



Drum & Bugle Corps Performer Handbook 2021 Edition

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Section 1: General Information

Background

Starting in 1993 with just 33 performers, Pacific Crest is now Southern California's World Class drum and bugle corps. Our performers are elite performers and demand a high level of excellence. As a performer of Drum Corps International, Pacific Crest travels 12,000 miles and performs for 100,000 fans in some of the world's most iconic venues.

Program Goals

1. Challenge committed young performers in a superior quality performance ensemble with similarly motivated peers.
2. Develop the technical and artistic performance skills of our students through a highly intricate blend of music and movement that's performed for live audiences around the country.
3. Change students' lives through a rigorous rehearsal schedule, mentoring, and a summer performance tour that builds character and develops maturity and leadership.

Our Values

Commitment: By committing fully to one another, the group becomes more important than the individual, and we can accomplish more than what is possible individually.

Accountability: We value personal accountability over criticism of others.

Persistence: Through persistence in the face of challenges, we can achieve the highest level of excellence.

Honor: We recognize the contributions of our current and past performers and staff, and will engage in behaviors that honor them and the organization.

Contacts

Chief Executive Officer
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Operations Manager
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Questions?

Performers should direct questions to section leaders, vets, or a drum major before going to an instructor or an administrator. **For parents**, please start with your son or daughter. If you can't find your answer, or in the case of an emergency, contact one of the individuals on the previous page.

Section 2: Pre-Season

Training Camps

In a typical season, from January through April, we typically hold one weekend training camp per month. The frequency of camps increases in May.

Due to the pandemic, we will likely pause in-person rehearsals until late spring of 2021. We expect our pre-season training to be online. Refer to the website calendar for the dates and details.

If and when we come together for a training camp, the corps will likely provide meals and lodging. Performers sleep in the gym – females on one side and males on the other. (see *Meals in Health and Wellness* section)

For a camp packing list, see *Packing List* in *Tour* section.

School Conflicts During Camps

Since our in-person start date will be later than usual, Pacific Crest activities will not likely interfere with your school activities. If there is a conflict during the academic year, however, your school events take priority over Pacific Crest.

School conflicts may include the following:

- School band rehearsal or performance
- Ceremonies: Prom, Graduation, band banquet
- Graduation ceremony
- Independent ensemble (WGI, youth orchestra, etc.)

IMPORTANT: Performers communicate their absences directly with Chris Henderson.

All-Days and Spring Training

Assuming we can restart in-person activity in the late spring, our pre-season will include All-Days and/or Spring Training. Although still in town, we expect 100% attendance, except for performers still in school when these rehearsals begin.

Early Finals and Release

If you are still in school during our pre-season rehearsals, we urge you to request early final exams early and/or early release from the last days of school. You may request a letter from Stuart Pompel that confirms participation in Pacific Crest.

With so much uncertainty, communication about school conflicts with preseason rehearsals is key to team's success.

Housing During All-Days

No housing or meals are provided during All-Days. We encourage you to pack dinner each day. This helps ensure a healthier diet during this period.

Out-Of-Town Performers

If you live more than 40 minutes from our All-Days site, you should find housing closer to the site. **Performers should coordinate housing and transportation arrangements on their own with local performers.**

Section 3: Performance Season

The Season

As of fall 2020, we do not know the scope of our season. If there is a DCI experience, we will likely participate if we can do so safely. This may include a tour of up to three weeks.

If we cannot participate with DCI – either due to safety or the lack of a DCI season – we will create a season of other performances.

If pandemic restrictions do not allow for a large drum corps ensemble, we will explore more creative performance opportunities.

The bottom line is that we WILL perform next summer. And we will do everything possible to create a life-changing experience that brings joy to our performers, staff, and volunteers.

Flying Home

Your tuition does not include a flight home from DCI Championships.

If we end the season with a DCI experience in Indianapolis, members must arrange their own travel from Indianapolis Airport the Sunday after DCI Finals. The corps is usually dropped off at the Indianapolis Airport around 1 am that Sunday morning. The airport provides a resting area for all corps performers until it opens at 5:00 am. At that time, you may go upstairs to check in your flight. Please note that these arrangements may change due to pandemic restrictions.

Packing List

NOTE: We cannot guarantee the security of items you bring on tour. Plan to bring a medium sized suitcase, backpack, and sleeping gear. You should be able to move your gear from the bus to the gym in one trip.

