



# HANDBOOK

All the Good Stuff

Here is where you will find more details about behavior, policies, procedures, responsibilities, and more, as of 8/26/21

***John Dunlap***

St. Martin Independent

Table of Contents

WELCOME TO ST. MARTIN INDEPENDENT .....2  
Our Mission.....2  
Our Vision .....2  
Purpose of this Document .....2  
MEMBERSHIP ELIGIBILITY AND SELECTION PROCESS.....3  
Membership .....3  
Proof of Eligibility and Background Checks.....3  
Financial Obligations .....3  
Qualifications .....3  
Selection Process .....4  
PARTICIPATION .....4  
What to Expect this Season .....4  
Membership Policy .....4  
MEMBER SAFETY .....5  
Prohibited Activities .....5  
INCIDENT REPORTING AND WHISTLEBLOWING POLICY .....8  
Incident Reporting.....8  
Whistleblowing .....8  
ATTENDANCE .....10  
APPEARANCE AND BEHAVIOR .....11  
DIGITAL COMMUNICATIONS & SOCIAL MEDIA.....12  
Social Media Policy .....12  
Recording .....13  
LIFE ON THE ROAD.....13  
MEMBER HEALTH AND WELL BEING.....15  
Member Illness or Injury .....16  
Mental Well being .....16  
Footwear/Shoes .....17  
MEMBER LEADERSHIP .....17  
FINANCIAL POLICIES.....17  
BACKGROUND CHECKS.....18  
WGI PARTICIPANT PROTECTION REQUIREMENT.....19

# **WELCOME TO ST. MARTIN INDEPENDENT**

## **Our Mission**

SM Independent is a non-profit youth organization that provides a positive educational activity for young musicians. The non-profit youth ensemble consists of around forty performing members between fourteen and twenty-two years of age.

## **Our Vision**

SM Independent is committed to expansion of the social, intellectual, artistic, and musical talents of our members. We strive to create an environment of learning that will strengthen the community and mold our members into the leaders of tomorrow.

## **Purpose of this Document**

This document represents the policies, procedures, and general operating guidelines for SM Independent as endorsed by Board of Directors. Although intended to be comprehensive, items not specifically address in this document will be addressed at the discretion of the Director of SM Independent in collaboration with the Board of Directors of the organization

## **Our History**

Starting out in 2019 as a Scholastic Novice class group, St. Martin quickly advanced both in experience and class. The group was quickly promoted to Class A and achieved status as a WGI South Regional finalist in its first season.

As COVID-19 cut short the 2020 season, the group declared itself as an Independent Class A group for 2021. Interest quickly grew as word spread and auditions were held. Soon the St. Martin Independent group expanded to be represented by artists from across the Southeast region, being promoted to Independent Open Class after their first performance. SMI finished their inaugural season by qualifying as Open Class Finalists.

## **Questions**

Any questions regarding the policies listed below should be directed to the unit Director at [st.martin.independent@gmail.com](mailto:st.martin.independent@gmail.com)

## **Coverage & Applicability**

Unless otherwise specified, the term “Staff” refers to compensated individuals, full-time and part-time, employees, and independent contractors, including those receiving a stipend. “Volunteer(s)” refers to those providing a service without compensation. “Board Members” refers to those providing a service without compensation. “Team” or “Team Member(s)” refers to Staff, Volunteers and Board Members that is, those providing

services to the organization in a compensated or uncompensated capacity. “Member(s)” refer to individuals performing in SMI.

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

## **MEMBERSHIP ELIGIBILITY AND SELECTION PROCESS**

### **Membership**

If you are a highly motivated individual, age 14 to the max age set by WGI, who is interested in becoming a part of the indoor percussion activity, we invite you to audition for SM Independent Indoor Percussion. Membership acceptance is based on work ethic, character, ability level, and audition results. While the average age of the membership is typically 17 years old or older, younger students have been accepted based on their exceptional performance quality and individual maturity.

### **Proof of Eligibility and Background Checks**

Members must submit government issued documentation that fulfills age and other related guidelines of the governing organization, WGI.

