

Pacific Crest Youth Arts Organization

# Program Participant Handbook

Version: 09-07-2021

## Table of Contents

<b>1. Mission, Vision, and Values</b> .....	<b>3</b>
<b>2. Participant Protection</b> .....	<b>4</b>
2.1 Reporting Violations of Policy .....	4
2.2 Prevention of Bullying & Harassment .....	4
2.3 Antidiscrimination Policy .....	6
2.4 Alcohol and Drug Consumption .....	7
2.5 Sexual Conduct and Harassment Policy .....	7
2.6 Mandated Reporters .....	8
<b>3. Community, Diversity, Equity and Inclusion (CDEI)</b> .....	<b>8</b>
<b>4. Social Media Policy</b> .....	<b>9</b>
<b>5. Drum and Bugle Corps – General Information</b> .....	<b>11</b>
<b>6. Drum and Bugle Corps – 2022 Season</b> .....	<b>12</b>
6.1 Phases .....	12
6.2 School Conflicts .....	12
6.3 Flying Home .....	13
6.4 Free Days .....	13
6.5 Packing List .....	13
<b>7. Drum and Bugle Corps – Procedures</b> .....	<b>14</b>
7.1 Equipment Truck .....	14
7.2 Buses .....	14
7.3 Uniforms .....	14
7.4 Housing Sites .....	15
7.5 Communications .....	15
7.6 Photo Identification .....	15
7.7 Promoting Pacific Crest .....	15
7.8 Support Staff .....	16
<b>8. Drum and Bugle Corps – Membership</b> .....	<b>16</b>
8.1 Outstanding Financial Obligations .....	16
8.2 Prior Dismissal for Cause .....	16
8.3 Understudies .....	16
8.4 Withdrawing from Pacific Crest .....	16
8.5 Dismissal .....	16
8.6 Fees and Policies .....	17
<b>9. Drum and Bugle Corps – Health and Wellness</b> .....	<b>17</b>
9.1 Food Service .....	17
9.2 First Aid Kits .....	17
9.3 Medical Treatment .....	17
9.4 Hydration and Nutrition .....	18
<b>10. Drum and Bugle Corps – Code of Conduct</b> .....	<b>18</b>
10.1 General Information .....	18
10.2 Drum Corps International (DCI) Code of Conduct .....	18

## 1. Mission, Vision, and Values

For the purposes of this Program Participant Handbook, “Program Participant” includes all individuals who are directly served by Pacific Crest Youth Arts Organization performance and educational programming. These include, but are not limited to, Drum and Bugle Corps performers and applicants, educational camp and clinic participants, and private lesson students.

### **Mission Statement**

The mission of Pacific Crest Youth Arts Organization (PCYAO) is to provide superior educational and competitive performing arts programs that change the lives of young people in the greater Southern California region and prepare them for leadership in a fast-moving world.

### **Vision Statement**

We will enrich our communities with diverse, passionate leaders of character, who are committed advocates for participation in, and support of, the performing arts.

### **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 adversity, we can achieve the highest level of excellence.

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

Pacific Crest is a metaphor for a values-centered life. A youth arts program is at its best when its Program Participants and staff embrace a common set of values to achieve a common purpose that is greater than the sum of its individuals. Within this context, our primary job is not to create the best drummers, horn players, and marchers; our job is to help our Program Participants develop into great people.

*(Remainder of page intentionally blank)*

## 2. Participant Protection

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

- Program participant and employee handbooks
- Training and consistent reinforcement on policies and 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

In addition to the policies herein, Program Participants should familiarize themselves with the following youth protection policies, which can be found on our Website at [pacific-crest.org/policies](http://pacific-crest.org/policies).

- Criminal Background Check Policy
- Compliance and Ethics Reporting

### 2.1 Reporting Violations of Policy

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

### 2.2 Prevention of Bullying & Harassment

Pacific Crest strictly prohibits bullying and harassment between and among Program Participants and staff.

