



Handbook and Policy Manual

BOD approval: October, 2026

Our Mission: *To inspire young people to discover their potential and achieve excellence through the transformative power of the marching arts. By developing exceptional performers, we create exceptional performances that ignite audiences and share the excitement and power of our activity with communities everywhere.*

Our Core Values: To promote our mission statement, we, as an organization, are committed to the core values of respect, responsibility, and commitment. We strive every day to uphold these ideals in education and performance.

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Membership Information

An Overview of the Year

- The Spartans Drum & Bugle Corps' pre-season starts with the November Camp. In December, January, and February, April and May there will be one weekend long camp per month.
- After school has ended, the corps "moves in" for the start of the season. From this point on the members and staff are together rehearsing, competing and traveling.
- During the end of June/early July, the Spartans host their annual Friends & Family Show. This marks the start of our competitive season.
- Our tour typically begins during early July and continues through championship week in mid-August. During that time, the Corps is on the road and competing in shows around the country. Our tour ends at the annual Drum Corps International World Championship in Indianapolis.

Membership

The following is a brief description of the guidelines for membership as well as those qualities we value as an organization.

- o We accept applications for membership from young adults from 15 up to 21 years of age. Maturity and ability to handle the pace of the corps will be determined by the management and staff.
- o The number of participants is limited. We may field a maximum of 165 members.
- o Acceptance is based on a variety of factors. Musical and performance skill, capacity to learn in a dynamic environment, design considerations are all important factors in selecting members. We also seek to provide this opportunity to young people of good character, who demonstrate an understanding of and commitment to excellence and teamwork.
- o **Members must be able to meet medical, performance, and financial obligations, including medical screening and clearance from a qualified medical professional.**
- o A member must be able to participate in rehearsals as outlined in the attendance portion of this handbook.
- o A member must demonstrate the ability to effectively work as a member of a team.
- o All members will be interviewed throughout the early season to determine personality, fitness, and financial ability to handle all responsibilities asked of each member of the corps.

Attendance

The Spartans understand that balancing family obligations, work, school, a private life, and the expectations of drum corps membership can be difficult. It is because of that, Spartans want prospective members to know that membership in the corps is a serious time commitment and one that must be made thoughtfully.

Our success is determined largely by our ability to function as a team. When one is a Spartan, the other members of the team depend on them to be present when expected. When one fails to meet this obligation, they take away from everyone else's effort.

A member may not have more than one unexcused absence from a scheduled rehearsal, camp, or from scheduled performances. An unexcused absence includes:

- When a member is not present without explanation directly from that member to a staff member or administrator.
- When a member fails to notify a staff member or administrator directly at least 24 hours prior to the start of any camp or scheduled performance.

A member who violates this policy may have their membership revoked. All money paid to the organization up to the date of dismissal shall not be reimbursed.

If a member is going to be absent, the member must email info@spartansdbc.org AND contact their caption head. Caption heads will supply their members with their contact information.

Uniforms/costumes & Equipment

Members will be provided with a uniform and equipment. Once issued, members are responsible for the care of these items.

If any item issued to a member is damaged and it is determined by the Executive Director or designee that it is the result of negligence, the member shall be responsible for paying a fee, not to exceed the true value of the item, in order to replace or repair the damaged item.

Members are responsible for purchasing additional uniform/costume items which includes certain types of clothing worn under the uniform/costume. Members will be advised of the specifications for these items.

The organization will regularly have the uniforms cleaned and will pay for this expense. A member may choose to have their uniform cleaned more frequently, the cost and undertaking of which shall be the member's responsibility.

Transportation

Participants are encouraged to arrange their transportation well in advance of camp and move in dates. All participants are responsible for arranging transportation to and from the Spartans.

It is every member's responsibility to make sure that they are where they need to be at the time designated.

Cancellations

All members will receive emails through UltraCamp regarding rehearsal changes. Visit the corps' website (www.spartansdbc.org) to check for cancellations of performances, camps or rehearsals. Cancellation messages will also appear on the Spartans social media pages.

Housing

The corps travels frequently and is hosted at schools or similar facilities during the summer. All members are required to treat facilities with respect and care, following all rules set by the school or administration and taking initiative to clean up after themselves and peers. The survival of the drum corps activity relies heavily on maintaining a positive relationship and impression with housing sites.