A background check as specified by the organization is required of each Team Member who is 18 years old prior to November 1 of the applicable year. The results of the background check must indicate there are no issues which may compromise the safety of the Team and Members. Any information revealed in a background check will be forwarded to the Director and BOD (Board of Directors) for review and must be cleared prior to an individual’s involvement with the organization. For more information or to begin a background check, use the link provided on our website or contact [st.martin.independent@gmail.com](mailto:st.martin.independent@gmail.com).

### **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 by the Director of the organization. Members who are not current in their payment plan may not participate in any performance.

### **Qualifications**

A Membership Committee shall establish the qualifications standards and 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.

## **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 shall make membership recommendations to the unit Director who has the authority to make the final decision in membership selections.

## **PARTICIPATION**

### **What to Expect this Season**

One of the most important things you will learn this season is that your success in this unit, and in life, is dependent on you. SMI will provide you with all the tools and instruction needed to succeed, along with a talented group of professional educators, administrators, volunteers, and alumni to support you. A problem only endures when you allow it to. 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. Throughout this season, always remember these three things:

1. This season will be one of the most difficult things you will ever do in your entire life.
2. You wanted to do this. There will be days you may not feel like it, but it is worth it in the end!
3. You are helping to write the next chapter to a long, proud history of St. Martin Independent. The friends you make this season will be your family for the rest of your life!

### **Membership Policy**

The SM Independent membership policy embraces a philosophy of openness, inclusion, and culture of family. Our eligibility and membership requirements are intended to keep with the spirit and intent of those philosophies and culture while ensuring a fair and equitable evaluation of current and potential members to ensure consistent educational and development experiences.

SMI strives to operate within an environment of pride, safety, inclusiveness, and professionalism consistent with our heritage and culture. General guidelines for all members include:

- Acting in a professional manner consistent with the heritage and culture of SMI, as well as an ambassador for the St. Martin Community.
- Respecting each other, the educational and management staff, volunteers, and members of other performing units.
- Obeying the law.

- Asking 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 Unit Director or the Unit Director's designees.

Members who disregard non-written (homework video assignments, proper equipment on hand, etc.) policies and procedures may be temporarily assigned additional responsibilities to assist with the logistics and/or daily operations of the unit. These duties will be assigned at the discretion of the Director or Coordinators.

A member is subject to dismissal if conduct is detrimental to the best interests of the unit. The Director shall have the authority to dismiss a member. The Director shall submit a written report of each dismissal to the Board of Directors following any occurrence. A member who has been dismissed may appeal the dismissal to the Director who will investigate the appeal and render a final decision upon conferring with the Board of Directors.

## **MEMBER SAFETY**

It is the policy of SMI to maintain an environment that is free from harassment and/or intimidation. It shall be a violation of the SMI policy for any member, educator, management team member, volunteer, member of the board of directors, or other SMI personnel to harass a member through conduct of a sexual, intimidating, or bullying nature. It shall also be a violation of the SMI policy for a member, educator, management team member, volunteer, member of the board of directors, or other SMI personnel 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 SMI 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—St. Martin Independent holds hold our staff and management to the highest degree of ethical and professional behavior. This management/staff-member non-fraternization policy is established in order to promote the efficient and fair operation of the organization, to avoid conflicts of interest, misunderstandings, complaints of favoritism, morale problems, questions and sexual harassment. As such, all management and staff are prohibited from unethical or inappropriate fraternization with members, including, but not limited to dating, pursuing a date, and having or pursuing a romantic or sexual relationship with students.

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, Sexual Harassment, and Intimidation of Members—The nature of our activity results in situation where we have a combination of marching members that are adults and minors.

Sexual activity and/or relationships between minors is prohibited. Sexual activity between legally aged consenting adults and minors is prohibited. Sexual activity between legally aged consenting adults must not occur on any school property or at any housing site or at any time while traveling or housing with the body of the unit.

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.

