



7th Regiment Staff Handbook

Policies & Procedures

for Educational, Design, Administrative and Operational Staff, Contractors,
Board Members, and Volunteers (Support Staff)

Revised - 4/2025

WELCOME TO 7TH REGIMENT

OUR MISSION

7th Regiment was formed to provide youth with a unique and comprehensive educational program in music, marching, and performing arts. Through music and marching arts education, competition and travel, 7th Regiment is dedicated to developing leadership, character and life skills in its members to enable them to reach their full potential.

VALUES

Our members come to us as leaders in their high schools and colleges. Their parents have already done a great job, and it's likely that they're going to be tomorrow's leaders. To that end, we believe it our primary responsibility to teach these students to live their lives within a values-centered framework. Our values are:

- **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 members and staff, and will engage in behaviors that honor the organization. 7th Regiment is a metaphor for a values-centered life. A drum corps isn't successful unless the members 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 just to create the best performers: our job is to help our members develop into great people.

PURPOSE OF THIS DOCUMENT

This document represents the policies, procedures, and general operating guidelines for staff and volunteers of 7th Regiment, as endorsed by the 7th Regiment Board of Directors. Items not specifically addressed in this document will be discussed with the Corps Director of the organization. Any questions regarding the policies listed in this document should be directed to the Corps Director at director@7thregiment.org.

YOUR RESPONSIBILITIES AS A MEMBER OF THE 7R COMMUNITY

7th Regiment strives to operate with an environment of pride, safety, inclusiveness, and professionalism consistent with our heritage and culture. We expect all adults working with or around the organization to abide by the following:

- Act in a professional manner consistent with the heritage and culture of 7th Regiment, as well as an ambassador of the state of Connecticut
- Create an outstanding educational and social experience for the marching members of the organization
- Act as a role model for the members of the organization
- Respect each other; the educational and management staff; volunteers; and members of other performing units
- Obey the law
- Say thank you to our volunteers often!
- When in doubt, ask for guidance

COVERAGE & APPLICABILITY

The policies and procedures outlined in this document are intended to cover

- Instructional and Design Staff, including anyone receiving a stipend for a specific service.
- Administration, including all directors, and those considered as part of the administrative team.
- Volunteers, or Support Staff, including members of the board of directors.
- “Team” or “team member(s)” refers to all staff and volunteers. That is, those providing services to the organization in a compensated or uncompensated capacity.

STAFF & VOLUNTEER REQUIREMENTS

Minimum Age

Staff and volunteers must be at least 21 years of age. Exceptions will only be made at the discretion of the Corps Director.

Background Checks

A background check as specified by the organization is required of all board members, staff, and volunteers who will be in contact with members. The results of the background check must

indicate there are no issues which may compromise the safety of members and team members. Background checks are provided by 7th Regiment.

Safety Training

Safety training is required of all board members, staff, and volunteers who will be in contact with members.

CONDUCT

As representatives of 7th Regiment, team members shall act responsibly in a manner that will reflect favorably upon the 7th Regiment and its mission, including adhering to the following specific requirements. General guidelines for all team members include:

- Act in a way that represents the best interests of 7th Regiment and its members.
- Act in accordance with our contractual responsibility to our corporate partners.
- Establish and maintain a positive learning environment
- Behave in a professional manner. Unprofessional behavior includes:
 - Sexual conduct with a member (See Sexual Conduct Policy for details)
 - Insulting or offensive language
 - Participating in or encouraging hazing or other demeaning behavior
 - Disorderly or violent behavior
 - Inability to perform assigned tasks due to alcohol or drug use
 - Substance abuse
 - Violation of housing policies regarding alcohol, drug, and tobacco use
- Be sensitive to the local community and to our housing agreements at all times, including rehearsals, warm-ups and performances. Noise concerns are the primary reason it's difficult to find rehearsal and camp facilities:
 - Amplified metronomes are the #1 complaint of communities that host a corps. Don't use them too early, too late, too long, or too loudly.
 - Whenever possible, point directional instruments away from homes and businesses.
 - Keep percussion sections as far from homes and businesses as possible.
 - Respect the private property of our host communities.
 - Most neighborhoods don't follow the time schedule of a drum corps. Reduce the late night and early morning sound levels.