#### What is It?

<b>Bullying</b> 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.	<b>Intimidation</b> The process of frightening others. Intimidation includes using verbal threats, put-downs, or physical force.	<b>Vulgar Writings</b> 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.
--	---	---

### **Inappropriate Actions**

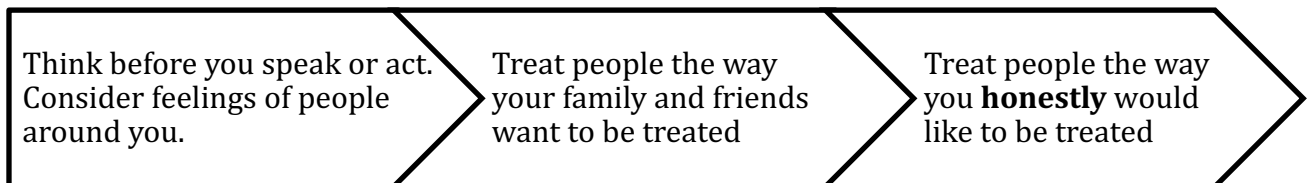
Physical conduct that degrades or shows hostility or aversion toward an individual because of that individual's race, color, gender, national origin, religion, age, sexual orientation, or disability (or that of an individual's relatives, friends, or associates).

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.

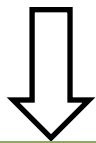
Leering, gestures, display of sexually suggestive objects or pictures, cartoons, or posters. Sexual harassment also includes: Continuing to express sexual interest after being informed that the interest is un-welcomed; making reprisals, or threats of reprisal, following a negative response to sexual advances, or following a sexual harassment complaint.

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;

### **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 CEO shall be notified. \*

The CEO 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**

Program Participants are prohibited from engaging in any act or incident of retaliation. Any Program Participant 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 Program Participants 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.

## **2.3 Antidiscrimination 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 Program Participants. 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 programs. 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 personnel (including Program Participants, staff, and volunteers) have a duty to report suspected violations of this (or any policy at Pacific Crest). Reports are

encourage, and 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](https://MyPrivateReport.com/pacific-crest).

All Program Participants are expected to assume responsibility for maintaining an environment that is free from bullying, discrimination, harassment and retaliation. Program Participants 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 Program Participants.

**For Drum Corps performers:** This policy also 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, or related social function.

### **Program Participant Rights**

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

### **2.4 Alcohol and Drug Consumption**

Program Participants shall not consume alcohol or tobacco products during their time with a Pacific Crest program. This includes Program Participants 21 years or older, including Drum Corps performers on free days.

Program Participants shall also not engage in the use of Federally classified illegal drugs, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack cocaine, barbiturates, and diet pills during the term of this Contract. The CEO may terminate a Program Participant immediately without the obligation for further compensation if this provision is breached.

### **2.5 Sexual Conduct and Harassment Policy**

Program Participants are expected to maintain an appropriate relationship at all times with their peers and staff. Inappropriate comments or behavior will not be tolerated. Fraternalization between Pacific Crest staff and Program Participants is not consistent with the educational goals of Pacific Crest and therefore is prohibited.

To further protect minors, any staff or Program Participant who engages in sexual conduct with a Program Participant younger than 18 years of age will be dismissed for cause immediately and are subject to prosecution to the fullest extent of the law.

When a youth program is not in session, for example during the Drum Corps off-season, staff who date or engage in sexual conduct with a former Program Participant still eligible for participation, may not return as a staff member of that particular program.

Program Participants who create, through word or action, a hostile environment for their peers or staff are subject to dismissal. Examples of inappropriate behavior include:

- Requests for sexual favors
- Demeaning sexual inquiries and vulgarities
- Discussion of sexual behavior
- Offensive language
- Other verbal or physical conduct of sexual or degrading nature
- Sexually offensive, explicit or sexist signs, images or literature in plain view
- Offensive and vulgar graffiti

Decisions about what constitutes inappropriate behavior will be made by the senior staff member present at any time.

## 2.6 Mandated Reporters

All Pacific Crest personnel (including Program Participants, staff, and volunteers) 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](https://myprivatereport.com/pacific-crest).

