



***Winter Member Handbook  
2025***

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## 1. General Information

### NWAPA Mission Statement

The Northwest Association for Performing Arts exists to promote, enrich and foster growth in music education of students through the activities of marching band, winter guard, winter percussion, and associated music and dance opportunities.

### NWAPA Code of Conduct

All those participating in a NWAPA sanctioned event are held to the highest ethical standards. Good manners, courtesy and common sense are expected. Conduct or language that could be perceived by a reasonable person as threatening, rude, inappropriate, abusive, derogatory, immoral or discriminatory will not be tolerated.

Harassment of any other individual at a NWAPA sanctioned event is not tolerated. This is considered behavior that is found to be threatening or disturbing including, but not limited to:

- Repeated unwanted sexual flirtations, advances or propositions.
- Verbal abuse of a sexual nature.
- Verbal comments about an individual's body, gender, ethnicity or sexual orientation/identification.
- Degrading words used to describe an individual.
- Unwanted physical contact.
- Any other behavior that is not socially acceptable in a professional environment.

Any participant, staff member, or volunteer at an NWAPA event that is found, after appropriate investigation, to be in violation of the above Code of Conduct could be subject to appropriate disciplinary actions with regard to their role for the NWAPA or its affiliated organizations.

If you feel that you have been subject to harassing or discriminatory behavior at an NWAPA event, you are expected to report it to an NWAPA Staff or Board Member.

## NWAPA 2024/2025 Officers

**President** – Ben Adams [president@nwapa.net](mailto:president@nwapa.net)

Glencoe High School

**President Elect** – Colorado Paniagua [president@nwapa.net](mailto:president@nwapa.net)

South Albany High School

**Fall Vice President** – Anthony Barei [vp\\_fall@nwapa.net](mailto:vp_fall@nwapa.net)

Southridge High School, Sunset High School

**Winter Guard Vice President** – DeGiovanni [vp\\_guard@nwapa.net](mailto:vp_guard@nwapa.net)

Glencoe High School

**Winter Percussion Vice President** – Josh Peterson [vp\\_percussion@nwapa.net](mailto:vp_percussion@nwapa.net)

Impact

**Secretary** – Blake Kuroiwa [secretary@nwapa.net](mailto:secretary@nwapa.net)

Mountainside High School

**Treasurer** – Laura Beeler [treasurer@nwapa.net](mailto:treasurer@nwapa.net)

Liberty High School

**Past President** – Julie Bounds [president@nwapa.net](mailto:president@nwapa.net)

Sheldon High School

**Member-At-Large** - Mike Leone [michael.leone@nwapa.net](mailto:michael.leone@nwapa.net)

NYMA

## NWAPA Mailing Address

PO Box 230874

Portland OR, 97281

## NWAPA 2024/2025 Staff

**Contest Coordinator** – Jeff Mitchell / Brian Fisher [contest\\_coord@nwapa.net](mailto:contest_coord@nwapa.net)

Contest logistics & schedule, Timing & penalties, Contest rules, Staff coordination

**Judges Coordinator** – Curtis Costanza [judge\\_coord@nwapa.net](mailto:judge_coord@nwapa.net)

Judges hiring, Judges training

**Operations Admin** – Christine Clayton [judge\\_liaison@nwapa.net](mailto:judge_liaison@nwapa.net)

Judges travel coordination, Judges logistics, Communication

**Webmaster** – Brian Fisher [web@nwapa.net](mailto:web@nwapa.net)

## NWAPA Website

<https://nwapa.net>

## Copyright

All winter units must comply with copyright laws regarding performance and/ or use of arrangements of copyrighted music, visual images and other materials, as well as the use of copyrighted audio, spoken text and display of copyrighted words and images. Extensive information about how to obtain rights can be found on the WGI website, [wgi.org](http://wgi.org), under your unit's specific specialty. Note—Copyright compliance is required by WGI. Units participating in WGI events must comply.

NWAPA Percussion and Winds units, not attending a WGI event, who utilize musical arrangements of copyrighted music for performance must provide proof that necessary clearance and permission to arrange/perform has been obtained. Navigate to <https://nwapa.net/copyright-form/> to submit.