“Sexual Harassment” and “Intimidation” includes member-to-member conduct and member-to-staff conduct as well as staff-to-member 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 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; 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 members of either sex to humiliation, embarrassment, or discomfort because of their gender or actual or perceived sexual orientation.

Bullying/Cyber bullying—Members of SMI will demonstrate respect for others and contribute to the well-being of the organization. Bullying and cyber bullying are prohibited and will result in disciplinary action up to and including dismissal from the organization.

Bullying/Cyber bullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a member or members that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the member or members 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.
- Substantially interfering with the member’s or members’ on-field performance; or
- Substantially interfering with the member’s or members’ ability to participate in or benefit from the services, activities, or privileges provided by SMI.

Bullying/Cyber Bullying may include a pattern of any one or more of the following:

- 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—SMI always has and always will strive to provide a positive, educational, fun, and safe experience for our members. Our mission is to build the leadership qualities of our members via our unique combination of the artistic, athletic, and competitive aspects.

Hazing is on the list of activities (drugs, drinking, smoking at facilities, etc.) that are prohibited by the unit. Management and leadership annually review closely what activities are considered appropriate and acceptable within the framework of earning one's place as a member of our organization of SMI and those that cross the line into hazing and bullying along with reviewing the mechanism for anonymously reporting

questionable conduct of any kind to the Board of Directors and management for action. Meanwhile, SMI 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 AND WHISTLEBLOWING POLICY**

SMI 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, or BOD for immediate action. Should the incident involve the unit Director, report should be made to the BOD; incidents involving the BOD should be reported to the Director.

### **Whistleblowing**

St. Martin Independent requires Staff, Volunteers, Board Members, and Members of SMI and its affiliates to behave ethically; act with honesty and integrity; and comply with all applicable laws, regulations and ordinances.

SMI strives to create a culture where all will feel free to raise concerns with SMI. We recognize the need to provide a mechanism for the confidential and anonymous submission of such concerns, to provide SMI full opportunity to investigate and address potential violations of ethics, policy, law or ordinance.

The purpose of this Whistleblower Policy is to establish policies and procedures for:

- Submitting concerns from Staff, Volunteers, Board Members, and Members on a confidential and, when desired, anonymous basis regarding issues that run contrary to the culture and the policies of the organization, including but not limited to:
  - Questionable accounting or auditing matters.
  - Questionable business ethics.
  - Conflicts of interest.
  - Acceptance, provision or solicitation of bribes or kickbacks.
  - Legal or regulatory violations.
  - Unsafe practices or activities which unnecessarily endanger health or safety.
  - Bullying or harassment.
  - Other actions which potentially compromise the safety of the directors, volunteers, and members and/or the integrity SMI itself.
- The receipt, retention and treatment of concerns raised.
- The protection of individuals raising concerns, and their families, from retaliatory actions.

Reporting Responsibilities—Members who believe they are, or have been, the victim of sexual harassment, bullying and/or hazing, or any Member who witnesses such acts or has good reason to believe they are taking place, should immediately report the situation via one of the two methods noted above. The Director or BOD made aware of the allegation will initiate an investigation to resolve in a timely manner.

**NOTE: The quickest response time to an incident is through Incident Reporting and should be utilized when necessary.**

- All Staff, Volunteers, Board Members, and Members of SMI and its affiliates have an obligation to report issues as listed in the section above.
- Reports shall be made to the SMI Board of Directors.
- To ensure a confidential forum for reporting concerns, complaints, and issues, WGI has established a mechanism on its website to enable anyone to raise an anonymous concern, complaint, or issue to the Board of Directors.
- Concerns, complaints, and issues received via other channels such as direct email, phone calls, or personal conversations will be forwarded directly to the Board of Directors where they will be formally documented and addressed.
- While a concern, complaint or issue may be submitted anonymously, the reporting person should understand that anonymity might impede SMI's ability to conduct a complete investigation.
- Should members of the Board of Directors be potentially involved in the reported issue, such issue shall be reported to any member(s) of the Board.

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

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.