ETHICAL BEHAVIOR

All team members shall strive to conduct their affairs in good faith and in accordance with organizational practices. 7th Regiment maintains a policy of inclusivity to all persons without

regard to race, religion, sex, gender identity, sexual orientation, national origin, age, disability, or veteran status. As outlined in our Handbooks and Policies and supported by volunteers, we expect members of the team to:

- Display fairness, truth, honesty and integrity in all personal and professional interactions
- Maintain an atmosphere of mutual respect and cooperation that fosters ethical behavior
- Be tolerant of the views of others
- Protect the confidentiality and privacy of 7th Regiment business
- Avoid any real or perceived conflict of interest
- Never knowingly harm the interests of the 7th Regiment given a good faith understanding
- Conduct business in a socially responsible manner.

Team members shall exhibit the conduct and qualities of professionals and act in the best interest of the organization. This includes maintaining appropriate levels of educational and/or managerial skills, advanced preparation and planning for all member related activities (performances, rehearsals, meals, etc...), timely attendance, adherence to regularly scheduled working hours, and acting as both professional and personal role models for the members.

STAFF CONFLICTS

Passionate people will have disagreements. These disagreements should never be apparent to the members. All team members are expected to resolve conflict through discussion and compromise, or by bringing the topic of disagreement to the Operations Manager, Program or Staff Coordinator, or Corps Director and/or their designee(s). Staff should never involve members in any staff conflict.

LAWS AND REGULATIONS

Team members shall adhere to all Federal, State, and Local laws governing areas where we operate.

CONFLICT OF INTEREST

All team members will at least annually, and immediately when a real or potential conflict of interest arises, disclose to the Corps Director any real or perceived conflicts of interest by completing and signing a disclosure form. Determination of conflicts of interest and related

actions resides with the Board of Directors. The responsibility for full disclosure of actual or potential conflicts rests with the team member.

ISSUE ESCALATION & REPORTING

During daily operations, issues may arise in areas including transportation, logistics, members well being, and member/staff behavior. We seek to resolve issues in a timely manner, with fair, consistent, and appropriate outcomes. This section addresses that process.

INCIDENT REPORTING

1. Any employee or volunteer that witnesses an act of bullying, harassment, or inappropriate adult/member interaction shall immediately report that activity to the Corps Director and/or their designee(s) and follow that report up in writing to the same. Failure to report such an incident may result in action up to and including dismissal from the organization. Should the incident involve the Executive Director, the report should be made to the President of the Board.
2. If you witness an incident involving member safety or potential legal issues, intercede and use your best judgment regarding appropriate actions to protect the member's well-being and your own. Once addressed, immediately communicate the incident with the Corps Director or their designee(s).
3. Follow-up all reported incidents to the Corps Director or appropriate party in writing, within 12 hours of the situation.
4. In the event that you wish to report an incident anonymously, team members should use the anonymous whistleblower reporting form on the corps website.

DAY-TO-DAY ISSUES RESOLUTION:

1. Discuss issues with your caption manager or staff coordinator first. If it cannot be addressed, inform an administrative staff member. If it cannot be addressed at those levels, it will be escalated to the Corps Director. The Corps Director has the discretion to involve the President of the organization if necessary.
2. If there are issues regarding logistics or members' well-being while "on-the-road," inform the Corps Director and/or their designee(s).
3. If you observe a member violating policies and procedures, notify the Corps Director and/or their designee(s), EXCEPT if those issues involve member safety, legal issues, or

individuals not acting in the best interest of the organization. In those cases, please intercede then notify the Executive Director.

QUESTIONS

Any questions regarding the policies listed below should be directed to the Corps Director at director@7thregiment.org.

MEMBERS' HEALTH

7th Regiment is committed to providing a safe, healthy environment for members and team members throughout the season, and have established guidelines and policies to that effect.

Members' Health Preparation

- All members are to submit proof of an athletic physical, a medical history and health insurance information to the Administrative staff. Members will NOT be permitted to rehearse or perform without the required medical forms being completed
- Hydration guidelines will be set by the Medical Team and approved by the Medical Lead. Staff and volunteers shall respect these guidelines and adjust rehearsal schedules accordingly. Hydration is critical for everyone; drink frequently.

Member Illness or Injury

If the member is in imminent danger, contact emergency personnel via 911. If not, locate a member of the Medical Team or Administrative team and allow them to take responsibility for the member's care.

