.00 to cover the current season's use of digital technology (i.e CompetitionSuite).
- 2.4 A non-member unit may perform (compete/judged exhibition) in one (1) contest without paying any dues or bonds if they did not participate in a KIDA contest the previous season. If they did participate in a KIDA contest the previous season, they will be assessed a \$125 entrance fee per show they participate in. If a unit participates in more than one (1) KIDA show in a given season, that unit must submit a bond, dues payment, and a competitive roster to continue competing.
- 2.5 Failure to pay dues will place the unit in a non-competitive status until the Treasurer receives the required sum.
- 2.6 If any unit has any appeals regarding the disposition of their dues, an appeal may be made to the Executive Committee.

3. MEMBERSHIP

- 3.1 **Scholastic Units** - All members of a Scholastic 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 Membership Director 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.
- 3.2 **Scholastic Middle School Units** - All Scholastic Middle School classified units must be comprised of Junior High/Middle School students as defined by said unit's school district.

- 3.3 **Independent Units** – Units competing within the Independent classifications must be composed of members not over 22 years of age as of March 31st of any given year. Each unit appearing at a KIDA contest shall be prepared to show proof of age.
- 3.3.1 This rule applies to all units except those entered in the Independent World and Senior Classifications. Independent World and Senior units may compete with performers of any age.
- 3.3.2 KIDA discourages Independent ensembles from utilizing membership composed of any potential scholastic program or any member who was previously enrolled in an active scholastic program and have not yet graduated.
- 3.4 All units must compete in a minimum of four (4) KIDA sponsored shows to be eligible for the Championships. Units that compete in the Scholastic Platinum Division or World Division and all Independent units must compete in a minimum of three (3) KIDA sponsored shows to be eligible for Championships. New units (defined as a unit that did not pay dues to KIDA in the previous season) must compete in a minimum of three (3) KIDA sponsored shows to be eligible for Championships. A judged exhibition, with scores present on the recap, will be considered a qualifying performance. Units that compete in the Cadet classification must participate in a minimum of two (2) KIDA sponsored shows to be eligible for Championships.
- 3.4.1 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 Membership Director 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.

4. SEASON TIMELINE/CHAMPIONSHIP INFORMATION

- 4.1 Ideally the season will begin the first week in February with an evaluation/clinic show and run for approximately ten (10) weeks. The Contest Coordinator 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.
- 4.2 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.

- 4.3 Unit order of appearance for the championship will be determined by:
- Championship seeding score will be the unit's last competitive or judged exhibition KIDA score.
 - Add 1.5 points to the seeding score for each week of the last competitive or judged exhibition score prior to KIDA Championships.
 - Add points to the seeding score for units performing in early season shoes using the following bonus points:
 - 2 points- first week
 - 1 point- second week (regardless of the number of shows attended in one weekend)
 - 1 point- third week (regardless of the number of shows attended in one weekend)
 - If a group attends all 3 of the first weeks' shows, an additional point will be added to the seeded score.
 - If a group attends shows for all 3 weekends, the maximum points awarded will be 5 points.
- 4.4 If Championships are a single day event, Percussion will perform first on even number years and Color Guard/Majorette/Dance Team will perform first on odd number years if championships are a single day. If championships are a multi-day event, Color Guard, Majorettes and Dance will perform on Saturday while Percussion and Marching Winds will perform on Sunday. Additionally, Percussion Ensembles and Moving Percussion will rotate position within the percussion discipline every second year.
- 4.5 Classifications with more than 14 units by the end of the reclassification period may be divided into 2 divisions at the discretion of the KIDA Board of Directors.

5. MEMBERSHIP VOTING

- 5.1 Each member, 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.
- 5.2 Any item to be decided by voting procedure will be carried by a majority vote of those units present and voting at said meeting.

6. SCHOLARSHIPS

- 6.1 Sam Forney Academic Scholarship

- 6.1.1 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.
- 6.1.2 KIDA will award one \$750 scholarship for every 9 applications received in each division (with a maximum of 4 total KIDA scholarships). The award will be determined by an independent committee.
- 6.2 KIDA/WGI Scholarship
 - 6.2.1 KIDA will establish a WGI 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 WGI scholarships.
 - 6.2.2 KIDA will award one WGI scholarship each season to a member unit who has decided to participate in a WGI Regional contest for the first time in five years. The unit selected will be determined based on the review of an application submitted to KIDA. Applications will be due on December 15 and the scholarship will be awarded by January 1. The scholarship will be in the amount of WGI membership plus registration fees of 1 single-day WGI Regional contest, not to exceed \$500. The scholarship will not cover any additional fees or costs associated with participating in a WGI Regional Contest. The scholarship will be paid to the unit after their successful participation in the WGI Regional contest.

