

BATTALION CODE OF CONDUCT

PARTICIPANT SAFETY

It is the policy of The Battalion Drum & Bugle Corps to maintain an environment that is free from harassment and/or intimidation. It shall be a violation of Battalion policy for any student, educator, management team member, volunteer, member of the board of directors or other Battalion personnel to harass a participant through conduct of a sexual or bullying nature. Harassment is a form of discrimination and refers to conduct that adversely affects the learning environment or leads to adverse consequences within that environment for the person(s) experiencing harassment, which the perpetrator knew or reasonably should have known would be unwelcome. Harassment can take many forms, but generally involves conduct, comment or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading, or otherwise causing offense, discomfort, personal humiliation, or embarrassment to a person or group of persons.

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

Regardless of if the harassment and/or intimidation occurs while a participant is with the corps or in the off season, we reserve the right to determine if action is warranted against the perpetrator.

Any policy violations can be reported to a staff or Board member with whom you feel comfortable discussing such issues. They will work with our investigative team and resolve the issue quickly. If you wish to report anonymously, you can do so in two different areas on our website. You can use the link in the DOCS section of the website or the concern reporting tool on the Member's-Only page for current members/parents. Both forms ask for a name and email address. **THIS IS NOT REQUIRED.** We understand the desire for some to remain anonymous. While anonymous reporting is available, please remember that this limits our ability to follow up on an issue. If you choose to submit anonymous feedback it is crucial that you provide specific and actionable details such as involved parties, locations, dates, times, descriptions of the event, etc. This is the only way that we can ensure to conduct a thorough investigation to resolve the issues accordingly. We sincerely hope you never have to use these reporting methods, but we want to let you know that they are available.

NON-DISCRIMINATION

The Battalion Drum & Bugle Corps expressly prohibits any and all discrimination on the basis of race, creed, color, religion, national origin, ancestry, marital status, gender, sexual orientation, age, physical disability, veteran status or political service or affiliation.

Homophobia, transphobia, racism, sexism, hate speech, discrimination, bullying, and verbal and sexual harassment or abuse have **NO** place in our organization and are violations of our code of conduct.

DIGITAL COMMUNICATIONS & SOCIAL MEDIA

The Battalion works to provide all participants with access to education and instruction that prepares them to succeed in all areas of their lives. Part of being a successful citizen is having an understanding that social media and digital communication are essential parts of our world today. Use of social media and digital communications are beneficial to participants and the organization, but they also create new responsibilities of which participants should be aware.

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, internet forums, “texting”, and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Tiktok, Reddit, Snapchat, and Flickr. Specifically, all participants of the Battalion are expected to:

- Obey federal, state, and local laws and regulations governing the creation, posting, sharing, or distribution of explicit content as well cyber bullying/harassment.
- Recognize that the participants of our organization are 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.
- Understand that the information they create and share via social media represents their personal views and opinions and they should not represent those views as being official positions or policies of The Battalion Drum and Bugle Corps.

The use of Social Media represents a great mechanism to share your experiences and interact with your friends, family, and other students of the drum corps community. However, you should always take responsibility for the content you post in all social media environments. Use of Social Media creates a digital footprint. A digital footprint is the reputation you leave online and can include material posted on blogs, and mentions on websites and videos that are uploaded onto sharing sites. Online actions leave a permanent record and remain online, even if you click “delete.” Be thoughtful about what you share online and consider how it would appear to family, friends, colleges, and future employers.

INDIVIDUAL COMMUNICATIONS

Communication between all participants (staff members, volunteers, and students) should be professional and focused on corps operations and/or educational experience. Digital communications should follow the Rule of Three (see below). Students, staff members, and volunteers will not reach out to one another in private channels without copying at least one additional student or staff member. This includes but is not limited to, emails, texts, social media etc.

CORPS COMMUNICATION CHANNELS

Students and staff will be added to a Slack channel for the season to facilitate communication and provide real time updates. You will be expected to check Slack on a regular basis to ensure that you have the most up to date information.

We may also send mass texts as reminders. You agree to receive notices and alerts related to The Battalion via text or SMS messaging to your mobile phone. You acknowledge that you may incur fees from your mobile service provider for these messages and agree to pay any additional fees imposed by your mobile service provider for text or SMS messages related to The Battalion. By agreeing, you authorize The Battalion to send notifications to any phone number(s) provided to us by you, in connection with your relationship with us.