The Medical Team member or Executive Director will notify parents/guardians as appropriate.

If the member is under the age of 18, and offsite care is needed, parents should be notified before transport, except in life threatening emergencies. A medical records release form will need to be signed by the member so that a 7th Regiment medical team leader will get copies of the medical finding, diagnosis and recommended follow up.

If you are requested to accompany an individual to a medical facility, please make sure the member has a copy of their current health insurance card for the provider. A medical file may be provided for use by the attending physician. This medical record is a confidential document and should not be accessed by anyone without a legitimate medical need to do so, including the transporting individual(s).

MEMBERS' SAFETY

It is the policy of 7th Regiment to maintain an environment that is free from harassment and/or intimidation. It shall be a violation of 7th Regiment policy for any member, educator, management team member, volunteer, member of the board of directors or other 7th Regiment personnel to harass a member or Team Member through conduct of a sexual or bullying nature. It shall also be a violation of 7th Regiment policy for member, educator, management team member, volunteer, member of the board of directors or other 7th Regiment personnel to tolerate and/or to knowingly fail to report sexual harassment or bullying, as defined by this policy, by a member, educator, management team member, volunteer, member of the board of directors or other 7th Regiment personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including events and other non-rehearsal/performance activities.

Violations of these policies associated with members' well-being and safety may result in disciplinary actions up to and including dismissal from the organization.

NON-FRATERNIZATION

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, social relationships outside of rehearsals, dating, pursuing a date, having or pursuing a romantic or sexual relationship with students.

To be clear, there is to be no fraternization between staff/volunteers and marching members.

Violations of this policy may result in disciplinary actions up to and including dismissal from the organization and/or interaction with law enforcement if applicable.

ADULT/MINOR RELATIONSHIPS

The nature of our activity results in situations where we have a mix of marching members that are adults and minors (marching members under the age of 18). We are obligated to remind all members of the organization that intimate relationships between adults and minors are illegal under Connecticut and most other state laws.

- ***There is to be no fraternization between Adults (18 and over) and Minors (under 18)***
- Any staff member who engages 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.
- Any staff member who engages 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, any staff member who engages in relations or engages in sexual conduct with a member (of any age) from a prior year who is still eligible for membership may not return.
- Team members are not permitted in member sleeping areas, unless the area needs to be crossed to access showers or other essential parts of the housing facility.

Violations of this policy may result in disciplinary actions up to and including dismissal from the organization and/or interaction with law enforcement if applicable.

Sexual Harassment and Intimidation

It is the policy of 7th Regiment to prohibit sexual harassment or intimidation of instructors, volunteers, members, and any employee of 7th Regiment in the workplace by any person and in any form. Staff members who create, through word or action, a hostile work environment for corps members or other staff are subject to immediate dismissal.

“Sexual Harassment” and “Intimidation” includes member-to-member conduct and member-to-team member conduct as well as team member-to-member conduct and team member-to-team member conduct. It means (1) unwelcome sexual advances, (2) requests for sexual favors, and/or (3) other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or membership in the organization;
2. Submission to or rejection of such conduct is used as the basis for employment or membership in the organization; or
3. Such conduct has a purpose or an effect of unreasonably interfering with an individual's work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

- Uninvited sex-oriented verbal "kidding" or demeaning sexual innuendos, leers, gestures, teasing, sexually explicit or obscene jokes, remarks or questions of a sexual nature;
- Graphic or suggestive comments about an individual's dress or body;
- Displaying sexually explicit objects, photographs or drawings;
- Unwelcome touching, such as patting, pinching or constant brushing against another's body;
- Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one's performance status, educational opportunities, employment status, or similar personal concerns.

"Sexual Intimidation" means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender or actual or perceived sexual orientation.

Bullying/Cyber Bullying

Members and team members of the 7th Regiment 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.

Definitions:

A: Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a member(s) or team member(s) that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the individual(s) in reasonable fear of harm to the member's or members' person or property;
2. Causing a substantially detrimental effect on the member's or members' 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 members' ability to participate in or benefit from the services, activities, or privileges provided by 7th Regiment.