7. KIDA SHOW REGISTRATION

- 7.1 Units may register for KIDA shows by completing the Online Show Registration form. Show registrations will begin each year on December 1 on the KIDA website. Units must register for each show they intend to participate in as well as KIDA Championships.
- 7.2 Members may make revisions to their show registration without penalty between December 1 and January 1. Any member unit canceling after January 1 may lose their bond to the show host running the show. Any member unit canceling 2 to 4 weeks before a show date may lose their bond plus be subject to an additional \$50.00 fine to the show host running the show. Any member unit canceling 1 week or less before a show date may lose their bond and be subject to an additional \$100 fine to the show host running the show and will go on first in Championships within their given class. The show fee will be forfeited for any cancellation after January 1. The cancellation policy will be enforced at the discretion of the Contest Coordinator and President when no legitimate reason is given for the cancellation. (Please refer to Bylaw 1.2 for additional information)

8. STAFF AND HANDLER PASSES

- 8.1 Each unit will be given a maximum of 8 passes, and 2 Director Passes per unit at each KIDA show they attend with an opportunity to get more with a KIDA plus pass (quantity and implementation TBD by the KIDA board). 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 (e.g. wristbands, stamps, etc.). Director Passes will allow front-side access.

9. JUDGES

- 9.1 All judges will be selected by the Judging Coordinator.
- 9.2 Two (2) KIDA shows each season will feature at least 2 judges on the panel who are current WGI adjudicators. The shows featuring these judges will be announced prior to beginning of show registration. KIDA will off-set additional costs associated with bringing these judges into the association outside of the judge fees previously outlined. *These shows would not run during any locally hosted WGI contest.*
- 9.3 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.
- 9.4 Judges Pay Scale
- | | |
|--------------------|-------------------------------|
| Timing & Penalties | \$ 290.00 |
| Tabulator | \$ 290.00 |
| Majorette Judge | \$ 290.00 |
| Percussion Judge | \$ 290.00 |
| Color Guard Judge | \$ 290.00 |
| Dance Team Judge | \$ 290.00 |
| Winds' Judges | \$ 290.00 |
| Championships | \$ 400.00 (Non-WGI Qualified) |
| | \$ 450.00 (WGI Qualified) |
- 9.4.1 Any caption judge will receive an additional \$ 4.00 per unit judged.
- 9.4.2 If a judge, in a primary discipline, adjudicates other disciplines as a secondary judging assignments at the same competition, they will be paid \$ 15.00 per unit for their secondary assignment.
- 9.4.3 Travel Reimbursement
- 9.4.3.1 Judges will be provided a travel stipend based on the judge's home address (round-trip) minus 100 miles, with a maximum reimbursement of 500 miles per round trip. Reimbursement will be postmarked no later than 30 days after KIDA

Championships. The reimbursement will be \$0.45 per qualifying mile. Judges who are passengers in a carpool that qualifies for mileage reimbursement will be paid a \$25.00 stipend or the \$0.45 per mile rate, whichever is less. Judges who fly will be paid a \$60 flight stipend.

9.4.3.2 Judges will have the option of acquiring a hotel room under the discretion of the KIDA Board.

9.4.3.3 Air travel is provided for any judge traveling from outside the circuit's geographic area.

9.5 All judging is to be done by KIDA approved color guard caption judges.

9.6 Color guard Design Analysis and General Effect captions are to be adjudicated by KIDA approved color guard design and effect judges.

10. SHOW SPONSOR INFORMATION

10.1 Any school or member unit interested in sponsoring a show must submit a written request to the Contest Coordinator. These requests will be reviewed and assigned by the Contest Coordinator, who will confirm the show dates with the show sponsors. Any school or member unit hosting a show during the previous competitive season will be contacted by the Contest Coordinator 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 Contest Coordinator and show sponsor contact persons. (Show sponsor contracts can be found on the KIDA website)

10.2 A **MANDATORY** Show Sponsor Meeting will be held in the fall prior to the start of each season. All show sponsors for the upcoming season must be present. Sponsors not present may lose their show for the upcoming season and risk not being allowed to host future KIDA contest. At this meeting, the Contest Coordinator will supply the show sponsor contact person with the KIDA show sponsor handbook to assist each sponsor with the hosting of his/her contest.