School

School events should always be a member's first priority. Marching band performances, winter concert responsibilities, ensemble rehearsals etc., are always respected by the Spartans. However, members must inform the organization of all conflicts and must be able to maintain

their Spartans responsibilities. Studying for a test or completing homework is not a school conflict. When school is finished, Spartans must become a member's first priority.

Leadership

Each season, staff members select corps members to assume various leadership responsibilities in order to help us work efficiently. These corps members will be clearly identified by the staff and are veterans who understand what needs to happen, when it needs to happen and how it needs to happen. All members are responsible for being attentive and cooperative.

Volunteers

Each season, many members' parents, friends of the corps, and interested adults offer their skill and talent to make the year a success. They work with us to keep track of uniforms, prepare for our home show, assist with our fundraising efforts, supervise our buses and keep members fed.

These volunteers must be, like all other members of the Spartans organization, treated with respect and courtesy at all times. They sacrifice substantial portions of their free time to support our efforts without compensation and epitomize respect, responsibility and commitment.

We welcome people who are committed to the corps' values, who understand the principles we try to teach, and are willing to do whatever it takes to get a job done. Anyone who may be interested in supporting the organization by volunteering their time may contact Leah Dunbar at leah@spartansdbc.org.

Member Health and Spartans Drum and Bugle Corps

Drum corps is a very physical and mental activity. There is no way a member can handle this level of activity if there is not a desire to be physically fit and mentally able to handle the pressures of performing in front of thousands of people.

A medical questionnaire and medical screening conducted by a qualified medical professional must be submitted to the Spartans in order for an individual to be considered for membership.

Membership may be denied or revoked due to non-medical clearance or failure to complete the medical screening process. This process ensures that the Spartans are able to responsibly access the appropriate medical care for a member, if needed, and that participating in the drum corps activity will not further injure or damage a potential member's body or mental health. Potential members who have knee, ankle, back, asthma, sleep, heat concerns or any other physical/ mental health issues **MUST** make these issues known to us immediately. All members are responsible for managing their own prescription medications.

It is with the student's health in mind that we take such a careful look at each member's physical ability. Living on a bus, on a gym floor and practicing and performing for 12 hour days

can be tough on the body. We need all of our members to live a healthy lifestyle and have the ability to keep up with the hectic pace of performing.

Here are a few questions prospective members should ask themselves as they think about joining the corps:

- Can I handle holding my horn, drum or guard equipment for 12 to 14 hours a day?
- Can I work well in the heat of the summer, which may exceed 100 degrees?
- Can my body handle 14 hour days? Am I strong enough mentally and physically to be an athlete at the top of their game?
- Can I be away from home for eight weeks at a time?
- Can I handle the heat and the sun? Can I practice in the rain without any major issues?
- Can I handle sleeping on gym floors and buses, working off 8 hours of potentially low-quality sleep?
- If asked to run for 2 miles or march a show for 11 minutes, can I make it?
- Most important question...can I take the information given to me by the Spartans staff and make myself strong enough to handle the demands placed upon me to be a part of this great organization?

Lightning

In the event of a lightning storm, Spartans will wait 30 minutes after both the last sound of thunder and after the last flash of lightning is at least six miles away, and moving away from the location Spartans are located before resuming outdoor activity. Distance will be determined using readily available cellular phone applications.

In the event lightning is seen, but thunder is not heard, the Spartans administration and staff will consider all the known factors before making a decision to remain outdoors.

Concussion

Members of the Spartans experiencing potential concussion symptoms will be promptly removed from the rehearsal and evaluated by corps medical staff. When necessary members will be sent for further evaluation to clinics, urgent cares, emergency rooms or physician's offices. Members of the Spartans diagnosed with a concussion shall return to participation in accordance with the recommendations of appropriate medical personnel. These recommendations may take the form of return-to-play guidelines, Individualized Cognitive Action Plans (ICAP), or similar. Members returning to participation shall report any recurrent symptoms to corps staff, who shall immediately remove the member from the rehearsal for consultation with corps medical staff. Staff members who observe potentially concussion related symptoms at any time shall immediately remove the member from rehearsal and refer them for assessment by corps medical staff.

