



# Policies and Procedures

*Revised: January 15th, 2022*

7th Regiment Drum and Bugle Corps (7th Regiment) operates with an environment of pride, safety, inclusivity, and professionalism. General guidelines for all members, staff, and volunteers include:

1. Act in a professional manner consistent with the heritage and culture of 7th Regiment, as well as an ambassador of the state of Connecticut.
2. Respect each other; the educational and management staff; volunteers; and members of other performing units.
3. Obey the law.
4. When in doubt, ask for guidance.

Members, Staff, and Volunteers of 7th Regiment are expected to follow all policies and procedures outlined in this handbook as well as any specific instructions given by the Executive Director or their designees. Failure to adhere to the policies and procedures of 7th Regiment, which include those listed in this handbook as well as those given by the Corps staff, will result in disciplinary action. 7th Regiment disciplinary actions include but are not limited to:

- Removal from rehearsal
- Suspension from future rehearsal(s)
- Specific seating during travel
- Probationary participation status
- Expulsion from the Corps

Any financial consequence that is incurred as a result of expulsion from the Corps, including but not limited to meal, travel and housing expenses, while traveling with the Corps is the responsibility of the individual member or parent, staff, or volunteer.

**We will STRICTLY enforce all of these policies and procedures without regard to member's/staff's/volunteer's position in the Corps or to potential competitive consequences.**

## **Non-Discrimination Statement**

7th Regiment provides equal opportunities to all staff, volunteers, applicants, and members without regard to race, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status, in accordance with applicable federal, state and local laws. To this end, 7th Regiment expressly prohibits any form of unlawful discrimination in regards to race, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status. All staff, volunteers, applicants, and members are responsible for assuring that 7th Regiment is free from discrimination of any kind. Improper interference with the ability of anyone associated with 7th Regiment to perform their expected duties in a healthy and safe environment will not be tolerated.

## **Non-Fraternization Policy**

7th Regiment holds our staff and management to the highest degree of ethical and professional behavior. Our management/staff-member non-fraternization policy is established in order to promote the efficient and fair

operation of the organization, to avoid conflicts of interest, misunderstandings, complaints of favoritism, morale problems, questions, and sexual harassment. As such, all management and staff are prohibited from unethical or inappropriate fraternization with members, including, but not limited to, dating, pursuing a date, and having or pursuing a romantic or sexual relationship with students.

The nature of our activity results in situations where we have a mix of marching members that are *adults* (members over the age of 18) and *minors* (members under the age of 18). ***Per DCI's regulation, intimate relationships between adults and minors are prohibited, regardless of applicable law or circumstances.***

- Staff members who engage in sexual conduct with a current member of the corps (of any age), or any participant in our educational programs or auditions, will be dismissed for cause immediately. If the corps is on tour, dismissed staff members will be responsible for any resulting transportation costs.
- Staff members who engage in sexual conduct with a member younger than 18 years of age will be dismissed for cause immediately and are subject to prosecution.
- After the end of the season, staff members who date or engage in sexual conduct with a member (of any age) from a prior year who is still eligible for membership may not return.

It is also expected that members will not enter staff and support staff sleeping areas. There will never be a reason to spend time in those private areas. Those areas are like bedrooms and are where adults change clothes, sleep, and store personal items.

### **Sexual Misconduct**

Sexual misconduct, including sexual harassment, non consensual contact, sexual exploitation, and stalking, are all forms of sexual discrimination that are in many cases, unlawful, and are inconsistent with the values of 7th Regiment Drum & Bugle Corps.

*Sexual Misconduct* is defined as ANY unwelcome sexual advance, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. These include but are not limited to:

- unwelcome sexual (or sexual in nature) advances
- requests for sexual favors
- unwanted, abusive, threatening, or obscene exchanges
- making graphic verbal commentaries about an individual
- making sexually derogatory comments, epithets, slurs, and jokes
- using sexually derogatory words to describe an individual

These unacceptable exchanges are not limited to face to face physical contact; they can include verbal exchanges and exchanges through online social media including but not limited to messages or images.

