

CINCINNATI TRADITION

2026

*Membership
Handbook*

2026 CINCINNATI TRADITION MEMBERSHIP HANDBOOK

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MISSION STATEMENT

Cincinnati Tradition's mission is to provide musical excellence and a deep connection among our members through education and passion for the competitive marching arts.

CORE VALUES

Our core values are a collective responsibility of integrity to own our standards of excellence and to support each other through teamwork.

Expectations of Cincinnati Tradition membership:

- 1) Stay informed. Always read your emails and messages.
- 2) Be on time. Arrive no later than 30 minutes prior to any event.
- 3) Be prepared. Know your music/ choreography.

NON-DISCRIMINATION STATEMENT

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

PURPOSE OF THIS DOCUMENT

This document represents the policies, procedures, and general operating guidelines for members of CT, as endorsed by The CT Board of Directors of the organization. Items not specifically addressed in this document will be addressed at the discretion of the unit director, in collaboration with the Director of the organization. Any questions regarding the policies should be directed to the Director at director@cincinnatiatradition.org

WHAT IS DCI ALL AGE

DCI All Age is a competitive drum corps circuit competing under the umbrella of Drum Corps International. Member corps composed of "all age" drum & bugle corps from all over the US and Canada. Members of DCI All Age compete annually for the DCI World Championship in August at DCI World championships. DCI was founded in 1972 and strives to bring the best "Drum & Bugle Corps in the United States and Canada" to its fans using entertainment as a primary goal. DCI All Age performances are unique and represent "state of the art" in mass appeal drum and bugle corps. DCI All Age strives to provide performers with stimulating and rewarding social experiences, to provide a competitive outlet for performers and to entertain and excite the audience.

MEMBER ELIGIBILITY

1. Age: The minimum age for membership is 14 years old as of June 1 of the year of competition.
2. Proof of Eligibility: Members must submit government issued documentation that fulfills related guidelines of the governing organization(s) of the unit's activity and meet the casting criteria.
3. Background Checks: A background check is required of all members who are 18 prior to April 1 of that year and must be conducted no less frequently than every two years. The results of the background check must indicate there are no issues which may compromise the safety of members and team members. Any information revealed in a background check will be forwarded to the Director, and if appropriate, it will be reviewed, and must be cleared prior to an individual's involvement with the organization. For more information or to begin a background check, contact director@cincinnatiatradition.org for the current process.
4. Safe Sport Training: In June of 2021, Winterguard International (WGI) Sport of the Arts required all adult instructional and administrative staff having regular contact with or authority over participants of any group participating in any WGI event to complete the "SafeSport Trained" Abuse Prevention course. Starting with the 2022 season, all persons over the age of 18 participating in Drum Corps International (DCI) activities, will be required to complete the SafeSport Trained Core Course. This includes corps members, instructors, designers, administrators, board members, and volunteers having extended contact with or authority over participants. The course is approximately two hours in length, there is a minimal cost to you. Individuals will need to present their certification as proof of completion. This certification is transferable once taken, meaning once you complete it, it can be used for DCI, WGI and any other organization requesting the certification, without retaking the course. An annual refresher course may be offered to remain in compliance with the requirements.
5. Qualifications: Caption heads shall establish the qualifications standards and shall evaluate each application in a fair and consistent manner. An applicant must meet all standards established by the committee. Qualifications may include criteria such as talent, physical capability, psychological fitness, and the ability to meet financial obligations. Final qualification criteria are at the discretion of the director and assistant director.

SELECTION PROCESS

Prior to the start of each competitive season, the director and assistant director shall appoint caption heads and establish the process and schedule for member selection. The caption heads may include representatives from the creative, educational, management, and support teams. The caption heads shall make membership recommendations to the director who will have the final decision authority in membership selection.

PARTICIPATION

In order to perform to our fullest potential and pursue excellence it is expected that all members attend all scheduled rehearsals, parades, exhibitions, performances, and competitions. Drum Corps is a highly competitive activity, and all rehearsals are critical to the development of the program. Attendance is crucial.