## Winter Rules

NWAPA utilizes a rules system that is similar in structure to WGI rules. It is recommended that every director be familiar with WGI rules pertaining to their competitive area (Guard, Perc, Winds). WGI Rules can be found at [www.wgi.org](http://www.wgi.org)

## 2. Membership

### Membership Requirements

Any winter ensemble that competes in two (2) or more NWAPA sanctioned events (including championships) are considered members of the NWAPA with full voting privileges. Ensembles that compete in one event shall be considered "Guest Ensembles."

### Eligibility

NWAPA uses the same eligibility rules as WGI with the following two exceptions:

1.2.1 Combined Schools. NWAPA will abide by any WGI ruling regarding combined schools. The NWAPA may also approve a request for combined schools on a case-by-case basis for units that are not competing in WGI events. Please see [NWAPA Combined School Policy and Application Form](#)

1.4 Exception - NWAPA guards that are not competing at a WGI regional may have minimum and maximum performer numbers waived.

### Registration

Registration opens December 1st at noon. There is a two step registration process.

1. Go to [nwapa.net](http://nwapa.net) and register your unit for the events you wish to compete in. Register each unit separately. You will receive a confirmation email and instructions on how to pay. You will also receive a formal invoice within 48 hours.
2. Pay show fees for the shows your unit is registered for. Registration is time sensitive. If you are going to pay via PayPal, NWAPA recommends establishing a verified PayPal account, and successfully completing other transactions, prior to beginning the registration process.

Note - payment with Visa or MasterCard is also acceptable. Personal or school checks can also be used and mailed to the NWAPA mailing address. All questions regarding registration can be sent to [registration@nwapa.net](mailto:registration@nwapa.net).

Units that register **and** pay by January 20th will be added to the schedule with the earliest registered unit performing later. Units will not be added to the schedule until payment is received or a PO is in process and, at that time, will be scheduled in their respective class prior to those already scheduled in the contest.

## Winter Member Fees

All unit entry fees are collected and payable to the NWAPA. The NWAPA will not assess a fee to units sponsored by the Show Host for performing at their own event.

2025 unit entry fees are:

- \$350 – Regular Season Event
- \$400 – Championships Event
- \$350 – Clinic Event

There are no refunds for show entry fees. Units may transfer from one show to another by emailing [registration@nwapa.net](mailto:registration@nwapa.net).

## Event Passes

### **Show Passes**

Show Passes are distributed by individual Show Sponsors and are good for entry to only that event. Show Sponsors shall allot seven (7) Show Passes to units attending their shows. The passes can be actual paper passes as well as wristbands or hand stamps. The distribution of these passes to staff members, volunteers, etc. shall be at the discretion of the Unit Director. Show passes should be included in the Unit Arrival Packet or, in the case of hand stamps, provided on unit arrival. Show Sponsors are required to allot ten (10) additional show passes to each participating unit at half price for extra staff or volunteers supporting their unit.

### **Director Passes**

NWAPA shall create and distribute one Director Pass to each registered unit. Director Passes are good for the entire season and allow entry to all NWAPA sanctioned events.

## 3. Event Scheduling

### Winter Events

The NWAPA sanctions 4 types of winter events:

**Premier Show:** This event is specific to Winter Guard or Winter Percussion. Premier shows have one "clinic round" and one "contest round." Percussion Premier and Guard Premier are hosted at separate venues by potentially different Show Sponsors.

**Clinic:** This event is specific to Winter Guard or Winter Percussion. Clinics include feedback opportunities for students and instructors from qualified educators and designers.

**Regular Season Show:** This event is hosted by one Show Sponsor and may include Guard, Percussion and/or Winds rounds. Regular seasons show may be prelims/finals format or may be one round only. Critique may or may not be included.

**Championship Show:** This event is specific to Winter Guard or Winter Percussion. Percussion Championships and Guard Championships are hosted at separate venues by potentially different Show Sponsors. Championships events may be prelims/finals format or may be round only. Critique may or may not be included.

