



(Updated January 2026)

TOURNAMENT PROCEDURE & POLICY:

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#1. TOURNAMENT PROCEDURE

A. TOURNAMENT MEMBERSHIP APPLICATION PROCESS

1. New Tournament members will complete on-line MEMBERSHIP APPLICATION and return as listed.
2. New Tournament members will be invoiced by Region Coordinator/Treasurer for annual Membership Fee and one-time Competing Bond once application is forwarded from NJA Director
3. New director will complete on-line WINDI registration for approval by Region Coordinator

ANNUAL MEMBERSHIP FEE PROCESS

1. Region Coordinator/Treasurer will send appropriate Tournament Membership Invoice
2. TIA Fee due: *January 1* TOB Fee: *September 1*

GUEST PARTICIPANT: Region Coordinator will register unit for competition and label as Unit HS(G) in WINDI system. One time participation in a non-championship event is permitted.

B. SCHOLARSHIP APPLICATION & PAYMENT PROCESS

An application and selection process with criteria must be published
Region Scholarship presented locally will be paid to post-secondary school as listed by recipient.

Instruction letter to student/parent should accompany award

TIA/TOB/NJA ACC Scholarship will be paid to post-secondary school as verified by official enrollment such as student ID card, first semester grade report, or other official college/university verification

Region Coordinators will have access to the TIA/TOB/NJA ACC Scholarship applications to use within region each season

C. HOST PAYMENT/TECH FEE

Show Hosts will pay all NJA judges in cash or check on site the day of the TIA/TOB event. Region Coordinators will provide a written invoice (WINDI library) for the total cost of NJA judges.

All NJA members will be assessed a Tech Fee at each contest (\$5. per judge) collected by Region Coordinator. This fee, deposited into the Region account, will be forwarded to NJA at the conclusion of each season (TIA/TOB).

#2. TOURNAMENT POLICY

A. PROGRAM APPROPRIATENESS

All programs, soundtracks, thematic and costuming choices must reflect the qualities that would be acceptable for performance at a scholastic venue or suitable for marketing to sponsors on a national level.

B. STUDENT SAFETY

No participant may be or be placed on any portion of any prop where the participant's feet are more than four (4) feet above the playing surface of the stadium/floor, unless appropriate safety railing and/or other safety equipment are in place and use.

Drum Major podiums may exceed four (4) feet and Drum Majors may stand more than four (4) feet above the playing surface if he/she is using a podium and provided such podium has appropriate safety railings.

POLICY

Props built and/or used, including drum major podiums, that measure over four feet high and are used in such a way that result in a participant whose feet are more than four feet above the competition surface must have appropriate safety railings in place or protective padding around the prop to prevent injury. Participants are prohibited from jumping or

leaping off any prop that exceeds four feet in height unless protective padding is in place or other adequate safety precautions are taken. PENALTY: At the discretion of the Chief Judge, prohibition of the use of the over height/unsafe prop(s) or disqualification.

SUPPORTING INFORMATION:

Use common sense. More facilities are questioning safety of performers and liability of the director/unit. Wenger, Jarvis, others now require railings/warning labels as part of purchase of equipment. Guidelines and OSHA requirements for workers, and now performers, is an issue at some sites.

C. CRITIQUE PLANNING

Critique will begin 15 minutes after last competing group. Time for critique will be no longer than 45 minutes total.

TOB CRITIQUE PLAN: 3 bands – 4 bands (with Aux/Perc) x 8 staff each

A. IA-EA Music B. IA-EA Visual
C. GEM-GEV * D. Aux/Perc(if offered at show)

Three(3) or *Four(4) stations and 3 minutes per station

With 14 or more bands the time is reduced to 2 minutes per station

TOB Critique is scheduled for every contest through Region Championships

TIA DANCE/GUARD/TWIRLCRITIQUE PLAN: 3 units x 8 staff each

A. IA Movement/Equipment B. Design Analysis C. GE1-GE2

Three (3) stations and 3 minutes per station

With 21 or more units the time is reduced to 2 minutes per station

TIA Critique is scheduled for every contest but not Region Championships

TIA PERCUSSION CRITIQUE: 3 units x 8 staff each

A. Music B. Visual C. Music Effect-Visual Effect

Three (3) stations and 3 minutes per station

With 21 or more units the time is reduced to 2 minutes per station

TIA Critique is scheduled for every contest but not Region Championships

D. TIA SOUND POLICY

All units should review the WGI Sound Policy listed below, as this will be expected of all units in TIA

- All ENSEMBLES should do a sound check at the designated times provided in the contest information packet to ensure the playability of file.
- ENSEMBLE is responsible for providing the method that the music will be played,
- ENSEMBLE must provide their music in a timely manner to the designated sound operator. Any delay in providing music is the responsibility of the ENSEMBLE**
- ENSEMBLE must have a designated person at the sound table in case of error with another copy of music such as MP3 players or computer. A representative must instruct the sound operator as to what track or other relevant information is needed to