Rehearsal

Closed shoes
Dot book, music, pencil, gloves
Baseball hat
Instrument and equipment
Lip balm, sunscreen, sunglasses
Water jug (half-gallon)

Clothing

Extra underwear and socks
Jacket and sweatshirt
Long pants
Shorts
Sweats

Showering

Deodorant or antiperspirant
Gold Bond
Hairbrush/comb
Shampoo and soap
Shower shoes
Toothbrush and toothpaste
Towel

Sleeping

Clothes to sleep in
Pillow
Sleeping bag
Twin-sized air mattress or cot

Laundry

Laundry is scheduled every 10 – 13 days on tour. Please pack accordingly.

Equipment Truck

Our instruments and equipment have defined storage spaces on the truck, and each performer is responsible for loading their gear.

Safety – Due to time constraints, safety is critical. **Stand clear from all stairs and the rear ramp during raising and lowering.**

Uniforms - Hang your uniform and garment bag in their place. Do not hang them on the doors, or tuck them behind equipment.

Garbage – Please remove garbage from the truck

Buses

On tour, the buses are your home away from home. When we arrive at a housing site, take your belongings off the bus since the buses may depart until later or the next day. When we reach a destination, stay on the bus until a drum major has provided direction.

Seat Assignments – We maintain a list of performers on each bus. Switching buses without Chris Henderson’s approval is prohibited.

The Role of Adults – While support staff do not typically ride our buses, when they do, please treat them as welcome guests.

Sleeping on the Bus - Most of our driving takes place during the night, so ride with a pillow and blanket to help you sleep. You may not sleep on the aisle floor, nor are you permitted to walk on armrests or seats.

Videos - We do not show movies on the bus. During night driving, sleeping is the priority. At other times, we want you to interact with one another.

Restrooms – Please use restrooms only in an emergency. On long drives, we stop every 3 – 4 hours, so plan accordingly.

Travel Stops – Restroom stops will last only 15 minutes. Unless otherwise permitted, performers may not purchase snacks and drinks during these stops.

Cleanliness - It is the sole responsibility of each performer to keep all areas of the bus clean at all times. **We plan to sanitize the buses each day.**

Uniforms

You are responsible for your uniform’s care. When wearing it you are representing the entire Pacific Crest organization.

- Undergarments: biking-style shorts; compression shirts (included in your equipment fee); full-length plain black socks without stripes.
- Have black shoe polish and a polish rag in a sealable plastic bag.
- Hair should be worn in the designated style when in uniform.
- Visible tattoos should be covered.

Pacific Crest coordinates uniform cleaning. If your uniform becomes stained or damaged, notify Chris Henderson or Ed Martin so repairs can be made.

Uniform Etiquette

- No running, eating, emotional outbursts, or public affection
- After a performance, we usually change out of uniform
- Never engage in negative conversation about other corps, Pacific Crest, or the drum corps activity while in public, and especially while in uniform.
- Let your uniform “breathe” a bit before placing it in your garment bag

Communications

Performers are required to join and subscribe to a closed private social media group (Facebook) and text messaging service (Slack) to receive information throughout the pre-season and season.

Free Days on Tour

Free days are determined in advance to provide a break between long stretches of tour. Iconic or major cities are typical destinations. Drop-off and pick-up locations are chosen and all administrative contact information is provided.

Photo Identification

Performers are required to have a current photo identification with them at all times, e.g. Real ID or passport. For those in high school, a school ID card will suffice. These are required to board an airplane.

Housing Sites

If we go on tour, our housing sites could be a mix of hotels, colleges/universities, or middle and high schools.

As guests of these institutions and their surrounding communities, we must act in ways to help ensure their continued support of the DCI tour. Without the support of these housing sites, the DCI tour would simply not be possible.

Here are some guidelines to help ensure that we do not lose housing sites in future seasons.