Investigation—The following steps are applicable to any investigation:

- On a case-by-case basis, the BOD shall determine appropriate action. This may include appointing a committee of Board members or the Director to conduct an investigation, report the findings of such investigation back to the BOD, and recommend appropriate corrective action.
- When applicable, reports may be referred to an independent third party for investigation and recommendations including proper notification of authorities.
- The BOD shall coordinate investigative and procedural activities. Should members of the BOD be potentially involved in the issue, the Board President shall appoint a member of the Board to coordinate activities.

Disciplinary Action—Disciplinary and/or other appropriate action will be determined by 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 SMI 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.

Staff Responsibilities—Nothing in this Whistleblower Policy is intended to abrogate any duties employees owe, under any applicable laws, regulations or ordinances, to disclose, report violations (or suspected violations) of law or policy, cooperate fully in any investigations, including investigations of harassment, or to fulfill their duty of loyalty to SMI.

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

- Discuss issues with your section leaders or captains first. If it cannot be addressed, inform the Caption Head. If it cannot be addressed at those levels, it will be escalated to the Director. The Director has the discretion to involve the Board members as necessary.
- If there are issues regarding logistics or Members' well-being while "on-the-road" inform the Director and/or their designee.
- If you observe a member violating policies and procedures, notify the unit Director or their designees, EXCEPT if those issues involve Member safety, legal issues, or individuals not acting in the best interest of the organization. In those cases, please intercede then notify the unit Director.

## **ATTENDANCE**

It is imperative that you make every effort to be at all camps and rehearsals. Any anticipated absences must be communicated (via email) to your caption head(s) AND to

[st.martin.independent@gmail.com](mailto:st.martin.independent@gmail.com) 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 Director. Submit your request to the Director and Coordinators per above.

During the season we expect all members to be always with the unit. Due to the nature of our competitive schedule, you should clear your calendar of all conflicts.

## **APPEARANCE AND BEHAVIOR**

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

Appearance and Behavior While in Uniform—When you put on your uniform, you become a public ambassador for the entire organization. Your actions will be 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, No negative or disrespectful talk, No smoking, No rowdy behavior, No excessive public displays of affection.

Tattoos will be addressed on a case-by-case basis at the discretion of the Director. Members with unacceptable tattoos may be asked to cover them, if possible, while in uniform.

Alcohol—Any member found consuming or in possession of alcohol will face consequences and may be asked to leave the unit. Any member of the unit who is found consuming or in possession of alcohol at a housing site will be reprimanded and may be asked to leave the unit.

**NOTE: Alcohol cannot be stored or transported in any SMI vehicles. The buses and trucks are licensed as non-profit charitable vehicles. If the police find alcohol, the State and Federal authorities will revoke our non-profit status.**

Drugs/Controlled Substances—A simple word about drugs: **NONE!** Any member found using, selling, or holding illegal or controlled substances 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.

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 site or show facility. It is also not allowed on any of SMI vehicles. If you feel the need to smoke, you must leave the property. This generally means crossing the street to remain off school property. Smoking cessation materials such as nicotine patches, gum or lozenges are permitted.

General Liability—Personal items brought with you are your responsibility. While SMI 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 to bring with you. Do not bring anything you would regret losing forever, such as laptops, iPads, etc.

Theft—Theft of personal, public, housing site, school, or other property will not be tolerated. The Director will address issues with theft. If a theft is found to have occurred, actions may include dismissal from the organization and/or involvement of local authorities if the situation warrants. If incidents of theft are witnessed or suspected, they should be immediately reported to the Director or a member of the staff for investigation and resolution.

## **DIGITAL COMMUNICATIONS & SOCIAL MEDIA**

SMI works to provide all members with access to an education and instruction that prepares them to succeed in all areas of their lives. Part of being a successful citizen is having understanding that social media and digital communication are essential parts of our world today. Use of social media and digital communications are beneficial to members and the organization, but they also create new responsibilities of which members 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, Google+, and more. Specifically, all members of SM Independent 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 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

- 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 St. Martin Independent.