Heat and Hydration

The Spartans will take periodic wet bulb globe readings throughout any outdoor events and proceed with action based on the following chart:

Wet Bulb Globe Temperature Guidance for Drum Corps International Outdoor Rehearsals

WBGT	HEAT RISK	STANDSTILL		BASIC MARCHING & DANCE		FULL RUN THROUGH	
		WATER	REST*	WATER	REST*	WATER	REST*
		Quarts per hour	Minutes per hour	Quarts per hour	Minutes per hour	Quarts per hour	Minutes per hour
80-84.9°F	GREEN	1/2	6	3/4	9	1	12
85-87.9°F	YELLOW	3/4	9	3/4	12	1	15
88-90°F	RED	3/4	12	3/4	15	1	18
>90°F	BLACK**	1	15	1	18	1+	21

* Rest includes, but is not limited to: SHADED hydration breaks out of direct sunlight, sit down, allow chance for heart rate and body temperature to return to baseline.

** BLACK Heat Risk category requires enhanced vigilance for the symptoms of heat exhaustion.

NOTE: Wet Bulb Globe Temperature will be LESS than the Air Temperature! Wet Bulb Temperature is NOT the same as Wet Bulb Globe Temperature. Wet Bulb Globe Temperature requires measurements of wind speed, temperature, wet bulb temperature and solar radiation in order to be accurate. WBGT Heat Stress Tracker: <https://kestrelmeters.com/products/kestrel-5400-heat-stress-tracker>

Financial Obligations

Every member is required to fulfill their financial obligation to the organization. Drum corps is an expensive adventure. Prospective members need to be financially prepared to handle this responsibility. Tuition and fees for the current season are outlined in the Spartans membership agreement. All prospective members are required to have a credit card on file with the Spartans and an automatic payment plan. Payments are due on the outlined by the payment plan. The member understands that if the monthly payment has not been received, the credit card on file with the corps will be charged. Members on a payment plan must also have a credit card on file.

Financial aid may be made available to prospective members experiencing financial difficulties and may be requested by completing the appropriate form. Financial aid applications will be screened and assessed based on demonstrated need and other factors. Members who do not make their payments as required may have their spot placed on “reserve” or may have their membership terminated. **All financial issues must be addressed at the time of application.** Membership fees are for instructional costs, facility rentals, upkeep of equipment, meals, uniforms, and transportation to/from performances; therefore, all membership fees paid to the corps after signing a member agreement for the season are **NON-REFUNDABLE**.

Per Drum Corps International (DCI) policy, any member with outstanding tuition owed to the Spartans will be prohibited from participating in any other DCI organization in future seasons until their debt is paid in full. Any individual with outstanding tuition owed to other DCI organizations will be prohibited from membership with the Spartans.

Are there other costs?

Additional costs above tuition and registration fees are listed below:

- Each member of the brass section should supply their own mouthpiece. Additional information will be supplied by the brass staff over the course of the winter season.
- Battery and Front Ensemble members will be required to buy their own sticks and/or mallets if it is determined the sticks and/or mallets are not cared for properly. This cost is roughly \$40 per pair.
- Color guard members should provide their own gloves.
- All corps members are required to supply their own undergarments to wear with the corps' uniforms.

Code of Conduct

The following is the Code of Conduct for members of the Spartans. Registering for an audition with the Spartans indicates acceptance of the code of conduct. Infractions of the code of conduct may be grounds for immediate termination of membership/audition.

Please note that members who are dismissed from the corps while away are responsible for the expense of returning home. Additionally, any member whose membership is terminated for violating the code of conduct will be ineligible for a refund of any monies paid to Spartans Jr. Drum and Bugle Corps, Inc.

While in costume, know that . . .

- Our costume and necklace represents who we are. When it is worn, members represent every minute of hard work of every individual associated with the organization since 1955.
- Any individual who wears our costume or necklace identifies themselves as belonging to a legacy of achievement. By wearing our costume, a member identifies themselves with that legacy and makes a commitment to give the best they have to give.
- A member takes their place in a long line of champions and proud competitors. Like all who have worn it before, members make a statement about their commitment to passionately represent the corps with honor.

