



# **POLICIES & PROCEDURES**

## **25 - 26**



# FOUR STATES

PERFORMING ARTS ASSOCIATION

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# ARTICLE I OVERVIEW



## SECTION 1.1 - MISSION STATEMENT

The Four States Performing Arts Association (*FSPAA*) is dedicated to providing students with meaningful, educational experiences in the performing arts. We support the growth of strong school-based programs and offer opportunities that are positive, inclusive, and developmentally appropriate. Through safe and healthy competition, we encourage creativity, excellence, and personal growth while fostering a lifelong appreciation for the performing arts.

## SECTION 1.2 - FOUNDING HISTORY

The *FSPAA* was founded in May 2025 when educators and program directors from North and East Texas identified the need for a local performing arts circuit serving the four adjoining regions of Arkansas, Louisiana, Oklahoma, and Texas.

## SECTION 1.3 - ORGANIZATIONAL VISION

The *FSPAA* aims to provide more accessible performance opportunities, localized advocacy, and expanded educational programs. The *FSPAA* leadership seeks to increase and diversify participation to include all varieties of guard and auxiliary units across the Four States region.



# ARTICLE II

# ADMINISTRATION



## SECTION 2.1 - BOARD OF DIRECTORS

The FSPAA Board of Directors consists of six (6) elected members from the Association's membership. The current officers are:

- **President** – *Logan Cooper*
- **Vice President** – *Marty Newman*
- **Treasurer** – *Savanah Potter*
- **Secretary** – *Burgundy Crouse*
- **Parliamentarian** – *Elliott Ayo*
- **Member at Large (Colorguard)** – *Herman Montoya*
- **Member at Large (Twirler/Auxiliary Lines)** – *Tori Thomas*

## SECTION 2.2 - COMMITTEES

The Association maintains seven standing committees, each chaired by a nominated member. The committees and their current chairs are:

- **Show Site Selection** – *Josh Robinson*
- **Finance & Budget** – *Marty Newman*
- **Governance & Policy** – *Elliott Ayo*
- **Board Roles & Responsibilities** – *Logan Cooper*
- **Judges Selection & Evaluation** – *Savanah Potter*
- **Marketing & Branding** – *Tabbatha Higginbotham*

## SECTION 2.3 - CIRCUIT ADMINISTRATOR

- **Circuit Administrator** - *Crystal Walker*

## SECTION 2.3 - CONTACT

Contacts for all administrator roles can be found on the 'Contact' sheet under "General Resources" on *CompetitionSuite*.



# ARTICLE III

## MEMBERSHIP



### SECTION 3.1 - ELIGIBILITY

Membership is open to any scholastic or independent organization located within the Four States area: *Arkansas, Louisiana, Oklahoma, and Texas*.

### SECTION 3.2 - DEADLINES

The following deadlines apply for membership this upcoming season:

- Host Applications – *August 1, 2025*
- Membership Registration Opens – *September 8, 2025*
- Membership Registration Deadline – *November 21, 2025*
- Late Registration Deadline – *December 15, 2025*

### SECTION 3.3 - REGISTRATION & FEES

#### SECTION 3.3.1 - UNITS

- First Unit: \$400
- Additional Unit(s): \$350

A one time charge is applied for each competing unit. Subunits within the same organization will have a reduced rate. If a following unit from the same organization resides under a different organization, the “First Unit Fee” will be applied. **Example:**

Taylor Swift **HS** Varsity - \$400

Taylor Swift **HS** JV - \$300

Taylor Swift **MS** - \$400

#### SECTION 3.3.2 - SOLO & ENSEMBLE

- Solo: \$75
- Duet: \$100
- Small Ensemble (4 or less): \$150



# ARTICLE III

## MEMBERSHIP



### SECTION 3.4 - PAYMENT

Units can make payments through Credit Card or Check. To fulfill any balance occurred, payments can be made on *CompetitionSuite* or mailed to *Four States Performing Arts Association* at the following address:

**P.O. Box 247**  
**1203-B E. Grand Ave.**  
**Marshall, TX 75670**

### SECTION 3.5 - REFUND POLICY

- 100% refund if withdrawal occurs two (2) weeks prior to the circuit's first contest.
- 50% refund if withdrawal occurs before the unit's first scheduled competition.
- No refund once the unit has competed.

### SECTION 3.6 - CONTEST SELECTION

Units in 'Good Standing' (*FSPAA Bylaws*) may sign up for shows beginning September 22, 2025. Contest fees are included in the annual membership fee.

### SECTION 3.7 - CONTEST WITHDRAWAL

Withdrawals must be communicated no later than 10 days before the competition. Withdrawals fewer than 7 days in advance may result in a withdrawal penalty and reprimand at the Board of Directors discretion. Circumstances vary but communication is crucial in the event of withdrawals.