**Staff are legally required to report any suspicion of child abuse or neglect to the relevant authorities.**

## 3. Community, Diversity, Equity and Inclusion (CDEI)

PCYAO acknowledges that equal opportunity for all persons is a fundamental human value. Each Program Participant, employee, volunteer, and vendor will be considered on the basis of individual ability and merit, without regard to race, color, age, religion, national origin, disability, sexual orientation, sex, or marital status.

### Rationale for CDEI

As PCYAO develops and grows, it is an imperative aspect of our planning to not only reflect our communities but to also exemplify positive trends in education, competition, and building awareness through sustainability, leadership and example.

### Intent for CDEI Compliance

By implementing accepted best practices through organizational leadership, PCYAO will consider opportunities for building community, diversity, equity and inclusion in our planning, operations, staffing, Program Participants, leadership and policies. We identify this as an ongoing process, and have established a Board level committee to ensure and assess accountability.



## **CDEI Goals**

I. Through organizational leadership and planning, collaborate and develop partnerships, which consider and support CDEI values at all levels of operation, programs, outreach and growth.

II. Provide opportunity for diverse viewpoints in our planning and internal operations in order to create and develop a collaborative environment where diversity and inclusion are valued and quality is assured.

III. Create opportunities that expand boundaries and promote leadership through a challenge of activities, programs and services

## **Accountability and Assessment**

PCYAO will demonstrate observable impact and accumulate data that provides proof of progress toward CDEI directives.

## **Closing Statement of Commitment**

One of the reasons why PCYAO has flourished and grown is that we consciously provide what is referred to as the “PC Family.”

The Board and staff realize that we are entrusted with the welfare and care of every Program Participant, and we are an experience that will build a lifetime of commitment, leadership, team-building, and individual confidence.

It is our goal that this results in a life-long passion for music and the arts, and an interest and commitment to supporting Drum Corps; however, we primarily wish our Program Participants to be successful, compassionate, confident and concerned individuals who feel that they have grown and been motivated through their experiences with Pacific Crest.

To this end, PCYAO is – and will continue to be – actively committed to the acceptance, awareness and thought processes that are learned through practices of community building, diversity, equity, and inclusion.

## **4. Social Media Policy**

Social media is a powerful communication tool that has a significant impact on organizational and professional reputations. Because it blurs the lines between personal voice and institutional voice, Pacific Crest has crafted the following policy to help clarify how best to enhance and protect personal and professional reputations when participating in social media.

Social media is defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Examples include but are not limited to Facebook, Instagram, Discord, LinkedIn, Snapchat, Twitter, and YouTube.

Both in professional and institutional roles, Program Participants need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with others apply online as in the real world. Program Participants are liable for anything they post to social media sites.

## **Policy**

**Protect confidential and proprietary information:** Do not post confidential or proprietary information about Pacific Crest, its program participants, staff, or alumni. Program Participants who share confidential information do so at the risk of disciplinary action or withdrawal from the program.

**Age-Inappropriate Content:** Due to participation by Program Participants under the age of 18 on personal social networking sites, any sexual or otherwise age-inappropriate content is grounds for disciplinary action or withdrawal from the program.

**Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of Pacific Crest.

**Do not use Pacific Crest logos for endorsements:** Do not use the Pacific Crest logo or name on personal social media sites or to promote a product, cause, or political party or candidate.

**Terms of Service:** Obey the Terms of Service of any social media platform employed.

## **Guidelines**

This section applies to those posting on behalf of Pacific Crest, though the guidelines may be helpful for anyone posting on social media in any capacity.

**Think twice before posting:** There is no privacy in the world of social media. Consider how posts may reflect both on the poster and Pacific Crest. If you are unsure about posting a comment or response, ask the CEO for direction.

**Strive for accuracy:** Review content for factual, grammatical, and spelling errors.

**Remember your audience:** A presence in the social media world is or easily can be made available to the public at large. This includes current and prospective Program Participants, parents, etc. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.

**On personal sites, do not reference the organization in your personal views.** If you identify yourself as a Pacific Crest Program Participant online, it should be clear that the views expressed are your own, and not necessarily those of Pacific Crest.

**Photography:** Photographs posted on social media sites can easily be appropriated by visitors. Consider posting images at 72 dpi. Images at that size are sufficient for viewing on the web, but not suitable for printing.