- Due to safety and security, wandering around a housing site is not acceptable.
 - Upon arrival to a housing site, student leadership will be informed of safety contingency plans in the event of an emergency evacuation.
 - With safety and security in mind, leaving campus is strongly discouraged.
 - It is the responsibility of each performer to keep housing and rehearsal sites clean at all times. Also refer to additional section responsibilities.
 - Be mindful of our impact on the neighbors, summer school classes, and other stakeholders at the housing site.
 - Always strive to leave a “zero footprint” upon departure from housing sites
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Section 4: Corps Membership

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| Outstanding Financial Obligations | If you have outstanding financial obligations to any Drum Corps International (DCI) organization, you must clear those prior to joining Pacific Crest. Past financial obligations to Pacific Crest must be paid in full before you may participate with another DCI organization. |
| Understudies | <p>Your status may be changed from Performer to Understudy or from Understudy to Performer during pre-season or on tour. This decision is made by caption heads with review and approval by Chris Henderson.</p> <p>Understudies continue participating, but are not guaranteed a performance spot in competitions. Refer to our current Tuition and Fees Policies (pacific-crest.org/member) for details about a status change.</p> |
| Withdrawing | To withdraw from Pacific Crest, request a Withdrawal Form from Stuart Pompel. The form must be completed and returned with any equipment checked out to you before your withdrawal is considered final. Tuition charges will continue to accrue until your withdrawal is final. |
| Dismissal | <p>If dismissed for cause (See <i>SECTION 7: Conduct</i>), a tuition credit will be calculated based upon the Withdrawal Due to Personal Reasons section of our Tuition and Fees Policies.</p> <p>If dismissed for performance ability, a tuition credit will be calculated based upon the Withdrawal Due to Injury section of our Tuition and Fees Policies.</p> |

Section 5: Costs

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| Tuition and Fees | Please refer to the Tuition and Fees Policy of our Website for details about 2021 fees. |
| Equipment Fee | <p>Your fees include an equipment fee to cover the cost of sticks and mallets, guard costumes, uniform accessories, gloves, etc. These items will be distributed in late spring.</p> <p>Performance shoes are not included in the equipment fee. Color guard will purchase dance shoes. Musicians will purchase black Super Drillmaster marching shoes from Pacific Crest. (For veterans, if your shoes from last year are in good shape, you will not need to purchase another pair.)</p> |
| Other Costs | You may incur other costs, e.g. mouthpiece, uniform undergarments, makeup, etc. Please consult your section leader or instructor for details. And there are the expenses that you may overlook, e.g. sun screen, rehearsal cap, sunglasses, etc. |
| Money on Tour | Bring approximately \$200 for tour. You will need money for laundry, free-days, and food at stadiums where we are not permitted to provide meals. |

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| Fuel-a-thon | <p>Each performer must provide the names and email addresses of 20 contacts (individuals over the age of 21 or businesses). Pacific Crest will solicit funds from them – on your behalf – to help offset our season expenses. We will not store the names provided for further solicitation.</p> <p>You may “buy-out” this requirement by making a \$100 donation to the Pacific Crest Fuel Fund.</p> |
| Financial Assistance | <p>Because Pacific Crest already subsidizes your experience, there are no fundraisers offered.</p> <p>A sponsorship letter is available. You may mail a copy of this letter to family members, friends, and others who you think can help you pay your tuition.</p> |

Section 6: Health and Wellness

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| Meals | <p>At camps, Spring Training, and on tour, volunteers cook your meals. It takes two hours to prepare each meal, which means the Kitchen Crew (K-Crew) wakes up two hours prior to the corps and works non-stop until the last meal is served. In one day, these volunteers prepare 800 meals!</p> <ul style="list-style-type: none">• Please don't eat off-site when we provide meals.• Seconds are available, but wait until everyone has had firsts.• Peanut butter and jelly sandwiches are available at every meal.• Be sincerely appreciative of the work and effort of the volunteers. |
| Special Diets | <p>We offer two meal options: Standard and Vegetarian, and are sensitive to individual allergies. We do not offer a vegan meal option as we cannot sustain the nutritional demands of tour with this dietary choice.</p> |
| A Balanced Diet | <p>We strive to provide a balance of nutrients at each meal. It is <i>your</i> responsibility, however, to consume a balanced diet at each meal.</p> |

IMPORTANT TIP: After rehearsal, you will eat first. This allows time to prepare the mobile kitchen for departure to the stadium.

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| First-Aid Kits | <p>A complete first-aid kit is stored on the mobile kitchen. Some performers and instructors are trained in CPR and first aid, and a member of our Health Team will be on site. An AED is also available.</p> <p>IMPORTANT TIP: Performer Medical Information Forms are readily available to management in the case of illness or emergency. If any information has changed since completing this form, please notify the Health Team Coordinator.</p> |
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Medical Treatment If you need first-aid, see a Health Team member or senior admin on site. **If necessary, you will be taken for medical treatment, but the fees are your responsibility.** Have your medical insurance card with you on tour.

