



Music City Drum & Bugle Corps 2019 Member Handbook

version 04.25.19

Music City Drum & Bugle Corps Member Handbook

I. Mission.....	4
II. Statement of Principles.....	4
III. Purpose of this Document.....	4
1. Coverage & Applicability	4
2. Criminal Background Check Policy and Process.....	5
IV. Performer Protection Policies.....	6
1. Policy Summary	6
2. Reporting Child Abuse	6
3. Documenting Reports	6
4. Reporting Misconduct.....	7
5. Sexual Misconduct.....	7
6. Physical Misconduct	7
7. Emotional Misconduct	8
8. Bullying	8
9. Hazing.....	8
10. Harassment.....	9
11. Misconduct Related to the Resolution Process	9
12. Performer Interaction Policy	9
13. One-on-One Interactions	9
14. Travel.....	10
15. Social Media and Electronic Communications	10
16. Photography/Videography	10
17. Locker Rooms/Changing Areas.....	11
18. Gifting	11
19. Massage/Icing/Taping.....	11
20. Alcohol/Drug/Tobacco Use.....	11
21. Access to Rehearsals and Training.....	12
V. Code of Conduct	12
1. Professional Behavior.....	12
2. Laws, Regulations and Criminal Violations	12
3. Staff Conflicts: Issue Escalation and Reporting.....	12
4. Tobacco Use.....	13
5. Alcohol Use.....	13
6. Drugs and Other Controlled Substances.....	13
7. Contraband.....	13
8. Rehearsal Attendance.....	13
9. Disruptive & Disorderly Conduct	13
10. Harm, Threats of Harm, and Dangerous Behavior	13
11. Respect for Property.....	13
VI. Discipline Policy.....	14
1. Grounds for Disciplinary Action.....	14
2. Disciplinary Procedures	14
VII. Whistleblower Policy.....	14

VIII. Digital Communications and Social.....	15
IX. Media Release	16
X. What To Expect.....	16
1. Expectation of Members.....	16
2. Financial Obligation	16
3. Appearance and Behavior While in Uniform/Costume	17
4. Member Jackets	17
XI. Life On The Road.....	17
1. Facilities.....	17
2. Facility Usage	18
3. Walmart/Laundry	18
XII. What To Bring: Music City Packing List.....	18
XIII. Acknowledgement of Receipt of Member Handbook	21

I. MISSION

Music City Youth in the Arts provides experiential education in music and visual performance arts to young people through an immersive program emphasizing camaraderie, fitness, and leadership development.

II. STATEMENT OF PRINCIPLES

Participation with a drum and bugle corps and other performance ensembles is known to make a dramatically positive difference in the lives of young people. In addition to applied musical and performance competencies, members gain character development; improved self-confidence and self esteem; learn the value of teamwork; learn the value of commitment to purpose; learn the value of personal responsibility, integrity, sacrifice and excellence; meet and work with people from diverse backgrounds; and make new, lifelong friends.

The short-term outcome of this educational effort is a predictable improvement in skills from all participants by the season's end. This can be measured both subjectively by the organization's instructors, and assessed objectively by judges at successive competitive performances throughout the season. The long-term outcome of the program for participants is the promotion of a lifelong love and appreciation of music and performance arts. The program as a whole also encourages the pursuit of higher education and allows participants to transfer skills acquired to become valued contributors, team members, and campus and civic leaders.

Music City Youth in the Arts, Inc. relies on dedicated and engaged volunteers to serve as members of its Board of Directors. Directors are responsible for overseeing the governance, policies, financial health, and operations of the nonprofit organization. The members of the Music City Youth in the Arts, Inc. Board of Directors, individually and collectively, are committed to providing the time and resources necessary to preserve the opportunities expressed in the organization's mission.

III. PURPOSE OF THIS DOCUMENT

This document represents the policies, procedures, and general operating guidelines for members of Music City Youth in the Arts, Inc. youth performing groups, as approved by organization's board of directors. For the purpose of the document, all administrative and operational guidelines and policies herein apply globally to all Music City Youth in the Arts, Inc. enterprises regardless of the identifying language used, which may include MCYA, Music City Drum Corps, MCDC, Music City Winds, or simply Music City. Items not specifically addressed in this document will be addressed at the discretion of the respective performing ensemble's Unit Director, in collaboration with the Executive Director or President of the Board of Directors.

I. Non-Discrimination and Equal Employment Opportunity

Music City Youth in the Arts (MCYA) does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of employees or staff, selection of members, volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members and our employees, staff, members, volunteers, subcontractors, vendors, and clients.

MCYA is an equal opportunity employer. We will not discriminate and will take affirmative action measures to ensure against discrimination in employment, recruitment, advertisements for employment, compensation, termination, upgrading, promotions, and other conditions of employment against any employee or job applicant on the bases of race, color, gender, national origin, age, religion, creed, disability, veteran's status, sexual orientation, gender identity or gender expression.

2. Criminal Background Check Policy and Process

I. Affiliated Personnel

Music City Youth in the Arts, Inc. (MCYA) requires mandatory criminal background checks for all employees, independent contractors, instructional and administrative staff, interns, and board of directors' members involved with any of its performing ensembles or educational clinics, regardless of whether these are paid or unpaid positions.