10.3 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.

10.4 On a weekend with more than 1 KIDA show, a show will be limited to no more than 33 performing units until all other shows have reached a threshold of 25 performing units. On weekends in the KIDA season where only 1 KIDA show is running, there will be no

limit on the number of performing units allowed to register for the show unless facilities or judge availability provide a limiting factor.

EXCEPTION: On multiple show weekends, 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 registered on the same day 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 Contest Coordinator the number of units they are capable of accommodating up to the 33/36 unit limit.

- 10.4.1 Units participating in their first season as KIDA members will be given an opportunity to move past the wait list and register for a full show if they were not able to register for shows on day one of the registration period. This does not apply if the unit is changing their registration from one show to full show or if they registered for other shows prior.
- 10.5 The show sponsor contact person is responsible for notifying all participants on the KIDA mailing list, the Contest Coordinator, and the Judging Coordinator of host rules, directions and performance time schedule at least 2 weeks prior to the said show date.
- 10.6 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 Contest Coordinator and Judging Coordinator.
- 10.7 Show Sponsor Cancellation Notice:
 - 10.7.1 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.
 - 10.7.2 The show sponsor contact person will be responsible for contacting each competing unit to inform them of the show cancellation.
 - 10.7.3 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.
 - 10.7.4 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.
- 10.8 Contest sponsors, including the preview show, will pay a \$75.00 show sponsor fee to the Association. Should a sponsor not have a competing unit in the association, the fee shall be \$300.00. If a non-member school is specifically requested to host a show

by the Association, the fee will be \$100.00. The fee must be received in person by KIDA personnel or postmarked within 5 business days of the Fall Show Host meeting. If a show is canceled prior to January 1st, or if the show is canceled due to inclement weather, the show sponsor fee will be refunded.

10.9 Guidelines for all contest sponsors:

- 10.9.1 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.
- 10.9.2 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.
- 10.9.3 Percussion and Marching Winds Award Ceremonies will be conducted at the conclusion of the percussion and marching winds portion of the competition.
- 10.9.4 Refreshments should be provided to the judges, in the judge's room.
- 10.9.5 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.
- 10.9.6 If the host school requires extra protection, the host should provide it.
- 10.9.7 If the competing unit requires extra protection, they should provide it.
- 10.9.8 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
- 10.9.9 If possible, offer overnight accommodations for those units traveling long distances.
- 10.9.10 Socialization between the units should be strongly encouraged.

10.10 Rules for all contest sponsors:

- 10.10.1 Hosts must provide 3 runners to take tapes and score sheets to the tabulator from the competition area.
- 10.10.2 No regular season show may begin prior to 10:00 am or have Scholastic units scheduled to perform (except in exhibition) after 9:00pm. Exceptions to this rule must be approved by the board prior to the release of the show schedule.
- 10.10.3 All scores and placements for all divisions will be read at the retreat ceremonies immediately following the performance of the final unit.

- 10.10.4 First-Aid must be provided and should be in an area close to the contest arena.
- 10.10.5 The host should supply a sound system for all units to use, if needed. It is required that the system has the capability to provide both compact disk and inputs for digital media (e.g. MP3, iPod, etc.).
- 10.10.6 The host is responsible for providing an announcer who will work in conjunction with the Timing & Penalties judge to keep the show moving smoothly.
- 10.10.7 The tabulator must be provided a copy machine for use.
- 10.10.8 The first row of the gymnasium seating area on both sides of the floor should be kept clear for audience safety.
- 10.10.9 It should be stated to all units if electrical outlets are available for use in the contest arena and where they are located.
- 10.10.10 Provide a person to monitor the floor during the competition to spot any damage caused and point this damage out to the Timing & Penalties judge.
- 10.10.11 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.
- 10.10.12 The minimal requirements for a show sponsor facility MUST include:
 - 10.10.12.1 An area for all units to store personal items and/or change (auditorium, classroom, etc.)
 - 10.10.12.2 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.
 - 10.10.12.3 Adequate inside holding areas must be provided for all props and equipment to be stored upon arrival to the facility (designated hallways or large room areas).
 - 10.10.12.4 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).
- 10.10.13 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 Contest Coordinator 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).

