

The Cavaliers  
Arts, Performance,  
& Education, Inc.  
("CAPE")

Employee, Contractor, Board Member, and  
Volunteer Handbook outlining Policies &  
Procedures

*Adopted and approved by the Board of Directors of CAPE effective March 28, 2022*



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# WELCOME TO THE CAVALIERS AP&E

## CAPE MISSION AND VISION

### Our Mission

Inspiring and developing young people of all backgrounds to achieve excellence in the marching arts and to become leaders and champions through education, camaraderie, and a life-changing culture of belonging.

### Our Vision

To be the standard setter in the marching arts for members through “lifelong experiences” of community, competition, and leadership.

### Non-discrimination statement

The Cavaliers AP&E (CAPE) is an equal opportunity employer and does not and shall not discriminate based on actual or perceived race, creed, color, ethnicity, religion, alienage or national origin, ancestry, citizenship status, age, persons with disabilities, gender identity, gender expression, marital status, veteran status, sexual orientation, genetic information, or any other characteristic protected by applicable federal, state, or local laws. These activities include, but are not limited to, hiring, and firing of staff, selection of volunteers and vendors, and provision of services. Ensembles under the CAPE umbrella will make lawful, bona fide and artistically-informed casting decisions. CAPE is committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, contractors, vendors, and participating members.

### Purpose of this Document

This document represents the policies, procedures, and general operating guidelines for Team Members of CAPE, as endorsed by the CAPE Board of Directors. Items not specifically addressed in this document will be addressed at the discretion of the unit director, in collaboration with the Executive Director of the organization. Any questions regarding the policies listed in this document should be directed to the Executive Director at [director@cavaliers.org](mailto:director@cavaliers.org).

### Coverage & Applicability

Unless otherwise specified, the term “**Staff**” refers to compensated individuals, both full-time and part-time, employees and independent contractors, including those receiving a stipend. “**Volunteer(s)**” refers to those providing a service without compensation. “**Board Members**” refers to Members of the Board of Directors that provide a service without compensation. “**Team**” or “**Team Member(s)**” refers to Staff, Volunteers and Board Members that is, those providing services to the organization in a compensated or uncompensated capacity. “**Member(s)**” refer to individuals performing in all CAPE performing units.

The policies and procedures outlined in this document are intended to cover all Team Members as defined above.

## Your Responsibilities as a Team Member of CAPE

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

- Act in a professional manner consistent with the heritage and culture of CAPE as well as an ambassador of the Village of Rosemont, IL.
- Create an outstanding educational and social experience for the marching members of the organization.
- Act as a role model for the marching members of the organization.
- Respect each other and members of other performing units.

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

Team Members are subject to dismissal for conduct determined to be detrimental to the best interests of CAPE. The unit Director shall have the authority to dismiss an individual and shall submit a written report to the Executive Director for further submission to the Board's Ethics and Compliance Panel for review following any occurrence. An individual who has been dismissed may appeal the dismissal to the Executive Director who will investigate the appeal and render a final decision upon conferring with the Board of Directors.

## TEAM MEMBER REQUIREMENTS

### Minimum Age

Team Members shall be at least 18 years of age. Any Team Member under the age of 21 requires the approval of both the unit director and the Executive Director.

### Background Checks

A background check as specified by the organization is required of all Staff and must be conducted no less frequently than every two years. A background check as specified by the organization is required for all Volunteers who will be spending over one day in contact with Members in any of our ensembles. The results of the background check must indicate there are no issues that would compromise the safety or well-being of any Member of the organization. Any information revealed in a background check requiring review will be forwarded to the Executive Director for further submission to the Board's Ethics and Compliance Panel for review and decisioning. All individuals must be cleared prior to an individual's involvement with the organization. Background checks for Staff will be paid by the organization while checks for Volunteers and Board Members shall be at the individual's expense. For more information, or to begin a background check, contact [office@cavaliers.org](mailto:office@cavaliers.org) for the current process.