Winter Event Schedules shall be determined by NWAPA Contest Coordinator with input and direction from Winter VPs, Event Hosts and other NWAPA Board and Staff as appropriate. Events may include one or more rounds of competition and/or a combination of critiques and clinics.



## Winter Guard Classifications

Classification options for **Winter Guard** are as follows:

**Cadet** – The Cadet class is exclusive to NWAPA. These guards are often elementary or middle school age performers experiencing winter guard for the first time. Performers are not required to be from the same school. The NWAPA does not have a minimum equipment time or minimum overall performance time for this class. Scoring will be on Regional A Sheets.

**Scholastic Regional A / Independent Regional A**– This class exists for both NWAPA competitions and WGI regionals. Here we find performers who are experiencing their first set of skills at a body and equipment level and journey through the developmental levels that take them to the point where they are ready to move into the higher, more challenging A Class. The NWAPA does not have a minimum equipment time or minimum overall performance time for this class, however WGI does. Please be aware of these differences if you are planning to compete in a WGI regional.

**Scholastic AA / Scholastic A / Independent A** – This class exists for both NWAPA competitions and WGI regionals. At the programming level, success is seen in choices that lead the performers' understanding and achievement of excellence. Designers should be sensitive to musical selections that offer clear guidelines for the performers to follow. Programming choices consider tempo, dynamic changes, and points of audio impact that help these younger performers develop their range of performance skills in all captions. In this class we look for the layering of equipment on some body and some phrases done while traveling. Phrases will begin to lengthen, showing the performers' skills in this area. Standard tosses will normally top out at quads or lower with an occasional individual who may be spotlighted with a more challenging aerial. The NWAPA does not have a minimum equipment time or minimum overall performance time for this class, however WGI does. Please be aware of this if you are planning to compete in a WGI regional.

**Scholastic / Independent Open** - Open Class is where we see the growth in performer's ability offering greater choreographic choices. We will expect to see this impact all captions, further separating these guards from their A Class counterparts. This shift in opportunity will challenge not only the students but designers and choreographers as well. This shift in emphasis is reflected in the Open Class scoring system. Unlike the Regional A and A Class, the Open Class scoring system rewards vocabulary and excellence equally in the Equipment and Movement captions, encouraging the exploration of a broader range of vocabulary relative to the growing abilities of the Open Class performer. Programming and design will show greater exploration into staging and a more developed connection to the audio and physical settings. Individual and group personality, role, characteristics and artistic nuance will be present and understood by the performers. The developing communication skills will lend greater effect to the performance of programs. Broader skills and choice will manifest in a range of stylistic identities as more designers, and choreographers work to be more unique and creative. The NWAPA does not have a minimum equipment time or minimum overall performance time for this class however, WGI does. Please be aware of this if you are planning to compete in a WGI regional.

**Scholastic / Independent World** – This class should satisfy requirements for WGI World class. The NWAPA does not have a minimum equipment time or minimum overall performance time for this class.

## Percussion Classifications

Classification options for **Percussion** are as follows:

**Cadet (Concert or Marching)** – The Cadet class is exclusive to NWAPA. These percussion ensembles are often elementary or middle school age performers experiencing winter percussion for the first time. They are not required to be from the same school. Cadet Concert units are permitted to use battery instruments on stands or harnesses.

**Scholastic Regional A (Marching)** – The PSRA Class is exclusive to NWAPA. These percussion ensembles are high school performers experiencing winter percussion (often for the first time) exploring basic skills. PSRA ensembles must follow WGI eligibility requirements for scholastic classes.

**Scholastic or Independent A (Concert, Standstill (NWAPA) or Marching)**– A class is where we see ensembles that are exploring basic concepts and achieving basic skills. At the programming level, success is seen in choices that lead the performers’ understanding and achievement of excellence. Marching units will perform a traditional marching percussion program. Concert units will perform a standard concert program with concert instrumentation. Standstill units are permitted to utilize battery instruments on stands or harnesses. The standstill class is for programs that are exploring A class playing skills but aren’t yet ready to include a visual marching element.