### **Institutional Social Media**

If you post on behalf of Pacific Crest, in addition to the Pacific Crest Media Relations Policy, the following policies must be adhered to in addition to all policies and best practices listed above.

**Notify the CEO:** Program Participants who have a social media page for a group of other Participants (e.g., PC Trumpet Page) or would like to start one should contact the CEO for coordination with all other Pacific Crest media. All institutional pages must have an authorized Pacific Crest staff identified as being responsible for content.

**Acknowledge who you are:** If you are representing Pacific Crest when posting on a social media platform, acknowledge this.

**Link back to the Organization:** Whenever possible, posts should be brief, redirecting a visitor to content that resides within the Pacific Crest organization.

**Protect the institutional voice:** Posts on social media sites should protect Pacific Crest by remaining professional in tone and in good taste.

### **Section run Social Media**

A Pacific Crest Administrator should be on all platforms, accounts or pages representing the organization. Examples include but not limited to Color Guard Instagram, Percussion Discord Channel, Brass Facebook Group, etc.

### **Violation and Sanctions**

Program Participants alleged to have violated the policies stated above may be referred to the CEO or the Ethics, Compliance and Integrity Committee – depending on the nature of the violation. Those found to be in violation of the policies may be asked to remove or edit the post, or may face disciplinary action, up to and including withdrawal from the program.

## **5. Drum and Bugle Corps – General Information**

### **Contacts**

Stuart Pompel, Chief Executive Officer  
Office: 909-287-1310  
[stuart.pompel@pacific-crest.org](mailto:stuart.pompel@pacific-crest.org)

Chris Henderson, Drum Corps Manager  
[chenderson@pacific-crest.org](mailto:chenderson@pacific-crest.org)

Edward Martin, Operations Manager  
[emartin@pacific-crest.org](mailto:emartin@pacific-crest.org)

Jen Guldner, Business Manager  
[BusinessManager@pacific-crest.org](mailto:BusinessManager@pacific-crest.org)

Performers should direct questions to section leaders, veteran performers, or a drum major before going to an instructor or an administrator. **For parents**, please start with your son or daughter. If you cannot find your answer, or in the case of an emergency, contact one of the individuals above.

## 6. Drum and Bugle Corps – 2022 Season

### 6.1 Phases

Our 2022 schedule is broken into phases that may be modified, as needed.

#### **Phase 1: Winter and Spring Education (December 2021 through May 2022)**

This phase consists of in-person and remote educational activities, including rehearsal camp weekends, lessons, video assignments, meetings, and masterclasses.

#### **Phase 2: Spring Training (June 4 – June 23)**

We move in on Saturday, June 4, to commence our spring training phase. During this phase, our primary objective is to coordinate our field show production. Pacific Crest provides housing and meals during this phase. Performers sleep in the gym or other large space, and shower in the locker rooms.

For information about **meals**, see Section 9.1: Food Service.

For a **packing list** for Spring Training and Tour, see Section 6.5: Packing List.

#### **Phase 3: Tour (June 24 – August 14)**

The corps plans to maintain a local home-base during the first part of this phase, which includes performances in Southern California and two weekend tours. Our current plan (subject to change) is to depart for a four-week national tour on July 16. All performers will fly home (on their own) Sunday, August 14, from the Indianapolis Airport (IND).

### 6.2 School Conflicts

**During Phase 1:** During the academic year, your school events take priority over Pacific Crest. You may miss up to **two** full **rehearsal** camp days due to school conflicts. These may be taken as **two** full days, **four** partial days, or a combination that sum to **two** days. School conflicts may include the following:

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

**IMPORTANT TIP:** If you must miss more than **two** full days, contact the Corps Manager. **We recognize that flexibility is required during Phase 1.** Communication is key to finding a solution.

**During Phase 2:** If you are still in school during Spring Training, we urge you to request the chance to take final exams early and/or miss the last days of school. You may request a letter from the CEO that confirms your participation in Pacific Crest.

**If your school year ends in mid-to-late June — and you must miss most or all of the early June rehearsals — your status will likely be switched to Understudy.** A performance spot cannot be guaranteed if missing that much Spring Training (see Section 8.2: Understudies.)