## Safe Sport Training

In June of 2021, Winterguard International (WGI) Sport of the Arts required all adult instructional and administrative staff having regular contact with or authority over participants of any group participating in any WGI event to complete the “SafeSport Trained” Abuse Prevention course. Starting with the 2022 season, all persons over the age of 18 participating in Drum Corps International (DCI) activities, will be required to complete the SafeSport Trained Core Course. This includes corps members, instructors, designers, administrators, board members, and volunteers having extended contact with or authority over participants. The course is approximately two hours in length, costs \$17. Individuals will need to present their certification as proof of completion.

Volunteers spending less than 48 hours with a CAPE organization will be required to complete “SafeSport for Volunteers”, a fifteen-minute course that can be completed on the spot or prior to a scheduled volunteer assignment.

This certification is transferrable once taken, meaning once completed, it can be used for DCI, WGI and any other organization requesting the certification without retaking the course. An annual refresher course will be offered to remain in compliance with the requirements.

## Medical Requirements

Team Members are responsible for their own well-being. Team Members traveling with the corps who do not have health insurance are required to purchase the protection plan through CampDoc, as CAPE does not provide insurance to individuals other than employees as required by law. Members of our Medical Team will provide medical guidance as needed but are not a substitute for your personal physician. Adults are expected to be in good physical condition and must bring all their own prescription medication and medical supplies that they will need during their time with the corps. Medically related questions can be sent to [medical@cavaliers.org](mailto:medical@cavaliers.org).

## CODE OF CONDUCT

As representatives of CAPE, Team Members shall act responsibly in a manner that will reflect favorably upon CAPE and its mission, including adhering to the following specific requirements.

### Ethical Behavior

All Team Members shall strive to conduct their affairs in good faith and in accordance with organizational practices. CAPE maintains a policy of openness to all persons without regard to race, creed, gender, religion, economic status, sexual orientation, or national origin. As outlined below we expect Team Members 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 CAPE business.

- Avoid any real or perceived conflict of interest.
- Never knowingly harm the interests of CAPE given a good faith understanding.

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, 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. All Team Members agree to act in the best interest and as an ambassador of the Village of Rosemont and all other partners.

## Laws, Rules and Policies

Team Members shall adhere to all Federal, State, and Local laws governing areas where we operate, as well as the rules and policies of any facilities that we are privileged to be guests.

## Conflict of Interest

All Team Members will at least annually, and immediately when a real or potential conflict of interest arises, disclose to the Unit/Executive Director any real or perceived conflicts of interest by completing and signing the appropriate disclosure form:

- Staff, and Volunteers that spend more than 14 days with The Cavaliers AP&E Inc. on an annual basis, will complete the form titled “Annual Conflict of Interest Disclosure Form for Staff and Volunteers”
- Board Members will complete the form titled “Board of Directors’ Annual Conflict of Interest 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.

## INTERACTION BETWEEN STAFF AND MEMBERS

At CAPE, we encourage a close and respectful relationship between members and staff. Our staff serve as members’ role models, guides and mentors. The purpose of these guidelines is to give clear direction regarding appropriate conduct and boundaries between staff and members. The expectations for conduct set forth in this document are not intended to serve as an exhaustive list of requirements, limitations, or prohibitions on staff conduct and activities established by CAPE. Rather, they are intended to:

- Alert staff to some of the more sensitive and often problematic matters involved in staff-member relationships;
- Provide staff with clear guidance in conducting themselves in a manner that reflects high standards of professionalism; and
- Specify boundaries related to situations and conduct bearing potential sexual overtones, implications, or consequences that are contrary to accepted norms of behavior and in conflict with duties and responsibilities of staff.



Although this policy gives clear direction regarding appropriate conduct between staff and members, each staff member is obligated to avoid situations that could prompt questions by parents, members, colleagues, or observers.

## One-on-one Interactions

One-on-one interactions between a member and staff are permitted if they occur at an observable and interruptible distance by another adult. Meetings between staff and minor participants should only occur if another adult is present, except under emergency circumstances. All staff & volunteers of CAPE are expected to keep a 2:1 ratio at all times for the protection of members and staff or volunteers alike. This means that there can be 2 members and 1 staff or volunteer, or 2 staff or volunteers and 1 member, but never 1 member and 1 staff or volunteer alone together. This applies to electronic communications unless the official Slack, Facebook Groups or Cavalier.org email account are utilized.