Marching Winds
Standstill Percussion
Percussion (moving)
Dance Team
Majorette
Color Guard

- 10.10.14 Independent units will perform before Scholastic units in their respective division (e.g. Independent Whiten will perform after Scholastic Gold but prior to Scholastic White)

11. BOARD OF DIRECTORS

11.1 General Information

- 11.1.1 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.
- 11.1.2 All elected offices will run for two (2) year terms as follows:
- 11.1.2.1 The offices of President, Treasurer, Drill Team Representative, and Color Guard Representative will be elected at the Spring Membership meeting prior to the even year season.
 - 11.1.2.2 The offices of Vice-President, Secretary, Majorette Representative, and Percussion/Winds Representative will be elected at the Spring Membership meeting prior to the odd year season.
- 11.1.3 All Executive Committee Members are responsible for communication with the President and the general membership. They are trusted to uphold the rules and the philosophy of KIDA.
- 11.1.4 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.
- 11.1.5 The Executive Committee is responsible to the President on the day of championships.
- 11.1.6 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

- 11.1.7 The Executive Committee members will function as the Championship Contest Committee, chaired by the Championship Director.
 - 11.1.8 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
 - 11.1.9 Qualifications for holding an office in KIDA will be as follows:
 - 11.1.9.1 President, Vice President, Secretary and Treasurer must have an affiliation to a competing indoor unit (this would include director, instructor, staff or parent).
 - 11.1.9.2 Representatives must be active instructors with a competing KIDA unit.
 - 11.1.9.3 The Executive Committee may solicit help from outside of KIDA if the above positions cannot be filled from active members of KIDA.
 - 11.1.10 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.
 - 11.1.11 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 Membership Director, Contest Coordinator, Judging Coordinator and Caption Leads.
 - 11.1.12 An Executive Committee will exist, comprised of the President, Vice President, Treasurer, Secretary, and Representatives. This committee will be charged with maintaining the strategic course of the association. This committee will also be responsible for handling urgent matters at the directive of the President. Votes from this committee are non-binding.
- 11.2 Job Descriptions and Duties
- 11.2.1 President:
 - 11.2.1.1 Responsible for the overall operation of the association.
 - 11.2.1.2 Delegates responsibilities to the Executive Committee members and association members.
 - 11.2.1.3 Conducts periodical review of operational activities of all Executive positions.
 - 11.2.1.4 Calls and presides over all meetings and determines agendas.
 - 11.2.1.5 Is responsible for the hiring of any auxiliary committee members.

11.2.1.6 Is responsible for setting up a judging review panel if deemed necessary.

11.2.1.7 Signs all contracts concerning the operation of the organization and for the annual championships.

11.2.1.8 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.

11.2.1.9 The annual honorarium will be \$500.00 plus expenses excluding care, mileage and gasoline expenses.

11.2.2 Vice President:

11.2.2.1 Assumes the Presidency in the absence of the President.

11.2.2.2 Assists and advises the President with all duties.

11.2.2.3 Will assume the responsibility of public relations for the association.

11.2.2.4 Records minutes of any meeting in the absence of the Secretary.

11.2.2.5 Acts as contact person to the Membership Director.

11.2.2.6 The annual honorarium will be \$500.00 plus expenses excluding car, mileage, and gasoline expenses.

11.2.3 Treasurer:

11.2.3.1 Oversees association finances and completes annual reports, working directly with the Finance Director.

11.2.3.2 Creates, balances, and maintains an annual budget for the Association.

11.2.3.3 Reconciles the treasury.

11.2.3.4 Responsible for maintaining the financial sustainability of the Association and creating a long-term financial plan.

11.2.3.5 Enforces financial requirements for competing, including late payments.

11.2.3.6 Established financial policies and protocols for the association.

11.2.3.7 Informs the Executive Committee as to the status of the treasury.

11.2.3.8 Must ensure the treasury books are audited on an annual basis, no later than one month prior to the association's annual fall meeting.

