

# GE Support Staff Handbook

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## **Mission**

Our mission is to leverage the power of performing arts to help youth in our community develop the life skills they will need to thrive in this world by providing unique educational and competitive programs that emphasize commitment, teamwork, and the pursuit of excellence.

## **Vision**

- Golden Empire will sponsor a comprehensive marching arts program, featuring the southern San Joaquin Valley's premiere drum and bugle corps, in partnership with Bakersfield College and other local organizations.
- The educational staff will be led by experienced teachers who will develop programs and curricula that inspire and challenge our students as well as engage our audiences.
- Golden Empire will cultivate meaningful relationships, bringing together friends, family, alumni, fans, donors, volunteers, and other stakeholders to strengthen the organization, actively promote performing arts, and enrich the lives of the citizens our community.
- Our students will be served at the highest level possible by an organization that strives for efficiency and sustainability in its operations.

## **Who We Are**

The Golden Empire Drum & Bugle Corps from Bakersfield College is the premiere drum corps in the southern San Joaquin Valley. The corps is comprised of youth who are furthering their education in brass, percussion, and visual performance.

Students rehearse monthly in the spring and daily once school is out for the summer. They receive high quality instruction from a diverse staff led by experienced teachers as they prepare for local public performances and a summer tour.

The corps is an extension of the Bakersfield College Drumline program and is supported by the Bakersfield College Foundation. Founded in 2014, Golden Empire is an Open Class member of Drum Corps International, Marching Music's Major League.

## Job Descriptions – Support Staff

### Food Service

The mission of the food crew is to provide the best quality services and healthy well-balanced meals to all members and staff of Golden Empire, either at the monthly camps or while on the summer tours. Effort is made to provide a positive work environment for everyone to enjoy on a daily basis.

A minimum of five people is needed for food services to run smoothly and efficiently. Please be aware that the job can involve heavy lifting and working in a heated environment. If you volunteer to work in the kitchen for the California Tour and/or National Tour, we ask you to help out during the winter and spring camps so you become familiar with the requirements of working in the kitchen.

Get “Food Handling” certified online (\$15 or less)

- In order to volunteer on the food truck (and in any food service establishment), it is strongly recommended to be food handling certified.
- The training is easy, online, costs \$15 or less, and is good for a few years
- <https://www.servsafe.com/access/SS/Catalog/ProductDetail/SSECT6CA>
- Try coupon code CAINNOUT to get a discount on the training

The primary responsibility of the food services staff is to provide three (3) meals and a snack for approximately 150 people daily, including, but not limited to these additional tasks:

- Set up trailer on arrival and clean and pack up the trailer on departure.
- Assist drivers with setting up kitchen and food line upon arrival at show/housing site.
- Outside setup of tables for additional food service.
- Keep the trailer clean and orderly inside and out (including refrigerator, stove, sink, etc.).
- Basic food preparation such as slicing, chopping, simple baking
- Prepare beverages for meals. Refill 10 gallon water coolers for members/staff and keep them clean at all times with periodic sanitation.
- Prepare water jug cleaning station for members to sanitize their water jugs each day.
- Turn on gas, water heater, circuit box when needed. Hook up drainage and water.
- Laundry – towels / aprons
- EVERYONE on staff helps wash dishes, pots and pans, etc.
- When food is delivered to the food truck, EVERYONE helps with load-in.
- Bring meals to GE souvie booth workers at show sites when needed.
- Work closely and in cooperation with tour management.