B. A pattern of any one or more of the following:

1. Gestures, including but not limited to obscene gestures
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

7th Regiment has and always will strive to provide a positive, educational, fun and safe experience for our members. Our mission is to build the leadership qualities of young adults via our unique combination of the artistic, athletic, and competitive aspects of drum corps that 7th Regiment has done so successfully for over 20 years.

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.

Hazing is prohibited by the corps. 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

Members or staff who believe they are, or have been, the victim of bullying, or any member, or any instructional staff, management team, or volunteer, who witnesses bullying or has good

reason to believe bullying is taking place, should report the situation to the Corps Director or a member of the administrative team immediately. Failure to report an observed incident may expose the person witnessing it to disciplinary actions.

If the member of staff believes that the target of the incident is in immediate danger, they should take appropriate steps to safely remove persons involved from the situation. Immediately contact the Corps Director to begin a formal investigation. Additionally, the Corps Director will provide a written summary of the incident and what was reported.

Retaliation against any person who reports bullying in good faith, who is thought to have reported bullying, who files a complaint, or who otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will result in formal disciplinary action. Intentionally making false reports about bullying to management is prohibited and will result in formal disciplinary action.

DISCIPLINARY ACTION

Disciplinary and/or other appropriate action may be taken with respect to any member, staff member or volunteer who is found to have committed or participated in an act or acts of sexual harassment, intimidation, or bullying against a member, staff member or volunteer. Disciplinary action, up to and including dismissal, may be taken with respect to any member or employee of 7th Regiment who is found to have committed or participated in an act or acts of sexual harassment, intimidation, or bullying/cyber bullying against another individual.

Any individual who retaliates against any person who reports alleged incidents or bullying who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint or charge may be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

CONFIDENTIALITY

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

MEMBER DISCIPLINE

The discipline and management of the members is the sole responsibility of the Corps Director and/or their designees. Volunteers and other staff are not to reprimand members. If you have a concern, please see a member of management.

ALCOHOL, DRUGS/CONTROLLED SUBSTANCE, AND TOBACCO POLICIES

7th Regiment Drum & Bugle Corps is well aware of the dangers these substances pose to both the membership of the Corps and to the future of the organization.

The Executive Director may dismiss a team member immediately without the obligation for further compensation to Staff if the following provisions are breached.

ALCOHOL CONSUMPTION

- Alcohol is not allowed at any housing, rehearsal or competition site.
- Alcohol may be consumed when away from the unit, such as during free time.
- Staff and volunteers shall not be intoxicated or under the influence in public, around the corps, or in the presence of the members.
- Team members agree to not drink alcohol or be under the influence of alcohol while at work with 7th Regiment.
- Team members agree to refrain from drinking alcohol before, during, or around any performance or public appearance of the corps.

Drivers shall refrain from drinking any alcohol before or when transporting the ensemble and its equipment. Federal Department of Transportation regulations consider drivers intoxicated at .01 percent. That is equivalent to a teaspoon full of beer. No driver will be allowed to drive if Corps management believes the driver would be a hazard to the membership, volunteers, equipment or themselves.

Possession or Consumption of Alcohol is not permitted for any corps member, regardless of whether they are 21 or older.

Staff and volunteers shall NOT provide members with alcohol or controlled substances, regardless of age of the members. Violation of these policies may lead to punishment up to and including dismissal from the organization and/or interaction with law enforcement if applicable.

MARIJUANA / DRUGS / CONTROLLED SUBSTANCES

Any staff member, management team member, or volunteer found using, selling, sharing or holding illegal or controlled substances or engaging in the inappropriate use of prescription medications will face swift and serious disciplinary action, up to and including dismissal from the organization and/or interaction with law enforcement as applicable. This includes while traveling, performing, rehearsing, or being housed in states where local laws may permit controlled substances.

TOBACCO POLICY

The use of smoking products, chewing tobacco, and e-cigarettes is strongly discouraged. The use of these products by minors and any 7R member is strictly prohibited. *Smoking (in any form, including e-cigarettes) is not allowed on any school property, housing site, or show facility.* It is also not allowed on any of the 7th Regiment vehicles. If you need to use these products, you agree to refrain from their use when within a 50-foot radius of any vehicles operated by 7th Regiment, when in an active teaching environment, or when easily identifiable as a representative of 7th Regiment. Smoking cessation materials such as nicotine patches, gum or lozenges are permitted.