11.2.3.9 Must ensure that the Association files the appropriate tax filings annual.

11.2.3.10 The annual honorarium will be \$500.00 plus expenses excluding car, mileage, and gasoline expenses.

11.2.4 Secretary:

11.2.4.1 Is responsible for roll call at all meetings and maintaining records of attendance.

11.2.4.2 Maintains up to date records of all members of the association.

11.2.4.3 Records minutes at all meetings

11.2.4.4 Transcribes minutes from meetings and provide all Executive Committee members with a copy.

11.2.4.5 Assists with mass mailings when asked to do so.

11.2.4.6 The annual honorarium will be \$500.00 plus expenses excluding car, mileage, and gasoline expenses.

11.2.5 Representatives:

11.2.5.1 One representative will be elected from each of the following areas: Majorette/Color Guard/Dance Team and Percussion/Winds.

11.2.5.2 These 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.

11.2.5.3 The representatives are responsible to advise the Executive Committee at all times on their respective area.

11.2.5.4 Should make every effort to communicate with each instructor during the season and help new units understand the general rules and by-laws.

11.2.5.5 The annual honorarium will be \$500.00 plus expenses excluding car, mileage, and gasoline expense

11.2.6 Board-at-Large Members

11.2.6.1 Three representatives will be elected by and form the KIDA membership to become Board-at-Large members of the KIDA Board of Directors

11.2.6.2 Members will serve a two (2) year long term on the board. They may run for re-election if they desire for additional terms on the Board.

11.2.6.3 Board-at-Large members are to assist and advise the Executive Committee on matters of the association. They represent the interests of the KIDA membership as a whole and not any specific discipline, caption, or classification.

11.2.6.4 These individuals shall make every effort to attend all Board of Director and Executive Committee meetings.

11.2.6.5 The annual honorarium will be \$300.00 plus expenses excluding car, mileage, and gasoline expense

11.2.7 Immediate Past-President

11.2.7.1 Following the election of a new President, the previous President will serve a one (1) year term as Immediate Past-President. They will serve as an advisor to the new President to assist in the organizational transition.

11.3 Meetings - 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 Membership Director for discussion. Minutes from these meetings shall be available from the Secretary to the membership, upon request.

12. HIRED POSITIONS AND DUTIES

12.1 General Information

12.1.1 The Executive Committee will appoint hired positions for a two-year term as follows: Membership Director, Contest Coordinator, Championship Director, and Judging Coordinator will be hired in the Spring and Quality Caption lead positions will be hired in the Fall.

12.1.2 EVEN YEARS: Judging Coordinator, Percussion & Majorette Caption Leads

12.1.3 ODD YEARS: Contest Coordinator, Membership Director, Color Guard & Dance Team Caption Leads

12.1.4 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.

12.1.5 The Contest Coordinator and Membership Director should not be an instructor or administrative director of a KIDA member unit.

12.2 Positions and Duties

12.2.1 Judging Coordinator:

12.2.1.1 Procures a judging panel for all association contests

12.2.1.2 Sees that the panel is reliable, competent, and knowledgeable concerning association rules and policies.

12.2.1.3 Is responsible for providing judging reference material, criteria and sheets to all KIDA judges.

12.2.1.4 Is responsible for acting on grievances filed by the membership concerning judging and particular judges involved.

12.2.1.5 Informs the Executive Committee concerning judging matters

12.2.1.6 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.

12.2.1.7 Ensure that color guard general effect caption judges have current and relative color guard adjudicating experience.

12.2.1.8 Responsible for establishing and coordinating training and indoctrination of all judges to the rules and regulations of KIDA as set forth by the membership and Executive Committee.

12.2.1.9 The annual salary will be \$2,250.00, plus operating expenses, excluding car, mileage, and gasoline.

12.2.2 Contest Coordinator:

12.2.2.1 The primary objective of the KIDA Contest Coordinator will be to assist in the coordination of all KIDA sponsored contests throughout the season and ensure that each show upholds the KIDA Standard of Excellence.

12.2.2.2 Establishes contest dates and sites.

12.2.2.3 Acts as contact person for the show sponsors.

12.2.2.4 Provides show sponsors with the KIDA show sponsor handbook. This material should be distributed at the annual Show Sponsor meeting.