At no time should staff or volunteers be permitted to be alone with a participant in a locker room or changing area, except under emergency circumstances. Under no circumstances, shall staff or volunteers expose themselves, or their genitals to a member.

## Social Media and Electronic Communication

All electronic communication originating from staff to members must be professional in nature. Communication with groups of members and individual members must be done in a transparent manner that demonstrably supports the organizational mission and serves a legitimate purpose. Staff should avoid one-to-one communication with members that can lead to the appearance of impropriety, or that reasonably gives the perception that such communication does not have a legitimate purpose directly related to the job duties of the staff member. Staff are advised to communicate with members through standard use channels (Slack, Facebook groups, etc.) that are transparent and able to be monitored.

Legal guardians may request that they be copied on any direct communication to minor members.

## MEMBERS / TEAM MEMBERS' SAFETY

It is the policy of CAPE to maintain an environment free from harassment and/or intimidation. It is a violation of CAPE policy for any Member / Team Member to harass a Member / Team Member through conduct of a sexual, intimidating or bullying nature.

It shall also be a violation of CAPE policy for a Member / Team Member to tolerate and/or to knowingly fail to report sexual harassment, intimidation, or bullying, as defined by this policy, by a Member / Team Member, or by any third parties who are participating in, observing, or otherwise engaged in activities, including events and other non-rehearsal/performance activities. In many circumstances, staff will also have the duty to report such conduct in accordance with their mandated reporter requirements as part of their medical and/or educational certification.

Violations of the policies associated with Member / Team Member's well-being and safety or intentionally making false reports may result in disciplinary actions up to and including dismissal from the organization.

# PROHIBITED ACTIVITIES

## Fraternization

CAPE holds our Team Members to the highest degree of ethical and professional behavior. This 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 Team Members are prohibited from unethical or inappropriate fraternization with Members, including, but not limited to, dating, pursuing a date, having or pursuing a romantic or sexual relationship with Members.

There is to be NO fraternization between Staff Members and 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 situation where we have a combination 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 sexual relationships between adults and minors are illegal under Illinois and most other state laws. Sexual relationships between minors and minors are also prohibited. Sexual activity between consenting adults must not occur on any corps property or at any housing site or at any time while traveling or housing with the body of the corps.

There is to be NO fraternization between adults (18 and over) and minors (under 18). 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.

## Grooming

Grooming is defined as establishing an emotional connection and trust with a person, and sometimes with their friends and/or family to lower their inhibitions for the purpose of sexual abuse. Grooming can include communicating with the person outside of the scope or the nature of the professional relationship (student/staff or supervisor/direct report) or via channels not approved by CAPE including but not limited to: 1:1 texting, 1:1 phone calls, 1:1 direct messaging on social media, or being physically alone with the person and having discussions that are not related to instruction or collaboration on a shared project, and instead blur the lines between personal and professional boundaries. CAPE provides all staff with Slack, Facebook Groups and official CAPE email addresses for the purpose of communications.

## Sexual Harassment and Intimidation

“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:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or membership in the organization.
- Submission to or rejection of such conduct is used as the basis for employment or membership in the organization.
- 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 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

At all times, Members of CAPE will demonstrate respect for others and contribute to the well-being of the organization. Bullying and cyberbullying are prohibited and will result in disciplinary action up to and including dismissal from the organization.

Bullying / Cyberbullying includes any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a Member(s), staff or management that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the individual(s) in reasonable fear of harm to the Member's or Members' person or property.
- Causing a substantially detrimental effect on the Member's or Members' physical or mental health.
- Substantial interfering with the Member's or Members' on-field performance.
- Substantially interfering with the Member's or Members' ability to participate in or benefit from the services, activities, or privileges provided by CAPE.

Bullying / Cyberbullying may include, but is not limited to:

- Gestures, including but not limited to obscene gestures.
- 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.

- Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
- Repeatedly and purposefully shunning or excluding from activities.

## Hazing

CAPE 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 men and women via our unique combination of the artistic, athletic, and competitive aspects of drum corps and marching ensembles that CAPE has successfully done for over 70 years. The rules and applicable national, state, and local laws are vague on the definition of what is considered 'hazing'.

The Board of Directors, tour management, and Junior Officers annually review closely what activities are considered appropriate and acceptable within the framework of earning one's place as a Member of a CAPE ensemble and what activities cross the line into hazing and bullying. The mechanism for anonymously reporting questionable conduct of any kind to the Board of Directors and corps management for action is also reviewed annually. CAPE 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.

## INCIDENT REPORTING / WHISTLEBLOWING

CAPE strives to create a culture where all will feel free to raise incidents and concerns and have created two avenues for reporting: Incident Reporting and Whistleblowing.

### Incident Reporting

Incidents and concerns can be reported directly to the unit Director, Executive Director, or President of the Board for immediate action. Should the incident involve the unit Director, report should be made to the Executive Director; incidents involving the Executive Director should be reported to the President of the Board.

### Whistleblowing

A Whistleblower Policy is in place to establish policies and procedures regarding the mechanism for the confidential and anonymous submission of incidents and concerns. This complete policy is available for review on the CAPE web site at: <https://cavaliers.org/whistleblower>. Reports will be routed to the Ethics & Compliance Panel of the Board of Directors to be addressed.

### Reporting responsibility includes, but is not limited to, the following

- Any Team Member who believes they are, or have been, the victim of sexual harassment, bullying and/or hazing, should immediately report the situation to the Director of the

performing ensemble, and an investigation will be initiated to review the incident in a timely manner. Should the incident involve the unit Director, report should be made to the Executive Director; incidents involving the Executive Director should be reported to the President of the Board. **NOTE:** The quickest response time to an incident is through Incident Reporting and should be utilized when necessary.

- Any Team Member that witnesses an act of bullying, hazing, harassment, or inappropriate adult/member interaction shall immediately report that activity to the unit 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. The Director or other adult staff will immediately notify the Executive Director, who will engage the Ethics & Compliance Panel of the Board of Directors regarding the allegation and an investigation will be initiated. Should the incident involve the unit Director, report should be made to the Executive Director; incidents involving the Executive Director should be reported to the President of the Board.
- 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 unit Director or their designee(s).
- Follow-up all reported incidents to the unit Director or appropriate party in writing, within 12 hours of occurrence.

## Confidentiality

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

## Investigation Procedures

Investigation Procedures will be undertaken by the Ethics & Compliance Panel of the Board of Directors as outlined in the Whistleblowing Policy.

## Disciplinary Action

Disciplinary and/or other appropriate action will be determined by the Ethics & Compliance Panel of the Board of Directors and appropriate actions will be taken with respect to any Member or Team Member who is found to have committed or participated in an act or acts of sexual harassment, intimidation, or bullying and/or hazing against a Member or a Team Member. Disciplinary action, up to and including dismissal, may be taken with respect to any individual associated with CAPE who is found to have committed or participated in an act or acts of sexual harassment, intimidation, hazing, or bullying/cyber bullying against another individual. Action in accordance with Member safety may be taken against any other individual associated or affiliated with the corps who is found to engage in the above actions.

Upon investigation, any individual who has been determined to have retaliated against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint or charge will be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

The discipline and management of the Members is the sole responsibility of the unit 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.

## Day-to-Day Issues Resolution

During daily operations, issues may arise in areas including transportation, logistics, Members' well-being, and Member/Team Member behavior. We seek to resolve issues in a timely manner, with fair, consistent, and appropriate outcomes, as follows:

- Discuss issues with your caption head or department manager first. If it cannot be addressed, inform the Program Director (educational staff) or Unit Director (management and touring). If it cannot be addressed at those levels, it will be escalated to the Executive Director. The Executive Director has the discretion to involve the President of the Board and/or members of the Ethics & Compliance Panel as necessary.
- If there are issues regarding logistics or Members' well-being while "on-the-road" inform the unit Director and/or their designee.
- If you observe a Member violating policies and procedures, notify the unit Director or their designees, 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 unit Director.