Should it be necessary to miss ANY rehearsals, the member agrees to contact the administration and appropriate caption head to request permission. Excessive absenteeism impacts the entire organization. If a member finds themselves in a situation that will require that they miss a significant amount of hours during rehearsals, the member should speak with the caption head and administration. The administration and caption heads reserve the right to review all extenuating circumstances when considering your request.

PARTICIPATION CONFLICT

We realize that during the course of the year, there may be family, work or school commitments that may conflict with a corps event. Cincinnati Tradition is a **WEEKEND DRUM CORPS ACTIVITY**; however an occasional event may be scheduled for a weeknight, such as local DCI contests.

As a member, you are expected to arrange your full/ part/ school-time hours so that they will not conflict with rehearsals, competitions or other scheduled events.

Cincinnati Tradition is an extension of your educational experience. Conflicts with your school band activities (for example: camp, rehearsals, performances) should be communicated by May 1st. Similarly, if you are unexpectedly called into work, please communicate immediately and do whatever is possible to attend the rest of the camp or rehearsal.

Three consecutive **unexcused** absences will result in dismissal from the corps.

Expectations of Members

Cincinnati Tradition supports a philosophy and environment of pride, safety, openness, inclusiveness, and professionalism.

Members shall:

- Act in a professional manner consistent with the heritage and culture of the Cincinnati Tradition
- Respect each other; the educational and management staff; volunteers; and members of other performing units.
- Obey all applicable laws.
- Ask for guidance when in doubt.

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

A member is subject to dismissal for conduct determined to be detrimental to the best interests of the Cincinnati Tradition. The director shall have the authority to dismiss a member for misconduct. A member who has been dismissed may appeal the dismissal to the administration who will investigate the appeal and render a final decision upon conferring with the advisory board.

COMMUNICATION

It is your responsibility as a member of the Cincinnati Tradition to stay informed of rehearsals, performances and commitments, remaining current on all communication posted via the Slack app, email, Facebook, the website, or verbally announced at rehearsals. Primary communication is maintained through the Slack app for all administration, staff and membership. Contact information of the administration and caption heads can be found on <http://cincinnati-tradition.org>.

CORPS WEBSITE & DATA MANAGEMENT SYSTEM

Cincinnati Tradition has its own website, <http://cincinnati-tradition.org>. The website is maintained by our administration and web editors, and is constantly updated with news, scheduling, etc. Our primary source for communicating with members is through the Slack App. Members can pay tuition and fees on-line as well using our **PayPal** or Venmo system.

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, texting, and apps. Examples of social media include, but are not limited to, Facebook, Twitter, Instagram, YouTube, Snapchat, Reddit, Discord, and any drum corps related sites.

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

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

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

position. This is necessary to preserve the Cincinnati Tradition's good will in the competitive performance arena.

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

Social Media and Electronic Communication

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

FINANCIAL OBLIGATIONS

Members participating in the ensemble are responsible for meeting the financial obligations defined in their performing member agreement. Members who fall behind the payment schedule will NOT be permitted to participate in any rehearsal or performance without the explicit approval of the administration.

MEMBERSHIP COSTS

Tuition allows for Cincinnati Tradition to provide you with rehearsal facilities, educational staff, show arrangements and design, uniforms and costumes, equipment, instruments, equipment trucks and trailers, and much more. Tuition includes transportation expenses when buses are necessary and the expense of the member's accommodations for DCI Championships.

The **audition packet fee** covers the materials, your registration and your attendance to your first two camps. A camp fee per rehearsal after the first two will be required to cover facility and instruction costs that are independent of your tuition. Fees can be paid through the website, which is recommended

Tuition must be paid in full by May 1st. Any Exceptions are based on member agreement terms. Terms of required installments will be discussed in your member agreement. It is your responsibility to remain current on your tuition and make payments on a regular basis.