1. MCYA uses the services of the independent vendor One Source to conduct background checks.
2. The results of all background checks will be treated as confidential information between MCYA and the person checked. Results will be reviewed and secured by MCYA's designated Compliance Officer. When deemed necessary, the Compliance Officer may consult with MCYA counsel or executive officer to review background check results.
3. The Compliance Officer shall have the right to reject, allow or limit an individual's participation with MCYA based upon the information obtained from the background check.
4. Any individual whose participation is rejected or limited may appeal that decision to the MCYA Board of Directors.
5. Individuals who work with MCYA on an annual basis shall be subject to a background check every two (2) years.
6. MCYA will securely maintain background check information on file for at least two (2) years.

II. Volunteers

Music City Youth in the Arts, Inc. relies upon volunteers to support its educational programs. To participate at certain levels of activity, MCYA requires volunteers to undergo mandatory criminal background checks.

1. Occasional volunteer activity in a highly public setting with little or no contact with youth participants does not require a criminal background check. MCYA must ensure these volunteers are never left with youth participants outside the presence of a designated MCYA representative.
2. Volunteer activity that involves unsupervised contact with youth participants, including roles such as medical providers, physical trainers or uniform fitters, direct contact for more than two consecutive 24-hour periods, and/or involves sleeping in the same general area as youth participants requires a criminal background check.
3. MCYA uses the services of the independent vendor One Source to conduct background checks. Volunteers who are required to complete a background check are responsible for the cost of the screening. One Source charges approximately \$25 for a background check, as of 2018. Volunteers should contact the MCYA Volunteer Coordinator for the current cost and to initiate the background check process.
4. The results of all background checks will be treated as confidential information between MCYA and the person checked. Results will be reviewed and secured by MCYA's designated Compliance Officer. When deemed necessary, the Compliance Officer may consult with MCYA counsel or executive officer to review background check results.
5. The Compliance Officer shall have the right to reject, allow or limit an individual's participation with MCYA based upon the information obtained from the background check.
6. Any individual whose participation is rejected or limited may appeal that decision to the MCYA Board of Directors.
7. Individuals who volunteer with MCYA on an annual basis shall be subject to a background check every two (2) years.
8. Volunteers who are required to obtain a background check pursuant to this policy must provide proof to the MCYA Volunteer Coordinator that they have submitted to the background check prior to the start of their volunteer time. Proof of payment to the vendor is sufficient.
9. MCYA will securely maintain background check information on file for at least two years.

III. Adverse Action Criteria

Subject to extenuating or mitigating circumstances and a majority vote of the Board of Directors:

- Appearance on any sex offender registry will disqualify an applicant or volunteer.
- The suspension or revocation of a teaching license or certification as a result of misconduct with students will disqualify an applicant or volunteer.
- Conviction of/pleading no contest/pretrial diversion of any felony will disqualify an applicant or volunteer.
- Conviction of/pleading no contest/pretrial diversion of any misdemeanor that indicates a person may pose a threat to the integrity or safety of the youth activity environment will disqualify an applicant or volunteer.
- Conviction of/pleading no contest/pretrial diversion of DUI, Reckless Driving, or other related offenses will disqualify an applicant or volunteer from driving for MCYA.
- A pattern of criminal charges that cause concern the person may pose a threat to the integrity or safety of the youth activity environment will disqualify an applicant or volunteer.
- The Compliance Officer's determination that the person's behavior renders that person's participation in the activity to be inappropriate will disqualify an applicant or volunteer.

IV. PERFORMER PROTECTION POLICIES

Music City Youth in the Arts, Inc. is committed to protecting all participants within its ensembles, including performers and staff, minors and adults alike. The organization will continue to take specific and concrete steps to promote performer safety. The Music City Performer Protection Policy is the backbone of this effort. We are committed to ensuring that all participants are able to enjoy the marching arts in healthy environments, free of abuse or misconduct.

I. Policy Summary

This Policy and the procedures herein mandate reporting of certain behaviors, defines misconduct, and sets standards that address abusive behavior. It is Music City's policy that all participants will promote a safe and healthy environment free from misconduct and abuse. Every adult participant and performer is responsible for knowing this policy and all other applicable rules. It is Music City Youth in the Arts, Inc. policy that all adult participants will be subject to a background check before given the opportunity to interact with minors from its ensembles. It is also Music City policy that all adult participants and performing members of the organization be required to complete annual safety training.

2. Reporting Child Abuse

Child abuse is a criminal activity defined by both state and federal law. Adults involved with Music City Youth in the Arts, Inc. must report child abuse as required by applicable state and federal law. Reports to Music City Youth in the Arts, Inc. should be made AFTER notifying the appropriate legal authorities.

It is Tennessee state law and Music City Youth in the Arts, Inc. policy that all child abuse is reported to the authorities within 24 hours or less. This includes the abuse of any minor, not just Music City performing members. Tennessee state law mandates that all adults over the age of 18 are Mandatory Reporters. These adults must report when they learn of facts that give reason to suspect that any child has suffered an incident of child abuse. Events that occur in multiple locations may require multiple reports, as required by the law in each location. Adults are responsible to know and follow the law.

3. Documenting Reports

When reporting abuse to the authorities, Music City recommends the reporter document the time, government agency, person receiving the call, and similar information, to confirm they have fulfilled his or her legal obligations. If you are unsure if facts require a report, seek guidance from your local Police Department or department of child services or

child advocacy center. Music City recognizes these authorities are uniquely empowered and authorized to enforce and understand law. Music City is not a law enforcement agency, and is responsible for addressing misconduct, not criminal activity.