### Sample Schedule and Tasks

- Typical Meal Service
  - Report to the food truck 2 hours prior to each meal
  - Unload and set up food line and beverage station

- Follow the planned menu
- Prep meal
- Prep PB&J table
- While prepping, start washing, dry and putting dishes away
- Set out meal 10 mins prior to meal time
- Condense all food and store as needed
- After meal, sanitize tables, restock plates, bowls, napkins, utensils, condiments etc.
- Dishes need to be done while all volunteers are available to help
- Discuss plan and needs for next meal
- End of Day
  - Wash dishes while last meal is being served.
  - Store and secure pots, pans, and utensil cart.
  - Clean griddle as needed.
  - Wipe and sanitize tables and stack for loading.
  - Dump leftover drinks, rinse Gots and sanitize before loading.
  - Take inventory of food supplies and paper goods.
  - Clean and sanitize refrigerator.
  - Sweep and mop floors.
  - Assist with loading and securing all items.

Some jobs are assigned to individuals, some for the entire tour and some as needed. There are also some jobs that will have a designated person assigned them due to the complexity of the task. Most of the jobs above are all team-related. The idea is to help out where help is needed and step up at any time to assist team members. There will be times during the tour when there is only a limited amount of volunteers at a given time, so ability to multi-task is key to joining the food services team.

### **Uniforms and Costumes**

Uniform volunteers have the responsibility for the maintenance, upkeep and cleanliness of the corps' uniforms, color guard costumes, flags and other miscellaneous items. Representative duties include:

- Measuring members for accurate sizing
- Alteration/hemming of uniforms
- Maintain uniforms
- Launder uniforms / costumes
- Handle sewing emergencies
- Label uniforms / uniforms bags / shako boxes/ shoe bags
- Size and order shoes

Although sewing skills are primary in this department, assistance is needed with a variety of projects that do not require sewing skills. The corps provides all equipment and supplies.

## **Transportation Crew**

The Transportation Crew maintains strict adherence to Federal and State regulations. Our fleet travels an average of 7,000 miles every year. We strive to provide safe, reliable and efficient transportation utilizing a combination of Kern Community College District owned vehicles and vehicles that we rent. This would include charter bus companies and other transportation providers such as Enterprise, Penske, etc.

Our fleet is driven by a combination of employees (commercial drivers) and volunteers, who have the responsibility of transporting the corps members, staff, support staff, and equipment. These drivers follow the direction given by tour management and a designated lead driver. They are also responsible for general maintenance of the vehicle while on the road (i.e. oil and other lubricant changes, tire pressure maintenance, vehicle washing, waste water dump, etc.).

All of our commercial drivers are required by the Department of Transportation to maintain accurate, daily drive logs and vehicle inspection forms and to abide by all the DOT rules and regulations in regards to on and off-duty time limits. Strict adherence to federal regulations regarding drive time, sleep time and vehicle and personal documentation is expected.

For Golden Empire, the caravan may consist of three buses, two full size trucks each pulling a trailer, a box truck, and two auxiliary vehicles. The corps travels as a convoy whenever possible, and all vehicles are equipped with FM band radios, company or personal cell phones for communication. We primarily travel between 10:00 p.m. and 2:00 a.m. when on tour.

Drivers are responsible for setting up the kitchen trailer upon arriving at housing and show sites, which includes and not limited to the following:

- Hooking up water and electrical supply.
- Unloading tables, drink station and jugs.
- Unloading and setting up the stairs.
- Unloading trashcans, ice chests, utility wagon, etc. from center of the aisle.

## **License Requirements**

Some vehicles in our fleet require a CDL – Commercial Driver’s License (physical and drug tests are required and drivers must be at least 25 years of age). All other vehicles regular a class “C” driver’s license.

Each driver must complete a Kern Community College District Auto Use Agreement, provide copies of their current license/auto insurance, as well as a complete an Authorization for Release of Driver Record to enroll in the Department of Motor Vehicle’s (DMV) Employer Pull Notice program (EPN).

The KCCD participates in the DMV’s EPN program, which provides employers and regulatory agencies with a means of promoting driver safety through the ongoing review of driver records. The EPN program allows an organization to monitor the California Driver License records of employees who drive on the organization's behalf. An employee whose license has had a

disqualifying action (suspension or revocation of license or certificate) by the DMV cannot be employed (or volunteer) as a driver.