*Sexual Assault* includes any sexual act perpetrated against a person's will or where a person is unable to give consent because of their physical or mental incapacity, because they are below the minimum age of consent (18) or because they are incapacitated due to the use of drugs or alcohol. This includes

- Any sexual contact without the consent of an individual
- Statutory rape - any sexual contact with an individual under the laws of the state where the incident occurred

*Sexual Exploitation* includes taking sexual advantage of another person for the benefit of oneself or a third party without the knowledge or consent of that individual. Examples include, but are not limited to -

- Voyeurism, or permitting others to witness intimate activity of another person without their consent

- Indecent or lewd exposure, or inducing others to expose themselves without consent
- Recording any person engaged in sexual, intimate, or private activity without consent
- Distributing personal sexual information, recordings, or images without consent

*Stalking* is engaging in a course of conduct directed at a specific person that would cause a person to fear for their safety and suffer emotional distress. This includes conduct that occurs electronically and through social media.

### **Consent**

In all cases of sexual misconduct, the determining factor will be whether consent was given. Consent must be freely given, and mutually understood. Consent requires an affirmative act or statement between each participant. Consent is not passive.

- If coercion, intimidation, threats, or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the situation, there is no consent.
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent (18), there cannot be consent.
- Consent to one form of activity does not imply consent to another.

### **Bullying/Cyberbullying**

Members of 7th Regiment at all times will demonstrate respect for others and contribute to the well-being of the organization. Bullying and Cyberbullying are prohibited and will result in disciplinary action up to and including dismissal from the organization.

*Bullying/Cyberbullying* is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a member or members that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the member or members in reasonable fear of harm to the member's or member's' person or property;
2. Causing a substantially detrimental effect on the member's or member's' physical or mental health;
3. Substantial interfering with the member's or members' on-field performance; or
4. Substantially interfering with the member's or member's' ability to participate in or benefit from the services, activities, or privileges provided by 7th Regiment.

Bullying/Cyberbullying may include a pattern of any one or more of the following:

1. Gestures aimed at other individuals that may be considered rude, offensive or obscene
2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, using angry and vulgar language, pretending to be someone else and sending or posting material to get that person in trouble, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, computer, or other electronic device.
3. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Repeatedly and purposefully shunning or excluding from activities.

***All forms of bullying are not tolerated within the organization and are grounds for dismissal.***

### **Anti-Hazing Policy**

Hazing is defined as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate. Hazing may include, but is not limited to, tattooing, piercing, head-shaving, branding, sleep deprivation, physical punishment (paddling or hitting), kidnapping, consuming unreasonable/unacceptable foods or beverages, being deprived of personal hygiene and/or inappropriate sexual behavior.

7th Regiment will obey all applicable laws combined with common sense and a concern for the health, safety, and positive experience of our membership in all areas.

### **Reporting of Incidents**

Members, instructional staff, management, or volunteers who believe they are, or have been, the victim of sexual misconduct, bullying/cyberbullying, or hazing, or any member, instructional staff, management team, or volunteer, who witnesses such acts or has good reason to believe they are taking place, should report the situation to the Executive Director or any adult staff member immediately. Retaliation against any person who reports such acts in good faith, who is thought to have reported such acts, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations is prohibited and will result in formal disciplinary action. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Intentionally making false reports about sexual harassment, bullying/cyberbullying, or hazing to management is prohibited and will result in formal disciplinary action.

Disciplinary action, up to and including dismissal, will be taken with respect to any member, employee, or volunteer of 7th Regiment who is found to have committed or participated in an act or acts of sexual misconduct, bullying/cyberbullying, or hazing against another member, employee, or volunteer.