4. Reporting Misconduct

It is Music City policy that every adult participant authorized to interact with performers, at any Music City event or facility, must report misconduct whenever such member or adult learns of the misconduct. Anyone, including performing members may report misconduct to any Music City Youth in the Arts, Inc., board member or director. Reports may be made online through the Music City Safe Reporting portal. All reports will be held in the highest confidence and in keeping of the most professional practices of investigation.

Misconduct is divided into six categories:

1. Sexual
2. Physical
3. Emotional
4. Harassing
5. Bullying
6. Hazing

Nine specific policies limit opportunities for misconduct:

1. One-on-One
2. Electronic Communication and Social Media
3. Travel
4. Photography and Video
5. Locker Room and Changing Areas
6. Gifting
7. Massage/Icing/Taping
8. Alcohol/ Drugs/Tobacco
9. Access to Rehearsals and Training

The following four categories of Misconduct Related to the reporting and resolution process are also prohibited by these Policies:

1. Abuse of Process
2. Failure to Report
3. Intentionally Making a False Report, and/or
4. Retaliation.

Note: If any misconduct allegation contains an element of sexual conduct related to a minor, it must be reported to the appropriate authorities.

5. Sexual Misconduct

All sexual misconduct is strictly prohibited. Sexual misconduct is defined as sexual conduct without consent, sexual relationships involving a power imbalance, sexual conduct with a minor, and sexual harassment. It is expressly forbidden for any adult participant to engage in sexual misconduct with ANY performing member of Music City Youth in the Arts, Inc. It is against Tennessee State Law for any adult to engage in sexual misconduct with minors.

6. Physical Misconduct

Physical misconduct is defined as causing, or reasonably threatening to cause, physical harm to another person. Physical misconduct includes, but is not limited to, the following:

1. Contact to include punching, beating, biting, striking, choking or slapping another and intentionally hitting another with objects.
2. Non-contact physical misconduct includes confinement, forcing a performer to assume a painful stance or position for no athletic purpose, or denying hydration, nutrition, medical attention or sleep.

3. Allowing a performer to return to practice after a serious injury and before medical care has been rendered or cleared by a medical professional. Such injuries could include, but not limited to head injury, broken bone, passing out, etc.

Professionally accepted instructional methods of skill enhancement, physical conditioning, team building, appropriate discipline or improved participant performance should never include physical misconduct. Conditioning for the purpose of punishment is unacceptable and is not a professionally acceptable instructional method.

7. Emotional Misconduct

Emotional misconduct is defined as repeated and/or severe non-contact behavior. Acts that deny attention or support are defined as emotional neglect. This policy recognizes three forms of emotional misconduct: verbal, physical and acts that deny support. Verbal emotional misconduct includes repeated personal attacks, repeatedly and excessively yelling, or similar methods that serve no productive training or motivational purpose. This includes name calling, teasing, and using discriminatory language.

Emotional misconduct that is physical in nature includes throwing objects, or striking objects. It is expressly forbidden to throw objects at the performers or to throw objects meant to intimidate performers.

Acts that deny attention or support includes ignoring or isolating a person for extended periods of time.

Professionally accepted and age-appropriate instructional methods for skill and performance enhancement, physical conditioning, team building, or appropriate discipline should never involve an element of emotional abuse.

8. Bullying

Bullying is when an individual or group with more power repeatedly and intentionally causes hurt or harm to another person who feels helpless to respond. Bullying misconduct specifically involves performing members or staff members who encourage performing members to participate in the following acts:

1. Physical: hitting, pushing, spitting and throwing objects at another person.
2. Verbal: teasing, ridiculing, taunting, name-calling or intimidating or threatening to cause someone harm.
3. Social/cyberbullying: rumors, false statements, electronic communications, social media or other technology
4. Teasing, ridiculing or taunting based on gender or sexual orientation, teasing someone about their looks or behavior as it relates to sexual attractiveness.

While performers are often the perpetrators of bullying toward their teammates, it is a violation of this policy if a staff member or other responsible adult knows about, or reasonably should have known of bullying, but takes no action to intervene on behalf of the targeted person(s).

9. Hazing

Hazing is conduct that endangers, abuses, humiliates, degrades or intimidates the person as a condition of joining or being socially accepted by a group, team or organization. A person's consent to hazing activity cannot be used as a defense.

Hazing can consist of contact acts, non-contact acts, or sexualized acts. This includes, but is not limited to:

1. Contact Acts: Tying, taping or otherwise physically restraining another person; beating, paddling or other forms of physical assault.
2. Non-Contact Acts include: forcing the consumption of alcohol, illegal drugs or other substances; personal servitude; excessive training requirements; sleep deprivation; withholding of water and/or food; or restrictions on personal hygiene.
3. Sexualized Acts: Actual or simulated sexual conduct of any nature

10. Harassment

Harassment is repeated attempts to establish dominance, superiority or power over an individual or group. Harassment includes any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context and duration of the behavior.

Harassment, which may be a form of Emotional, Physical or Sexual Misconduct, includes, but is not limited to:

1. Discriminatory Harassment: Harassment based on age, sex, race, color, ethnicity, culture, national origin, religion, sexual orientation, gender expression, gender identity, or mental or physical disability.
2. Stalking: Conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking generally involves a course of conduct which includes two or more acts, involving persistent and frequent unwanted in-person contact, surveillance or unwanted telephone and/or other electronic contact.
3. Sexual Harassment: Sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature

11. Misconduct Related to the Resolution Process

There are three forms of misconduct related to the reporting process. Music City Youth in the Arts, Inc. adopts the definitions of Abuse of Process as follows:

Abuse of Process – the direct or indirect interference with a report or the investigation process. Falsifying information, destroying or concealing evidence, discouraging participation or publicly disclosing a reporting party's identity or identifying information are all examples of Abuse of Process.

