

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

Member 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 members of CAPE, as endorsed by The CAPE Board of Directors of the organization. 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 should be directed to the Executive Director at director@cavaliers.org.

History

The Cavaliers, sponsored by the Village of Rosemont, Illinois, is a charter member of Drum Corps International. The Cavaliers was founded in 1948 By Donald W. Warren, as an offshoot of Chicago Boy Scout Troop #111.

The Cavaliers name and logo were borrowed from a then-popular brand of cigarettes. In the early 1960's The Cavaliers was nicknamed "The Green Machine" as a reflection of their precision on the field.

The Cavaliers Drum and Bugle Corps (“the Corps”) is the original ensemble for the organization. This all-male group has won multiple championship events, including seven Drum Corps International World Championships and multiple other honors.

Chromium Winds (Chromium) was founded in 2016, as an open class winds competitor in the WGI circuit. In its inaugural year, Chromium won its division championship in WGI and has won three WGI Championships.

MEMBER ELIGIBILITY AND SELECTION

Eligibility

1. **Age:** The minimum age for membership is as listed below. The maximum age is in compliance with that of the governing organization of the activity.
 - **Cavaliers Drum and Bugle Corps:** Minimum age of 17 years old as of June 1 of the year of competition.
 - **Chromium Winds:** Minimum age of 15 years old as of February 1 of the year of competition.
2. **Proof of Eligibility:** Members must submit government issued documentation that fulfills related guidelines of the governing organization(s) of the unit's activity and meet the casting criteria.
3. **Background Checks:** A background check is required of all members who are 18 prior to April 1 of that year and must be conducted no less frequently than every two years. The results of the background check must indicate there are no issues which may compromise the safety of members and team members. Any information revealed in a background check will be forwarded to the Unit Director and Executive Director, and if appropriate, the Ethics and Compliance Panel for review, and must be cleared prior to an individual's involvement with the organization. For more information or to begin a background check, contact office@cavaliers.org for the current process.
4. **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.

This certification is transferrable once taken, meaning once you complete it, 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.
5. **Qualifications:** A Membership Committee shall establish the qualifications standards and shall evaluate each application in a fair and consistent manner. An applicant must meet all standards established by the committee. Qualifications may include criteria such as talent, physical capability, psychological fitness, and the ability to meet financial obligations. Final qualification criteria are at the discretion of the unit Director and

Executive Director, consistent with legal and regulatory requirements governing the activity governing body and private, not-for-profit organizations operating in the State of Illinois.

Selection Process

Prior to the start of each competitive season, the unit Director shall appoint a Membership Committee and establish the process and schedule for member selection. The membership Committee may include representatives from the creative, educational, management, and medical teams. The Membership Committee shall make membership recommendations to the unit Director who will have the final decision authority in membership selection.

PARTICIPATION

What to Expect

Your success in The Cavaliers and in life is dependent on you. The Cavaliers provide resources and instruction, including a talented group of professional educators, administrators, volunteers, and alumni, to support you. Do not be afraid to ask for help.

You are writing the next chapter in the long, proud history of The Cavaliers. The friendships you create are those that can last a lifetime.

Expectations of Members

The Cavaliers support a philosophy and environment of pride, safety, openness, inclusiveness, and professionalism.

Members shall:

- Act in a professional manner consistent with the heritage and culture of The Cavaliers as well as an ambassador of the Village of Rosemont, IL.
- Respect each other; the educational and management staff; volunteers; and members of other performing units.
- Obey all applicable laws.
- 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 The Cavaliers. The unit Director shall have the authority to dismiss a member and shall submit a written report to the Executive Director and the President of the Board of Directors following any occurrence. A member 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.

Financial Obligations

Members participating in any ensemble are responsible for meeting the financial obligations defined in their performing member contract. Members 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. Members who are not current in their payment plan may not participate in any performance.