Reports of sexual misconduct, bullying/cyberbullying, and hazing are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the incident reported, and may include intervention, investigation, and the initiation of disciplinary processes. Where the incident is found to have occurred, 7th Regiment will act to stop the reported incident, act to prevent its recurrence, and discipline those responsible.

### **Confidentiality**

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with 7th Regiments' legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

### **Whistleblower Reporting**

While we hope that all those who come in contact with 7RYPAO and 7th Regiment feel unhindered and unthreatened in raising concerns, complaints, and issues, we recognize that it is essential to also provide for confidential and anonymous submission of such concerns, complaints, and issues, to ensure the 7RYPAO and 7th Regiment has the full opportunity to investigate and address any potential violations of policy, law, or ordinance in the conduct of our activities.

Members, staff, and volunteers may report any concerns or issues via an anonymous form included on the Safety section of our website. The report will be sent to the Board President, a designated Board Member, as well as to a designated Member's Parent or Guardian.

### **Controlled Substance & Alcohol Policy**

Regardless of age, no member, staff, or volunteer of 7th Regiment may possess or use any type of controlled substance or alcoholic beverage while participating in any corps activity. Members, staff, or volunteers found possessing or using any alcohol, marijuana, narcotic, opioid, controlled substance, or illicit substance will be **expelled** from the Corps, at the discretion of the Corps Director, and sent home AT THEIR OWN EXPENSE, or turned over to local authorities. Any member who violates this policy and is expelled from the Corps will not be eligible for a refund of fees or for future membership in 7th Regiment. Any staff member or volunteer who violates this policy and is expelled from the Corps will not be eligible for future employment or volunteer opportunities in 7th Regiment. Members, staff, or volunteers found purchasing/selling alcohol, marijuana, narcotic, opioid, controlled substance, or illicit substance from/to other members, staff, or volunteers will be subject to the same policies and whatever local laws apply.

### **Smoking Policy**

7th Regiment does NOT permit the use of any tobacco products, including vaping, by its members.

### **Background Check Policy**

All administrative staff, instructional staff, and volunteer staff are required to participate in a yearly background check. The background check is provided by 7th Regiment through Camp Background Checks (<http://www.campbackgroundchecks.com/>).

### **Member Health and Wellness**

#### *Illness and Medical Issues*

Drum & Bugle Corps is a physically, mentally, and emotionally demanding activity. Because of the nature of this activity, members occasionally suffer illness or injury. Any member who becomes ill or injured will be taken to the nearest hospital or clinic for treatment if required. Those who are too ill or injured to complete the rehearsal or tour will be sent home.

All members are required to complete a Medical Information & Consent Form and a Medical Evaluation Form that will be reviewed by the Health and Wellness Director. A completed paper copy of the Medical Information & Consent Form must be submitted upon registration at first camp attended. Once contracted, members must have their Medical Evaluation Form completed by a licensed physician and submitted as soon as possible.

#### *Health Insurance*

7th Regiment does not provide medical insurance to its members. Your personal medical insurance will apply and you will be responsible for any related expenses. It is highly recommended that all members have health insurance coverage for the entire summer.

#### *Medications*

Members are responsible for knowing the following:

- WHAT medications they are taking, including any medications taken on an as needed basis.
- WHEN they need to take their medications.
- WHERE they need to go to get their medications refilled.
  - If possible, have their prescription filled at a nationwide pharmacy such as CVS, Wal-Mart, Walgreens, or Rite-Aid so they can be filled anywhere the Corps may be while on tour.

Members are expected to adhere to the following medication guidelines:

- All members are expected to carry a list of the medication names, dosage, and frequency of administration with them, as well as a list of any allergies to medications.
- All medications should be in the original labeled pharmacy bottles.
- If your insurance plan has a separate prescription card, please provide us with a copy of that and carry that with you on tour or you may have to pay full price for medications if they are needed.
- You **MUST** have your healthcare provider complete an Individual Health Care Plan if you have special health issues. This is especially important for those who require controlled medications that cannot be refilled by telephone, such as ADD/ADHD medicines. It is very important to make and follow a plan for refills of your medications. **DO NOT** rely on the Corps staff to make those plans! Narcotic medications are not allowed on tour unless arrangements are made prior to tour.
- Keep the medical staff informed of any medication changes.