Intentionally Making a False Report – A report that is intentionally false or made maliciously without regard for the truth.

Retaliation – any adverse action taken against a person participating in a finding of misconduct related to the resolution process is a serious violation of this policy and can result in suspension or termination from Music City activities.

12. Performer Interaction Policy

Music City Youth in the Arts, Inc. encourages violations of the Performer Interaction Policy to be reported directly to the Unit Director first. If the Unit Director does not address the concern or if the concern is related to the Unit Director, violations may be reported directly to the board of directors or the online portal through the website.

13. One-On-One Interactions

Prevent One-on-one Interactions

1. One-on-one contact is defined as one adult and one performing member.
2. One-on-one contact between performing members and an unrelated adult is permitted if they are observable and at a distance allowing interruption by another adult.

Allowable one-on-one conduct may include:

- Emergency circumstances, such as medical issues, accidents, or fire
- Office meetings with the door unlocked and open and must be observable and interruptible by another adult.
- If the subject matter is confidential and requires a medical or mental health care professional and the performer is a minor, the parent or guardian must first be notified.

14. Travel

Local Travel

Contact information for executive staff will be provided to parents/guardians of minors prior to travel. Specific travel itineraries shall be distributed to parents/guardians once available.

1. The One-on-One Policy applies at all times.
2. Adult participants shall not ride in a vehicle alone with minors. An exception may be made for emergency circumstances or with the written permission of the legal guardian.
3. When it is necessary for Music City Youth in the Arts, Inc. to arrange for local travel to and from airports, adults must drive with at least two performers or one other adult at all times. If the option of having another adult or performer in a vehicle is not possible, a guardian must provide written permission for the minor and adult to be alone in the vehicle together.

Practice Site and Hotel Stays

1. When minors share rooms with other minors, they must be of the same gender.
2. Adult performers shall not share rooms with minor performers.

15. Social Media and Electronic Communications

All communication shall be professional in nature and focused on Music City activities.

1. The One-on-One policy applies to all social media and electronic communication.
2. All electronic communication originating from adults to minor participants must be professional in nature.
 - Direct electronic communication from an adult to a minor member will include the minor's legal guardian or parent.
 - Electronic communication from a minor to an adult participant must include the minor's parent or legal guardian.
 - Electronic communications generating from any minor member that is not professional in nature, must be forwarded to the Unit Director for review.
 - Minors may not send Facebook friend requests to adult participants and adult participants may not send friend requests to minors.
 - Adult participants may not individually interact through private message or direct message with minor performers on any social media platform
 - Approved forms of performer communication will be set by the Executive Director and adhered to by all adult participants.

All electronic communication from adults to any performing member of Music City, must be professional and transparent. Any private or public direct communication between adults and minors involving the following is prohibited and must be reported:

- a. drug or alcohol use.
- b. sexual content.
- c. explicit content.

Legal Guardians have the right to request that information about their child not be distributed in any form of electronic communications. All such requests must be honored.

16. Photography/Videography

1. Photographs or videos of performers may only be taken (a) in public view; (b) if they observe generally accepted standards of decency; and (c) are both appropriate for and in the best interest of the performer and organization.
2. A performer (or a parent/legal guardian of a minor performer), may request that his or her photograph be removed from display, posting or publication.
3. A performer (or parent/legal guardian of a minor performer), may request that his/her picture not be taken.

4. Adult participant of Music City Youth in the Arts, Inc. may not set up their own social media pages to share photographs. All photos posted through social media shall be posted by approved media staff and on formal Music City platforms.
5. Adult participants may not share individual photos through their personal social media channels of minors.

17. Locker Rooms/Changing Areas

1. Use of any device's (including a cellphone's) recording capabilities, including voice recording, still cameras, and video cameras in locker rooms, rest rooms, changing areas, or similar spaces is prohibited.
2. Under no circumstances shall adult participants be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of minors.
3. Adult participants will take every precaution possible to not be in a state of undress at any time in front of any performing member. Reasonable steps shall be taken to not shower or undress in locker rooms during the hours designated for performers.
4. The One-on-One Policy applies to all locker rooms, rest rooms and changing areas except under emergency circumstances.

18. Gifting

To prevent grooming of performers, or an imbalance of power between the performing members and adult participants, the following will be adhered to by all adults of Music City Youth in the Arts, Inc.:

1. No personal gifts are permitted.
2. The Director and Caption Heads may set guidelines for a reward system that equally applies to all performers. The award system, which may include a gift or privilege, must serve a legitimate motivational, inspirational, or educational purpose and applied equally across an entire section.

19. Massage/Icing/Taping

Adult participants of Music City Youth in the Arts are expressly forbidden from conducting rubdowns or massages on any performer. Such activities may only be provided by a licensed massage therapist, personal trainer, or medical professional specifically appointed by Music City Youth in the Arts to perform such acts.

1. Any rubdown or massage performed by a licensed professional must be conducted in an open and interruptible location.
2. Any massage of a minor athlete must be done with at least one other adult present and must never be done with only the minor athlete and licensed professional in the room.
3. Adult participants shall not rubdown or massage an athlete under any circumstances.
4. Icing and taping by any unrelated adult must be conducted in an open and interruptible location and in the presence of a third party (discretionary).
5. Icing and taping near the intimate areas of the body (buttock, breast, or genital area for example) is only permitted by a licensed medical professional and must be conducted in an open and interruptible location and in the presence of a third-party adult.
6. Parents or guardians of minors must be permitted to observe any massaging, taping or similar treatment

20. Alcohol/Drug/Tobacco Use

A person shall not be under the influence of illicit drugs, prescription drugs with impairing-side effects, or alcohol while engaging in Music City activities including instruction, competition, and travel.