A **deposit is required** with your signed member agreement before taking equipment home. You will be required to sign an equipment rental/release agreement that tracks the serial number of the equipment. Note, all equipment is the property of Cincinnati Tradition and is "loaned" to you as a member in good standing for the current season. Damage to equipment or failure to return the equipment when requested will result in prosecution to the fullest extent of the law.

If there are mitigating circumstances which prevent you from doing this, arrangements for a confidential discussion with the administration should be made as early as possible. Tuitions are not refundable, unless catastrophic illness or injury prevents a member from continuing the season. After receipt of a physician's certification of your disability, tuition will be refunded on a pro-rated, case-by-case basis as determined by the corps administration.

The loss or damage of any Cincinnati Tradition property, will require you to pay for replacement.

TUITION REDUCTION/INCENTIVE PROGRAMS

Cincinnati Tradition is a 501©3 non-profit organization of the Internal Revenue Code.

Note: It is prudent to take advantage of the Tuition Reduction Programs to assist you in meeting your financial obligation. Any donations you obtain through sponsorships are tax deductible for the donor to the fullest extent by law.

We recommend that you pursue options such as GoFundMe and the "Sponsor a Day" calendar promotions.

FUND RAISING

It is expected that all members participate in fundraising campaigns such as raffles, Snap Raise, etc. to raise funds for equipment, travel, supplies and unforeseen costs. Maintaining equipment will ensure the future of the organization and is key to providing the best drum corps experience to all the members. Fundraisers will be announced as the opportunity arises.

REHEARSAL ETIQUETTE

As indicated above, all members are expected to be on time for all rehearsals and be prepared to begin at the designated time. It is imperative that all members come to rehearsal well-rested, focused and ready to work. Cell phones should be placed on vibrate and used for drill reference.

FORMS

There are several necessary documents for participation in the Cincinnati Tradition. The signature of a member or of parent/ legal guardian of a member conveys an agreement between that individual and Cincinnati Tradition.

Participation requires the following signed documents: **Medical Release form**, and **Liability Release**. Once contracted the following forms are additionally required: **Safesport certificate, Immunization or the Decline Immunization form and a physical form** from your primary care physician. These documents are **REQUIRED** for participation of any kind in a CT event starting at the first rehearsal of the season.

APPEARANCE AND BEHAVIOR

Our Uniform

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

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

Every member is required to be appropriately groomed based on guidelines established by the administration/ program coordinator each season. These will be communicated prior to the beginning of the competitive season.

- No jewelry of any kind is allowed in uniform, except for one's Corps beads. Any visible piercings must be removed beforehand. If they cannot be removed, they must either be a clear or skin color.
- No extreme hair color
- Tattoos will be addressed on a case-by-case basis at the discretion of the unit Director. Members with offensive tattoos will be asked to cover them while in uniform.

- When in uniform, you are a public ambassador for the CT organization, your actions are closely observed. Unless otherwise directed, or as part of the formal warm-up routine, you should never appear in public in partial uniform. While in uniform, you are expected to present a positive image, including:
- No swearing, negative or disrespectful talk.
- No running
- No sitting on the ground
- No smoking.
- No eating.
- No rowdy behavior.
- No excessive public displays of affection.

The Membership Agreement for Equipment and Uniform Rental outlines the responsibility of the member for his/her equipment and uniform. While in the members' possession, normal upkeep of any corps equipment/uniform will be the responsibility of the member. Members will be held financially responsible for loss, theft, and damage to or as a result of misuse, carelessness, or neglect of equipment/uniform.

Uniforms (which are washable) shall be kept clean and wrinkle free and will be kept in a good quality garment bag for travel. Hats and additional performance gear shall be kept boxed/protected and away from excessive heat (i.e.; car window, in direct sun, etc.) Gloves and accessories must be kept clean and in good condition. Shoes should be polished and dirt free.