If you have asthma or allergies, you must carry your inhaler or Epi-Pen with you at all times. Pacific Crest will not carry or administer these for you. Drum corps is an athletic activity, and significant asthma or allergies may make your participation in Pacific Crest impossible.

Hydration and Nutrition Your body will need more fluid than normal, so be sure you're adequately hydrated, even if you don't feel thirsty. Your body may use 8-12 ounces of water every 20 minutes during a rehearsal. **Plan to completely fill your jug in the morning and after each meal before heading back to the field.**

If you get a headache during rehearsal, you're likely dehydrated. **Caffeine and carbonated beverages worsen dehydration, and are discouraged during rehearsal and on tour.** Drink water, juice, or a sports drink.

Section 7a: Conduct – General Information

Promoting Pacific Crest All performers and their families should actively promote our performances, fund raisers and social media.

All performers must abide by the Pacific Crest Media Relations Policy, which can be found at www.pacific-crest.org/policies.

Support Staff Our support staff, including volunteers, travel with us, prepare meals, sew uniforms and flags, transport equipment, and provide medical support. They also serve in a supervisory role, so please respond to their direction. If you have an issue or a concern with a support staff person, please contact Chris Henderson. We will do our best to resolve the situation amicably.

Code of Conduct

- All corps performers must abide by the Drum Corps International code of conduct (*see Section 7b*)
- Be sensitive to your surroundings regarding swearing and other offensive language
- Drugs and alcohol are not permitted. Even on free days, we require performers 21 and older to refrain from drinking alcohol or using other legal or illegal drugs.
- Tobacco use, including vaping, is not permitted around the corps.
- We have zero-tolerance regarding illegal and dangerous behavior.
- Bullying, hazing, and sexual harassment are not tolerated (*see Section 8*)
- Discrimination is not tolerated (*see Section 9*)
- Drum Majors will assign jobs by section. If you see something that needs to be done, however, please volunteer.

**Conduct Simplified
“The Four Rules”**

- 1.No drugs or alcohol
- 2.Treat others as you wish to be treated
- 3.Never be alone
- 4.Be great – always

In summary, we expect that you will bring to Pacific Crest the values your parents have instilled in you.

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Section 7b: Conduct – DCI Code of Conduct

Performer-Related Items

Drum Corps International is the world leader in producing and sanctioning competitive stadium events for the world's most elite and exclusive marching music ensembles. As "Marching Music's Major League", we share a responsibility to serve as ambassadors for our activity and to uphold the standards of excellence which are expected of us by all of those with whom we interact. Adherence to the DCI Community Code of Conduct and Ethics Guidelines along with the supplemental Codes of Conduct listed below will help to create a fair & equal performance stage upon which all DCI Participating Organizations can continue to grow & excel.

DCI and its Tour Event Partners have made arrangements on the Participating Organization's behalf to utilize facilities in connection with their preparation and participation at events. As a condition of participation, the DCI Participating Organization's staff, volunteers and performers are "ambassadors of DCI" when participating in DCI Tour Events and therefore agree to the following event related codes of conduct:

Housing Site Code of Conduct

- Abide by local/state/federal rules and regulations including the prohibition of alcohol, tobacco and drug use on the grounds of any facility contracted by DCI or the DCI Tour Event Partner. This includes the discarding of empty containers, ashtrays, etc., on facility property which could be construed as having violated the law.
- Abide by the wishes of the facility administration including respecting those areas which are marked "off limits", either expressed or by basic common sense. Cooperate with facility officials with regards to scheduling around previously scheduled events in the facility.
- Use sensitivity and common sense in dress codes while at schools, especially if summer sessions are occurring. Shirts and shoes that would be deemed appropriate in a school setting should be worn and clothing changes should occur in an appropriate place.
- Be sensitive to public audiences, including utilizing language that is appropriate for professional and student populations.
- Leave the facility better than found. The handling and disposing of waste products, especially garbage and sewage from food preparation, should be in accordance with health codes and facility administration standards.