1. Performers under the age of 21 may not consume alcoholic beverages.
2. No performer or staff member may participate in rehearsal or shows while intoxicated. The Unit Director has authority to remove anyone visibly intoxicated from Music City activities.
3. No person shall offer or provide non-prescribed medication, illegal drugs and/or alcohol to any performer.

4. Performers may not smoke in accordance to applicable state laws and while on properties leased or in use by Music City such as schools, buses, and hotels.

21. Access to Rehearsals and Training

Parents and guardians must have access to any and all practice sites. Access may be granted by either creating a sitting area for the parents with view of the practice area or specific times parents may be on property for practice. All members, participants and parents have an obligation to respect the Staff-Performer relationship, and persons viewing should not interrupt rehearsals, absent a belief that misconduct is occurring. Persons viewing should not interrupt rehearsals by creating any disturbance that may undermine the safety of the performers.

V. CODE OF CONDUCT

1. Professional Behavior

Members agree to:

- Act in a way that represents the best interests of Music City and its members.
- Act in accordance with our contractual responsibilities to our corporate partners.
- Establish and maintain a positive learning environment.
- Be sensitive to the local community and to our housing hosts at all times, including rehearsals, warm-ups and performances. Noise concerns are the primary reason it is difficult to find rehearsal and camp facilities:
 - Amplified metronomes are the primary 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.
- Behave in a professional manner. Unprofessional behavior includes:
 - Misconduct with other members
 - 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 and tobacco use
 - Wearing revealing or inappropriate attire in view of the public

2. Laws, Regulations and Criminal Violations

Team members shall adhere to all federal, state, and local laws governing areas where MCYA operates. The arrest of any participant for any criminal offense — whether while with Music City or not — is to be reported immediately to the Unit Director. An arrest may be grounds for immediate termination of your relationship with Music City at the sole and absolute discretion of the Executive Director and Board of Directors.

3. Conflicts: Issue Escalation and Reporting

Passionate performers will have disagreements. Members are expected to resolve conflicts through discussion and compromise. .

For day-to-day conflict resolution, discuss issues with your section leader or section sergeant first. If it cannot be addressed, inform a Drum Major. If it cannot be addressed at those levels, it will be escalated to the Unit Director. The Unit Director has the discretion to involve the Executive Director or President of the Board of Directors if necessary.

If there are issues regarding members' well being while on the road inform the Unit Director and/or his/her designee. If you observe a member violating policies and procedures, notify the Unit Director or his/her designees.

4. Tobacco Use

The use of smoking products, chewing tobacco, and e-cigarettes is prohibited.

5. Alcohol Use

The possession, use, consumption, distribution and/or display of alcohol is absolutely prohibited in and around corps vehicles, rehearsal fields, school grounds, housing sites, show venues and camp locations.

Adult participants shall not provide members with alcohol and controlled substances, regardless of the 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.

6. Drugs & Other Controlled Substances

Anyone 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 use of controlled substances.

7. Contraband

The possession of contraband by members is prohibited. As used here, contraband includes any item or material that poses a risk of harm to any individual. Contraband includes, but is not limited to, weapons, flammable or explosive substances, firearms or ammunition, fireworks, controlled substances, toxic substances and/or related paraphernalia. Contraband will be immediately seized and appropriate disciplinary action will be taken at the sole discretion of the Unit Director.

8. Rehearsal Attendance

Rehearsal schedules are set collaboratively by the Program Coordinator and Caption Heads working within the parameters established by the Unit Director and Tour Manager.

9. Disruptive and Disorderly Conduct

Intentionally or recklessly infringing upon the rights, privacy, or privileges of another person or group of people including Music City members, staff members or volunteers is prohibited. Conduct that disturbs the peace, including competitive events, trainings, practices, and all instructional and service-oriented programs that support the performance mission of Music City, is prohibited.

10. Harm, Threats of Harm, and Dangerous Behavior

The following behavior is prohibited:

- a. Conduct that threatens, endangers or causes physical, mental or emotional damage to another person.
- b. Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any Music City member, staff member or volunteer.
- c. Engaging in behavior that harms or interferes with the normal operations of Music City.

11. Respect for Property

Destruction, damage, littering, or vandalism of any property, including the use of Music City facilities and hosted or rented facilities for the benefit of participants is prohibited. This includes the use of phone lines, networks, or other

properties as a base for illegal or immoral activities or business. The attempted or real theft, embezzlement, misappropriation, possession or vandalism or any property by any member is prohibited. Unauthorized entry, access to, presence in, or use of a facility or grounds without oral or written permission by an authorized official is prohibited.

VI. DISCIPLINE POLICY

i. Grounds for Disciplinary Action

MCYA reserves the right to discipline and/or terminate any member who violates MCYA policies, practices or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant merely as an example of the types of conduct that MCYA does not tolerate. These actions include, but are not limited to:

- Engaging in acts of discrimination or harassment in the workplace;
- Possessing, distributing or being under the influence of illicit controlled substances;
- Being under the influence of a controlled substance or alcohol on premises utilized by MCYA, or while engaged in MCYA business;
- Unauthorized use of MCYA property, equipment, devices or assets;
- Damage, destruction or theft of MCYA property, equipment, devices or assets;
- Removing MCYA property without prior authorization or disseminating MCYA information without authorization;
- Falsification, misrepresentation or omission of information, documents or records;
- Lying;
- Disclosing confidential or proprietary MCYA information without permission;
- Illegal or violent activity;
- Possessing unauthorized weapons on premises;
- Disregard for safety and security procedures;
- Any other action or conduct that is inconsistent with MCYA policies, procedures, standards or expectations.