### SECTION 3.8 - MEETINGS & ELECTIONS



# ARTICLE III

## MEMBERSHIP



### SECTION 3.8 - MEETINGS & ELECTIONS

- *FSPAA* will hold general membership meetings at a minimum of twice (2) a year; in the fall and spring. The Board of Directors will set meeting dates at the prior meeting and advertise to the membership.
- Meetings will be held virtually on Google Meet.
- Proposals for new business must be submitted by members in good standing to the Board of Directors ten (10) business days prior to the general membership meeting.
- The *FSPAA* board will post all submitted proposals five (5) business days before the general membership meeting.
- Proposals require a second to be brought before the membership under new business.
- The President may allow new business from the floor at the close of new business, but only previously submitted proposals are guaranteed to be on the agenda and brought to the floor.
- Voting at *FSPAA* membership meetings will take place using a virtual poll, and results recorded in meeting minutes by the Secretary.
  - Virtual voting data will include unit name and vote (in favor, opposition, or no record).



# ARTICLE IV

## CLASSIFICATIONS



### SECTION 4.1 - PURPOSE

Units are classified to ensure fair competition. Each classification is based on developmental level, skill, and performance expectations. During registration, unit directors will be required to select each units preferred class. The Member-At-Large is available to aid any unit to most appropriately select a classification.

### SECTION 4.2 - ALIGNMENT & PROMOTION

#### SECTION 4.2.1 - ALIGNMENT

Following the 'Compete-By' contest, unit scores will be evaluated and re-aligned into subunits. **EXAMPLE:**

Units who delegated their ensembles to compete in **REGIONAL AA/A** will be sub-classed into either **RAA** or **RA**.

#### SECTION 4.2.2 - PROMOTION & GRID

Units are promoted automatically when they achieve a score equal to, or higher than, the score of the given contest weekend on the promotion grid. Units can petition a promotion, but will be reviewed by the 'Promotion Committee'. There is no set limit to the number of times or how high a unit can be promoted in a single season. Units will not be able to get promoted two (2) weekends prior to Championships. The 'Promotion Grid' will be available through *CompetitionSuite* closer to the competitive season.

### SECTION 4.3 - RECLASSIFICATION

A unit can choose to move up or down in classifications at any point throughout the competitive season. This request must be made to the President, Vice President, or Circuit Administrator.



# ARTICLE IV

## CLASSIFICATIONS



### SECTION 4.4 - CLASSIFICATIONS

#### SECTION 4.4.1 - SCHOLASTIC (1.1)

Scholastic classifications PRIOR to 'Compete-By':

- **Cadet**
- **Novice**
- **Regional AA/A**
- **Scholastic AA/A**

#### SECTION 4.4.2 - SCHOLASTIC (1.2)

Scholastic classifications AFTER to 'Compete-By':

- **Cadet**
- **Novice**
- **Regional AA**
- **Regional A**
- **Scholastic AA**
- **Scholastic A**

#### SECTION 4.4.3 - INDEPENDENT

Independent classifications throughout the season are:

- **Regional**
- **National**
- **Open**
- **World**

#### SECTION 4.4.4 - BATON / AUXILIARY

- **Cadet**
- **Novice**
- **Varsity**
- **Studio**



# ARTICLE IV

## CLASSIFICATIONS



### SECTION 4.5 - CLASS DESCRIPTION

#### SECTION 4.5.1 - CADET

This class is predominately exclusive for elementary and middle school units. Most groups in this classification don't focus on movement or design, rather the very basics of technique and getting involved in the sport of the arts.

#### SECTION 4.5.2 - NOVICE

- An FSPAA-specific classification for training units prior to Regional or Scholastic classification skills.
- Defined as a new unit to the activity, or a membership of 80% new performers.
- Units classified as composite programs (junior high and high school students combined) under the 1A, 2A, or 3A UIL classifications, regardless of new performer percentage.
- Performers learn introductory body and equipment skills, showing signs of early development and foundational focus.
- Programming should emphasize student achievement through simple musical choices to facilitate timing success and skill display.
- A Novice units goal is to develop skills for a sequential move to the Regional classifications, primarily learning the incorporations of body, equipment, and the intertwining of both. Novice groups focus less on the overall design and staging---but those skills are still present.

#### SECTION 4.5.3 - REGIONAL

- Expanded exploration of design, development of body, and increased equipment demands.
- Regional groups begin to focus on how to convey a story through staging, floor design, costuming, choreography, the blend of body to equipment... etc.