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' 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, educator, management team member, volunteer, member of the board of directors, other Cavalier personnel, or other individual associated with the organization to harass a member or other individual associated with the organization through conduct of a sexual, intimidating or bullying nature.

It shall also be a violation of CAPE policy for a member, educator, management team member, volunteer, member of the board of directors, other Cavalier personnel, or other individual associated with the organization to tolerate and/or to knowingly fail to report sexual harassment, intimidation, or bullying, as defined by this policy, by a member, educator, management team member, volunteer, member of the board of directors, or other Cavalier personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including events and other non-rehearsal/performance activities.

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

PROHIBITED ACTIVITIES

Fraternization

CAPE holds our staff and management to the highest degree of ethical and professional behavior. This management/staff-member policy is established to promote the efficient and fair operation of the organization, to avoid conflicts of interest, misunderstandings, complaints of favoritism, morale problems, questions and sexual harassment. As such, all management and staff are prohibited from unethical or inappropriate fraternization with members, including, but not limited to, dating, pursuing a date, having, or pursuing a romantic or sexual relationship with members.

There is to be NO fraternization between staff/volunteers 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 professional boundaries. CAPE provides all staff with Slack, Facebook Groups and official CAPE email addresses for the purpose of communications.

Sexual Harassment, Intimidation and Abuse

“Sexual Harassment”, “Intimidation” and “Abuse” 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 or not such suggestion or demand is accompanied by implied or explicit threats concerning one's performance status, educational opportunities, employment status, or similar personal concerns.

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

Bullying/Cyber Bullying

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 using 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 always have 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 via our unique combination of the artistic, athletic, and competitive aspects of drum corps that The Cavaliers have done so successfully for over 70 years. The rules and applicable national, state, and local laws are vague on the definition of what is considered 'hazing'.

The 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 our fraternity of CAPE 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 Responsibilities

- 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 complainant and the accused, will be respected consistent with CAPE 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, staff member or volunteer 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, staff member or volunteer. 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 may 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.

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 or inquiry concerning allegations. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

APPEARANCE AND BEHAVIOR

Our Uniform

CAPE strives to present a public image both in and out of uniform that portrays our core values of professionalism, charisma, and approachability. Our members serve as role models for other youth activities. As such, we ask that each member follow basic guidelines for their appearance.

The CAPE uniforms are the most visible symbol of our organization. Wear it with pride knowing that you represent your current CAPE unit, those who have marched before you, and those who will march after you. Before your first dress rehearsal, you will be instructed how to wear/carry your uniform correctly.

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 Gears (for drum corps members). 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 offensive tattoos may be asked to cover them, if possible, while in uniform.

When in uniform, you are a public ambassador for The CAPE organization and the Village of Rosemont. Your actions are closely observed by the people around you. Unless otherwise directed, or as part of the formal warm-up routine, you should never appear in public in partial uniform. While in uniform, you are expected to present a positive image, including:

- No swearing, negative or disrespectful talk.
- No smoking.
- No eating.
- No rowdy behavior.
- No excessive public displays of affection.

Alcohol

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 Cavaliers' vehicle or vehicle leased by The Cavaliers will face consequences up to and including dismissal from the ensemble. Members who are 21 or older shall not provide alcohol to a minor.

Staff and volunteers 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 member found using, selling, or holding 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. This includes while traveling, performing, rehearsing, or being housed in states 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 property, 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 The Cavaliers makes 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 Cavaliers Board of Directors has issued the following statement regarding taping or recording The Cavaliers Drum and Bugle Corps:

NO staff member, volunteer or member of The Cavaliers may make or give permission for any type of recording to be broadcast, posted, or distributed without the express written permission of the Corps Director.

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 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 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! 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.
- **No cots.** Per DCI's contract with housing sites, cots are not permitted on gym floors and on tile or other hard surfaces.
- **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.