Although our greatest need for drivers is during summer tour, we also need drivers for local camp weekends and pre-tour, as well as moving the vehicles locally around town for service, repairs and fuel requirements.

### **Equipment Trailer Maintenance**

To maintain a safe, clean and organized equipment trailer for our members. Responsibilities include:

- Keeping the inside of the truck clean and orderly
- Opening and closing the truck
- Assisting with pit instrument removal and storage
- Assist with moving equipment to the show
- Maintain pit cart
- General maintenance and repairs

### **Merchandising (“Souvies”)**

Selling merchandise is one way that the organization generates revenue to support its programs. We generate added revenue by promoting the sale of souvenirs. The Merchandising Team is responsible for presenting Golden Empire’s organization in a friendly and positive manner. Personnel are needed to help transport the GE Souvie supplies and assist in activities which include the set up/tear down of the booth; staging, stocking and tracking inventory, and the actual selling and presentation of merchandise in the souvenir booth.

Souvies personnel are very much a marketing arm of GE and can be priceless in communicating our multiple messages when it comes to recruiting, alumni, and GE sponsored show information. You might be surprised how many folks come to the Souvie booth with questions and comments, rather than an interest in buying a T-shirt.

The personnel selling collect all monies received and record ending inventory. GE Souvies needs dedicated volunteers who can travel with the corps for at least five days or more. GE Souvies personnel leave the housing site several hours earlier than the corps to arrive at the show site for timely set up.

### **Health Team**

The Golden Empire Health Team helps ensure the physical well-being of personnel during camps, pre-season, and tour. The team is made up of the following licensed personnel:

- Nurse
- EMT
- Athletic Trainer

Responsibilities include, but are not limited to:

- Assessing injuries, illness, and administering the appropriate care

- Active involvement in decision making regarding consultation/telemedicine, hospital visits, and referrals.

### Sample Daily Tasks

- On Rehearsal and Show Days:
  - Take weekly inventory of medical supplies (Done on first rehearsal day).
  - Type up Treatment Reports and Medication Administration Log. Upload to Google Drive at end of day.
  - If needed, make runs for more supplies/pick up prescriptions
- During Mealtimes:
  - Ensure that sports drinks and water jugs are made and full.
  - Treat members as needed
  - Take note of over-the-counter medication administered to members. Prepare end-of-day medication list for inventory control. Upload list to Google Drive.
- When Transporting to an Urgent Care/ER:
  - Inform Admin on duty of need for transport.
  - Inform Health Team Coordinator of situation by phone and complete incident report.
  - Bring the hard copy of Medical Record Form of member(s) being transported
    - Ensure that copy of insurance card and photo I.D. or driver's license is carried by member.
  - While en route, have student call and update parents if possible
- If EMS is needed:
  - Call 911
  - Have hard copy of Medical Record Form of Member for EMT/EMS personnel.
    - Ensure that copy of insurance card and photo I.D. or driver's license is carried by member or Health Team member accompanying student to hospital.
  - Inform Admin on duty, Health Team Coordinator, and Corps Director of member status.
  - Corps Director should call parents with member status.
  - If possible, Health Team Staff should accompany member in ambulance or follow along with a corps vehicle
  - Be sure to get name of hospital member is being transported to.
  - Update the Health Coordinator and tour admin of final status of member.
  - Call parents to report final status update.

Once a member has been provided orders from a Physician to restrict activity for a period of time, the member will be restricted from such activity regardless of their personal ambition.

Health Team staff help manage the following:

- Monitoring marching members and staff with specific health conditions.
- Inventorying and stocking first aid supplies and kits
- Participating in decisions relating to the nutritional needs of the marching members.



- Supervise and participate helping to keep Corps members properly hydrated.
- Monitoring general sanitation of food products, equipment and surfaces
- Medical record keeping (daily logs), insurance forms, and accurate documentation
- Assisting other areas and Support Staff with their responsibilities, as time permits

### **Code of Ethics:**

Licensed medical providers will conduct themselves in the same professional manner as they would within a traditional health care environment and adhere to their state laws. The Health Team Staff should be conscious of the fine line between professional and social behavior when interacting with members, staff, management, and other Support Staff.