This list exhibits the types of actions or events that are subject to disciplinary action. It is not intended to indicate every act that could lead to disciplinary action. MCYA reserves the right to determine the severity and extent of any disciplinary action based on the circumstances of each case.

VII. WHISTLEBLOWER POLICY

A. Application. This Whistleblower Protection Policy applies to all of MCYA's staff, whether full-time, part-time, or temporary employees, to all volunteers, to all who provide contract services, and to all officers and directors, each of whom shall be entitled to protection.

B. Reporting Credible Information. A protected person shall be encouraged to report information relating to illegal practices or violations of policies of MCYA (a "Violation") that such person in good faith has reasonable cause to believe is credible. Information shall be reported to the Vice President of the Board of Directors (the "Compliance Officer"), unless the report relates to the Compliance Officer, in which case the report shall be made to the Secretary who shall be responsible to provide an alternative procedure.

Anyone reporting a Violation must act in good faith, and have reasonable grounds for believing that the information shared in the report indicates that a Violation has occurred.

C. Investigating Information. The Compliance Officer shall promptly investigate each such report and prepare a written report to the Board of Directors. In connection with such investigation all persons entitled to protection shall provide the Compliance Officer with credible information. All actions of the Compliance Officer in receiving and investigating the report and additional information shall endeavor to protect the confidentiality of all persons entitled to protection.

D. Confidentiality. MCYA encourages anyone reporting a Violation to identify himself or herself when making a report in order to facilitate the investigation of the Violation. However, reports may be submitted anonymously by filling out a “Whistleblower Reporting Form” online at the MCYA website. Reports of Violations or suspected Violations will be kept confidential to the extent possible, with the understanding that confidentiality may not be maintained where identification is required by law or in order to enable MCYA or law enforcement to conduct an adequate investigation.

E. Protection from Retaliation. No person entitled to protection shall be subjected to retaliation, intimidation, harassment, or other adverse action for reporting information in accordance with this Policy. Any person entitled to protection who believes that he or she is the subject of any form of retaliation for such participation should immediately report the same as a violation of and in accordance with this Policy.

Any individual within MCYA who retaliates against another individual who has reported a Violation in good faith or who, in good faith, has cooperated in the investigation of a Violation is subject to discipline, including termination of employment or volunteer status.

F. Dissemination and Implementation of Policy. This Policy shall be disseminated in writing to all affected constituencies. MCYA shall adopt procedures for implementation of this Policy, which may include:

- (1) documenting reported Violations;
- (2) working with legal counsel to decide whether the reported Violation requires review by the Compliance Officer or should be directed to another person or department;
- (3) keeping the board of directors informed of the progress of the investigation;
- (4) interviewing employees, volunteers, officers, directors;
- (5) requesting and reviewing relevant documents, and/or requesting that an auditor or counsel investigate the complaint; and
- (6) preparing a written record of the reported violation and its disposition, to be retained for a specified period of time.

The procedures for implementation of this Policy shall include a process for communicating with a complainant about the status of the complaint, to the extent that the complainant’s identity is disclosed, and to the extent consistent with any privacy or confidentiality limitations.

VII. DIGITAL COMMUNICATIONS & SOCIAL MEDIA

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

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

All members 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 Music City constituents apply online as in the real world. Staff members are liable for anything they post to social media sites.

Policies for all Social Media Sites, Including Personal Sites

1. Protect confidential and proprietary information: Do not post confidential or proprietary information about Music City, students, staff, or alumni. Any members who share confidential information do so at the risk of disciplinary action or termination.
2. Age inappropriate content: Due to participation by members under the age of 18 on personal social networking sites, any sexual or otherwise age inappropriate content is grounds for termination. All members

are responsible to monitor sites under their control for inappropriate content posted by others.

3. Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of Music City and others.
4. Don't use Music City logos for endorsements: Do not use any Music City logo or name on personal social media sites to promote a product, cause, or political party or candidate.

IX. MEDIA RELEASE

MCYA routinely records audio, video and photographic images of almost all facets of its performing organizations, including during rehearsals, camps and performances. These recordings include the voices, performances and likenesses of adult participants. Recordings are used to benefit MCYA primarily for promotional and recruiting purposes, but also from time-to-time to fulfill contractual obligations MCYA may have with various equipment and instrument suppliers. MCYA will not sell or otherwise profit from these audio and video recordings or images. MCYA must, however, secure the comprehensive rights to use these recordings for the purposes outlined above, so each member will be required to sign the MCYA Release For the Use of Audio & Video Recordings and Photographic & Electronically Created Images.

X. WHAT TO EXPECT

Your success in Music City Drum Corps and in life is dependent on you. Music City provides resources and instruction, including a talented group of professional educators, administrators and volunteers to support you. Do not be afraid to ask for help.

You are writing the next chapter in the proud history of Music City. The friendships you create are those which can last a lifetime.