The use of Social Media represents a great mechanism to share your experiences and interact with your friends, family, and other members of the WGI 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.

## Recording

Due to music licensing and copyright laws, along with agreements with Winter Guard International, The SMI Board of Directors has issued the following statement regarding taping or recording The SM Independent indoor percussion ensemble:

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

## LIFE ON THE ROAD

Facilities—We pride ourselves on leaving a rehearsal or housing site better than how we found it. We must always remember that in every location we visit, we are the GUESTS! Here are some quick guidelines to help keep things clean and ensure that school administrators and business managers welcome us back:

- **No food or drink in the gym proper/floor.** Schools pay thousands of dollars to maintain their gym floors and while you might think it’s not a big deal, they do!
- We eat our meals in the cafe, unless given specific permission by management to eat elsewhere. All food-related trash is to be disposed of after practice or a show.
- Do not roll anything on the bare gym floor, as it may leave scratches.
- **ALWAYS** wear a shirt in any building (and shorts for that matter). People don’t understand that we rehearse all day in the heat, and they don’t care that we are hot. The gym is the only safe zone for members, but please always change quickly!
- Lastly, while there will be a designated group to clean the gym, DO NOT make it any harder for them. **Take care of your own trash.**

Facility Usage—No staff member, volunteer, or member can use or obtain permission to use facilities other than those outlined by the management team in agreement with the housing/rehearsal site administration. This includes the use of:

- Facility computers, tablets, or other digital devices
- Additional space within school property
- Wireless Internet or network access (secured or unsecured)
- Other facilities, cafeterias, auditoriums, phones, and athletic equipment

***NOTE: The management team should be contacted with special requests.***

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

The Bus—SMI travels on a coach bus to Ohio. Each member is assigned a specific spot on the bus with an individual seat partner. That is your seat for the entire trip. If you have a problem with where you are sitting and you would like to change seat assignments, you must clear it with the Director and clear it with your new seat partner.

***NOTE: When we arrive at a location, stay on the bus until you receive instructions.***

All members must follow these main Bus rules:

- No glass on the bus (except for eyeglasses). Glass can break easily, cause lots of harm, and is difficult to clean up.
- No alcohol. As stated earlier, we drive non-profit vehicles, and any alcohol found on a bus may cause the individual drivers and the unit to lose their licenses.
- No sprays are to be dispensed on the bus (sunscreen, deodorant, cologne, etc.)
- No one is allowed on a bus unless instructed by Management.
- No one other than a member of SMI is allowed on the bus. This includes friends and family!

Remember that the bus is where you will be living for the trip, so please take care of your space and, more importantly, **KEEP IT CLEAN**. A dirty bus can impact member health and therefore performance. The cleaner you keep your space, the cleaner the entire bus will be. Unit Captains will oversee organizing cleaning.

The Equipment Trucks—The equipment trucks contain almost every piece of equipment you will need. It holds all the percussion, electronics, props, and more. Safety and efficiency are key to our successful operation during the season, and this is especially the case on or around our equipment trucks:

- Every member is responsible for loading their own equipment and uniform.
- The entire ensemble is responsible for loading and unloading.

- Please take care of your stuff quickly so the loading crew can do their job without delay. To keep things moving, please move through the 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.
- The equipment truck is full enough as it is; do not add to it with your own garbage!
- Hang your uniform up in the correct fashion in the correct spot facing the correct way.

Jobs & Schedules—Every member will be assigned a job, and those details will come from the Unit Captains. Make a point to know everything about your job and when it's time to do it. All members are expected to "pull their own weight." Weekend schedules will be posted. 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.

Damage to Organization Property—Immediately inform the Unit Director or designee of any damage to SMI's property, e.g., instruments, sound equipment, truck components, etc.

Volunteers & Visitors—Family and friends are certainly welcome to visit you during the season. 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 some facilities. Additional information regarding volunteers:

- If you know someone who would like to volunteer, please ask them to email [st.martin.independent@gmail.com](mailto:st.martin.independent@gmail.com) and we will be happy to work out arrangements.
- Drop-In volunteers are always welcome. Please direct them to a staff member. Volunteers shall adhere to the policies and procedures of the organization, specifically those associated with interaction with Members, alcohol, drugs, and harassment.
- Only scheduled volunteers may be provided with transportation and housing by the unit.