## RETALIATION

There will be no retaliation against any person who reports such acts in good faith, who is thought to have made a report, who files a complaint, or who otherwise participates in an investigation of inquiry concerning allegations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

## MEMBER HEALTH

CAPE 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.

### Member Health Preparation

- All members are required to obtain medical clearance before pre-tour begins. They must upload their pre-participation sports physical, medical history, vaccinations, and health insurance information on CampDoc. **Members will NOT be permitted to rehearse at pre-tour without medical clearance.** Questions can be directed to [medical@cavaliers.org](mailto:medical@cavaliers.org).
- Prior to the season, all members of the Drum Corps are provided with a list of approved rehearsal shoes. **Drum Corps Members will NOT be permitted to rehearse unless they are wearing approved rehearsal shoes. Flip flops and open toed sandals are not permitted.** Staff and volunteers are encouraged to utilize this shoe list.

- All members of the Drum Corps are required to submit their prescription medications to the Medical Team during pre-tour. **Only members of the CAPE Medical Team or their official designees are authorized to distribute medication to Drum Corps members.**
- Hydration guidelines will be set by the Medical Team and approved by the unit Director. Staff and volunteers shall respect these guidelines and adjust rehearsal schedules accordingly. Hydration is critical for everyone.

## 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 Management Team and allow them to take responsibility for the Member's care.

The Medical Team Member or unit Director will notify parents as appropriate.

If the Member is under the age of 18, and medical care is needed off site, parents will be notified before transport, except in life threatening emergencies. A medical records release form will need to be signed by the Member so that the CAPE Medical Team Leader can get copies of the medical records with diagnosis and treatment rendered to allow for follow up care.

If you are requested to accompany an individual to a medical facility, please make sure the Member has a copy of his medical file and current health insurance card and photo ID. The Members medical file can be obtained from medical personnel traveling with the corps and it is available online on CampDoc. 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. The Member's insurance will be billed initially. If the medical visit is the result of an accident, the Corps insurance may reimburse the Member's insurance company if appropriate paperwork filled out and criteria are met.

## POLICIES & PROCEDURES

### Alcohol

Team Members who are 21 or older may consume alcoholic beverages subject to these guidelines:

- Alcohol is not allowed at any school campus, housing, rehearsal or competition site.
- Alcohol is only to be consumed on the staff/management buses - never in public around the corps and never on a school campus, housing or competition site.
- Alcohol consumption on the bus must never interfere with the driver or the safe operation of the vehicle.
- Alcohol may be consumed when away from the unit, such as at a restaurant during free time.
- Staff and volunteers shall not appear intoxicated or under the influence in public, around the corps, or in the presence of the Members.
- Empty bottles and cans are not to be disposed of at housing, rehearsal or show facilities.

Drivers shall refrain from drinking any alcohol before or when transporting the ensemble and its equipment. Federal Dept. 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 him/herself.

Alcohol is only allowed for ensemble Members who are 21 or older. Alcohol is only allowed on specific occasions that are formally communicated by a member of the Management Team. Any Member under the age of 21 found consuming or in possession of alcohol or any “of age” Member who is found consuming or in possession of alcohol outside of formally designated occasions and/or at a housing site and/or in a CAPE vehicle or vehicle leased by CAPE will face consequences up to and including dismissal from the ensemble. Members who are 21 or older shall not provide alcohol to a minor.

Team Members shall NOT provide Members with alcohol or controlled substances, regardless of age of the Members. It is unlawful to sell, serve, deliver or give alcoholic beverages to a person under 21 years of age. In Illinois, the penalty for an individual under 21 in possession or for the person providing the alcohol is the same, Class A Misdemeanor with a minimum fine of \$500. Violation of these policies may lead to punishment up to and including dismissal from the organization and/or interaction with law enforcement if applicable.