**Scholastic / Independent Open (Concert or Marching)** - Open Class is where we see the growth in performer’s ability. We will expect to see this impact all captions, further separating these guards from their A Class counterparts. This shift in opportunity will challenge not only the students but designers as well. Open class is where we see ensembles that are performing intermediate concepts and working to maximize intermediate skills. Marching units will perform a traditional marching percussion program. Concert units will perform a standard concert program with concert instrumentation.

**Scholastic / Independent World** – This class should satisfy requirements for WGI World class.

## Winds Classifications

Classification options for Winds are as follows:

**A Class** - A Class is where we see ensembles that are exploring basic concepts and achieving basic skills. At the programming level, success is seen in choices that lead the performers' understanding and achievement of excellence.

## **Competitive Classification Review**

Over the course of the season competitive units may be subject to review to ensure they are competing within the correct classification according to appropriate national standards. Reviews shall take place via live sampling at NWAPA sanctioned events or by video. Classification review shall be conducted by appropriate judges, clinicians, NWAPA Judges Coordinator, and applicable NWAPA Winter VPs. Winter VPs shall abstain from review of affiliated units.

NWAPA Judges Coordinator shall chair classification review sessions and inform NWAPA Contest Coordinator of any reclassification decisions. Every best effort will be made to reclassify a unit in a way that minimizes disruption of educational process and student performer experience. Waivers and exceptions relating to contest rules (such as minimum performance time, equipment time) may be granted to the reclassified unit for the remainder of the season.

Note\* NWAPA currently adheres to WGI Circuit Partner Agreement policy that states that units must compete in the same classification locally (NWAPA) and at WGI events. NWAPA may consult relevant WGI officials as part of unit classification review.

Directors may appeal reclassification via written notice to NWAPA Board.

## **Special Guest**

Special Guest units are invited to individual events at the discretion of the Show Sponsor or the NWAPA. Special Guests are not required to pay an entry fee. Special Guests can include, but are not limited to, National Anthem performers, feeder school performances, other performing units that do not meet the eligibility requirement to be a competitive unit (i.e. dance team, choir, cheerleaders etc.). Special Guest units will not receive scores or comments from the judges.

## Time Requirements

NWAPA timing requirements for winterguard are as follows (please see WGI rules for WGI timing if you are attending a WGI regional):

<u>Class</u>	<u>Interval Time</u>	<u>Minimum Performance Time</u>	<u>Maximum Performance Time</u>	<u>Authorized Equipment Time</u>
World	10 minutes	No minimum	7.5 minutes	No minimum
Open	9 minutes	No minimum	6.5 minutes	No minimum
A Class	8 minutes	No minimum	5.5 minutes	No minimum
Regional A	7 minutes	No minimum	4.5 minutes	No minimum

NWAPA timing requirements for percussion and winds are as follows (please see WGI rules for WGI timing if you are attending a WGI regional):

<b>Class</b>	<b>Interval Time</b>	<b>Minimum Perf Time</b>	<b>Maximum Perf Time</b>
World Class	11 minutes	No minimum	8 minutes
Open Class	10 minutes	No minimum	7 minutes
A Class	10 minutes	No minimum	6 minutes
Cadet (NWAPA only)	10 minutes	No minimum	6 minutes

## Event/Contest Performance Schedules

Contest performance schedules are published on [nwapa.net](http://nwapa.net) no later than two calendar weeks before the event and are locked 7 days before the event. Units that are excluded from a performance schedule they expected to be included on must contact [contest\\_coord@nwapa.net](mailto:contest_coord@nwapa.net) immediately.

Prelims round performance order is determined by date. Units that register and pay by January 20th will be added to the schedule with the earliest registered unit performing later. Units will not be added to the schedule until payment is received or a PO is in process and at that time will be scheduled in their respective class prior to those already scheduled in the contest.

Finals performance order is determined by reverse order of placement within class from the prelim round.