***Say "Thank You" to the volunteers, often.***

## **MEMBER HEALTH AND WELL BEING**

SM Independent is committed to providing a safe, healthy environment to our members throughout the course of the season. To do so, we have established several guidelines and policies that must be adhered to by each member.

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

- If you are sick or injured on a show day, management will consult with the instructional staff to determine whether you will perform or not. Your health and safety are our first priority.
- Your first resource is you! Make sure you eat, drink, and sleep adequately.
- Hydration is critical. Drink as much as you can as often as possible! You can't be too hydrated.
- Members are to wear hats (with brims) during all outdoor daytime rehearsals. Baseball caps are very effective.
- Prescription medications are to be turned in to the Director and will be dispensed by them, at prescribed times. Make sure you plan ahead to have enough to last.
- Report any injury or illness to the staff, and they will assist you.
- The cost of medication is your responsibility.
- If you require medical treatment beyond what the unit can provide, the cost is your responsibility. We strongly recommend that all members have medical insurance.
- If you have special dietary needs, let us know and we'll do our best to accommodate you.

### **Member Illness or Injury**

***If the Member is in imminent danger, the Director or assigned designee will contact emergency personnel via 911.*** If the Director is not available, a member of the Team will be assigned the responsibility for the Member's care.

The Director will notify parents as appropriate.

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

If you are requested to accompany an individual to a medical facility, please make sure the Member has a copy of their medical file and current health insurance card and photo ID. This medical record is a confidential document and should not be accessed by anyone without a legitimate medical need to do so, including the transporting individual. The Member's insurance may be billed initially. If the medical visit is the result of an accident, the unit's insurance may reimburse the Member's insurance company if appropriate paperwork is filled out and criteria are met.

### **Mental Well being**

The indoor season 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 angst, anxiety, or depression are normal, and it is ok to ask for help. The Director will help with these issues, and anything discussed will be treated as medically confidential information.

## **Footwear/Shoes**

Indoor Percussion 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 staff recommends selecting rehearsal shoes that will work on a variety of surfaces, are able to stand up to moisture and wear, and work biomechanically with the activity to help prevent injuries.

***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 always required. 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.***

## **MEMBER LEADERSHIP**

As part of the heritage of our organization, we pride ourselves on instilling a culture of self-discipline and leadership from within. Under the direction of the Director and in collaboration with the coordinators, several members may be designated as Captains and Section Leaders. In general, these Leaders will be veteran members of the organization and shall:

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

If a member feels they have been given invalid direction from a Captain or Section Leader or observes inappropriate behavior, they should immediately notify the Director or Coordinators.

## **FINANCIAL POLICIES**

Authority and Compliance—All individuals, regardless of compensation status, have a responsibility for the financial health of the organization. Only individuals specifically authorized by the Unit Director may represent or make purchases on behalf of, or enter agreements encumbering or obligating the organization financially or contractually. The

terms and requirements for those making purchases will be defined by the Unit Director or the BOD. Unauthorized purchases will not be reimbursed by the organization and will become the sole responsibility of that individual. Failure to comply with stated procedures may result in disciplinary action up to and including removal from the organization.

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

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

## **BACKGROUND CHECKS**

**ALL staff, volunteers, and team members over 18 involved with SM Independent MUST complete a background check through our vendor, One Source.**

- **ALL** staff will have their background check completed as part of the on-boarding process.
- **ALL** volunteers with SM Independent (or any of our student programs) **MUST** pay for and complete a background check through our vendor One Source prior to volunteering.
- **The safety and well-being of our students is a top priority for the entire organization. We trust that you agree and recognize the importance of background checks as we look to serve our mission and our students even better.**

Staff Click Here: [Link for Staff](#)

Volunteers Click Here: [Link for Volunteer](#)