## Drugs/Controlled Substances

A simple word about drugs, **None**. Any Team Member found using, selling, sharing, holding, or under the influence of illegal or controlled substances, or engaging in the inappropriate use of prescription medications while with the unit and/or at any school campus, housing, rehearsal or competition site 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 even where local laws may permit controlled substances, e.g. marijuana.

## Smoking

The use of nicotine containing products such as cigarettes, chewing tobacco, e-cigarettes and vaping products is strongly discouraged. Smoking by anyone under the age of 21 is prohibited. Smoking in any form, including e-cigarettes is not allowed on any school campus, housing, rehearsal, or competition site. It is also not allowed on any CAPE vehicles. If you feel the need to smoke, you must leave the property. This generally means crossing the street to remain off school campus. Smoking cessation materials such as nicotine patches, gum or lozenges are permitted.

## General Liability and Theft

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



Theft of personal, public, housing site, school or other property will not be tolerated. The Unit Director or a designated member of the Management Team will address incidents of 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 Unit Director or a member of the Management Team for investigation and resolution.

If any CAPE property is stolen, a police report must be obtained. Inform the Unit Director who will coordinate activity and process the report.

## Recording

Due to music licensing and copyright laws, along with agreements with Drum Corps International, the CAPE Board of Directors has issued the following statement regarding taping or recording The Cavaliers Drum and Bugle Corps:

No Team Member or Member of CAPE may make or give permission for any type of recording to be broadcast, posted, or distributed without the express written permission of the Executive Director.

## DIGITAL COMMUNICATIONS & SOCIAL MEDIA

Staff and volunteers are not authorized to represent CAPE to any media, e.g., newspaper, Internet, television, radio, etc. without express, written permission from the Executive Director.

### Social Media Policy

Social media is defined as any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, Internet websites, forums, texting, and apps. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Snapchat, Reddit, Discord, and any drum corps related sites.

As members, volunteers, and staff of CAPE, you are encouraged to interact and be a part of social media communities where brands associated with CAPE are present. This is part of how we build positive image of CAPE and its ensembles. Realize that your personal online presence can be associated with CAPE, both positively and negatively, as your words, images, posts, and comments can reflect or be attributed to CAPE or its ensembles. Please remember that any content you create, post, and publish travels very quickly will endure in cyberspace. Consider your content carefully when disclosing information and discuss any posts first with CAPE administration if you have any questions or concerns about publishing a statement or opinion.

Specifically, all members, volunteers, and staff of CAPE are expected to:

- Obey the Terms of Service of any social media platform used
- Refrain from posting any disparaging, discriminatory, or harassing information concerning any employee, member, volunteer, or staff of CAPE. CAPE's policies prohibiting harassment, hazing, and bullying apply online as well as offline

- Refrain from posting confidential or proprietary information about CAPE, its ensembles, students, staff, or alumni. Staff must follow the applicable federal requirements related to FERPA and HIPAA as well as copyright.
- Recognize that the membership of our organization is comprised of adult (18 and over) and non-adult individuals and that all adults associated with the organization (members over 18, management, instructional staff, and volunteers) have the obligation to protect the privacy rights of minors when using social media.
- Refrain from posting pictures, audio or video of the CAPE or its ensembles that would be perceived as being representative of the organization on any issues or preempting an official announcement or statement by the organization. This includes show concepts, titles, uniforms, music selections, or content from rehearsals that would serve to provide the end user with information not released through official media channels.
- Understand whether individuals are posting something on their own social networking site or on someone else's, if the individual is identifying as being with or mentions the organization and also expresses either a political opinion or an opinion regarding the organization's actions that could pose an actual or potential conflict of interest with CAPE, the poster must include a disclaimer. The poster should specifically state that the opinion expressed is their personal opinion and not CAPE's position. This is necessary to preserve the CAPE's good will in the competitive performance arena.

Social media is a great mechanism to share your experiences and interact with your friends, family, and other members of the drum corps community. You are responsible for the content you post. Online actions create a permanent record and have the potential to impact your reputation. Please keep in mind that your personal postings will be read not only by your friends and family, but possibly by members, volunteers, staff, CAPE Management and Board, alumni, as well as CAPE ensembles fans and competitors. Please use common sense when posting.