### **Changes to published schedules - pre event**

The schedule may be adjusted anytime within 7-13 days of an event. An NWAPA email blast will be sent and the new schedule will be posted on [nwapa.net](http://nwapa.net).

The schedule is considered locked 7 days prior to a contest. Ensembles requiring an emergency schedule change must notify the Contest Coordinator. Day-of-event schedule changes resulting from extenuating circumstances may be requested via phone or some other method of communication to the Contest Coordinator or Show Sponsor.

Depending on the nature of the change and the number of units affected, the requested change may be approved, denied altogether or may be approved with the caveat that the ensemble may perform in a new time slot but in exhibition only.

### **Changes to published schedules - day of event**

Competing ensembles cannot be required to perform before the time set in the latest contest schedule for prelims distributed by the NWAPA. Schedules for finals may be adjusted up to 30 minutes from the published schedule. If a schedule change occurs, ensembles will be notified at the conclusion of prelims.

Any ensemble unable to make their scheduled performance time will be rescheduled to perform during the next most logical performance slot in their class. Schedule adjustments will be made at the discretion of the Contest Administrator/Coordinator.

### 3. Event Logistics

#### Unit Director's Pre-Event Information

Show Sponsor shall provide the following information to the NWAPA Contest Coordinator who will post the information/documents to Contest Dynamics and nwapa.net

- Show location and basic traveling directions.
- Name, email address, and phone number of the Show Sponsor "main contact."
- Parking and Warm Up Information.
- Unit Parking map (if applicable).
- Event Flow Diagram and Area Map.
- List of any additional awards that will be given out and how winners are determined.
- Concessions information.
- Ticket prices
- Prop Storage information and limitations due to hallways and door clearance.

Unit directors will be emailed a private link (via Contest Dynamics) to their email provided at registration which contains important event specific information. Unit biography information and performance audio recordings will be submitted via this link. Please contact [contest\\_coord@nwapa.net](mailto:contest_coord@nwapa.net) with questions concerning private links.

#### Unit Arrival

Units must check-in when they arrive at the show site to pick up their packet and check-in their performers. The arrival packet will contain performer passes/wristbands, current performance schedule, contest flow diagram and area map, concessions info, picture info, seven staff passes, information for discounted additional passes, regular ticket price information and video recording information.

It is recommended that all Unit Directors submit a list of performer names to the show sponsor ahead of time to assist with check in. This is required if Directors are not able to check in the group with all of the performers present in order for those performers to check in and receive their wristband/hand stamp as they individually arrive.

## Show Site

### Equipment Storage

Each show site will have an area where equipment such as floors, flags and other props can be stored when not being utilized for warm-up or performance.

### Warm-Up—Guard/Winds

Indoor warm-up will be made available at all guard and winds contests with ample space for both equipment and body warm-up. Usage schedules will be clearly labeled and communicated.

### Warm-Up—Percussion

Indoor or Outdoor warm-up will be made available at all percussion contests. Usage schedules will be clearly labeled and communicated.

### Competition Area

The competition area will be WGI minimum size of 60' x 90' and may be covered with a circuit provided floor covering. The NWAPA does not guarantee a competition area larger than 60' x 90' at any venue . Teams are welcome to bring their own floors and props to lay on top of the circuit floor for their performance. Note, the NWAPA does not guarantee the accommodation of a five foot safety zone at all venues.

## Multimedia

### Video Recording

Units will be allowed to video tape their own performances for educational use. Anyone video recording a particular unit must receive permission from the unit's director. Some units may request their performance not be videotaped. Those units are required to coordinate that announcement with the contest announcer. Show hosts are not required to reserve space for unit videographers.

### Photography

Photography for personal use is allowed, however due to safety reasons the NWAPA strictly forbids flash photography during unit performances. Show sponsors may provide an opportunity for units to have their picture professionally taken. If so, the schedule for the day will allow time for the units to move to and from the picture area and have their photo taken.