Violation of this policy may lead to dismissal from the corps and voiding of this contract by the Director or authorized representative.

STAFF AND VOLUNTEER ILLNESS OR INJURY

Staff and volunteers are responsible for their own well-being. Members of our medical team will provide guidance as possible. Adults are expected to bring all their own prescription medication and medical supplies needed during their time with the corps.

THEFT

Theft of personal, public, housing site, school or other property will not be tolerated. The Corps Director or a designated member of the Administrative Team will address issues with theft. If a theft is found to have occurred, actions may include dismissal from the organization and/or involvement of local authorities as the situation warrants. If incidents of theft are witnessed or suspected, they should be immediately reported to the Corps Director or a member of the

administrative team for investigation and resolution. If any Corps property is stolen, a police report must be obtained. Inform the Administrative Director who will coordinate activity and process the report.

FOOTWEAR/SHOES

It is imperative that you do everything possible to protect your feet from injury. Please note:

- Footwear is required at all times for all individuals associated with the corps.
- Wearing flip flops or open-toed shoes will NOT be allowed at rehearsals or when loading, unloading, or moving equipment on trucks due to significant risk of foot injury.

LIFE ON THE ROAD

Coordinating logistics for our performing units is a very difficult task. Each member of the team needs to know and execute their responsibilities to the best of their ability at all times. Things will inevitably go wrong. At those times it is important to be patient and maintain a positive attitude. When all team members focus a small amount of positive energy toward a goal we can accomplish amazing things. Having a positive attitude and a sense of humor can go a long way toward making our summer more successful and enjoyable.

FACILITIES

We pride ourselves on leaving a housing site better than how we found it. Always remember that in every facility we travel to, we are GUESTS! Here are some guidelines to keep all facilities clean and ensure that administrators welcome us back:

- Upon arrival at a facility, a member of the management team will inform staff and volunteers of the facilities designated for their sleeping accommodations and other use. Staff and Volunteers are not permitted to sleep in the same facilities as marching members.
- No staff member, volunteer, or marching member is allowed to use facilities other than those outlined by the management team in agreement with the housing/rehearsal site administration. This includes the use of:
 - Facility technology
 - Additional space within school property
 - Wireless Internet or network access (secured or unsecured) unless permission has been granted. If approval is granted, members shall follow the rules and policies (including content/site restrictions) of the institution providing the service.

- Other facilities, such as laundry rooms, home economics rooms, cafeterias, auditoriums, phones and phone lines, school athletic equipment, etc. The management team should be contacted with special requests.
- Staff members will eat meals outside by the food truck, unless given specific permission by management to eat indoors. All food-related trash is to be disposed of at the food truck.
- Lastly, do not make it any harder for the housing staff. Dispose of your own trash.

MINORS ON TOUR

Volunteers should not bring dependents under the age of 21 on tour, unless approved by the Corps Director.

PERSONAL ITEMS

Personal items brought with you are your responsibility. While we attempt to secure housing sites and Corps' vehicles, we cannot guarantee the security of personal property. Please give careful consideration to the items you bring with you. (i.e. don't bring anything you would regret losing forever, such as laptops, tablets, etc).

TRANSPORTATION

7th Regiment travels in coach buses for the members. Transportation will also be provided for management, staff, and volunteers. The Corps Director or their designee will define a policy for who rides on which vehicle. Once those assignments are made, you are required to ride on that vehicle. If changes are desired, you must communicate with the corps director and/or their designee.

STAFF AND VOLUNTEER TRANSPORT VEHICLES

Each vehicle has its own personality and rules. The Corps Director and their designee(s) set the rules for each management vehicle. However, all vehicles are recommended to adhere to the following list of guidelines:

- When we arrive at a location, you must stay on the vehicle until you receive instructions from an administrative staff member.
- No glass on the vehicle (except for eyeglasses). Glass can break easily, cause significant harm, and is difficult to clean up.
- No sprays are to be dispensed on the vehicle (sunscreen, deodorant, perfume, etc.)
- Management/Staff are generally not allowed on to members' vehicles unless given permission by the Corps Director or their designee(s).

You are required to keep your designated space on the vehicle clean. A dirty vehicle can negatively impact health. As the vehicle is not owned by the corps, you are required to treat the vehicle with care and respect.