- 12.2.2.5 Provides show sponsors with a complete list of units registered for each show in the proper order of appearance (adherent with Bylaw 10.11.13).
 - 12.2.2.6 Ensures that show sponsors are providing proper documentation and information to member units participating in their show in a timely manner prior to each KIDA sponsored contest.
 - 12.2.2.7 Be present at any and all association meetings.
 - 12.2.2.8 Coordinates responsibilities within the Executive Committee concerning individual contests activities.
 - 12.2.2.9 The annual salary will be \$1,750.00 plus operating expenses, excluding car, mileage, and gasoline.
- 12.2.3 Membership Director:
- 12.2.3.1 The primary objective of the KIDA Membership Director is to establish and build a positive rapport between the association and the member units.
 - 12.2.3.2 The Membership Director will be the main point of contact between member units and the association. This individual will assist units with any questions they might have over the course of the season.
 - 12.2.3.3 Works with the members of the KIDA Board of Directors as well as the Caption Leads to help promote the association, maintain the current membership, and recruit new members to the association.
 - 12.2.3.4 Is responsible for communicating all unit promotions throughout the season to units.
 - 12.2.3.5 Is responsible for making all printed materials available to the membership or communicating to the membership where they can locate this information online.
 - 12.2.3.6 Is responsible for distribution of the KIDA membership roster to all Executive Committee members.
 - 12.2.3.7 Collects all member unit performer rosters and reporting to the member unit, and the KIDA Board of Directors when a unit has not completed a roster.
 - 12.2.3.8 Coordinates with the KIDA Treasurer to collect dues, fees, and penalties from member units, and alerting the KIDA Board of Directors when future action is required.
 - 12.2.3.9 Is to be present at any and all association meetings.
 - 12.2.3.10 The annual salary will be \$1,250.00 plus operating expenses, excluding car, mileage, and gasoline.

12.2.4 Championship Director:

12.2.4.1 Coordinates responsibilities within the Executive Committee concerning all championship activities.

12.2.4.2 Secures 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 Contest Coordinator.

12.2.4.3 Co-signs contracts (w/President) concerning championships.

12.2.4.4 IS to be present at any and all association meetings.

12.2.4.5 The annual salary will be \$750.00, plus operating expenses, excluding car, mileage, and gasoline.

12.2.5 Caption Leads:

12.2.5.1 Is responsible for the quality of adjudication in their respective arenas.

12.2.5.2 Works with the Judging Coordinator to ensure that all new adjudicators are properly trained.

12.2.5.3 Research and respond to any complaints regarding adjudication in a timely manner.

12.2.5.4 The annual salary will be \$1,500.00 plus expenses, excluding car, mileage, and gasoline.

12.2.6 Communications Director:

12.2.6.2 IS responsible for maintaining the Keystone Indoor Drill Association Website.

12.2.6.2 Works with the Membership Director and Executive Board to maintain accurate information is communicated to the membership through all interactive communication methods (Website, Email, etc.).

12.2.6.3 Should be technically proficient in multiple modern coding methods and accepted practices, as determined by the Board of Directors.

12.2.6.4 Will provide website and/or email hosting or will identify the appropriate vendor who can adequately provide these services.

12.2.6.5 The annual salary will be \$750.00 plus expenses, excluding car, mileage, and gasoline. Hosting services should be billed directly to the Treasurer.

12.2.7 Finance Director:

- 12.2.7.1 Records all financial transactions and makes all bank deposits.
- 12.2.7.2 Keeps up-to-date records of all paid members of the association.
- 12.2.7.4 Collects dues, bonds, penalties and assesses all other financial obligations.
- 12.2.7.5 Advises the Executive Committee as to the non-competitive status of any unit.
- 12.2.7.6 Informs the Treasurer as to the status of the treasury.
- 12.2.7.7 Is responsible for collecting monies at championships, or may assign someone to do so from within the Executive Committee.
- 12.2.7.8 Pays all invoices and expenses accompanied by receipt.
- 12.2.7.9 Responsible for providing, collecting, and maintaining all personnel with appropriate tax information, including but not limited to 1099-MISC and W-2 forms.
- 12.2.7.10 Provides assistant to the Treasurer at their request, including but not limited to tax filings, reconciliation of the treasury, and Championships.
- 12.2.7.11 The annual honorarium will be \$1,250.00 plus expenses excluding car, mileage, and gasoline expenses.