## **Competition Entry**

NWAPA utilizes entry and performance start protocol similar to WGI:

For NWAPA contests, the announcements will occur as follows:

When the unit crosses over the competition area the announcer will say, "Please welcome from (unit location), (name of unit)". The unit will begin set-up. The T&P/starter will coordinate with ensemble staff and then cue the announcer to say: "Performing their program (name of show), the NWAPA is proud to present (Name of Unit)!"

Unit directors may coordinate specific program start with the T&P judge.

## **Allowed Equipment**

NWAPA utilizes all WGI polices and rules regarding equipment with the exception that there is no required minimum time for Authorized Equipment. The onsite NWAPA Contest Administrator has the ultimate authority regarding the safety and usage of any prop or electrical device.

## Sound Policy

The NWAPA follows the spirit of all WGI sound policies including:

Color Guards must have a designated person at the sound table to provide the method for the soundtrack to be played via smartphone, MP3 player, laptop computer, or music uploaded in Contest Dynamics. The designated person is responsible for setting up and playing the device if using their own device. It is strongly recommended to have a backup option in the event of a malfunction. The NWAPA Sound Engineer will not manipulate personal devices.

It is recommended to do a sound check prior to your unit's performance either before the contest begins or at a break to ensure the playability of any device used by checking the soundtrack at multiple intervals in the music.

If there is an issue with the music such as music is too soft, begins in the wrong place or skips, the unit's designated person must make the decision to stop the music, tell the sound engineer to stop the music and tell the performers to stop performing. The unit can choose to continue the performance without stopping, however if the choice is made to complete the program, the group may not be offered an opportunity to repeat their performance.

If the stoppage is due to faulty sound equipment, sound engineer error or other unexplained reason, overtime penalty may be waived. Issues related to the equipment provided by the group or error by the designated person (using wrong playlist on MP3, etc.) could result in the actual interval timing being used and penalties, if any, being assessed. The Contest Administrator has the sole discretion in waiving any timing penalty due to the restart.

Volume direction must come from the unit's designated person at the sound table. Direction will not be taken from the audience viewing area or across the floor.

Final volume discretion is given to the sound engineer based on their equipment and the Chief Judge who ultimately determines an appropriate volume level. Sound decibel levels for each performance venue will be measured from the area designated for the General Effect judges.

Under no circumstances will verbal abuse of the sound engineer be tolerated. Penalties will be assessed per current WGI rules.

## Competition Exit

NWAPA utilizes WGI performance exit rules and policy.

## **Finals Retreat**

With the exception of Championships, awards ceremonies after finals rounds of competition will be "Captains Only" where only captains represent the competing unit during retreat. Championships awards ceremonies will feature full unit retreat.

## **Inclement Weather / Emergency Situations**

It is understood that inclement weather and other emergent situations may affect a scheduled or in-process event. When there is a judgment call to be made regarding whether a show should continue or assume an alternate format, that decision will be made by joint agreement of the NWAPA Contest Coordinator, Chief Judge and Show Sponsor.

## 5. Adjudication

All NWAPA sanctioned contests will utilize judges hired by the NWAPA.

Throughout each round of competition, recorded commentary will be collected, sorted , uploaded and sent to the email address designated at the time of registration.

The NWAPA may offer a limited number of critique opportunities at events where the schedule allows. Units that attend critique are encouraged to listen to their commentary prior to participating in critique.

The number of judges will vary from show to show depending on type of contest and judge availability. Potential judges and placement in the stands is noted below.

### Scoring

The NWAPA utilizes all elements from the WGI scoring system, including judge location, caption criteria, weighting, and judging philosophy.

All scores are given on a reward basis. This policy creates an educationally oriented environment which promotes positive growth for students and educators. After each round of competition, each unit shall receive a numerical score, out of a possible maximum of 100 points. For more details on the scoring system, please see [wgi.org](http://wgi.org).

### Penalties

For the NWAPA, Timing and Penalty judges will assess all penalties for infractions that take place in the competition area. Any final decision regarding penalties belongs to the Contest Administrator.

**4. Revision History**

Version #	Date	Description
1.1	11/13/24	Updated formatting and content to more closely match the winter show sponsor and fall members handbooks