### *Footwear*

Members must wear footwear **AT ALL TIMES**, including but not limited to, rehearsals, on the field, in the gym, in the locker rooms, on the bus, and in the food line. Members are required to wear comfortable athletic shoes during rehearsals. Members should have at least two pairs of athletic shoes and a pair of flip-flops.

### *Hydration*

Members are required to carry a one gallon water jug at all rehearsals. Water jugs with cloth coverings are not practical when sanitizing on tour. Members are encouraged to fill their jug with **WATER ONLY** before the start of each rehearsal. Water jugs should be emptied and cleaned thoroughly after each rehearsal to help prevent harmful bacteria from forming.

Members will be given frequent water breaks during rehearsal. Members will not be permitted to leave the practice area during these breaks. The corps will make Gatorade/sport drink available to members during meals, as well as during rehearsals when the heat is excessive.

Members who become dehydrated may experience the following symptoms:

- Infrequent urination with apple juice colored urine
- Fatigue, more than you would expect for the level of activity you are doing
- Headache, weakness, lightheadedness, dizziness, or feeling faint
- Nausea or vomiting
- Muscle cramps in abdomen, arms, or legs
- Lack of sweat

Members, staff, and volunteers are expected to be aware of these symptoms of dehydration and immediately notify a staff member or volunteer if they occur.

### *Eye Care*

All members who wear glasses or contact lenses should bring a pair of glasses and/or enough contact lenses to last the entire tour.

### *Skin Care*

All members are strongly urged and expected to apply sunscreen when practicing outdoors. All members are required to wear hats as well.

### *Food Policies*

Members are expected to eat the meals provided by the Corps during camps, rehearsals and performances during scheduled meal breaks. The Corps serves wholesome, good tasting meals that are balanced to provide all nutritional needs appropriate to the mental and physical needs of performance. If a member, staff, or volunteer has a specific dietary need or restriction due to a medical condition or preference (i.e. gluten free, diabetes, vegan), please make sure you notify the Corps administration. Every reasonable effort will be made to accommodate these needs.

### *Lights Out Policy*

A competitive Drum & Bugle Corps is an athletic organization that requires proper physical care for each member. The management of the Corps will strive to provide the corps with ample sleep time. It is the corps member's responsibility to sleep when scheduled. Thus, when lights are out, all members are expected to be in their sleeping bag and all conversation should cease. No member may stay up after lights out unless cleared by the Executive Director. Members who violate this policy are subject to disciplinary measures.

### **Social Media Etiquette**

Members, staff, and volunteers who are contracted or working with 7th Regiment are expected to refrain from posting media (pictures/video) and opinions about 7th Regiment or other organizations on social media outlets that could be perceived as being representative of 7th Regiment on any issues or preempting an announcement. The creation of public social media sites, for the sole purpose of representing 7th Regiment, is not permitted.

Members, staff, and volunteers are expected at all times to refrain from making any solicitations for money, donations or assistance, that is in competition with the organization's overall efforts to raise funds to benefit all programs.

Members, staff, and volunteers of 7th Regiment are not permitted to post rehearsal videos of 7th Regiment without the direct permission of corps administration.

### **Photos and Video**

By accepting membership into the Corps, each parent, legal guardian, or member of the Corps grants permission to the Corps and its representatives to take and use: photographs, digital images, or videos for use in news releases and promotional materials. These materials might include printed or electronic publications, web sites or other electronic communications. The member name and identity may be revealed in descriptive text or commentary in connection with the image(s). The use of these images will be without compensation to the member or corps. All negatives, prints, digital reproductions shall become the property of 7th Regiment Drum & Bugle Corps.