EQUIPMENT TRUCK

The equipment truck stores almost every piece of equipment the corps utilizes. Safety and efficiency are key to successful operation during the summer. Please respect the following guidelines regarding truck loading and unloading:

- Please move through the truck as quickly as possible when others are waiting. Anyone loading or unloading any of the trucks must wear close-toed shoes (sneakers).
- The equipment truck is specifically organized to meet the needs of the corps; do not add anything without approval from the Corps Director or their designee(s).

VEHICLE ACCIDENTS

In the event you are involved in an accident while driving a Corps' vehicle a police report **MUST** be obtained and given to tour management for processing for insurance reasons. The Corps Director must also be notified at your earliest convenience.

DAMAGE TO ORGANIZATIONAL PROPERTY

Immediately inform the Corps Director or their designee(s) of any damage to 7th Regiment property; e.g., instruments, sound equipment, cook truck components, etc.

WHILE TRAVELING

Every member of the management and staff is expected to stay with the corps unless approval from Corps Director and act in a manner that represents 7th Regiment in a positive manner.

- While with the corps, staff and management may only ride in corps sanctioned vehicles unless approved for Corps Director.
- If a member of the staff sees a marching member riding in a non-sanctioned vehicle, they must notify the Corps Director immediately.
- Management/Staff are generally not allowed on to members' vehicles unless given permission by the Corps Director or their designee(s).
- If you must leave the corps for any reason, you are required check out with a member of the management team and check back in upon your return
- If you are arriving, leaving, or traveling separate from the corps at any time you must inform the designated admin member of your travel plans in advance.

LAUNDRY

Individuals with the Drum Corps will have the opportunity to do laundry approximately once every 10-12 days – plan accordingly. All associated costs with laundry are your responsibility. An administrative team member will coordinate with you if we are not doing laundry at a laundromat.

DRUM CORPS PERFORMANCE VIEWING & DCI STAFF CREDENTIALS

Staff and volunteers are not guaranteed the opportunity to see performances on any given night. You may be needed at times to watch equipment and vehicles, prepare meals, provide assistance hauling equipment to and from the competition field, etc. **Whenever possible, the Corps will try to ensure that volunteers are able to watch the unit's performance.**

Credentials must be worn to get into drum corps shows. 7th Regiment is allotted a certain number of credentials to be distributed to staff and volunteers. The credentials are the property of 7th Regiment and must be returned to the Tour/Operations Manager or caption head when exiting tour at any time or at the discretion of the admin team. If your credential has your name on it, you may keep it at the end of the season once we have completed the season.

To be eligible for a DCI staff credential you must be a current member of the instructional team or a "scheduled" volunteer for the current season. The Caption Managers will be responsible for the issuance and return of all credentials within their section. If you have not already, credentials must be returned to caption managers when leaving a tour.

The number of credentials available is limited. Management will determine the number allocated to each section. If your section has more staff than credentials available, alternate means of contest entry must be made. **Those other than instructional staff or scheduled volunteers, including friends, family, and significant others must be prepared to purchase full-priced tickets for events.**

Staff credentials are not valid for contest entry during the week of DCI Championships. Instead, a limited number of wristbands in conjunction with credentials will be available to current members of the instructional team and scheduled volunteers for the Championship week. Credentials and/or wristbands do not necessarily entitle the holder to a seat inside the stadium.

VISITORS

Family and friends are welcome to visit. Please let them know that you have a job to do and may visit with them during breaks/free time. While our rehearsals are often open to the public, please remind your guests that only members and staff are allowed inside housing facilities.

ADDITIONAL VOLUNTEERS

- If you know someone who would like to volunteer, please ask them to email info@7thregiment.org and we will be happy to work out arrangements.
- Drop-In, “Ad Hoc” volunteers are always welcome. These individuals assist the corps on a temporary, limited duration basis. Please direct them to a tour manager. Ad-hoc volunteers shall adhere to the policies and procedures of the organization, specifically those associated with interaction with members, alcohol, drugs, and harassment. An “Ad Hoc” volunteer serving more than one day will be required to complete a background check, with acceptable results.
- Only scheduled volunteers will be provided with transportation and housing by the corps.

DIGITAL COMMUNICATIONS & SOCIAL MEDIA

Staff and volunteers are not authorized to represent 7th Regiment to any media; e.g., newspaper, internet, television, radio, etc. without express, written permission from the Corps Director.