SEXUAL HARASSMENT AND INTIMIDATION OF PARTICIPANTS

“Sexual Harassment” and “Intimidation” includes student-to-student conduct and student-to-staff conduct as well as staff-to-student, volunteer-to-student, staff-to-volunteer conduct, and staff-to-staff 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 involvement or membership in the organization;
- Submission to or rejection of such conduct is used as the basis for involvement or membership in the organization; or
- 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 participants of either sex to humiliation, embarrassment or discomfort because of their gender or actual or perceived sexual orientation.

RELATIONSHIPS

While we discourage students from forming romantic relationships during your time with the corps, we understand that these experiences draw people together. However, when you’re with us, it is all business. This means that there is to be no intimate physical contact with anyone, corps student or not, beyond acceptable public displays of affection. This is to keep our environment as professional and safe as possible and keep us focused on the task at hand. Additionally, any relationship between a student and staff/volunteers will not be tolerated.

Students or staff found in violation of this policy are subject to disciplinary action, up to and including immediate dismissal. Students will be responsible for any costs as a result including obtaining transportation home and any associated costs. Your tuition is non-refundable should you be released for this or any reason.

POWER IMBALANCE

A power imbalance refers to the amount of control or influence one party has over another. Any relationship that involves a power imbalance, regardless of context or role, is one in which there is a fundamental difference in power. Given the power differences that exist within a drum corps whether it be staff member or student leader, it is important to recognize the potential for misuse/abuse of power and be mindful and respectful of this power differential. Among the performer community, power imbalances exist between leaders who have been assigned roles such as drum majors, captains or section leaders and the general performer population. The following personnel to have an inherent power over performers and/or subordinate employees:

- Administrative staff
- Board member
- Caption head
- Instructional staff
- Student leadership
- Volunteer

RULE OF THREE

The “rule of three” specifies that there should always be at least three people present. That might mean one staff member/volunteer and two or more students, two staff members/volunteers and one student, or 3 or more students at any given time. At no time may a student be alone with a staff member/volunteer or another student where they cannot be observed and/or interrupted by others. This is for everyone’s safety. Participants in violation of this policy are subject to disciplinary action, up to and including immediate dismissal.

Rule of Three applies to free days, digital communication, walking to and from rehearsal to the housing site, etc.

FIREARMS AND DANGEROUS WEAPONS

- Possession of a firearm or dangerous weapon is strictly prohibited while functioning in the capacity of a participant of The Battalion.
- Participants found in violation of this, or any, policy are subject to immediate dismissal and will be responsible for any costs as a result including obtaining transportation home and any associated costs. Your member tuition is non-refundable should you be released for this or any reason.

DRINKING, DRUGS, AND SMOKING (THIS INCLUDES THE USE OF E-CIGARETTES/VAPING)

- **The use of drugs (including cannabis), alcohol, and tobacco is strictly prohibited while functioning in the capacity as a participant of The Battalion regardless of age, accessibility, or local laws.**
- This includes, but is not limited to rehearsals, performances, fundraisers, bus rides, free days, laundry days, and any other activity while you are with the corps.

Participants found in violation of this policy are subject to immediate dismissal and will be responsible for any costs as a result including obtaining transportation home and any associated costs. Your member tuition is non-refundable should you be released for this or any reason.

REPORTING

Any policy violations can be reported to a staff or Board member with whom you feel comfortable discussing such issues. They will work with our investigative team and resolve the issue quickly. If you wish to report anonymously, you can do so by visiting <http://www.battalioncorp.org/docs>. While anonymous reporting is available, please remember that this limits our ability to follow up on an issue. Please report all of what you know. The more details we have, the more thorough the organization can investigate. Participants are not required to know the entire truth and are not responsible for investigating.

If you choose to submit anonymous feedback it is crucial that you provide specific and actionable details such as involved parties, locations, dates, times, descriptions of the event, etc. This is the only way that we can ensure to conduct a thorough investigation to resolve the issues accordingly. We sincerely hope you never have to use these reporting methods, but we want to let you know that they are available.

It is the affirmative obligation of all participants (management, staff, volunteers, and members) to immediately report in good faith any violation of the law or of the policies of The Battalion to either the CEO/Executive Director or any member of the Board of Directors. Should circumstances prevent such immediate reporting, any violation shall be reported as soon as possible. Upon receiving any such report, appropriate action shall be taken to protect the health, welfare, and rights of the reporting parties, supervisors, witnesses, and any other individuals involved. The nature of the complaint, the identity of the reporting party, and any other individuals involved *shall be kept confidential* until the matter is reviewed by a member of the Executive Team or Board Chairman. Confidentiality shall apply and remain to the maximum degree possible.