### **General Policies**

Any questions regarding the policies listed below should be directed to the Corps Director using the contact information listed below.

### **Volunteer Minimum Age**

Volunteers spending more than one day with the corps must be 21 years old or above.

### **Tour Accommodations and Packing List**

As a Support Staff member, you are provided with meals, group transportation and the necessary materials to complete your duties.

The following items are important to pack to make your stay with the corps more comfortable:

- Air Mattress /Sleeping Bag / Sheet / Pillow / Ear Plugs / Eye Shades
- Toiletries
- Towels (bath and washcloth or Scrubby)
- Shower Shoes
- Sunglasses
- Hat
- Sunscreen
- Comfortable Shoes (two pairs that can get beat up)
- Something to do in your spare time (books, magazines)

Space is limited so please bring the minimum number of items you need and keep your packing to one carry-on suitcase that can go under the bus and a small overnight bag that can go onto the vehicle with you.

The Corps usually stays at a school in a community near the show site. The members sleep in the gym while instructional staff and Support Staff sleep in surrounding classrooms. Air conditioning is not guaranteed, and for this reason, you may wish to include a sheet as well as a sleeping bag.

## **Support Staff Conduct**

### **Professional Behavior**

For the purposes of this policy, the term “staff member” includes all Support Staff whether a paid employee or volunteer. Staff members agree to:

- Act in a way that represents the best interests of Golden Empire and its members.
- Act in accordance with our contractual responsibility to our corporate partners.
- Establish and maintain a positive learning environment
- Be sensitive to the local community and to our housing agreements at all times, including rehearsals, warm-ups and performances.
- Behave in a professional manner. Unprofessional behavior includes:
  - Sexual conduct with a member (See Sexual Conduct Policy for details)
  - Insulting or offensive language
  - Participating in or encouraging hazing or other demeaning behavior
  - Disorderly or violent behavior
  - Inability to perform assigned tasks due to alcohol or drug use
  - Substance abuse
  - Violation of housing policies regarding alcohol and tobacco use

### **Alcohol and Drug Consumption**

Staff members shall not consume alcohol while at work with Golden Empire. “At work” includes the time period between the start of your workday and the end of it.

Staff members shall not engage in the use of illegal drugs, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack cocaine, barbiturates, and diet pills during the term of this Agreement. Violation of this prohibition by employees may result in disciplinary action, up to and including dismissal.

### **Sexual Conduct and Harassment Policy**

For the purposes of this policy, the term “staff member” includes all Support Staff whether a paid employee or volunteer. Staff members agree to:

Staff members are expected to maintain a professional relationship at all times with all corps and staff members. Inappropriate comments or behavior will not be tolerated. Fraternalization between Golden Empire staff and corps members is not consistent with the educational goals of Golden Empire and therefore is prohibited. To further protect minors, staff members who engage in sexual conduct with a member younger than 18 years of age will be dismissed for cause immediately and are subject to prosecution to the fullest extent of the law.

During the off-season, staff members who date or engage in sexual conduct with a member from a prior year, who is still eligible for membership, may not return as a member of the Golden Empire staff.

Staff members who create, through word or action, a hostile work environment for corps members or other staff are subject to dismissal. Examples of inappropriate behavior include:

- Requests for sexual favors
- Demeaning sexual inquiries and vulgarities
- Discussion of sexual behavior
- Offensive language
- Other verbal or physical conduct of sexual or degrading nature
- Sexually offensive, explicit or sexist signs, images or literature in plain view
- Offensive and vulgar graffiti
- Inappropriate, provocative or revealing clothing

Decisions about what constitutes inappropriate behavior will be made by the senior staff member present at any time. These behaviors are always inappropriate when they involve the members or when members are present. This includes, but is not limited to, rehearsals, performances, meals, and travel.