## **DETAILS ABOUT BACKGROUND CHECKS THROUGH ONE SOURCE**

**Fair Credit Reporting Act Notice:** Information contained herein should not be the sole determiner in the evaluation of this individual. (Human error in compiling this information is possible.) All other factors, references and current situations should be considered. The information in this report is derived from records in accordance with the Fair Credit Reporting Act (FCRA, Public Law 91-508, Title VI) this information may only be used to verify statements made by the individual for insurance or employment purposes or in connection with other business. ONE SOURCE requires end users of these reports to have a signed authorization form. Furthermore, end users will abide by their obligations and remain in compliance of the FCRA. Criminal record searches are conducted using name & date of birth. Social security numbers are not used in criminal searches, unless noted. Not all counties/states report back 7 years.

## **WGI PARTICIPANT PROTECTION REQUIREMENTS**

All adult instructional and administrative staff having regular contact with or authority over participants of groups in WGI events must complete mandatory abuse prevention training.

### **ACCESS THE SAFESPORT COURSE AND FAQ ON THE PREVENTION AND AWARENESS TRAINING REQUIREMENT**

## **PARTICIPANT ABUSE PREVENTION POLICY (PAPP) REQUIREMENTS**

### **A. Required policies**

All groups participating in WGI are required to implement participant protection policies addressing the following areas and in accordance with the SafeSport requirements:

1. One-on-One Interactions, including meetings and individual training sessions (all groups are required to establish reasonable procedures to limit one-on-one interactions).
2. Locker rooms and changing areas
3. Social media and electronic communications
4. Travel

To satisfy these requirements, policies which include the mandatory components identified in the model policies attached hereto are required for implementation by all groups participating in WGI.

For Scholastic groups, this abuse prevention training requirement can be fulfilled by existing policies of a school district or educational institution; however, if the school district or educational institution does not have policies for such training, the Participating Group must comply with this WGI requirement.

### **B. Model policies**

To satisfy these requirements, WGI has developed model policies to assist Participating Groups in developing and implementing their own required policies. Participating Groups may choose to implement stricter standards consistent with the implementation guidance below. Stricter standards may include applying the policy to additional constituents and may also include additional restrictions.

### **C. Implementation**

The mandatory components set forth in the model policies set a minimum standard. In implementing the required policies, **a Participating Group may choose to implement**

**a policy that is stricter than the Model Policy**, if it includes or is stricter than the mandatory component.

## **MODEL POLICIES**

### **POLICIES FOR ONE-ON-ONE INTERACTIONS**

The majority of child sexual abuse is perpetrated in isolated, one-on-one situations. By reducing such interactions between minors and adults, programs reduce the risk of child sexual abuse. However, one-on-one time with trusted adults is also healthy and valuable for a minor. Policies concerning one-on-one interactions are intended to protect participants while allowing for these beneficial relationships.

#### **1. ONE-ON-ONE INTERACTIONS**

##### **A. Mandatory Components**

1. Participating Group policies must include components a through d.

a. This policy shall apply to:

1. Adult instructional and administrative staff who have regular contact with or authority over with participants
2. Adult participants who have regular contact with participants who are minors

(Collectively “Applicable Adult” for the purposes of this policy.)

b. Observable and interruptible

- One-on-one interactions between a minor participant and an Applicable Adult (who is not the minor’s legal guardian) are permitted if they occur at an observable and interruptible distance by another adult.
- One-on-one interactions between minor participants and an Applicable Adult (who is not the minor’s legal guardian) which are not observable and interruptible are prohibited, except under emergency circumstances.

c. Meetings

- Meetings between Applicable Adults and minor participants may only occur if another adult is present, except under emergency circumstances. Such meetings must occur where interactions can be easily observed and at an interruptible distance from another adult.
- If a one-on-one meeting take place in an office, the door to the office must remain unlocked and open. If available, it will occur in an office that has windows, with the windows, blinds, and/or curtains remaining open during the meeting.

d. Individual Training Sessions

- Individual training sessions between Applicable Adults and minor participants are permitted if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written

permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

## **2. LOCKER ROOMS AND CHANGING AREAS**

### **A. Mandatory Components**

1. Participating Group policies must include components a through f.

- a. This policy shall apply to:
  1. Adult instructional and administrative staff who have regular contact with or authority over with participants
  2. Adult participants who have regular contact with participants who are minors

(Collectively "Applicable Adult" for the purposes of this policy.)