Introduction

Social media sites are powerful communication tools that have a significant impact on organizational and professional reputations. Social media are defined as media designed to be disseminated through social interaction, created using highly accessible and scalable publishing techniques. Both in professional and institutional roles, staff need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and

guidelines for interacting with students, parents, and other 7th Regiment constituents apply online as in the real world. Staff are liable for anything they post to social media sites.

Policies for all Social Media Sites, Including Personal Sites

- **Protect confidential and proprietary information:** Do not post confidential or proprietary information about 7th Regiment, students, staff, alumni, or anyone associated with the corps. Staff must still follow the applicable federal requirements such as FERPA and HIPAA. Staff who share confidential information do so at the risk of disciplinary action or termination. 21
- **Age-Inappropriate Content:** Due to participation by students under the age of 18 on personal social networking sites, any sexual or otherwise age-inappropriate content is grounds for termination. Staff is responsible to monitor sites under their control for inappropriate content posted by others.
- **Respect copyright and fair use:** When posting, be mindful of the copyright and intellectual property rights of others and of 7th Regiment.
- **Do not use 7th Regiment logos for endorsements:** Do not use the 7R 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.

Best Practices

This section applies to those posting on behalf of 7th Regiment, 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 7th Regiment. If you are unsure about posting a comment or response, ask the Corps Director 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 prospective students, current students, parents, etc. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites, identify your views as your own.** If you identify yourself as a 7th Regiment staff member online, it should be clear that the views expressed are not necessarily those of 7th Regiment.

Institutional Social Media

If you post on behalf of 7th Regiment, the following policies must be adhered to in addition to all policies and best practices listed above.

- **Notify the Director:** Captions that have a social media page or would like to start one should contact the Corps Director. All institutional pages must have an authorized 7th Regiment staff identified as being responsible for content.
- **Acknowledge who you are:** If you are representing 7th Regiment 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 7th Regiment Web environment.
- **Protect the institutional voice:** Posts on social media sites should protect 7th Regiment by remaining professional in tone and in good taste.

Recording

Due to music licensing and copyright laws, along with agreements with Drum Corps International, The 7th Regiment Board of Directors has issued the following statement regarding taping or recording 7th Regiment Drum and Bugle Corps: ***NO staff member, volunteer or member of 7th Regiment may make or give permission for any type of recording to be broadcast, posted, or distributed without the express written permission of the Corps Director.***

Appendix A - DCI Code of Conduct

DCI and its Tour Event Partners have made arrangements on the corps' behalf to utilize facilities on behalf of the activity. As a condition of participation, the Corps staff, support and membership are "ambassadors of DCI" when participating in SUMMER MUSIC GAMES Events and therefore agree to the following codes of conduct:

HOUSING SITE

- A. Making all housing arrangements prior to leaving on tour, at the absolute latest. The Corps should communicate with the DCI Tour Event Partner early in the spring, supplying any necessary information explaining needs and desires regarding facility, as well as arrival and departure times. The Corps is responsible for any additional facility costs passed on that are outside of the DCI Event Contract.
- B. Abiding 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.
- C. Abiding by the wishes of the facility administration including respecting those areas which are marked "off limits", either expressed or by basic common sense.
- D. Using sensitivity and common sense in dress codes while inside of 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.
- E. Being sensitive to public audiences, including utilizing language that is appropriate for professional and student populations.
- F. Leaving the facility better than found has always been a drum corps goal. 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.
- G. Using the DCI Housing Inspection Form is required. Check-in with a facility administrator before allowing corps entrance into the facility to pre-check for any problems and to discuss areas of use and "off limits." Final checkout should occur before the corps leaves the facility and a copy of the DCI Housing Inspection Form should be kept on file should a challenge later occur. Should there be any damage, it is the Corps' responsibility to make arrangements for reconciliation before leaving.

SHOW SITE

- A. Codes of conduct as expressed above.