The member agrees to return all pieces of equipment in the same condition, less normal wear and tear, under which it is issued. The member is advised that if he or she fails to produce any property belonging to Cincinnati Tradition, or if he/ she recklessly damages any equipment (beyond normal wear and tear), that member will be charged for the full replacement value or repair cost, of the item(s) along with any collection or attorney fees incurred in the process. If the member is less than eighteen (18) years of age, their legal parent or legal guardian must also read and agree to the terms of this agreement and indicate such agreement by their signature in addition to the members'. The parent or purported legal guardian shall ultimately be held responsible for all terms of this agreement on behalf of the member.

The expense of shoes and necessary undergarments will be each member's responsibility and are the member's property at the end of the season. All other uniform parts are the property of Cincinnati Tradition and must be turned in at the end of season.

DRUG AND ALCOHOL PROHIBITED

Use of illegal drugs is **STRICTLY** forbidden and is considered grounds for immediate dismissal. Use of alcoholic beverages is forbidden by all members under the age of twenty-one (21); we reserve the right to search personal belongings in the event alcohol use by minors is suspected. Use of alcoholic beverages is forbidden by all members before and during rehearsal time, or prior to a performance. For those aged twenty-one (21) and above, we expect members to be sensible and responsible. **DO NOT DRINK AND DRIVE**. Use of alcohol or tobacco is strictly prohibited at any schools the corps should use for rehearsals or any performances.

MEMBERS' SAFETY

It is the policy of Cincinnati Tradition to maintain an environment free from harassment and/or intimidation. It is a violation of Cincinnati Tradition policy for any member, educator, management team member, volunteer, member of the board of directors, other CT personnel, or other individual associated with the organization to harass a member or other individual associated with the organization through conduct of a sexual, intimidating or bullying nature. It shall also be a violation of Cincinnati Tradition policy for a member, educator, management team member, volunteer, member of the advisory board, other Cincinnati Tradition personnel, or other individual associated with the organization to tolerate and/or to knowingly fail to report sexual harassment, intimidation, or bullying, as defined by this policy, by a member, educator, management team member, volunteer, member of the board of directors, or other Cincinnati Tradition 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

Cincinnati Tradition holds our staff and management to the highest degree of ethical and professional behavior. This management/staff-member policy is established to promote the efficient and fair operation of the organization, to avoid conflicts of interest, misunderstandings, complaints of favoritism, morale problems, questions and sexual harassment. As such, all management and staff are prohibited from unethical or inappropriate fraternization with members, including, but not limited to, dating, pursuing a date, having, or pursuing a romantic or sexual relationship with members. There is to be **NO** fraternization between adults (18 years or older) and minors. Violations of this policy may result in disciplinary actions up to and including dismissal from the organization and/or interaction with law enforcement if applicable.

Adult/Minor Relationships

The nature of our activity results in situations where we have a combination of marching members that are adults and minors (marching members under the age of 18). We are obligated to remind all members of the organization that sexual relationships between adults and minors are illegal under Ohio and most other state laws. Sexual relationships between minors and minors are also prohibited. Sexual activity between consenting adults must not occur on any corps property or at any housing site or at any time while traveling or housing with the body of the corps.

There is to be **NO** fraternization between adults (18 and over) and minors (under 18). Violations of this policy will result in disciplinary actions up to and including dismissal from the organization and/or interaction with law enforcement if applicable.

Grooming

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

Sexual Harassment, Intimidation and Abuse

“Sexual Harassment”, “Intimidation” and “Abuse” includes member-to-member conduct and member-to-team member conduct as well as team member-to-member conduct and team member-to-team member conduct. It means (1) unwelcome sexual advances, (2) requests for sexual favors, and/or (3) other verbal or physical conduct of a sexual nature where:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or membership in the organization.
- Submission to or rejection of such conduct is used as the basis for employment or membership in the organization.
- Such conduct has a purpose or an effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

Sexual harassment may include, but is not limited to:

- Uninvited sex-oriented verbal “kidding” or demeaning sexual innuendos, leers, gestures, teasing, sexually explicit or obscene jokes, remarks, or questions of a sexual nature.
- Graphic or suggestive comments about an individual’s dress or body.
- Displaying sexually explicit objects, photographs, or drawings.
- Unwelcome touching, such as patting, pinching or constant brushing against another’s body.
- Suggesting or demanding sexual involvement whether or not such suggestion or demand is accompanied by implied or explicit threats concerning one’s performance status, educational opportunities, employment status, or similar personal concerns.