# ARTICLE IV

## CLASSIFICATIONS



### SECTION 4.5.4 - SCHOLASTIC

- Scholastic groups have strong body and equipment blending, excellently convey stories/concepts/ideas, continuously move throughout staging effortlessly, and introduce layering, whether it be split parts or multi-equipment.
- The majority of this class aims for shows consistent with WGI Scholastic A sheets, with top units beginning to resemble Scholastic A, using coordinated equipment, body, and staging.

### SECTION 4.5.5 - INDEPENDENT

- This classification is for units electing to compete against more advanced guards, or units promoted due to their membership or achievements.
- Have a 'mastered' approach to design, movement, and equipment.
- These units are often affiliated with WGI and should utilize standards and guidelines consistent with those found through WGI.

### SECTION 4.6 - SCORESHEETS

The FSPAA utilizes a four (4) judge panel system of qualified adjudicators and professionals. Judges sheets are categorized under the following categories:

- **Movement**
  - Vocabulary
  - Excellence
- **Equipment**
  - Vocabulary
  - Excellence
- **Design Analysis**
  - Composition
  - Excellence
- **General Effect**
  - Repertoire
  - Performance



# ARTICLE V CONTESTS



## SECTION 4.5 - PARTICIPATION

All participants in any FSPAA contest must be affiliated with a member unit. All dues and fees must be compensated before the competitive season begins in order to participate.

## SECTION 4.6 - ENTRY & REQUIREMENTS

Units who meet 'Good Standing' prior to the first contest will receive staff badges for the quantity of members listed through *CompetitionSuite*---entry to all contests. Each unit will be allowed up to fifteen (15) floor crew at each contest site. Contest sites will admit school or district administrators (e.g., principles, superintendents, bus drivers) into any *FSPAA* event with credentials, such as:

- UIL Passes.
- DOT credentials.
- Staff Badges.
- School I.D.

Wristbands will be administered to all performers and floor crew which are required throughout the competition day.

## SECTION 4.7 - EXHIBITION & COMPETE-BY

### SECTION 4.7.1 - EXHIBITION

Any units who wish to participate as 'Exhibition' will receive judge commentary but will not receive a score, nor will they be considered for an award. The unit will still be acknowledged and recognized for their exhibition during retreat.

### SECTION 4.7.2 - COMPETE-BY / CHAMPS

Units must do the following to qualify for championships:

- Compete a partial of the show on or prior to 'Compete-By'.



# ARTICLE V CONTESTS



## SECTION 4.8 - SCHEDULES

### SECTION 4.8.1 - CLASS ORDER

The flow for all *FSPAA* contests will fall in order of the given classifications:

- **Cadet**
- **Novice**
- **Regional AA**
- **Regional A**
- **Scholastic AA**
- **Scholastic A**
- **National**
- **Independent**
- **World.**

A 'Special Needs' class may be incorporated within any given contest.

### SECTION 4.8.2 - WAITLIST

Contest sites only have a certain amount of seating available. In the event a contest site fills up prior to a unit's registration, a waitlist is created and lists the units in order registration through a queue. If a unit drops out of the contest, the first unit in the queue will immediately be inserted into the contest schedule.

### SECTION 4.8.2 - SCHEDULING & ROUNDS

All contest schedules will be randomized within the units given classification. The units distance from the contest site is factored in with the randomized scheduling. In the event a classification is full, rounds may be incorporated to breakdown the size of groups competing.



# ARTICLE V CONTESTS



## SECTION 4.9 - CONTEST FLOW

Units should arrive with ample time to unload, be settled, and transition to warm-up, without disrupting the contest schedule. (1.5) hours is suggested for ample time to prepare for the start of your contest procedure (e.g., transit, body, equipment, performance, transit, etc.) In the event of a delay in your arrival to a contest, communication to the President or Contest Administrator should be made for consideration to move performance times. Warm-up times are clearly marked and units will not enter before their designated time. Units are responsible for providing their own sound equipment for warm-up.

## SECTION 4.10 - PROP GUIDELINES

Before entering the performance area, the Circuit Administrator may inspect all equipment, props, and carts for safety concerns. Props should be padded and taped along hard edges. Prop or floor cart casters must be in good condition and proportionate to the weight they hold. If unit directors have questions about equipment or props, they should contact the President or Circuit Administrator in advance. Equipment inspection are conducted for each unit's guide upon arrival to their designated holding area. The President and/or Circuit Administrators reserve the right to refuse entry into the gym for any equipment or props that fail inspection.

## SECTION 4.11 - SOUND & TECHNOLOGY

Unit directors should perform a sound check at a designated time. Tracks should be checked at multiple points to verify playability. Backup devices and additional tracks in various formats are highly recommended. Units must have a designated representative at the sound table to operate their music playback device should their uploaded track fail. If a music issue occurs (e.g., too soft, wrong start, skips), the designated representative or unit director may instruct the sound engineer to restart the music. A show may not be restarted once the show has been completed. The unit representative may direct the sound operator regarding equalization of volume during the performance.