Personal Appearance

- While in costume and unless otherwise indicated by the staff and design team, long hair shall be tied back and worn up. If headgear is to be worn, hair should be tucked inside. Exact stylings will be dictated by the staff and design team.
- Jewelry shall not be worn while in uniform, except the corps necklace, unless otherwise indicated by the staff and design team.
- The membership may be allowed to wear a conservative amount of facial make-up and uniform earrings while in costume, only with approval of staff.
- Members are required to wear appropriate rehearsal attire. This includes coverage of private body parts with clothing. Any member determined to be wearing items or material that are not considered clothing will be directed to immediately put on appropriate clothes and may be subject to disciplinary action. Spartans staff reserve the right to make final decisions about appropriate clothing.

Etiquette

- Respect each other and those around us.
- Respect the need for sleep. When it is time to go to bed, go to bed. Do not engage in any behavior that could prevent or disturb the slumber of others. Do not wander the building or socialize.
- The use of abusive, profane, derogatory, or other inappropriate language/behavior is unacceptable.
- Be on time to all scheduled activities.
- Do not wander around facilities without permission. Assume spaces are off-limits unless told otherwise.
- During the pre-season and competitive season, members will learn our traditions of corps etiquette and how we display our respect to other corps.

- All members are expected to extend the highest respect for the Spartans, other organizations and corps members. This includes the use of social media such as, but not limited to, Facebook, Instagram, Discord, Reddit, etc.
- Members must be thoughtful about what they share on social media. Members should focus their energy on rehearsing the show and the corps success, and it will speak for itself.
- Members may not brag, complain, engage in conflict or gossip on social media (including Reddit, Discord, Instagram comments, direct messages, etc).
- Any individual who has made the commitment to become part of this organization has many reasons to be proud. Pride is different from arrogance. Arrogance lends itself to disrespect. Additionally, it is blinding and will lead to under-valuing the potential of our competition. Failure to respect the hard work and achievements of others will ultimately lead to failure as a team and failure on the field of competition.

Members represent the Spartans organization, in costume and out. While with the corps, please . . .

- Maintain a presentable appearance at all times. This includes but is not limited to all clothing worn during practice sessions and free time while with the corps.
- Do not run, behave immaturely, eat, or drink anything (except water) while in costume.
- Remember, only items approved by the Executive Director or designee may bear the Spartans' logo/name.

Smoking

- "Smoking" includes cigarettes, e-cigarettes, vapes, and marijuana. Use and possession of all are strictly prohibited at all times with the Spartans.
- **NOTE:** Many of Spartans rehearsal sites and overnight accommodations while on tour are at schools. It is unlawful to smoke anywhere on school property in most states.

Drugs and Alcohol

- The illegal use of drugs or alcohol is strictly prohibited. Spartans Drum and Bugle Corps maintains a zero-tolerance policy in this matter. A member found to have in their possession an illegal substance may be reported to local law enforcement.
- If a minor is found to have violated this policy, their parent or legal guardian shall be informed by a representative of the corps.
- Members who are of legal drinking age may not consume alcoholic beverages while they are with the corps. This includes rehearsals, camps, performances, and travel.
- Any member found to be in violation of this policy may have their membership terminated.

Cleanliness

Spartans are often guests at schools or other public facilities. Corps members are expected to treat the property of others with respect. Spartans has a tradition of leaving a host facility in better condition than it was when we arrived. Members must take care of their own belongings

and must clean up after themselves. Maintaining positive relationships with housing sites is essential for the future of the drum corps activity and for the reputation of the Spartans.

Hygiene

We spend most of our season in tight quarters, maintaining good hygiene is an important component of remaining healthy while on the road. Members are expected to maintain good hygiene habits by showering daily and laundering clothes when the opportunity is available.

Cell Phone Policy

Cell phones should be used only during appropriate non-rehearsal periods of the day. Participants may not use their cell phones during rehearsal unless required as a rehearsal tool. We strongly encourage members to connect with each in-person other during non-rehearsal times.

Dating

Corps staff members, administrators, and volunteers are forbidden from being in a romantic relationship with members of the drum corps.

Bus Behavior

While travelling on corps buses, appropriate bus behavior is critical to ensuring the travelling safety of the corps and to ensure that concerns do not arise that will negatively impact other members or the corps. Sexual activity is not permitted. Members may not throw items, engage in horseplay, or drum on seats, walls or other parts of the bus. Anytime the bus is in motion, members should remain seated. No member is permitted to sit in the driver's seat.