Facility Usage

One of the biggest threats to the sustainability of our organization is access to sufficient and affordable facilities. It is imperative that we all do our part to ensure we are invited to return in future years. 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) 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.
- Ensemble members, staff and volunteers eat meals outside, unless given specific permission by management to eat indoors (i.e., inclement weather). Indoor performing ensembles eat in designated areas. All food-related trash is to be disposed of at the cook truck or appropriate trash containers.
- While there will be designated groups to clean the facilities, do not make it any harder for them. Take care of your own trash.

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

Sleeping

Corps members and those traveling with the corps sleep on the buses while in transit and in open accommodations in gyms or other facilities upon arrival. Sharing a bed is not permitted.

Showers

Staff and volunteers shall shower separately from members. Schedules to ensure this shall be established when necessary.

Damage to Organizational Property

Immediately inform the Unit Director or designate of any damage to The Cavalier's property, e.g., instruments, sound equipment, cook truck components, etc.

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.

Family and friends are welcome to visit you and observe rehearsals, warm-ups in the lot and loading and unloading. Please let them know that you have a job to do and you'll visit with them during breaks/free time. While our rehearsals are always open to the public, please remind your guests that only members and staff are allowed inside housing facilities.

Additional information regarding volunteers:

- If you know someone who would like to volunteer, please ask them to email volunteering@cavaliers.org and we will be happy to work out arrangements.
- Drop-In, “Ad Hoc” volunteers are always welcome. These individuals assist the corps on a temporary, limited duration basis. Please direct them to a tour manager. Ad-hoc volunteers shall adhere to the policies and procedures of the organization, specifically those associated with interaction with members, alcohol, drugs, and harassment. An “Ad

Hoc” volunteer serving more than one day will be required to complete a background check, with acceptable results.

- Only scheduled volunteers may be provided with transportation and housing by the corps.
- Say “Thank You” to the volunteers, often.

Digital Devices

The ensemble Director will provide guidelines to members regarding the use of digital devices such as mobile phones and tablets while with the ensemble. For the Drum Corps, this will be done in conjunction with the drum major. These policies and any exceptions are made at the discretion of the Director.

POLICIES AND PROCEDURES FOR CHROMIUM WINDS AND OTHER PERFORMING ENSEMBLES

ATTENDANCE

It is imperative that you make every effort to be at all activities. Any anticipated absences must be communicated (via email) to your chromiumwinds@cavaliers.org.

Legitimate excused absences are for school conflicts (required classes, concerts, performances, exams, YOUR OWN graduation), serious illness, or death in your family. Other situations will be considered on a case-by-case basis and MAY be excused by the unit Director. Members should submit requests to the unit Director.

STUDENT LEADERSHIP

Section Leaders

We pride ourselves on instilling a culture of self-discipline and leadership from within. Under the direction of the unit Director, section leaders may be appointed and shall serve the following functions:

- Serve as role models for on and off competition floor behavior.
- Assist the Director and management team with day-to-day activities of members.
- Ensure adherence to policies and procedures.
- Monitor member safety, health, and well-being.
- Provide leadership to junior members of the organization.

If a member feels they have been given invalid direction from a section leader or observes inappropriate behavior, they should immediately notify the unit Director.

MEMBERS' HEALTH AND WELL BEING

The Cavaliers are committed to providing a safe, healthy environment to our members throughout the course of the season.

- All members are to submit proof of an athletic physical, a medical history, health insurance information and proof of vaccinations to the medical staff. **Members will NOT be permitted to rehearse or perform without the required medical forms.**

SHOW NECESSITIES

As part of your fees for the performance season, you may be provided with certain articles for your ensemble (such as shoes or gloves) as determined by the ensemble Director.

If you lose any of these articles during the season, you will replace them at your cost. At the end of the season, they are yours to keep.

You are responsible for providing appropriate socks in black or other designated color, undergarments, as well as appropriate shoes for rehearsals.