I. Expectation of Members

Music City You and Arts (MCYA) support a philosophy and environment of safety, camaraderie and professionalism. Members shall:

1. Act professionally, consistent with the heritage and culture of MCDC and be a positive ambassador for MCYA.
2. Respect everyone, including each other, the educational and management staff, volunteers, and members of other performing units
3. Obey the law
4. Ask for guidance when in doubt

Members are expected to follow all policies and procedures outlined in this handbook as well as any specific instructions given by the authorized leadership.

A member is subject to dismissal for conduct determined to be detrimental to the best interests of MCYA.

2. Financial Obligation

Students participating in any ensemble are responsible for meeting the financial obligations defined in their performing member contract. Students who fall behind the payment schedule will NOT be permitted to participate in any rehearsal without the explicit approval of the ensemble's director and executive director of the organization. Students who are

not current in their payment plan may not participate in any performance.

3. Appearance and Behavior While in Uniform/Costume

MCDC's image is that of a clean, approachable, and charismatic performer. Every member is required to be appropriately groomed based on guidelines established by the unit Director each season. These will be communicated prior to the beginning of the competitive season.

- No jewelry of any kind is allowed in uniform, except for one's Stars. Any visible piercings must be removed beforehand. If they cannot be removed, they must either be a clear or skin color.
- Tattoos will be addressed on a case-by-case basis at the discretion of the unit Director. Members with unacceptable tattoos may be asked to cover them, if possible, while in uniform
- When in uniform, you are a public ambassador for Music City. Your actions are closely observed by the people around you.

4. Member Jackets

Members in ensembles with member jackets may order their unit's jacket at any time. You will not receive your jacket until after the ensemble performs in its first competition of the season. Jackets are to be worn by members and alumni only. You are discouraged from allowing a non-member to wear a member jacket except as a courtesy in extreme weather. You've earned the right to wear the jacket.

XI. LIFE ON THE ROAD

Moving the performing ensemble is difficult. Each member must 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 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 your experience more successful and enjoyable!

I. Facilities

We pride ourselves on leaving a rehearsal or housing site better than how we found it. Always remember that in every site we visit, we are the GUESTS! Here are some quick guidelines to help keep things clean and ensure that our hosts welcome us back:

- No food or drink in the gym. Schools pay thousands and thousands of dollars to maintain their gym floors and while you might think it's not a big deal, they do!
- Eat in designated areas only. All food-related trash is to be disposed of in appropriate receptacles.
- Do not roll any suitcases on the gym floor, as they may leave scratches. You may want to bring a duffle bag with a shoulder strap instead.
- ALWAYS wear a shirt in any building (and shorts for that matter).
- Always leave an open aisle around the edge of the gym. When everyone is crammed in a gym, it gets hard to move around.
- Remove your own trash. There will be a designated group to clean the area; DO NOT make it any harder for them.

2. Facility Usage

- No staff member, volunteer, or marching member is allowed to use or obtain permission 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 computers, tablets, or other digital devices
- Additional space within school property
- Wireless Internet or network access (secured or unsecured)
- Other facilities, such as laundry rooms, home ec rooms, cafeterias, auditoriums, phones and phone lines, school athletic equipment, etc.

Both males and females are associated with our organization. Appropriate use of bathrooms and shower facilities will be communicated at each housing site. Please respect any posted signs restricting use. At all times, please be respectful of the needs of all individuals traveling with the organization.

3. Walmart/Laundry

We will try and make a full corps stop to do laundry and hit a shopping center, like Walmart, Target etc, every 12-14 days. This means as you pack for tour you do not need to bring enough soap to last 3 months. These stops help us pack lighter and give you a chance to stock up on toiletries, socks, shirts, bus snacks and funny sunglasses.

XII. WHAT TO BRING: MUSIC CITY PACKING LIST

Things to keep in mind:

- Pack no more than what you can carry
- You will not be allowed to roll (or drag) anything on the gym floor
- You are allowed one large bag to fit under the bus
- Nothing can be attached to the bag (air mattresses and cots must fit inside the bag)
- Your rehearsal backpack and jug will go with you on the bus
- There may be additional section-specific items needed, those will be communicated to you by your staff/section leader as we approach move-ins
- Pack as much as you will need for 12-14 days at a time

Clothing Items

These ranges are suggestions. Many performers will bring fewer than the suggested range, but more than the suggested range is unnecessary.

- 7-10 shirts (more or less depending on how much you plan to wear a shirt at rehearsal)
- 7-10 shorts (lightweight and shorter will be more comfortable than baggy)
- 20+ pairs of socks
- 20+ pairs of underwear (fewer if using shorts with built in liners)
- 7-10 sports bras
- 2-3 compression shorts
- 2 pairs of tennis shoes (second pair for when your first pair is drying after rain)
- 2 free day outfits (on laundry days: wear one, wash one)
- Free day shoes (something your feet can breathe in)

Rehearsal Items

- Music Binder (Brass and Perc)
- Page protectors
- Highlighters
- Rehearsal Backpack
- Blue 1 gallon water jug
- Carabiner to carry water jug on backpack (especially guard and tubas)
- Fanny pack
- Spiral note card books (dot book)
- Pencils
- SUNSCREEN!!
- Hat (mandatory for rehearsal)
- Bandanas (suggested)
- Rain jacket
- Sunglasses
- Chapstick
- Garbage bags (to put over your backpack when it rains)

Bus

All of the items in this category are optional. Many of the items are what performers in the past have found to work best while living out of the bus. Things you pack on the bus will most likely stay on the bus and not take them off at housing sites (though for safety reasons, anything hanging from the ceiling or suction cupped to the window must be removed and left in your seat when you depart the bus). We spend long hours traveling in the bus, it is your second home. Make it comfortable for you.