### 6.3 Flying Home

**Your tuition does not include a flight home from DCI Championships.** Students must arrange their own travel from Indianapolis Airport the Sunday after DCI Finals. The corps is dropped off at the Indianapolis Airport around 1 am that Sunday morning. The airport provides a resting area for all corps members until it opens at 5:00 am. At that time, you may go upstairs to check in for your flight.

### 6.4 Free Days

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.

### 6.5 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 sleeping area in one trip.**

#### Rehearsal

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

#### Showering

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

#### Clothing

- Extra underwear and socks
- Jacket and sweatshirt
- Long pants
- Shorts
- Sweats

#### Sleeping

- Clothes to sleep in
- Pillow
- Sleeping bag
- Twin-sized air mattress
- (NOTE: Cots are not allowed since they may damage a gym floor)

Laundry is scheduled every 10 – 13 days, so pack accordingly.

## 7. Drum and Bugle Corps – Procedures

### 7.1 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

### 7.2 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 the corps manager’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.

### 7.3 Uniforms

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

- Musician Undergarments: biking-style shorts; compression shirts (included with your

tuition); full-length plain black socks without stripes.

- 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 the Corps Manager so repairs can be made.

Uniform etiquette:

- No running, eating, use of profanity, 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

## 7.4 Housing Sites

Our housing sites may 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.
- Leaving a housing site is not permitted because we cannot manage safety offsite.
- 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

## 7.5 Communications

Performers are required to join and subscribe to the Slack, an enterprise level text messaging application to receive information throughout the preseason and season.

## 7.6 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.

## 7.7 Promoting Pacific Crest

All performers and their families should actively promote our performances, fundraisers and social media.

## 7.8 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 the Corps Manager. We will do our best to resolve the situation amicably.

# 8. Drum and Bugle Corps – Membership

## 8.1 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.

## 8.2 Prior Dismissal for Cause

If you were dismissed for cause by a prior ensemble, an investigation may be initiated by our Ethics, Compliance, and Integrity Committee. Prior dismissal for cause will not automatically bar you from participating with Pacific Crest, but the results of an investigation may lead to termination of your Performer Agreement or some level of modification to your participation.

## 8.3 Understudies

**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 the Corps Manager.

Understudies continue participating, but are not guaranteed a performance spot in competitions. Refer to our current Tuition and Fees Policies ([pacific-crest.org/member](http://pacific-crest.org/member)) for details about a status change.

## 8.4 Withdrawing from Pacific Crest

To withdraw from Pacific Crest, request a Withdrawal Form from the CEO. **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.**

## 8.5 Dismissal

**If dismissed for cause** (See *Section 10: Drum and Bugle Corps – Code of Conduct*), a tuition credit will be calculated based upon the Withdrawal Due to Personal Reasons section of our Tuition and Fees Policies.

**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.



## 8.6 Fees and Policies

Current fees and policies can be found on our Website at [pacific-crest.org/fees](http://pacific-crest.org/fees).

# 9. Drum and Bugle Corps – Health and Wellness

## 9.1 Food Service

At rehearsal weekend 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!**

- Do not eat off-site or order food for delivery 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.

**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.

We strive to provide a balance of nutrients at each meal. **It is *your* responsibility, however, to consume a balanced diet at each meal.**

**IMPORTANT TIP:** After rehearsal, you will eat first. On show days, particularly, this allows time to prepare the mobile kitchen for departure to the stadium.

## 9.2 First Aid Kits

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.

**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.

## 9.3 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.

**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.

## 9.4 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.

# 10. Drum and Bugle Corps – Code of Conduct

## 10.1 General Information

- All corps performers must abide by the Drum Corps International code of conduct (*see Section 10.2*)
- 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.
- We have zero-tolerance regarding illegal and dangerous behavior.
- Bullying, hazing, and sexual harassment are not tolerated (*see Section 2.2*)
- Discrimination is not tolerated (*see Section 2.3*)
- 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.**

## 10.2 Drum Corps International (DCI) Code of Conduct

The following performer-related items are reproduced from the DCI Code of Conduct.

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.