Field Care Code of Conduct

- Fields at rehearsal facility should be agreed upon with contact and/or facility administrator before utilizing. Participating Organizations are prohibited to use any field without permission.
- All facilities officials, especially turf managers, are SUPER-SENSITIVE regarding use of their artificial or natural turf field. SPECIAL CARE must be taken at ALL times.
- Be aware that DCI is leasing housing and event venues. Despite detailed explanation of DCI's use of the field prior to the stay or event, at any point, the manager of the facility may decide to prohibit equipment, carts, props, etc. from going onto the field.
- Non-permanent paint or other substance that will not kill or burn the grass should be used when marking the field. NO logos or anything other than yard lines shall be painted. (Policy 418)

- Reminder that substances such as liquids (including water), any powder like substance, or anything that would leave debris behind are forbidden. (also reference 4.7.2 in the DCI Rules Manual)
- Care should be taken when moving front ensemble equipment and props on and off the field so as not to cause damage to the field. A minimum of 8" wheels should be utilized on any carts or props pulled onto the field. (Policy 418) Extremely special care should be taken with any type of equipment on the "playing" surface.

Event Site Code of Conduct

- Housing Site and Field Care Codes of Conduct as expressed above.
- Parking lot sensitivity, including trash clean-up, performers dressing out of direct view of public, and health code regulations if utilizing food service.
- Staff/performer demeanor and language should be professional and non-aggressive in critique and audience situations, and when interacting with event staff.
- After a Participating Organization performs, performer-seating is to be in non-reserved and/or non-sold sections of the venue. Seating in aisles or "squeezing in" to reserved areas not only is an infraction to fire codes, but also diminishes the paying audience's experience. (Policy 418.4)
- Dress should be clean and in keeping with the image of the activity.

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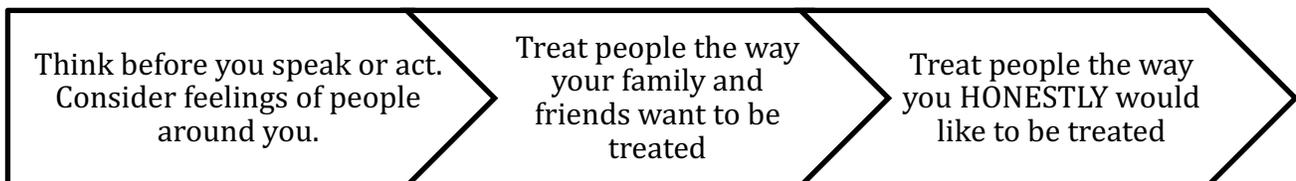
Section 8: Prevention of Bullying & Harassment

Pacific Crest strictly prohibits bullying and harassment between and among performers and staff.

What is It?

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| <p>Bullying Hurtful behavior that intends to cause harm or distress over time and occurs in a relationship where there is an imbalance of power. Bullying includes hitting or teasing, spreading rumors, exclusion, and cyber bullying.</p> | <p>Intimidation The process of frightening others. Intimidation includes using verbal threats, put-downs, or physical force.</p> | <p>Vulgar Writings Letters, notes, posters, symbols, or other writings that denigrate or show hostility or aversion toward an individual or group because of race, color, gender, national origin, religion, age, sexual orientation, or disability.</p> |
| <p>Inappropriate Actions Physical conduct that degrades or shows hostility or aversion toward an individual because of that individual's race, color, gender, national origin, religion, age, sexual orientation, or disability (or that of an individual's relatives, friends, or associates).</p> <p>Verbal or written comments, threats, gestures, touching, or physical conduct of a sexual nature that are deliberate and that a reasonable person would judge as unwelcome. Inappropriate actions include touching, grabbing, pulling clothes down, impeding, blocking or cornering someone in a sexual way.</p> <p>Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters. Sexual harassment also includes: Continuing to express sexual interest after being informed that the interest is un-welcomed; making reprisals, or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.</p> <p>Unwelcome threats, derogatory comments, jokes, innuendoes, insults, slurs, epithets, negative stereotyping, and other similar conduct that relate to race, color, gender, national origin, religion, age, sexual orientation, or disability;</p> | | |

How You Can Prevent Bullying and Harassment.



If It Happens to You



Tell the harasser that the behavior is unwelcome and you want it to stop.

NOTE: This usually resolves the issue. If not, move to the next level.