13. DIRECTORS ADVISORY COUNCIL

13.1 General Information

- 13.1.1 The KIDA Directors Advisory Council will consist of one representative from each of the championship units from the previous season. Representatives must be a unit director or an equivalent instructor (with the approval of the KIDA Board of Directors).
- 13.1.2 The term for each council member is one (1) year with the term starting immediately after KIDA Championships.
- 13.1.3 In the event that a representative is not available for a championship unit, a unit from within the classification will be selected at the discretion of the KIDA Board of Directors to fill the vacancy.
- 13.1.4 If a school (defined in this case as a school representing the same high school organization, not school district), or parent organization has multiple champions in the previous season within a discipline, they may only have one seat on the Directors Advisory Council. A unit from within the classification will be selected at the discretion of the KIDA Board of Directors to fill the vacancy. ‘

- 13.1.5 The Directors Advisory Council will meet a minimum of two (2) times during the KIDA season, with the first meeting after KIDA Championships and prior to the KIDA Spring Rules & Bylaws Congress and the second meeting being prior to the start of the next season. Additional meetings might be scheduled as the Directors Advisory Council deems appropriate.
- 13.1.6 The Directors Advisory Council will be chaired by the Caption Representatives.
- 13.1.7 Caption Representatives will report back to the KIDA Board of Directors regarding the recommendations of the Directors Advisory Council for further discussion.
- 13.2 Purpose and Duties:
 - 13.2.1 To provide guidance to the KIDA Board of Directors regarding the direction of the association
 - 13.2.2 To help craft meaningful changes to the KIDA Rules & Bylaws for approval by the entire KIDA membership
 - 13.2.3 To help foster a spirit of friendly competition and create an environment where performers, units, and organizations can grow and learn through performance.

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

- 14.1 The KIDA rules congress (all competitive issues), KIDA By-Laws (all non-competitive issues) and Elections meeting will be convened yearly on an annual basis.
- 14.2 This meeting will be held the first available Sunday following the WGI Advisory Meeting. Any issues to be placed on the agenda for this meeting must be submitted in writing to the Secretary no later than two weeks prior to the meeting date.
- 14.3 The annual general membership meeting will be held the Sunday prior to Thanksgiving. 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. All membership meetings will have a virtual attendance option.
- 14.4 All units are REQUIRED to attend both the Fall and Spring meetings (Spring meeting counts towards the upcoming season).
Penalty – Your unit(s) will perform first at each season show. In an event that this applies to more than one unit within a given classification, a random draw will be used to determine performance order.
- 14.5 Sites and times for all meetings will be announced in advance, as well as posted on the Website, by the Membership Director or President.
- 14.6 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 discipline's membership is needed. All affected members must have the opportunity to vote.
- 14.7 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.
- 14.8 All new rules and bylaws proposals will be shared publicly on the website, linked on social media, and linked in email newsletters at least two weeks before the date of the new year Spring meeting or as soon as can be made available but before the meeting.

15. KIDA HALL OF FAME

- 15.1 KIDA has established a Hall of Fame to acknowledge the efforts of individuals who have devoted outstanding service towards the growth of the indoor activity.

- 15.2 An application should be submitted to the KIDA Vice President by February 15 of each competitive season. Applications received after this date will be held until the next season.
- 15.3 Each school may nominate one person per year for consideration. This person may be nominated from any of the three areas:
- 15.3.1 Currently active with the association or a membership unit
 - 15.3.2 A non-active individual whose past actions are deserving of recognition
 - 15.3.3 An individual who should be considered for a posthumous award
- 15.4 The KIDA Membership Director, Caption Leads, Contest Coordinator, and Judging Coordinator may each submit one name for nomination
- 15.5 If no applications are received, it will be the responsibility of the selection committee to research and select deserving individuals within the association.
- 15.6 Hall of Fame Voting:
- 15.6.1 The KIDA Vice President will be responsible coordinating the vote for Hall of Fame induction
 - 15.6.2 Voting members include all past KIDA Hall of Fame inductees.
 - 15.6.3 Nominees will only be inducted in the KIDA Hall of Fame if they receive a “Yes” vote of two-thirds (2/3) of all voting members or three-fourths (3/4) of all votes received.
 - 15.6.4 There shall be no more than three (3) inductees per season.
 - 15.6.5 If more than 3 nominees meet the necessary voting threshold, the top 3 nominees will be inducted into the Hall of Fame. Nominees meeting the threshold but not among the top 3 nominees will automatically be considered the following season along with any additional nominees.
 - 15.6.6 Voting must be completed by March 10.

16. UNIT CLASSIFICATIONS

- 16.1 All KIDA contests will provide two divisions of competition:

Scholastic - Units whose membership comes from the same school district.