**All staff have a duty to report suspected violations of this (or any policy at Golden Empire). Reports may be made to the Corps Director, a direct supervisor (who must escalate them to the Corps Director), or via our confidential online form at <https://secure.ethicspoint.com/domain/media/en/gui/22328/index.html>**

## **Social Media Policy**

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

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

Both in professional and institutional roles, staff need to follow the same behavioral standards online as they would in real life. The same laws, professional expectations, and guidelines for interacting with students, parents, and other Golden Empire constituents apply online as in the real world. Staff are liable for anything they post to social media sites.

## **Policies for all Social Media Sites, Including Personal Sites**

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

- **Don't use Golden Empire logos for endorsements:** Do not use the GE logo or name on personal social media sites to promote a product, cause, or political party or candidate.
- **Terms of Service:** Obey the Terms of Service of any social media platform employed.

### Best Practices

This section applies to those posting on behalf of Golden Empire, though the guidelines may be helpful for anyone posting on social media in any capacity.

- **Think twice before posting:** There is no privacy in the world of social media. Consider how posts may reflect both on the poster and Golden Empire. If you are unsure about posting a comment or response, ask the Corps Director for direction.
- **Strive for accuracy:** Review content for factual, grammatical and spelling errors.
- **Remember your audience:** A presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, parents, etc. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- **On personal sites, identify your views as your own.** If you identify yourself as a Golden Empire staff member online, it should be clear that the views expressed are not necessarily those of Golden Empire.
- **Photography:** Photographs posted on social media sites can easily be appropriated by visitors. Consider posting images at 72 dpi and approximately 800x600 resolution. Images at that size are sufficient for viewing on the web, but not suitable for printing.

### Institutional Social Media

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

- **Notify the Corps Director and Communications Manager:** Captions that have a social media page or would like to start one should contact the Corps Director for coordination with all other Golden Empire media. All institutional pages must have an authorized Golden Empire staff identified as being responsible for content.
- **Acknowledge who you are:** If you are representing Golden Empire when posting on a social media platform, acknowledge this.
- **Link back to the Organization:** Whenever possible, posts should be brief, redirecting a visitor to content that resides within the Golden Empire organization.
- **Protect the institutional voice:** Posts on social media sites should protect Golden Empire by remaining professional in tone and in good taste.

### Violation and Sanction

Staff alleged to have violated the policies stated above may be referred to the Corps Director depending on the nature of the violation.

Those found to be in violation of the policies may face disciplinary action, up to and including contract termination.

## **Drum Corps International Policies**

### **DCI Security Credentials for Contest Entry**

Credentials must be worn to get into corps shows. Golden Empire is allotted a certain number of credentials to be distributed to staff and volunteers. The credentials are the property of Golden Empire and must be returned to the Corps Director, department head or caption head before leaving the corps.

To be eligible for a DCI security credential you must be a current member of the instructional team or a “scheduled” volunteer for the current season. There are a limited number of credentials available. Personnel other than instructional staff or scheduled volunteers, including friends, family and significant others must be prepared to purchase full-priced tickets through DCI. Security credentials are not valid for contest entry during the week of the DCI Championships. Instead, a limited number of wristbands in conjunction with credentials will be available to current members of the instructional team and scheduled volunteers for the Championship week. Credentials and/or wristbands do not necessarily entitle holder to a seat inside the stadium.

### **Recording**

Due to music licensing and copyright laws, along with agreements with Drum Corps International, Golden Empire has adopted the following statement regarding taping or recording Golden Empire Drum and Bugle Corps: “NO staff member, volunteer or marching member of Golden Empire may make or give permission for any type of recording to be made or broadcast”.

### **Photography**

No person is allowed to post, sell or distribute still, digital or video photographs of Golden Empire in uniform or behind the scenes to any public Internet site, publication or individual without the express written permission of Golden Empire.