Notify a trusted instructor, administrator, or support staff. Bring a friend if you wish. The Executive Director shall be notified. *

The Executive Director may initiate an investigation with help from law enforcement, as warranted. *

* Reports and Investigations are Private

All complaints and allegations of harassment shall be kept confidential except as necessary to carry out the investigation or take other subsequent necessary action. **Unless you talk about it yourself, no one from Pacific Crest's staff shall talk about it publicly.** Any witnesses will be directed to keep the information about the situation confidential.

Retaliation is Strictly Prohibited

Performers are prohibited from engaging in any act or incident of retaliation. Any performer who becomes aware of such conduct shall immediately report the misconduct to a trusted instructor, administrator, or support staff.

Prohibited behavior may include, but is not limited to:

- Creating a dangerous or hostile environment;
- Ostracizing performers for participating in an investigation; and/or,
- Spreading rumors impugning the character or reputation of a complainant or an accused.

Violation of this Policy

Upon verifying that bullying or harassment occurred, Pacific Crest shall ensure that appropriate action is promptly taken to end the harassment, and prevent any further instances of the harassment. Harassment in any form, including verbal, physical and visual conduct, threats, demands, and retaliation is prohibited. Violation of this policy by any person may result in discipline, which may include termination, depending upon the seriousness of the violation.

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Section 9: Anti-Discrimination Policy

PCYAO acknowledges that equal opportunity for all persons is a fundamental human value. The organization is committed to providing a professional environment free from discrimination and harassment, including discrimination and harassment based on a protected category, and an environment free from retaliation for participating in any protected activity covered by this policy. PCYAO is committed to providing equal learning opportunities for all performers. Accordingly, we have adopted and maintain this anti-discrimination policy designed to encourage professional and respectful behavior and prevent discriminatory and harassing conduct in our performance ensemble. We will implement appropriate corrective action(s), up to and including formal discipline, in response to misconduct – including violations of PCYAO’s anti-discrimination policy – even if the violation does not rise to the level of unlawful conduct.

PCYAO prohibits discrimination or harassment based on the following categories: race, color, religion, religious creed (including religious dress and grooming practices), national origin, ancestry, citizenship, medical condition (including cancer and genetic characteristics), genetic information, sex, gender, gender identity, gender expression, sexual orientation, political affiliation, and any other status protected by state or Federal law. In addition, PCYAO prohibits retaliation against a person who engages in activities protected under this policy. Reporting, or assisting in reporting, suspected violations of this policy and cooperating in investigations or proceedings arising out of a violation of this policy are protected activities under this policy.

All Pacific Crest instructors and administration have a duty to report suspected violations of this (or any policy at Pacific Crest). Reports may be made to the CEO, a direct supervisor (who must escalate them to the CEO), or via our confidential online form at MyPrivateReport.com/pacific-crest.

All performers are expected to assume responsibility for maintaining an environment that is free from discrimination, harassment and retaliation. Performers are encouraged to promptly report conduct that they believe violates this policy so that we have an opportunity to address and resolve any concerns. We are committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

Scope of Protection

This policy applies to all Pacific Crest performers (aka students). In addition, this policy extends to conduct with a connection to the drum corps, even when the conduct takes place away from PCYAO’s premises, such as tour, an offsite event, related social function.

Performer Rights

- The right to a discrimination, harassment, and retaliation-free environment.
- The right to file a complaint of discrimination, harassment, or retaliation. Performers are encouraged to report inappropriate conduct immediately and, whenever possible, to put the complaint or concern in writing.

Section 10: Youth Protection

General

Pacific Crest holds performer well-being as our highest priority. We have a long history of policy and procedural development which manifests itself in the following ways:

- Performer and employee handbooks
- Training and consistent reinforcement on policies & procedures
- A background check policy for staff and volunteers
- ‘Whistleblowing’ process to report, review, and act on non-compliance
- Continuous review of policy, procedures, and performance against standards

Policies

All performers should familiarize themselves with our protection policies, which can be found at www.pacific-crest.org/policies:

- Criminal Background Check Policy
- Compliance and Ethics Reporting
- Drum Corps Member Harassment Policy
- Harassment Prevention Training Policy

Reporting

To report an issue confidentially and/or anonymously regarding potential violation of policy, law, or governance of Pacific Crest, please complete the form at MyPrivateReport.com/pacific-crest.