# ARTICLE V CONTESTS



## SECTION 4.12 - SUPERVISION

- An official director, school sponsor, instructor or representative must sign in each unit at each show.
- Unit representatives are responsible for keeping the unit on schedule and ensuring students follow host directions.
- All FSPAA staff, instructors, directors, and supervisors must sign the FSPAA Code of Ethics when enrolling their unit(s).

The FSPAA Code of Ethics can be found on *CompetitionSuite*.

## SECTION 4.13 - COMPETITION FLOOR

- FSPAA and Host Schools will collaborate to provide two (2) 50'x90' or larger vinyl floor coverings for site protection and safety.
- All contests will have performance spaces and circuit floors clearly marked with consistent boundary lines. Tape color and exact location will be consistent across venues.

## SECTION 4.14 - PERFORMERS

- All participating units must have no fewer than five (5) and no more than fifty (50) members.
- The total number of performers in the production should match the member Registration form.

## SECTION 4.15 - TIMING & PENALTIES

- Timing and penalties will not be assessed until after the compete by weekend.
- All units receive a ten (10) minute interval, which includes:
  - Entering performance floor.
  - Performing.
  - Exiting performance floor.



# ARTICLE V CONTESTS



## SECTION 4.16 - INTERVALS

### SECTION 4.16.1 - CADET/NOVICE

- MINIMUM EQUIPMENT:
  - 2:00
- MINIMUM SHOW TIME:
  - 2:30

### SECTION 4.16.2 - REGIONAL AA/A

- MINIMUM EQUIPMENT:
  - 2:30
- MINIMUM SHOW TIME:
  - 3:30

### SECTION 4.16.3 - SCHOLASTIC/NAT./IND./WORLD

- MINIMUM EQUIPMENT:
  - 3:00
- MINIMUM SHOW TIME:
  - 4:00

## SECTION 4.17 - AWARDS

- During award presentations for local contests, FSPAA will announce the numerical placement of each unit within their round.
- Recap sheets with all scores and placements will be available to unit directors through *CompetitionSuite* at the conclusion of each contest.
- Physical trophies will be awarded to the top 3 units in each round at all competitions.
- FSPAA will furnish all awards for winning units.



# ARTICLE V CONTESTS



## SECTION 4.18 - ADMISSION

- Spectator admission is \$10.
- Children 6 and under receive free admission.
- Performers and Crew Members with wristbands receive complimentary backside seating.
- Unit Directors and Unit Staff are complimentary with an *FSPAA* badge.
- School Administrators, Band Directors, and Bus Drivers are complimentary with their school-issued ID.

## SECTION 4.19 - ADJUDICATION

- The *FSPAA* Judges Selection and Evaluation Committee is tasked with recruiting and hiring highly qualified judges.
- All judges will be briefed on expectations and trained on how to properly utilize the adjudication sheets.
- Anyone interested in judging should be directed to the Judges Selection Committee for an application.

## SECTION 4.19 - SAFETY

- Contest Hosts and their volunteers must be trained and knowledgeable of on site-specific evacuation and safety procedures to assist performers and spectators in the event of an emergency.
- Contest Hosts must have access to the school intercom system for emergency announcements.
- At check-in, unit directors will view all supporting safety protocol information provided by the district, such as emergency exits and shelter in place protocols.
- First Aid is available if needed.



# ARTICLE VI

## HOST DISCLAIMER



### SECTION 5.1 - LIABILITY & RESPONSIBILITY

- Any school hosting an *FSPAA* contest accepts all liability. *FSPAA* will not accept responsibility for any damage.
- Ample adult supervision is required throughout the school to deter vandalism and horseplay.
- It is strongly suggested that each host have at least one (1) official security officer or off-duty officer and a first aid attendant at the contest.
- By applying and accepting an invitation to host, all parties agree to operate under the guidelines of the *FSPAA* Contest Host Manual.
- If a host does not meet expectations, future hosting opportunities will be reviewed by the Board of Directors.



# ARTICLE VII

## ADDITIONAL



### SECTION 6.1 - SOLO & ENSEMBLE

- The *FSPAA* Solo and Ensemble Scoring Rubric requires a minimum performance time of 1.5 minutes, and a maximum time of 3.0 minutes.
- Directors are advised to vet all aspects of the solo & ensemble process, including costuming and music selection.
- A rubric will be delivered to registering performers and their directors upon completion of their registration. Awards will be given for participation, ratings, and outstanding performance distinction.

### SECTION 6.2 - OPPORTUNITIES

*FSPAA* is proud to host educational workshops, designing/programming training, a season of competitions, championships, and a solo/ensemble event.