All members are responsible for keeping the area they are sitting in clean. Only light baggage, etc. may be placed on the storage racks above the seats.

Policy Appendix A: Member Protection

Discrimination

- Spartans Drum and Bugle Corps considers individuals for membership without regard to race, color, religion, nationality, gender, or sexual orientation.
- We strictly enforce a non-discriminatory policy. Any individual found to be in violation of this policy may be immediately excused from their responsibilities to the corps.
- Spartans prohibit harassment. Examples of harassment may include, but are not limited to, the following:
 - Threats, degrading comments or slurs
 - Written communication that could offend individuals in a particular group, such as references to racial or ethnic stereotypes or caricatures
 - Derogatory posters, photographs, cartoons, drawings, or gestures

Prohibition of Retaliation

Spartans prohibit retaliation against individuals for making a report of mistreatment or participating in an investigation into mistreatment. Making or threatening retaliation for reporting or threatening to report harassment or for participation into an investigation of a harassment complaint is prohibited.

Sexual Harassment

- Sexual harassment is defined as:
 - Any unwanted sexual advances
 - Requests for sexual favors
 - Visual, verbal, or physical conduct of a sexual nature that creates an intimidating, hostile, or threatening environment
- The following is a partial list of conduct that may be considered sexual harassment:
 - Making or threatening retaliation after a negative response to sexual advances or for reporting or threatening to report sexual harassment.
 - Physical conduct such as unwanted touching, assault, impeding or blocking movement.
 - Written communications of a sexual nature distributed in hard copy or via a computer network, suggestive or obscene letters, notes or invitations.
 - Making or using derogatory comments, comments about another's body or dress, slurs or sexually explicit jokes.
 - Leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, calendars or posters.
 - Offering preferential treatment in exchange for sexual favors.
 - Unwanted sexual advances or propositions.

Sexual Abuse

The Spartans prohibits and does not tolerate sexual abuse of any kind. Any staff, volunteers, or members who commit sexual assault shall be terminated immediately and law enforcement authorities shall be notified.

Hazing

Hazing is expressly prohibited under any and all circumstances by and between and among staff, volunteers, members or anyone within the Spartans. The term "hazing" shall mean any conduct or method of initiation into the Spartans, which wilfully or recklessly endangers the physical or mental health of any member or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such member or other person, or which subjects such member or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Bullying

Bullying is expressly prohibited by all staff, volunteers, or members. Bullying" means a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another member which:

- Physically harms an individual or damages the individual's property; Causes emotional distress to a member; Interferes with a member's educational opportunities; Creates a hostile educational environment; or substantially disrupts the orderly operation of the Spartans.
- "Bullying" shall include actions motivated by an imbalance of power based on a member's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the members association with another person and based on the other person's characteristics, behaviors, or beliefs.
- "Cyberbullying" means conduct defined in paragraph I of this section undertaken through the use of electronic devices. "Electronic devices" include, but are not limited to, telephones, cellular phones, computers, pagers, electronic mail, instant messaging, text messaging, and websites.

Grievance Procedure

This procedure applies only in programs or activities of the Spartans, regardless of whether such Spartans program or activity is conducted on or off Spartans property. A Spartans program or activity includes locations, events, or circumstances over which the Spartans exercised substantial control over both the complainant and the respondent and the context in which the harassment, bullying or discrimination occurred.

Any member, staff member or volunteer who believes that they have been discriminated against or harassed/bullied should report their concern promptly to a staff member. Any report received by a staff member shall be promptly reported to the Executive Director. Individuals may also file a whistleblower complaint through the Spartans website at <https://spartansdbc.org/whistleblower/>.

Upon receipt of a report of harassment/bullying or discrimination, the Executive Director, or their designee, shall take necessary steps to protect the reporting party and/or victim from retaliation or further inappropriate acts. The Executive Director, or their designee, shall investigate the report and gather evidence as to whether the offense occurred as alleged. At the conclusion of the investigation, the Executive Director shall decide the course of action, which may include termination of membership, employment, or other sanctions and remedies.

In reports alleging violations of law or child abuse or neglect, the Executive Director, or their designee, shall share the report and any necessary information, including but not limited to names, addresses, phone numbers, and dates of birth, with the relevant law enforcement

agency. Reports of child abuse shall also be promptly reported to the relevant child protection agency.