The Battalion shall take any and all measures they feel appropriate to investigate any violation of law or the policies of The Battalion, including interviews with the individuals involved and witnesses to any conduct, and review of written and electronic communications. Should a complaint be substantiated, disciplinary action in the sole and absolute discretion of the Executive Team or the Board Chairman shall be taken, up to and including termination of the individual's relationship with The Battalion and reporting the incident to appropriate civil or law enforcement officials.

Similarly, false reporting will also not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike or any other improper motive, the individual or individuals making the false report are subject to immediate disciplinary action as set forth above, in the absolute and sole discretion of the Executive Team or the Board Chairman.

MANDATORY REPORTING

Any person who has reason to believe that a child has been subjected to abuse, neglect, or dependency must immediately notify the nearest office of Child and Family Services, a peace officer, or a law enforcement agency. Abuse, neglect, or dependency of a child can be physical, emotional, or sexual.

WHISTLEBLOWER

Retaliation against any Director, employee, student, parent, volunteer, agent, contractor, or supporter of The Battalion who raises concerns regarding potential violation of the law or of The Battalion's standards of conduct is prohibited. Retaliation against any individual for the good-faith reporting of real or potential compliance and policy violations is cause for immediate and appropriate actions, up to and including summary dismissal from The Battalion in its sole discretion.

No Director, employee, contractor, subcontractor, or agent of The Battalion shall discharge, demote, suspend, threaten, harass, or in any other manner knowingly and intentionally discriminate against any individual in the terms and conditions of their relationship with The Battalion because of any act done by the individual:

- To provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the reporter reasonably believes constitutes a violation of state or federal law applicable to The Battalion or The Battalion's policies and procedures, when the information or assistance is provided to, or the investigation is conducted by:
 - any state or federal regulatory or law enforcement agency
 - any lawfully constituted investigative body; or
 - a person with supervisory authority over the individual or such other person working for The Battalion who has the authority to investigate, discover, or discipline misconduct; or
 - To file, cause to be filed, testify, participate in, or otherwise assist in a proceeding filed or about to be filed relating to an alleged violation of state or federal law applicable to The Battalion.

Reports of real or potential violations of law or violations of the policies and procedures of The Battalion shall be reported to the Executive Team or the Chair of the Board of Directors, who shall take immediate action as deemed necessary and appropriate in their sole discretion to protect the health and welfare of the students and all individuals associated with The Battalion, up to and including reporting of the incident to appropriate law enforcement authorities.

MEDICAL INFORMATION

- If you are taking medications prescribed by a doctor, or have a medical condition, please include the information on the medical release form. Also, be sure to get enough for the Spring Training and Tour.
- If comfortable, make sure your instructors are aware of any medical concerns, but please write ALL medical concerns in your member contract or send an email to info@battalioncorps.org. This includes mental health history. Your health information is kept confidential and only shared with corps staff who need to know. With the rigors of drum corps life, we want to be sure we are keeping you healthy and safe.
- If you have food allergies or special food needs, please include those in your member contract and e-mail info@battalioncorps.org. We use this information to ensure that we have healthy meals for EVERYONE. Leaving out allergy or dietary restrictions on your contract will make it harder for us to ensure you have safe food to eat, as it is hard to do that on the road.

REHEARSAL ETIQUETTE

- Bring everything you need to every rehearsal: instrument, music, drill books, pencils, appropriate clothing, 1-gallon water jug, sunscreen, hat, a phenomenal attitude and professional demeanor, etc.
- Treat your instructors and section leaders with respect. If you disagree with methods or presentations, speak with the staff member **outside of rehearsal**.
- Do not talk unless asked to.
- Come prepared. As an individual you have the opportunity to contribute to the ultimate quality of the program or hinder the progress of your peers.

JOBS AND SCHEDULES

Every student will be assigned a tour job. (Details will come from the Drum Majors during Spring Training) Make a point to know what your job is and when it's time to do it. All marching students are expected to "pull their own weight". Daily schedules will be posted on the white board at the cook truck or on the Slack channel. 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. When in doubt, ask your section leader or a Drum Major.