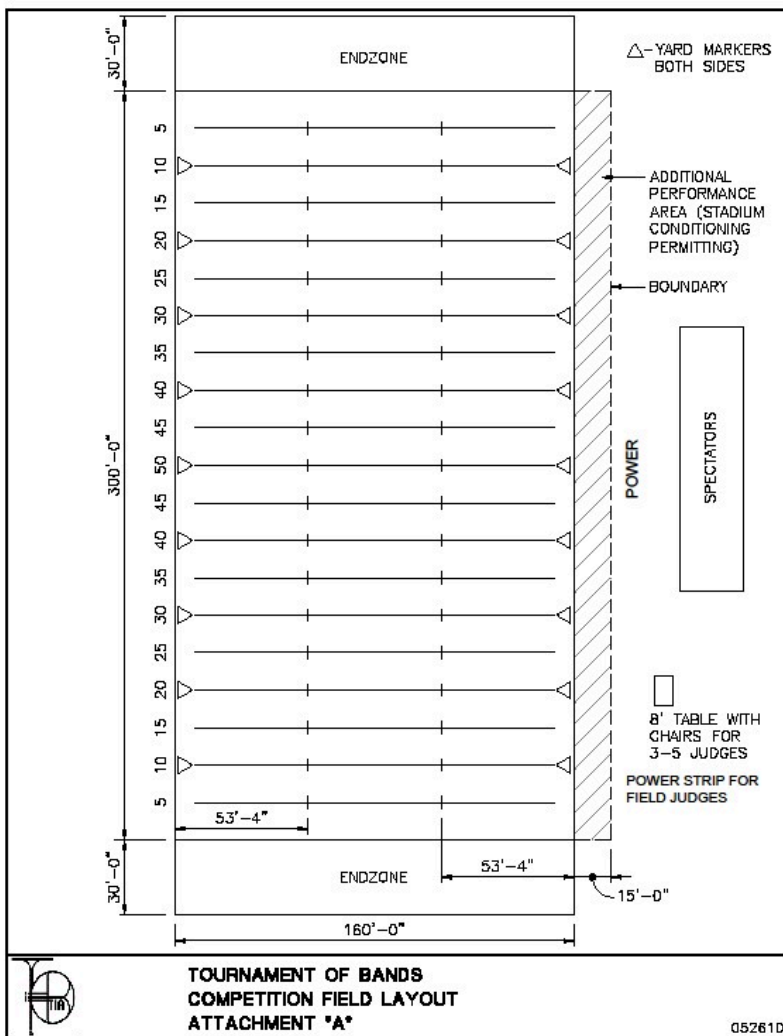
start the music when directed by the contest Timing and Penalty judge or after the ENSEMBLE's introduction.

- If the ENSEMBLE has an issue with the music such as music is too soft, it begins in the wrong place or skips, the ENSEMBLE's representative must make the decision to stop the music and tell the operator to stop the music.
- Interval timing will continue as the ENSEMBLE resets and begins again. The Contest Administrator has the sole discretion in waiving any timing penalty due to the restart. If the stoppage is due to faulty sound equipment, operator error or an unexplained reason, overtime penalty may be waived.
- Issues related to the equipment provided by the ENSEMBLE, quality of the CD or the ensemble's representative error (using wrong playlist on MP3, etc.) will result in the actual interval timing being used and penalties, if any, being assessed.
- Volume direction must come from the ENSEMBLE representative 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 operator based on their equipment and the Chief Judge who ultimately determines an appropriate volume level.
- The ENSEMBLE representative may provide direction to the sound operator during the performance regarding equalization.
- It is the responsibility of the ENSEMBLE to provide their music for each performance and to ensure that their soundtrack is working appropriately. CDs may not be left at sound table between performances.
- Under no circumstances will verbal abuse of the sound operator be tolerated. Penalties will be assessed per current WGI rules.

E. US FLAG CODE

Follow guidelines for American Legion US Flag Code: [LINK](https://www.legion.org/flag/code)
<https://www.legion.org/flag/code>

F. TOURNAMENT OF BANDS FIELD DIAGRAM



G. TOB SHOW CHANGES - STANDSTILL-INDOOR-CANCELLATION

1. EVENT CANCELED BECAUSE OF WEATHER
 - Bands receive show credit – print copy of list for records
2. EVENT MOVED INDOORS BECAUSE OF WEATHER (NO VISUAL)
 - Cancel visual judges – music only panel
 - Music judges base score on class rubric, and score accordingly
 - Enter appropriate score for placement
 - Recap to bands only at critique
 - Announcer list is placement only – no special awards
 - Voice files will be available
 - A band that chooses not to attend does not receive show credit
3. EVENT MOVED INDOORS BECAUSE OF WEATHER (VISUAL)

Music judges base score on class rubric, and score accordingly
Enter appropriate score for placement
Visual judges skip score
Recap to bands only at critique
Announcer list is placement only – no special awards Voice
files will be available
A band that chooses not to attend does not receive show credit

4. OUTSIDE STAND STILL. (SAME AS 2 OR 3)

5. A BAND DECIDES TO DO A STANDSTILL – DUE TO WEATHER/CONDITIONS

Band is marked on recap and announced as Exhibition
Visual judges skip to the next band
Music judges give commentary, but no numbers

6. SHOW CANCELED DUE TO LACK OF BANDS

Bands do not receive show credit for this event