## 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 things clean and make sure 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 space within the facility as marching members

- 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! Water is permitted, if permitted by the facility.
- 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.
- Starting in 2021, DCI's contract with housing sites stipulates that cots are not permitted on gym floors and on tile or other hard surfaces. They are permitted on carpeted surfaces.
- ALWAYS wear a shirt in any building (and shorts for that matter).
- Remove your own trash. There will be a designated group to clean the area; DO NOT make it any harder for them.

## Facility Usage

One of the biggest threats to the sustainability of the drum corps activity is access to sufficient and affordable housing. It is imperative that we all do our part to ensure we are invited to return in future years. No Team 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) unless permission has been granted. If approval is granted, Members will 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.
- Corps Members, staff and volunteers eat meals outside by the cook truck, unless given specific permission by management to eat indoors (i.e., inclement weather). All food-related trash is to be disposed of at the cook truck. Indoor performing ensembles eat in designated areas.
- While there will be designated groups to clean the facilities, do not make it any harder for them. Take care of your own trash.
- Use of any device's recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under CAPE jurisdiction is prohibited.
- ***All Staff and volunteers shall shower separately from Members according to designated schedule.***

## Female Staff and Volunteers

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.

For the Drum Corps, both men's and women's bathroom/locker room facilities are customarily used by male Members. Please announce yourself whenever entering a bathroom/locker room during the course of the day. A simple "hello" works well to determine if someone else is already inside.

Whenever possible we do try to reserve a restroom for women traveling with the corps. Look for the "Ladies Only" sign.

## Minors on Tour

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

## Travel and Transportation

CAPE ensembles travel in coach buses for the members, volunteers, and staff. Additionally, we have at least one van at our disposal. For the Drum Corps, the Corps Director 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 for approval.**

Members of the management and staff are expected to stay with the ensemble at all times and act in a manner that represents CAPE in a positive manner.

- While with the corps, staff and management are expected only ride in the corps sanctioned vehicles. Exceptions must be approved by the unit director.
- If a Team Member sees a marching Member riding in a non-sanctioned vehicle, they should let the Corps Director know as soon as possible.
- Marching Members are not permitted on management, staff or volunteer vehicles unless explicitly instructed to do so by the Corps Director or their designee.
- If you leave the corps for any reason, you must check out with a member of the Management Team and check in upon your return.

## The Buses & Vans

The Corps Director and their designee(s) set the rules for each management vehicle. However, all buses are recommended to adhere to the following list of minimal guidelines:

- **When we arrive at a location, stay on the bus until you receive instructions.**
- No glass (containers, bottles, etc.) on the bus. Glass can break easily, cause lots of harm, and is difficult to clean up.
- No sprays are to be dispensed on the bus (sunscreen, deodorant, etc.) other than during designated cleaning and disinfecting processes by designated individuals.
- Members are generally not allowed on to management/staff vehicles unless invited on by a member of the Instructional Team and/or the Corps Director or their designee.
- For the summer Drum Corps, there are also vehicles for the Educational Staff, Volunteers, and Management Teams. Members are only allowed to go on these vehicles when instructed or if they are trying to locate someone specific.

For Drum Corps Members, the bus is where you will be living while on tour so please take care of your space and, more importantly, KEEP IT CLEAN. As we have seen in other seasons, a dirty bus can impact health and therefore performance on the field. Since a bus is your home for the summer and we want you to be comfortable, you **MUST** treat the bus with care and respect. Each bus has its own system of cleaning so again, ask a vet for info on this. Buses will be professionally cleaned periodically throughout the season.

## The Equipment Trucks

The equipment trucks contain almost every piece of equipment you will need during the summer. They hold all the percussion, brass, and color guard equipment, uniforms and costumes, props, and more. Safety and efficiency are key to our successful operation during the summer, and this is especially the case on or around the trucks.

Every Member is responsible for loading their individual equipment and uniform on the truck. The front ensemble and others have loading assignments which cannot be done until after other loading assignments are completed. Please take care of your assignments quickly so they can do their job without delay. Members may be assigned additional loading duties as necessary.