ON THE ROAD

The Bus

Our performing ensembles typically travel by coach bus. The Unit Directors and their designee(s) set the rules for each vehicle. However, all buses are recommended to adhere to the following list of minimal guidelines:

- Members may only ride in CAPE sanctioned vehicles, when provided.
- When arriving at a location, stay on the bus until given instructions.
- No glass on the bus (except for eyeglasses). 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.).
- Members are not permitted on management, staff or volunteer vehicles unless explicitly instructed to do so by the unit Director or their designee.
- If a member sees another marching member riding in a non-sanctioned vehicle, they should let the Corps Director know as soon as possible.
- Members are expected to stay with the ensemble at all times. If you leave the unit for any reason, you must check out with a member of the management team and check in upon your return.

The Equipment Trucks

The equipment trucks transport instruments, uniforms, props and supplies.

Every member is responsible for loading their individual equipment and uniform on the truck. Assignments will be made to load and unload props and other items.

- Anyone loading or unloading any of the trucks must wear close-toed shoes. No flip-flops or open-toed sandals are allowed.
- Hang your uniform up in the correct fashion in the correct spot facing the correct way.

Jobs & Schedules

Every member will be assigned responsibilities. All members are expected to "pull their own weight." Know everything about your job. Be prepared and in the right place at the right time. Handle your responsibilities before relaxing. This will help the entire organization run more efficiently.

POLICIES AND PROCEDURES FOR THE CAVALIERS DRUM AND BUGLE CORPS

INTRODUCTION

The summer ensemble, The Cavaliers Drum and Bugle Corps, is a significant commitment, encompassing rigorous rehearsal and life on the road throughout the summer marching season. Because of this, the following considerations are especially important:

- Do not be afraid to ask for help. The organization is here to support you with any physical, psychological, educational, or coping challenges you may have.
- This summer will be one of the most difficult, and one of the most rewarding things you will ever do in your life! You wanted this! There will be days you may not feel like it, but it is worth it in the end!
- Please note: Members who disregard policies and procedures may be temporarily assigned additional responsibilities to assist with the logistics and/or daily operations of the corps. These duties will be assigned at the discretion of the Corps Director or Drum Major.

ATTENDANCE

It is imperative that you make every effort to be at all activities. Any anticipated absences must be communicated (via email) to your caption head(s) AND membership@cavaliers.org as soon as possible. (Please send ONE email to all parties)

Legitimate excused absences are for school conflicts (required classes, concerts, performances, exams, YOUR OWN graduation), serious illness, or death in your family. Other situations will be considered on a case-by-case basis and MAY be excused by the unit Director. Members should submit your request to the Corps Director and Caption Heads

If you are a student and your school commitments conflict with Cavaliers move-in dates or other obligations, we'll work with you to find the best schedule to accommodate both. Please discuss possibilities for early school dismissal with your teachers and administrators and email your caption head(s) AND membership@cavaliers.org as soon as possible. We have a letter that we can send to your school confirming your membership in The Cavaliers and requesting early dismissal. Please email office@cavaliers.org with the name and address of your school and the name and title of the individual you want the letter sent to.

During the summer season we expect all members to be with the corps at all times. You should clear your calendar of all conflicts. Due to the nature of tour and our competitive schedule there is no good time for you to leave. In case of a family emergency, we will do our best to help you travel home and back.

MEMBER LEADERSHIP

Junior Officers

As part of the fraternal heritage of our organization, we pride ourselves on instilling a culture of self-discipline and leadership from within. Under the direction of the Corps Director and in collaboration with the Drum Major, a number of marching members may be designated as Junior Officers. In general, these Junior Officers will be veteran members of the organization serving as the Horn Sergeant(s), Drum Sergeant(s), and Guard Sergeant(s). The Drum Major(s) and Junior Officers shall:

- Serve as role models for on-field and off-field behavior.
- Assist the Corps Director and management team with day-to-day activities of the marching members.
- Ensure adherence to policies and procedures.
- Monitor member safety, health, and well-being.
- Provide leadership to junior members of the organization.