The Executive Director shall ensure that all reporting requirements pursuant to Drum Corps International/Winter Guard International policies are followed.

Whistleblower Policy

I. Purpose and Scope

The Spartans Drum and Bugle Corps (“Spartans”) requires the directors, volunteers, employees, and members of the Spartans and its affiliates to act ethically, practice honesty and integrity, and comply with all applicable laws, regulations and ordinances.

Spartans hopes that all will feel free to raise concerns with Spartans. Spartans recognizes the need to provide a mechanism for the confidential and anonymous submission of such concerns, to provide Spartans full opportunity to investigate and address potential violations of policy, law or ordinance.

The purpose of this Whistleblower Policy is to establish policies and procedures for:

- Submitting concerns from employees, directors, officers, members and other stakeholders on a confidential and anonymous basis regarding anything against the policies of the organization, including but not limited to:
 - Questionable accounting or auditing matters
 - Questionable business ethics
 - Conflicts of interest
 - Acceptance, provision or solicitation of bribes or kickbacks
 - Legal or regulatory violations
 - Unsafe practices or activities which unnecessarily endanger health or safety
 - Bullying or harassment and
 - Other actions which potentially compromise the integrity of Spartans
- The receipt, retention and treatment of concerns raised
- The protection of individuals raising concerns, and their families, from retaliatory actions.

II. Reporting Responsibility

Every director, volunteer, member, and employee of Spartans and its affiliates has an obligation to report issues as listed in Section I above.

Reports shall be made to the Executive Committee of the Spartan’s Board of Directors (the “Board”).

To ensure a confidential forum for reporting concerns, complaints and issues, Spartans has established a mechanism on its website, www.spartansdbc.org, to enable anyone to send an anonymous message directed to both the Executive Committee and Chairman of the Board. While a report may be submitted anonymously, the reporting person should understand that anonymity might impede Spartans' ability to conduct a complete investigation.

Should a member of the Executive Committee and/or Chairman of the Board be potentially involved in the reported issue, such issue shall be reported to any member(s) of the Board.

III. Investigation

On a case-by-case basis, the Board shall determine appropriate action. This may include referring the matter to the grievance procedure or appointing a committee of Board members to conduct an investigation, report the findings of such investigation back to the Board, and recommend appropriate corrective action.

The Executive Committee or other individual designated by the Chairman of the Board shall coordinate investigative and procedural activities. Should a member of the Executive Committee and/or Chairman of the Board be potentially involved in the issue, the Board shall appoint a member of the Board or other individual to coordinate activities.

IV. Retaliation

Spartans will not retaliate, and prohibits retaliation by its directors, volunteers, members, employees, and representatives, against anyone who makes a report in good faith under this Whistleblower Policy.

Spartans reserves the right to take action against anyone who makes a report based upon false or misleading information, or without a reasonable basis for believing any wrongdoing has occurred.

V. Employee Responsibilities

Nothing in this Whistleblower Policy is intended to abrogate any duties Spartans employees owe Spartans, under any applicable laws, regulations or ordinances, to disclose, report violations (or suspected violations) of law or policy, cooperate fully in any investigations, including investigations of harassment, or to fulfill their duty of loyalty to Spartans.

Non-compete Clause

By signing a membership agreement, the member agrees to abide by the expectation that they shall not participate with any other competing Drum Corps International corps this season. Failure to meet the terms of this clause will result in the immediate termination of membership with the Spartans and notification to the other corps of your violation. Per Drum Corps International policy, the member will be unable to participate in any DCI activity for the remainder of the season.

Under certain circumstances, a member may be eligible for a transfer to another corps, (for example, the member's family is relocating and there is another corps in the area). Drum Corps International policy addresses the issue of member transfer by stating that members may not transfer between corps after March 1st of the upcoming year and may only do so with a Letter of Release by the Executive Director.

Policy Appendix B: Criminal History Record Information

As an organization, the Spartans are committed to protecting the participants in its organization, especially children under the age of eighteen. New Hampshire Law requires that the Spartans maintain and follow an appropriate policy regarding criminal background checks for any employee or volunteer who may be left alone with any child or children. This review is accomplished by access to the criminal records maintained by the State of New Hampshire for New Hampshire residents and by access to the criminal information of the home state of any non-resident individual. This policy is adopted to detail the policies and procedures to be followed by the Spartans in seeking maximum feasible compliance with the statute in order to protect our members and staff.