- Whenever the equipment truck is open, both stairs must be down with handrails attached. Only two (2) people are allowed on the stairs at one time.
- Enter the equipment truck only in the designated flow pattern.
- Move through the equipment truck as quickly as possible when others are waiting.
- Anyone loading or unloading any of the trucks must wear close-toed shoes (tennis shoes). No flip-flops or open-toed sandals are allowed.
- Hang your uniform up correctly in the correct spot, facing the correct way. For over 70 years, every person who has ever marched the Cavaliers has a deep respect for this uniform; please treat it appropriately.
- The drum corps travels with a second semi named is “Audrey.” Audrey carries some front ensemble instruments, some food and kitchen supplies, drum major podiums and ladders, scaffolding and water carts and jugs. Specific teams will be assigned to load and unload Audrey.
- Do not leave or store your items or trash in the trucks.

## 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.

## Damage to Organizational Property

Immediately inform the unit Director or designate of any damage to CAPE property, e.g., instruments, sound equipment, cook truck components, etc.

## Laundry

Individuals with the Drum Corps will have the opportunity to do laundry approximately once every 12-14 days – plan accordingly.

## Drum Corps Performance Viewing & DCI Staff Badges

Volunteers may not always have the opportunity to see the actual performance on any given night. You may be needed at times to watch equipment and vehicles, prepare a meal, as well as provide assistance in 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.

Badges must be worn to get into drum corps shows. CAPE is allotted a certain number of badges to be distributed to staff and volunteers. The badges are the property of CAPE and must be returned to the Tour Operations Manager, department head or caption head at the end of each show.

To be eligible for a DCI staff badge you must be a current member of the Instructional Team or a "scheduled" volunteer for the current season. Department heads will be responsible for the issuance and return of all badges within the department. Badges must be returned to department heads when leaving the tour so they are available for the replacement person. No photos of the DCI badges should be posted on social media per DCI Guidelines.

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

For the Drum Corps season, staff badges are not valid for contest entry during the week of the DCI Championships. Instead, a limited number of championship badges and/or wristbands will be available to current members of the Instructional Team and scheduled volunteers for the Championship week. Badges and/or wristbands do not necessarily entitle holder to a seat inside the stadium.

## Winter Performance Unit Viewing

Volunteers assisting the unit on and off the field will find seating in the stands during the unit's performance. Other volunteers will need to purchase tickets for the competition in order to see the performance.

## Volunteers & Visitors

Due to the volatility of the COVID-19 Virus and the subsequent governmental and health regulations enacted in response, CAPE will communicate appropriate policies for volunteers and visitors closer to the time of interaction. CAPE will revise their policies as needed to align with federal and local statutes and on the advice of their medical personnel.

Additional information regarding volunteers:

- If you know someone who would like to volunteer, please ask them to email [volunteering@cavaliers.org](mailto:volunteering@cavaliers.org) and we will be happy to work out arrangements.
- Drop-In, “Ad Hoc” volunteers are always welcome subject to the policies in effect at the time of interaction as noted above. 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 can be provided with transportation and housing by the corps.

## FINANCIAL POLICIES

### Authority and Compliance

All individuals, regardless of compensation status, have a responsibility for the financial health of the organization. Only individuals specifically authorized by the unit Director or the Executive Director may represent or make purchases on behalf of or enter agreements encumbering or obligating the organization financially or contractually. The terms and requirements for those making purchases will be defined by the unit Director or the Executive Director. Unauthorized purchases will not be reimbursed by the organization and will become the sole responsibility of that individual. Failure to comply with stated procedures may result in disciplinary action up to and including removal from the organization.

### Receipts and Expense Reporting

If authorized to initiate or make purchases, all invoices, receipts and associated paperwork must be submitted physically or electronically within 7 days of the transaction.

### Credit/Debit Card Usage

Only individuals authorized by the Unit Director or the Executive Director may use Credit/Debit cards on behalf of the corps. Individuals cannot reimburse themselves or make personal purchases via an organizationally issued credit or debit card. Doing so may result in termination.