### **Public Relations**

As a class at Bakersfield College, the preparation and release of all information and publicity concerning Golden Empire, intended for distribution to the media, is coordinated by the Department of Marketing and Public Relations, unless otherwise authorized by the college president.

The director of Marketing and Public Relations serves as the official college spokesperson and conveys the official college position on issues of general college-wide impact or significance or situations that are of a particularly controversial or sensitive nature. Inquiries from the media about such issues should initially be referred to the director of Marketing and Public Relations.

Staff and volunteers are not authorized to represent the organization without the consent of the Corps Director. Requests of this type, and any questions or concerns about this policy are to be directed to the Corps Director. Refer to the Bakersfield College Media Relations Policy for more information.

## **DCI Code of Conduct**

Drum Corps International is the world leader in producing and sanctioning competitive stadium events for the world's most elite and exclusive marching music ensembles. As "Marching Music's Major League", we share a responsibility to serve as ambassadors for our activity and to uphold the standards of excellence which are expected of us by all of those with whom we interact. Adherence to the DCI Community Code of Conduct and Ethics Guidelines along with the supplemental Codes of Conduct listed below will help to create a fair & equal performance stage upon which all DCI Participating Organizations can continue to grow & excel.

DCI and its Tour Event Partners have made arrangements on the Participating Organization's behalf to utilize facilities in connection with their preparation and participation at events. As a condition of participation, the DCI Participating Organization's staff, volunteers and performers are "ambassadors of DCI" when participating in DCI Tour Events and therefore agree to the following event related codes of conduct:

### **DCI Participating Organization Housing Site Code of Conduct**

- Housing arrangement contacts must be made by May 1st of the agreement year. The Participating Organization should communicate with the DCI Tour Event Partner early in the spring, supplying any necessary information explaining needs and desires regarding facility, as well as arrival and departure times. The Participating Organization is responsible for any additional facility costs that are incurred outside of the DCI Event Contract. (Policy 415)
- Abide by local/state/federal rules and regulations including the prohibition of alcohol, tobacco and drug use on the grounds of any facility contracted by DCI or the DCI Tour Event Partner. This includes the discarding of empty containers, ashtrays, etc., on facility property which could be construed as having violated the law.
- Abide by the wishes of the facility administration including respecting those areas which are marked "off limits", either expressed or by basic common sense. Cooperate with facility officials with regards to scheduling around previously scheduled events in the facility.
- Use sensitivity and common sense in dress codes while at schools, especially if summer sessions are occurring. Shirts and shoes that would be deemed appropriate in a school setting should be worn and clothing changes should occur in an appropriate place.
- Be sensitive to public audiences, including utilizing language that is appropriate for professional and student populations.
- Leave the facility better than found. The handling and disposing of waste products, especially garbage and sewage from food preparation, should be in accordance with health codes and facility administration standards.
- Use of the DCI Housing Inspection Form is required (Policy 416). Check-in with a facility administrator should occur before allowing Participating Organization's entrance into the facility to look for any problems and to discuss areas of use and "off limits." Final check-out should occur before the Participating Organization leaves the facility and a copy of the DCI Housing Inspection Form should be kept on file should a challenge later occur.

Should there be any damage, it is the Participating Organization's responsibility to make arrangements for reconciliation before leaving.

Housing Inspection (Policy 416): Participating Organization and DCI will automatically receive copies of the online Housing Inspection Form when using electronic means after submitting and both organizations should keep them on file for six (6) months after departure. If there is a dispute with a housing site, DCI will research the online database for the housing site in dispute. If none is found, and if Participating Organization is unable to produce requested housing inspection form, DCI will levy a \$1,000 fine against the Participating Organization.