The Spartans staff and volunteers are comprised of individuals from various states. Each staff member or volunteer shall have a background check completed per Drum Corps International/Winter Guard International policy. New Hampshire Law provides that if the individual has been the subject of a background check by another entity within twelve months that the Spartans may rely on that report in fulfilling the requirements of the statute. It is anticipated that many volunteers and staff members have been subject to a background check in connection with their employment as educators or in connection with other volunteer activities. If a background check is not available from connection with another entity, individuals will be background checked by the Spartans.

In the event that the staff member or volunteer cannot provide a record satisfying the requirements of New Hampshire Law, each individual will be required to provide consent to the Spartans to seek such information from the record keeping agency of the applicable state. Each individual is expected to cooperate with the Spartans in seeking maximum compliance in order to protect our members. The failure to provide an acceptable record or to cooperate in obtaining such records will be grounds for suspension or dismissal.

The Spartans acknowledge that not all individuals taking part in events are subject to background checks. In some circumstances individuals do not have the potential to be left alone with a child or children. The Spartans reserve the right to determine, on a case by case basis, whether an individual is subject to the requirement of a criminal record inquiry. Any Staff

or volunteer working from time to time but not participating in overnight travel shall read, understand and sign the “Spartan Volunteer Assurance Form.” Examples of this kind of activity include, and is not limited to: teaching, food preparation, sewing, parade support, fundraising, first aid support, driving, prop building, equipment management.

Where Criminal History Record Information (CHRI) checks are part of a general background check for employment or volunteer work, the following practices and procedures will be generally followed:

I. CHRI checks will only be conducted as authorized by the applicable statutes and regulations. All individuals will be notified that a CHRI check will be conducted and asked to execute an authorization of behalf of the Spartans. If requested, the individual will be provided with a copy of this CHRI policy. Those individuals residing outside of New Hampshire and Massachusetts are required to either provide a compliant current report from their home state or to cooperate with the Spartans in obtaining one.

II. The Spartans will designate an individual to obtain authorizations and request a CHRI review. This person shall be required to keep the results of the CHRI review confidential. As used in this paragraph, the term “confidential” shall mean avoiding disclosure of the results of any review to any person except those individuals in the Spartans who must have access to the information to operate the organization. This would include, but not be limited to, the Board of Directors, Corps Director, Corps Executive Director and other officers of the Spartans.

In connection with the receipt of this information, the Spartans will endeavor to keep this information secure. In general, any authorization or other record containing the personal information of an individual shall be securely destroyed as soon as it is reasonably practical. As used herein, personal information shall include the name of an individual in combination with that person’s social security number and/or driver’s license number.

II. An informed review of a criminal record requires adequate training. Accordingly, all personnel authorized to review CHRI in the decision-making process will review the applicable statute and consult with such individuals as necessary in order to make an informed decision.

III. Unless otherwise provided by law, a criminal record will not automatically disqualify an individual. Rather, determinations of suitability based on CHRI checks will be made consistent with this policy and any applicable law or regulations.

IV. If a criminal record is received from the applicable agency, the authorized individual will closely compare the record provided by the agency with the information on the CHRI request form and any other identifying information provided by the individual to ensure the record relates to the individual.

V. If the Spartans are inclined to make an adverse decision based on the results of the CHRI check, the individual will be notified immediately. The individual shall be provided with a copy of the criminal record and the organization's CHRI policy, advised of the part(s) of the record that make the individual unsuitable for the position and given an opportunity to dispute the accuracy and relevance of the CHRI record.

VI. If the CHRI record provided does not exactly match the identification information provided by the individual, the Spartans will make a determination based on a comparison of the CHRI record and documents provided by the individual. The Spartans may contact the applicable agency to request a detailed search of their records.