- Bus Box (a small plastic tub to keep stuff under your seat) (Bus Box Example)
- Snacks (meltable things will melt)
- Backseat organizers
- Suction cup shower accessories (for clipping to windows)
- Water bottle for bus
- Shower rug or mat (comfortable for feet and if you sleep on the floor)
- Blanket (it gets cold overnight)
- Backup phone charger/mobile charger (busses typically have outlets)
- Bungee cords
- Head phones/ear buds/ear plugs/aux cables to plug into the bus
- Hoodie
- Sweat Pants
- Febreze
- Tooth brush/ tooth paste (you will not be allowed under the bus to access bathroom bags once they are packed under the bus)

Bathroom/ Shower Essentials

Some people will need more bathroom supplies than others. 2 in ones and 3 in ones are good for some people. 2 gallon ziploc bags work well to store liquids (shampoo, body wash, ect.)

- Towel(s) (2 recommended)
- Shampoo
- Conditioner
- Shower Shoes (flip flops, something must be worn in shower)
- Bodywash/Liquid Soap
- Face wash
- Razors

- Shaving cream
- Lotion
- Toothbrush
- Toothpaste
- Deodorant
- Gold Bond (recommended)
- Baby powder (recommended)
- Hair brush
- Feminine hygiene products

Uniform for Brass and Percussion

- Long black socks
- Black sport bra
- Black compression shorts
- Show hair supplies (All performers will style hair for shows)
 - Short hair will need:
 - gel or pomade to style nicely
 - Long hair will need:
 - Gel
 - Bobby pins
 - Hair ties
 - Combs
 - Hairspray

Drum Line

- Rolls of white stick tape
- High tension drum key
- Ear plugs
- (optional) multi tool with allen/hex keys

Color Guard

- Gloves
- Black shorts
- Dance belt (male performers)
- Show makeup supplies
- Show hair Supplies

Brass

- Correct mouthpiece
- B.E.R.P.
- Black towel
- Breathing tube with string attached
- 6-12 pairs of black cotton gloves (Cotton Gloves Example)
 - OR
- Baseball gloves (Batting Glove Examples)
- Ear plugs for indoor rehearsals

Misc

- Make up
- pocketbook or wristlet

- ziplock bags
- Laundry bag
- Laundry detergent (pods tend to be easiest)
- Dryer sheets (for laundry and keeping your bag smelling fresh)
- Roll of quarters (not all laundromats accept credit cards)
- Bed (you have a couple of options, but it must fit in your bag, see below)
- Blanket
- Pillow
- King sized pillow cases are a good to stuff a blanket and a jacket in.
- Extension cords
- Phone cords

Beds

You have a couple different options for bedding and they all have pros and cons. Many performers will bring an air mattress for move-ins while we're stationary, but switch to a camping mat and sleeping bag for tour. Many veteran members have strong opinions over which they prefer, take that into consideration when asking around.

1. Air mattresses must be single high, twin-size. Sometimes we have very tight sleeping quarters and need as much room as possible to fit everyone in. They are the most comfortable option. You will have to make sure you have a reliable air pump that plugs in or is rechargeable or battery powered. Holes may occur, so also make sure you have the proper equipment to patch. Air mattresses can also take up lots of room in your suitcase.
2. Camping Cots provide almost as much comfort as a air mattress, but can be set up and torn down more easily. It's still a little more work than just a mat and sleeping bag, but those who use cots tend to love them. Though, you will need to make sure they fit inside your suitcase/duffel.
3. Camping Mats are the easiest sleeping solution. Many will self inflate and can be easily rolled up and strapped with a sleeping bag in seconds, allowing you go roll out your bed and go straight to sleep while everyone else is running around searching for outlets to inflate their air mattress.

XIII. ACKNOWLEDGEMENT OF RECEIPT OF MEMBER HANDBOOK

Each Music City Youth in the Arts, Inc. member must acknowledge he or she has read and considered the terms and conditions of the Music City Youth in the Arts, Inc. Member Handbook, consulted about it with the advisors of his or her choice or elected not to do so, and had any and all questions about the Handbook answered to his or her satisfaction. Each MCYA member will affirm he or she understands the obligations contained in the Handbook, and agree to the responsibilities expected of members of Music City Youth in the Arts, Inc. A completed submission of the Acknowledgement of Receipt form is a condition of participation for all MCYA members.



MUSIC CITY YOUTH IN THE ARTS, INC. ACKNOWLEDGEMENT AND AGREEMENT MEMBER HANDBOOK

I, _____, hereby acknowledge that I have read and considered the terms and conditions of the Music City Youth in the Arts, Inc. **Member Handbook**, I have consulted about it with the advisors of my choice or elected not to do so, and have had any and all questions about the Handbook answered to my satisfaction. I understand the obligations contained in the Handbook, and hereby agree as of the date below to the responsibilities expected of me as a member of a performing ensemble sponsored by Music City Youth in the Arts, Inc.

I acknowledge that MCYA may revise, suspend, revoke, terminate, change or remove, prospectively or retroactively, any of the policies or procedures of MCYA, whether outlined in this Handbook or elsewhere, in whole or in part, with or without notice at any time, at MCYA's sole discretion.

By signing below, I express my understanding and acceptance of this acknowledgement and agreement willingly and voluntarily.

_____	_____
Member Signature	Date

_____	_____
Parent Signature (if member younger than 18-years-old)	Date

_____	_____
MCYA Designated Representative Signature	Date