LAUNDRY

The corps will arrange for laundry days where you will be able to use a laundromat or other laundry service. Participants are responsible for providing their own laundry money and detergent. Uniforms will be cleaned as needed by volunteers and/or members of the management team.

HOUSING SITE POLICIES

- If staying in apartments/dorms during Spring Training:
 - Students will be paired in apartments by age (minor/adult) and sex (male/female). Students are only allowed to visit apartments of the opposite sex in the main living area (dining room/living room) and must be out of the apartment by the designated curfew. There is no visiting of another apartment outside of designated visiting hours.
 - All participants will sleep on their own mattress and are not allowed to share with another participant.
 - If we need to enact infectious disease safety precautions, no visitors are allowed inside our housing sites at any time. This includes parents, friends, significant others, shady second cousins, etc.
 - During tour, visitors should remain outside our rehearsal/performance facilities.
 - When we leave any rehearsal/performance facility, we are responsible for thoroughly cleaning and leaving it in better shape than we found it.
 - Smoking (including vaping) is never permitted on school grounds. School property can extend beyond the building itself.
 - Always stay in our allotted areas.
 - Be respectful of other groups using the facility and stay socially distanced.

- Do not take items from the housing site- this includes emptying ice machines, classroom items, and lost and found clothing.
- Clean-up after yourself if you make a mess. Accidents happen, but take responsibility for the clean-up.
- **Rehearsal sites are hard to find. Give them every reason to feel good about having us back next year.**
- If staying at a school or other facility with communal arrangements
 - Students will sleep in their designated quadrant of the sleeping area divide by age (minor/adult) and sex (male/ female). Students will sleep in their designated area based on the gender they identify as.
 - All participants will sleep on their own mattress and are not allowed to share with another participant.
 - Participants will be respectful of the sleeping area and maintain quiet hours and be respectful of individuals belongings
 - Students are permitted to visit other students in the gym but are not allowed to be on each other's mattresses. When it is "lights out" students are expected to remain in their designated section of the gym.

LOCKER ROOMS, BATHROOMS AND SHOWERS

Participants should keep in mind that locker rooms, showers and bathrooms are for active preparation preparing for practice, performances or taking care of personal hygiene. Locker rooms, bathrooms and showers are always considered a private space and are not a lounge or social area. Additionally,

- Use of any device's (including a cellphone's) recording capabilities, including voice recording, still cameras, and video cameras in locker rooms, rest rooms, changing areas, or similar spaces is prohibited.
- Horseplay in the shower or locker rooms is strictly prohibited.
- Removing items from another person without their knowledge such as towels, clothing or hygiene products is against this policy.
- Touching another person in a locker room or bathroom is strictly prohibited and will result in an immediate suspension until time when an investigation can be conducted

DRESS CODE

- Participants must wear shirts, shorts, socks, and shoes at all times.
- Shirts should cover your back and midsection and arm holes should not extend below the elbow. Clothing should be appropriate for a typical middle school and high school environment.
- Be mindful of the rigorous movement required and be sure your clothing is appropriate.
- To prevent injury, you must wear appropriate shoes at all times when not sleeping. Your feet are important!

PERFORMANCE ETIQUETTE

- If we need to take infectious disease safety precautions, there will be no in-person interactions of any kind with anyone outside of our Battalion “Bubble” (i.e. our staff, volunteers, admin, and other students)
- If we are not taking safety precautions, visiting can take place after the show as long as student responsibilities are taken care of. Before a show if friends and family want to talk, students should inform them politely that they are preparing for a performance, but would be happy to meet them after the show.
- If there is an encore performance, know when you should be ready.
- Do not be late for the bus.

THE EQUIPMENT TRUCK

- Close toed shoes are required of all participants when loading and unloading the truck. This is for your safety.
- Always load equipment correctly. This relates to all of our instruments, performance equipment, props, and uniforms. It is important that things are secured for safe transportation.
- No food or drink on the truck. NO TRASH goes in the truck. Keep it clean. Line it up.
- Leave personal items on the truck at your own risk.
- All doors should be secured when open and should be closed when in rehearsal or not in use.
- Only instruments and associated equipment are allowed on the truck.
- Uniforms are to be properly hung in their appropriate place.

BUS POLICIES

Participant buses are leased and must be returned to the leasing company in similar condition to the way we receive them. While the bus is your home for the summer and we want you to be comfortable, you **MUST** treat the bus with care and respect.