If a marching member feels they have been given invalid direction from a Junior Officer or observes inappropriate behavior, they should immediately notify the Drum Major and/or Corps Director.

HEALTH AND WELL BEING

The Cavaliers are committed to providing a safe, healthy environment to our members throughout the season. One of the primary ways we do so is through the efforts of our Health and Medical Team – a network of healthcare professionals who are available to help keep you physically and mentally fit. In collaboration with our Medical Team, we have established guidelines and policies that must be adhered to by each member.

Member Responsibilities

- 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 during pretour without medical clearance.** Questions can be directed to medical@cavaliers.org.
- If you are sick or injured on a show day, management will consult with the medical and instructional staffs to determine whether you will perform or not. Your health and safety is our first priority.
- Your first resource is you! Make sure you eat, drink, and sleep adequately, and remain hydrated.
- Report any injury or illness to the medical staff on site.
- If you have special dietary needs, let us know and we'll do our best to accommodate you.
- Hydration guidelines will be set by the Medical Team and approved by the unit Director. Hydration is critical. Drink water and Gatorade at all water breaks, all meals and snacks and on the bus.
- Musicians are to wear hats (with brims) during all outdoor daytime rehearsals. Baseball caps work well.

- Prescription medications are to be turned in to the nursing staff and will be dispensed by them, at prescribed times. Make sure you plan ahead to have enough to last all summer. **Only members of The Cavaliers Medical Team or their official designees are authorized to distribute medication to Drum Corps members.**
- Report any injury or illness to the medical staff, and they will assist you with appropriate treatment.
- The cost of medication is your responsibility. When necessary, the corps medical staff will purchase medications for you. You are asked to reimburse the Corps in a timely manner.
- If you require medical treatment beyond what the Corps can provide, the cost is your responsibility. We require all members, staff and volunteers who do not have health insurance to purchase CampDoc travel insurance for the summer.

Mental Well-being

A summer on tour can be as psychologically draining as it is physically. We recognize the mental toll that the stresses of being away from home, travel, long rehearsals, and performance can take on individuals. It is important that you recognize that any feelings of homesickness, anxiety and mild depression are normal, and it is ok to ask for help. If you are feeling suicidal, seek help immediately from the medical professionals on tour. Members of our team have been trained to help with these issues and anything discussed will be treated as medically confidential information. If for any reason you are unable to locate a medical professional, immediately locate and inform the Tour Director or Corps Director.

Footwear/Shoes

Drum Corps is a physically demanding activity, and it is particularly hard on your feet. It is imperative that you do everything possible to protect your feet from injury. The Cavaliers' medical team has developed a set of criteria for selecting rehearsal shoes that will work on a variety of surfaces; are able to stand up to moisture and wear; work biomechanically with the activity to help prevent injuries; and fit a variety of foot styles. Our evidence has shown that the number of injuries treated has been decreased since implementing the use of proper shoes. A list of approved rehearsal shoes is provided each year. Given the demand and logistics of our activity, students should purchase two pairs of rehearsal shoes prior to the season.

Please note:

- **Members will not be allowed on a rehearsal field without approved shoes. This rule will be strictly applied and there will be no exceptions.**
- **Footwear is required at all times. Walking barefoot is not permitted inside or outside rehearsal sites.**
- **Wearing flip flops or open-toed shoes will NOT be allowed at rehearsals or when loading, unloading, or moving equipment on trucks due to significant risk of foot injury.**
- **Shoe Inserts/Arch Supports: Corps members will be examined by our medical team and prescribed the appropriate insole for their needs.**

TOUR NECESSITIES

As part of your fees for the performance season, you will be provided with the following:

- **Shoes:** One (1) pair of NEW black MTX marching shoes for brass and percussion members. No other shoes are acceptable to use in performances. Color guard members will receive one (1) pair of shoes; type and style to be specified and obtained by the Corps. Members to be fitted at camps.
- **Gloves (Brass):** Brass members all wear cotton gloves during the summer practices and performances. The cotton gloves cost \$2/pair. Your first two (2) pairs in the summer are provided. After that you may purchase directly from the uniform staff. Brass members need to wear fairly clean gloves to all rehearsals in order to save wear on the horns. Most members use their old show gloves in rehearsal.
- **Warm-Up Shirt (Brass & Percussion):** Members will receive two (2) compression shirts to be worn under their uniforms.
- **Gloves (Color Guard):** Color guard members will be provided with one (1) pair of gloves. The specific color/style will be determined by the color guard staff.
- **Warm-Up Shorts & Shirt (Color Guard):** Color guard members will be provided with one (1) pair of uniform shorts & shirt to be worn for warm-up at shows.

If you lose any of these articles during the season, you will replace them at your cost. At the end of the season, they are yours to keep.

You are responsible for providing appropriate socks in black or other designated color, undergarments including dance belts as needed, as well as appropriate shoes for rehearsals.

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, alumni, and Honorary Cavaliers only. You are discouraged from allowing a non-member to wear a member jacket except as a courtesy in extreme weather.

TRAVEL AND TRANSPORTATION

The Bus

The Cavaliers travel in coach buses for the members, management, and staff. Additionally, we have at least one van at our disposal.]At the start of each season, the Corps Director will define a policy for who rides on each bus. **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.**

Each member is also assigned a specific spot on the bus with an individual seat partner. That is your seat for the entire summer. If you ever have a problem with where you are sitting and you would like to change seats assignments, you must 1) clear it with your bus captain (Junior Officer or ranking veteran); and 2) clear it with your new seat partner.

Members will adhere to the following list of bus guidelines:

- Members may only ride in Corps sanctioned vehicles.
- When arriving at a location, stay on the bus until given instructions.
- No glass on the bus (except for eyeglasses). 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 not permitted on management, staff or volunteer vehicles unless explicitly instructed to do so by the Corps Director or their designee.
- If a member sees another marching member riding in a non-sanctioned vehicle, they should let the Corps Director know as soon as possible.
- Members are expected to stay with the Corps at all times. If you leave the unit for any reason, you must check out with a member of the management team and check in upon your return.

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.
- We travel with a second semi named "Audrey." Audrey carries front ensemble instruments, 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.

Jobs & Schedules

Every member is assigned a tour job and will be informed of this by the Drum Major during pre-tour. Know everything about your job and when it's time to do it. All marching members are expected to "pull their own weight." Daily schedules will be posted on the whiteboard at the cook truck. It's your job to know what's going on and to be prepared and in the right place at the right time. Don't wait until the last minute. Train yourself to handle your responsibilities first, and then relax. This will help the entire organization run more efficiently.

Special instructions/information will be posted on the whiteboard at the cook truck. Make a habit of checking the board frequently.

Laundry

You will have the opportunity to do laundry approximately once every 12-14 days – plan accordingly. Do not pack laundry detergent. You can buy it during the summer. Ask a veteran member for advice about laundry. Uniforms will be cleaned as needed by volunteers and/or members of the management team.

Free Days

There are typically two free days during the season. These provide an opportunity to visit the sites in a city and take a break from the Corps' regular schedule. Members shall conduct themselves respectfully at all times during free days, as you are representatives of the Corps and Rosemont. During free days, members shall remain exclusively in public venues.

Contact with the Corps

We have mail drops periodically during the summer. You can receive letters and packages by having them sent to the following address by US Postal Service (No FedEx or UPS please):

The Cavaliers
ATTN: Your Name
PO Box 501
Rosemont, IL 60018

There is no set mail schedule. Please ask that people not send chocolate, perishable goods, or time-sensitive items.

There is a mailbox at the cook truck for outgoing mail.