- B. Parking lot sensitivity, including trash clean up, members dressing out of direct view of public, and health code issues if utilizing food service.
- C. Instructional and support staff are to wear their DCI event badges at all times while in attendance at any DCI event. Please give yourself a little extra time when approaching a gate in order that the event staff can check your badge. It is not fair to assume that volunteer event teams know your importance and fame as your rush through a gate!
- D. Staff and support are to help Tour Event Partner in the protection of the gate by asking family and friends not directly working with the corps to utilize public ticketed entrance gates. At no time should a non-credentialed person expect to enter or exit to back staging or sensitive areas of the venue, which varies in each stadium. Please check with the DCI Contest Coordinator for specifics.
- E. Staff and support should be aware of the paying audiences' enjoyment of the Corps' performance. Those using DCI staff passes for entrance are asked to sit outside of the reserved seating areas, and if choosing to sit in a staff viewing area, to be sensitive to voice levels and movement once the Corps' performance begins.
- F. Staff demeanor and language should be professional and non-aggressive in critique situations, and when dealing with challenging situations with event staff.
- G. After a corps performs, member seating is to be in non-reserved and/or non-sold section of the venue. Seating in aisles or "squeezing in" to reserved areas not only is an infraction to fire codes, but diminishes the paying audience experience.
- H. Dress should be clean and in keeping with the image of the activity.
- I. For the sake of sensitivity toward area residents and potential local noise ordinances, there are to be no post-show performances of any kind, including parking lot standstills, cadences, sectionals or individuals (for instance, I & E soloist rehearsals).

FIELD CARE

For all rehearsal sites and competitive venues:

- A. Fields at rehearsal facility should be agreed upon with contract and/or facility administrator before utilizing.
- B. Non-permanent paint or other substance that will not kill or burn the grass should be used when marking the field.
- C. Care should be taken when moving on pit equipment and props to not cause damage to the field. A minimum of 8" wheels should be utilized on any carts or props pulled onto the field.
- D. Tarps or covers of any kind that will hinder the oxygen flow to the grass surface or create high levels of heat that can "burn" the surface are not allowed.
- E. Any field damage must be taken care of by the Corps prior to leaving the show site.

Infractions to the codes of conduct could result in the loss of credentials by the DCI Contest Coordinator, penalties to the competitive unit or financial assessments to the organization.

Appendix B – Drum Corps: What to Bring on Tour

WHAT TO BRING ON THE ROAD

Thinking about packing for the summer can be a daunting task. Below are some recommendations on what to bring. It is suggested that you talk to the veteran staff of the organization for tips and best practices on packing and organizing for the summer.

Sleeping & Travel

- 1 Large Suitcase or Duffle Bag (dimensions, L + W + D, not to exceed 80")
- Sleeping Gear - tightly rolled sleeping bag and single air mattress, camping pad or cot,
- Ditty Bag (gym bag, 22" maximum)
- Rehearsal Bag (backpack/book bag)

Toiletries

- Soap/Body Wash
- Shampoo/Conditioner
- Toothbrush/ToothPaste/Floss
- Deodorant
- Razor (electric or manual)
- Shaving Cream (if needed)
- Hair Product
- Hair Brush
- Sunscreen 30/45+
- Towels (3)

For the Bus

- Pillow
- Blanket/Sheet
- Wet Wipes
- Bungee Cords
- Bus Box (plastic w/lid, small enough to fit under bus seat)

Clothing

- Show/Free Day Footwear
- Shower Sandals
- Sweatshirt/Jacket
- Sweat/Track Pants(2)
- Jeans/Long Pants (1)
- Casual Shorts/Shirts – (2-3 for free time)
- Swim Suit (optional)

Other

- Sunglasses
- Baseball Cap/Hat With Brim
- Laundry Bag
- Rain Gear (coat, umbrella, etc)
- Watch
- Small Flashlight
- Extra Glasses (prescription)
- Contact Lenses & Solution
- Nail Clippers
- Small Ziplock Bags
- Money/Checkbook/ATM card (Note: You will not always have access to an ATM)
- Journal/Notebook
- Address Book, Stationery, Pens, Envelopes, Stamps
- Books/Magazines
- Camera
- Batteries
- Cell Phone

All prescription medication for the summer

WHAT YOU SHOULD NOT BRING

Please use common sense when packing. You will be "on the go" all summer long. Carrying around excess items slows us down and takes up valuable storage space on our vehicles.

- Unnecessary Valuables
- Non-Prescription Drugs
- Guns & Knives (absolutely prohibited)

- Alarm Clock
- Passport (unless you're not a US citizen)