- Keep the bus clean. Trash should be passed to the front and emptied every day.
- No sprays are to be dispensed on the bus (sunscreen, deodorant, etc.)
- Be respectful of others.
- Your permanent seat partner must be of the same sex and not a romantic interest.
- When the convoy stops, you are allowed to use the restroom quickly or get out and stretch. Please do not make purchases at stops (unless otherwise stated) so we can avoid delaying the convoy’s travel.
- Water bottles and liquids should not be stored in the overhead storage.
- No glass on the bus.

YOUR UNIFORM

- Students should hang their uniform in the garment bag immediately after each show. No trash, shoes, or non-uniform items are to go in your uniform bag.
- Treat it with respect and keep it clean.
- You may not eat, drink (except water), or smoke in uniform.
- Do not sit or lean against anything in uniform.
- Do not clean your instrument, load the truck, or do anything else in uniform that might jeopardize it.
- Do not run in uniform
- Never swear in uniform.

APPEARANCE IN UNIFORM

- Hair must be neat in appearance and as specified by staff for shows.
- Facial hair must be kept within the regulations set by the staff.
- Proper undergarments must be worn under the uniform (i.e. shirt, underwear, compression shorts, socks).
- Jewelry must be kept within the regulations set by the staff.
- Instruments must be polished and cleaned before every performance.
- All performers must shower before getting into uniform.

VOLUNTEERS AND STAFF

- During rehearsals and at contests, volunteers will be driving, fixing uniforms, preparing props, repairing equipment, etc. Please treat these wonderful people with respect and thank them often!
- We cannot give passes into the shows to anyone outside the staff and students of the drum corps.
- The Battalion's staff is made up of the finest instructors in the activity. They are talented, dedicated, and committed to your education. Respect them and thank them often!

HEALTH

You are responsible for your physical, mental, and emotional preparedness before showing up to Spring Training and for your health throughout the summer. The better you prepare beforehand, the easier your adjustment to the rigors of a summer with The Battalion. Your preparation will help your experience be better and also help the overall performance of the corps.

All students are required to obtain a physical examination/ medical clearance from your primary care provider to ensure you are ready for the rigors of an athletic activity like drum corps prior to Spring Training. Students must upload their pre-participation sports physical, medical history, vaccinations and health insurance information by June 1, 2025. Students will NOT be permitted to rehearse during Spring Training without medical clearance. The Battalion will provide a form to share with your doctor. If you have had a physical completed for a different reason

since August 1, 2024 and have had no significant changes to your medical history, you can submit that along with the other information requested.

Occasionally, injuries happen, but your preparation will help protect you from the injuries that come from inadequate training ahead of time. Here are some tips to help prepare for the summer and things to think about as the season progresses:

- Eat more fruits, vegetables, and complex carbohydrates (rice, potatoes, whole wheat bread, etc.)
- Follow the work-out/fitness plans given to you by your staff.
- Decrease fats (found in meat, dairy, and fried and baked foods).
- Avoid sugar and fast food.
- Drink plenty of fluids, but avoid soft drinks before rehearsals. Wean yourself off of caffeine.
- Plan to work out at least three times a week between rehearsal weekends.
- DRINK WATER, but NEVER share water jugs.
- Quit using any tobacco products.
- Wash/sanitize your hands before each meal.
- Always wear footwear.
- Notify your staff member of any medical concerns you have, including mental health history. We want to be sure we are supporting you through the rigors of drum corps physically and mentally.
- Maintain proper personal hygiene by using soap, deodorant, brushing your teeth, and keeping your clothes clean. This is essential for the health of not only you, but the drum corps, staff, and volunteers.
- Follow infectious disease protocols if required. Please see addendum at the end of this handbook for information on these protocols.

INSURANCE

- The Battalion Drum & Bugle Corps holds an insurance policy through Francis L. Dean & Associates, with medical coverage for accidents but not illness for students, volunteers, staff, and drivers.
- Make sure that you are carrying proof of insurance and a form of payment in case of injury or illness.

CONTACT WITH THE CORPS

We will send contact information for where to send packages. Specific drop times may be outlined so participants can receive their package before we move onto a new location

HANDBOOK UPDATES

The Battalion reserves the right to make changes to policies at any time without prior notice. In the event that any changes are made, the revised policies will be posted on the Member Handbook link listed in the “Members” section of the website. Please check the latest information posted herein to inform yourself of any changes.