VII. If the Spartans reasonably believe the record belongs to the individual and is accurate based on the information as provided in section IV on this policy, then the determination of suitability for the position or license will be made. Unless otherwise provided by law, factors considered in determining suitability may include, but not be limited to the following:

- (a) Relevance of the crime to the position;
- (b) The nature of the work to be performed;
- (c) Time since the conviction;
- (d) Age of the candidate at the time of the offense;
- (e) Seriousness and specific circumstances of the offense;
- (f) The number of offenses;
- (g) Whether the individual has pending charges;
- (h) Any relevant evidence of rehabilitation or lack thereof;
- (i) Any other relevant information, including information submitted by the candidate or requested by the Spartans.
- (j) Whether the offense included causing or threatening direct physical injury to any individual.
- (k) Whether the offense included causing or threatening harm of any nature to a child or children.

VIII. The Spartans will notify the individual of the decision and the basis of the decision in a timely manner.

Policy Appendix C: Policies for Spartans Programs Competing in Winter Guard International (WGI)

These policies shall apply to:

- 1.) Adult instructional and administrative staff who have regular contact with or authority over participants
- 2.) Adult participants who have regular contact with participants who are minors

The adults to whom these policies apply are collectively called “Applicable Adults”.

ONE ON ONE INTERACTIONS

Observable and interruptible

- One-on-one interactions between a minor participant and an Applicable Adult (who is not the minor’s legal guardian) are permitted if they occur at an observable and interruptible distance by another adult.
- One-on-one interactions between minor participants and an Applicable Adult (who is not the minor’s legal guardian) which are not observable and interruptible are prohibited, except under emergency circumstances.

Meetings

- Meetings between Applicable Adults and minor participants may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
- If a one-on-one meeting takes place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

Individual Training Sessions

Individual training sessions between Applicable Adults and minor participants are permitted if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor’s legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at

least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

LOCKER ROOMS AND CHANGING AREAS

Shared facility

When Spartans uses a facility not fully under its jurisdiction (for, e.g., rehearsal or competition or similar events) and the facility is used by multiple constituents, Applicable Adults are nonetheless required to adhere to the rules set herein.

Use of recording devices

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under the Spartans jurisdiction is prohibited.

Undress

Under no circumstances shall an Applicable Adult at a facility under the Spartan's jurisdiction expose his or her breasts, buttocks, groin, or genitals to a minor participant.

One-on-one interactions

- Except for participants in the same group, at no time are unrelated Applicable Adults permitted to be alone with a minor participant in a locker room or changing area when at a facility under the partial or full jurisdiction of the Spartans, except under emergency circumstances.
- If Spartans is using a facility that only has a single locker room or changing area, the group will designate separate times for use by Applicable Adults, if any.

Monitoring

The Spartans regularly and randomly monitor the use of locker rooms and changing areas under their jurisdiction to ensure compliance with these policies.

SOCIAL MEDIA AND ELECTRONIC COMMUNICATIONS

Content

All electronic communication originating from Applicable Adults to minor participants must be professional in nature.

Open and transparent

- Absent emergency circumstances, if an Applicable Adult with authority over minor participants needs to communicate directly to a minor participant via electronic communications (including social media), another Applicable Adult or the minor's legal guardian will be copied.
- If a minor participant communicates to the Applicable Adult (with authority over the minor participant) privately first, said Applicable Adult should respond to the minor participant with a copy to another Applicable Adult or the minor's legal guardian.
- When an Applicable Adult with authority over minor participants communicates electronically to the entire group, said Applicable Adult will copy another adult.
- Minor participants may "friend" the organization's official page.

Requests to discontinue

Legal guardians may request in writing that their minor participant not be contacted through any form of electronic communication by the group or by the Applicable Adults subject to this policy. The group will abide by any such request that their minor participant not be contacted via electronic communication, absent emergency circumstances.

TRAVEL

Transportation

Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor participant, absent emergency circumstances, and must have at least two minor participants or another adult at all times, unless otherwise agreed to in writing by the minor participant's parent/legal guardian in advance.

Hotel rooms

Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor participant (unless the Applicable Adult is the legal guardian, sibling, or is otherwise related to the minor participant). However, a parent/legal guardian may consent to such an arrangement in advance and in writing. Furthermore, A parent/legal guardian may consent in advance and in writing to the minor participant sharing a hotel room or other sleeping arrangement with an adult participant.

Meetings

Meetings shall be conducted consistent with the group's policy for one-on-one interactions (i.e., any such meeting shall be observable and interruptible.)