Independent - Units whose members are not associated with a particular school.

- 16.2 Marching Winds
 Open Division
- 16.3 Any performing member may be a permissible/rostered member of multiple competing units as long as he/she only competes once within each of the following ensembles:
 Color Guard : Percussion(marching and concert separately) : Twirlers : Dance Team : Winds
 Independent and Scholastic divisions are considered to be separate identities.
 Any, one, performer may not compete, and/or be a rostered member, in multiple competing units of the same ensemble type.
- 16.4 Percussion
 Middle School/Junior High Ensemble Division
 Percussion Ensemble Gold Division
 Percussion Ensemble White Division
 Percussion Ensemble Blue Division
 Percussion Ensemble Platinum Division
 Percussion Ensemble World Division
 Percussion Ensemble Senior Division
 Middle School/Junior High Division (moving)
 Gold Division (moving)
 White Division (moving)
 Local Blue Division (moving)
 National Blue Division (moving)
 Platinum Division (moving)
 World Division (moving)
 Senior Division (moving)
- 16.5 Majorettes
 Junior High Division
 Gold High Division
 White High Division
 Blue High Division
- 16.6 Dance Teams
 Open Division
- 16.7 Color Guards
 Cadet Division (Novice)
 Middle School/Junior High Division (Novice)
 Bronze Division (Novice)
 Gold Division (Regional A)
 White Division (Regional A)
 Local Blue Division (A Class)
 National Blue Division (A Class)
 Platinum Division (Open)
 Senior Division (Open)

World Division (World)

- 16.8 Each class will be defined according to the WGI standards as outlined in the WGI Rule book and will be judged accordingly, with the following special exceptions/additions:
- 16.8.1 Blue National A (Scholastic teams only) – National A class color guards utilize intermediate level qualities in design and performance. Color guards in this class would be competitive with the middle to top half of WGI's A class. This class would be populated at the beginning of the season with all units that plan on attending a WGI Regional in the A class or Color guards that exhibit training and design techniques that are frequently successful according to the upper level of the WGI A class criteria. Evaluation will be on WGI A Class Sheets.
 - 16.8.2 Blue Local A (Scholastic teams only) – Local A class color guards utilize intermediate level qualities in design and performance. Color guards in this class would be competitive with the middle to bottom half of WGI's A class. This class would be populated at the beginning of the season with all units that exhibit training and design techniques that are frequently successful at the entry level of the WGI A class criteria. Evaluation will be on WGI A Class Sheets.
 - 16.8.3 White Regional A – Regional A class color guards utilize introductory/beginning level qualities in design and performance. Color guards in this class exhibit training and design techniques that are frequently successful according to the WGI Regional A class criteria. This class would be populated at the beginning of the season with all KIDA World, Open or Blue JV programs or Color guards that exhibit training and design techniques that develop to a moderate level according to the WGI Regional A class criteria. Success in this class may indicate readiness for Blue Local A. Evaluation will be on WGI Regional A Class Sheets.
 - 16.8.4 Gold Regional A – Regional A class color guards utilize introductory/beginning level qualities in design and performance. class would be populated at the beginning of the season Color guards that exhibit training and design techniques that are entry level according to the WGI Regional A class criteria. Evaluation will be on WGI Regional A Class Sheets.
 - 16.8.5 Bronze Novice – Novice color guards are in the early stages of development and utilize introductory level qualities in design and performance. This class is based on training of basic skills and basic elements of design. Evaluation will be on the KIDA Novice Class Sheets.
 - 16.8.6 Junior & Middle School – These Classes will be judged and scored according to the Novice Class sheets. KIDA will need to develop or utilize an already existing Novice sheet.
- 16.9 All independent and Collegian unit classifications will remain the same as currently written.

17. UNIT CLASSIFICATION POLICIES

- 17.1 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.
- 17.2 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 Membership Director, and one Executive Officer. The meeting will be presided over 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 Membership Director will also be responsible for contacting all remaining show sponsors with these changes.
- 17.3 Any unit may be moved prior to final classifications at the discretion of the review committee. Requests for movement by the unit members may be submitted at any time through the Membership Director or Caption Lead of the respective discipline.

18. CODE OF CONDUCT

- 18.1 KIDA will adopt the current WGI Code of Conduct policy for our membership, judging community and patrons. A link to the WGI Code of Conduct is located on the KDIA website.