### **DCI Participating Organization Field Care Code of Conduct**

- Fields at rehearsal facility should be agreed upon with contact and/or facility administrator before utilizing. Participating Organizations are prohibited to use any field without permission.
- All facilities officials, especially turf managers, are SUPER-SENSITIVE regarding use of their artificial or natural turf field. SPECIAL CARE must be taken at ALL times.
- Be aware that DCI is leasing housing and event venues. Despite detailed explanation of DCI's use of the field prior to the stay or event, at any point, the manager of the facility may decide to prohibit equipment, carts, props, etc. from going onto the field.
- Please consult the DCI Contest Director in advance of the season or use for any construction concerns regarding scenery (props) utilized on the field.
- Non-permanent paint or other substance that will not kill or burn the grass should be used when marking the field. NO logos or anything other than yard lines shall be painted. (Policy 418)
- Reminder that substances such as liquids (including water), any powder like substance, or anything that would leave debris behind are forbidden. (also reference 4.7.2 in the DCI Rules Manual)
- Care should be taken when moving front ensemble equipment and props on and off the field so as not to cause damage to the field. A minimum of 8" wheels should be utilized on any carts or props pulled onto the field. (Policy 418) Extremely special care should be taken with any type of equipment on the "playing" surface.
- Motorized vehicles must be in top condition, and MUST HAVE A DIAPER IF GAS POWERED. Some facilities may not permit a vehicle that you have used all season based on the type of tires utilized.
- Tarps or covers and props or scenery of any kind that will hinder the oxygen flow to the grass surface or create high levels of heat that can "burn" the surface are not allowed. (Rule 4.7.4 and Policy 418)
- If utilizing scenery (props) that does not require wheels and can be carried, all parts touching the field surface MUST be rounded. Look for anything that could potentially snag or dig into the ground and eliminate it.
- If a field damage should occur, it is the Participating Organization's responsibility to make arrangements for reconciliation prior to leaving the facility.
- DCI strongly recommends that Participating Organization's follow all safety requirements and regulations for all props and equipment, and plan/train/utilize all props and

equipment with the utmost of forethought for performer (and others) safety while loading, assembling and performing. The DCI Contest Coordinator has the authority to prohibit the use of any prop or equipment that (s)he believes presents an unreasonable or unacceptable risk of injury or harm to performers, others, and/or property.

### **Event Site Code of Conduct**

- Housing Site and Field Care Codes of Conduct as expressed above.
- Parking lot sensitivity, including trash clean-up, members dressing out of direct view of public, and health code regulations if utilizing food service.
- Instructional and support staff are to wear their DCI security credentials, displayed around the neck where name of Participating Organization can be easily seen, at all times while in attendance at any DCI event. Please allow extra time when approaching a gate in order that the event staff can check your credential. Staff should never assume that volunteer or employed stadium event teams know your staff's affiliation and/or that any staff should be in back-stage areas. (Policy 418.4)
- Staff and support are to assist Tour Event Partners in the protection of the gate by asking family and friends not directly working with the corps to utilize public ticketed entrance gates. At no time should a non-credentialed person expect to enter or exit to back staging or sensitive areas of the venue, which varies in each stadium. Please check with the DCI Contest Coordinator for specifics. (Policy 418.4)
- Staff and support should be aware of the paying audiences' enjoyment of the Participating Organization's performance. Those using DCI security credentials for entrance are asked to sit outside of the reserved seating area, and if choosing to sit in a staff viewing area during their Participating Organization's performance should seats be available, to be sensitive to voice levels and movement once the Participating Organization's performance begins. (Policy 418.4).
- Staff/member demeanor and language should be professional and non-aggressive in critique and audience situations, and when interacting with event staff.
- After a Participating Organization performs, member-seating is to be in non-reserved and/or non-sold sections of the venue. Seating in aisles or "squeezing in" to reserved areas not only is an infraction to fire codes, but also diminishes the paying audience's experience. (Policy 418.4)
- Dress should be clean and in keeping with the image of the activity.

Should any violation occur, Policy 321 Compliance Enforcement may be enacted.

### **Other Policies Related to Support Staff**

Additional policies can be found at <http://geperformingarts.org/policies>