- b. Shared facility  
If a Participating Group uses a facility not fully under its jurisdiction (for, e.g., rehearsal or competition or similar events) and the facility is used by multiple constituents, Applicable Adults are nonetheless required to adhere to the rules set herein.
- c. Use of recording devices  
Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under the Participating Groups jurisdiction is prohibited.
- d. Undress  
Under no circumstances shall an Applicable Adult at a facility under the Participating Groups jurisdiction expose his or her breasts, buttocks, groin, or genitals to a minor participant.
- e. One-on-one interactions
  - Except for participants in the same group, at no time are unrelated Applicable Adults permitted to be alone with a minor participant in a locker room or changing area when at a facility under the partial or full jurisdiction of the Participating Group, except under emergency circumstances.
  - If the Participating Group is using a facility that only has a single locker room or changing area, the group will designate separate times for use by Applicable Adults, if any.
- f. Monitoring  
The Participating Group should regularly and randomly monitor the use of locker rooms and changing areas under their jurisdiction to ensure compliance with these policies.

### **3. SOCIAL MEDIA & ELECTRONIC COMMUNICATIONS**

#### **A. Mandatory Components**

1. Participating Group policies must include components a through d.

- a. This policy shall apply to:
  1. Adult instructional and administrative staff who have regular contact with or authority over with participants
  2. Adult participants who have regular contact with participants who are minors

(Collectively “Applicable Adult” for the purposes of this policy.)

- b. Content  
All electronic communication originating from Applicable Adults to minor participants must be professional in nature.
- c. Open and transparent
  - Absent emergency circumstance, if an Applicable Adult with authority over minor participants needs to communicate directly to a minor participant via electronic communications (including social media), another Applicable Adult or the minor’s legal guardian will be copied.
  - If a minor participant communicates to the Applicable Adult (with authority over the minor participant) privately first, said Applicable Adult should respond to the minor participant with a copy to another Applicable Adult or the minor’s legal guardian.
  - When an Applicable Adult with authority over minor participants communicates electronically to the entire group, said Applicable Adult will copy another adult.
  - Minor participants may “friend” the organization’s official page.
- d. Requests to discontinue  
Legal guardians may request in writing that their minor participant not be contacted through any form of electronic communication by the group or by the Applicable Adults subject to this policy. The group will abide by any such request that their minor participant not be contacted via electronic communication, absent emergency circumstances.

### **4. TRAVEL**

#### **A. Mandatory Components**

1. Participating Group policies must include components a through d.

- a. This policy shall apply to:
  1. Adult instructional and administrative staff who have regular contact with or authority over with participants

2. Adult participants who have regular contact with participants who are minors

(Collectively “Applicable Adult” for the purposes of this policy.)

- b. Transportation

Applicable Adults who are not also acting as a legal guardian, shall not ride in a vehicle alone with an unrelated minor participant, absent emergency circumstances, and must have at least two minor participants or another adult at all times, unless otherwise agreed to in writing by the minor participant’s parent/legal guardian in advance.

- c. Hotel rooms

Applicable Adults shall not share a hotel room or other sleeping arrangement with a minor participant (unless the Applicable Adult is the legal guardian, sibling, or is otherwise related to the minor participant). However, a parent/legal guardian may consent to such an arrangement in advance and in writing. Furthermore, A parent/legal guardian may consent in advance and in writing to the minor participant sharing a hotel room or other sleeping arrangement with an adult participant.

- d. Meetings

Meetings shall be conducted consistent with the group’s policy for one-on-one interactions (i.e., any such meeting shall be observable and interruptible).