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

Bullying/Cyber Bullying

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

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

- Placing the individual(s) in reasonable fear of harm to the member’s or members’ person or property
- Causing a substantially detrimental effect on the member’s or members’ physical or mental health.
- Substantial interfering with the member’s or members’ on-field performance.

Substantially interfering with the member’s or members’ ability to participate in or benefit from the services, activities, or privileges provided by Cincinnati Tradition.

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

- Gestures, including but not limited to obscene gestures.
- Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, using angry and vulgar language, pretending to be someone else and sending or posting material to get that person in trouble, or spreading untrue rumors. Electronic communication includes but is not

limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website using a telephone, mobile phone, computer, or other electronic device.

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

Hazing

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

The administration annually reviews what activities are considered appropriate and acceptable within the framework of earning one's place as a member of Cincinnati Tradition and what activities cross the line into hazing and bullying. The mechanism for anonymously reporting questionable conduct of any kind to the advisory board and corps administration for action is also reviewed annually. Cincinnati Tradition will obey all applicable laws combined with common sense and a concern for the health, safety, and positive experience of our membership in all areas.

INCIDENT REPORTING / WHISTLEBLOWING

Cincinnati Tradition strives to create a culture where all will feel free to raise incidents and concerns and have created two avenues for reporting:

Incident Reporting

Incidents and concerns can be reported directly to the unit administration, or advisory board for immediate action. Should the incident involve the unit director, a report should be made to the advisory board directly.

Whistleblowing

A Whistleblower Policy is in place to establish policies and procedures regarding the mechanism for the confidential and anonymous submission of incidents and concerns. This complete policy is available for review on The Cincinnati Tradition web site at: <https://CincinnatiTraditions.org/whistleblower>. Reports will be routed to the administration and the advisory board to be addressed.

Reporting Responsibilities

- Any Team Member who believes they are, or have been, the victim of sexual harassment, bullying and/or hazing, should immediately report the situation to the administration of the ensemble, and an investigation will be initiated to review the incident in a timely manner. Should the incident involve the unit director, a report should be made to the advisory board; incidents involving the director should be reported to the president of the board. NOTE: The quickest response time to an incident is through Incident Reporting and should be utilized when necessary.
- Any Team Member that witnesses an act of bullying, hazing, harassment, or inappropriate adult/member interaction shall immediately report that activity to the unit director and/or their designee(s) and follow that report up in writing to the same. Failure to report such an incident may result in action up to and including dismissal from the organization. The director or other adult staff will immediately notify the administration, who will engage the board of advisors regarding the allegation and an investigation will be initiated. Should the incident involve the unit director, a report should be made to the advisory board.
- If you witness an incident involving member safety or potential legal issues, intercede and use your best judgment regarding appropriate actions to protect the member's well-being and your own. Once addressed, immediately communicate the incident with the unit director or their designee(s).
- Follow-up all reported incidents to the unit director or appropriate party in writing, within 12 hours of occurrence.

Confidentiality

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

Investigation Procedures

Investigation Procedures will be undertaken by the administration and the advisory board as outlined in the Whistleblowing Policy.

Disciplinary Action

Disciplinary and/or other appropriate action will be determined by the administration and advisory board 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 Cincinnati Tradition who is found to have committed or participated in an act or acts of sexual harassment, intimidation, hazing, or bullying/cyber bullying against another individual. Action in accordance with member safety may be taken against any other individual associated or affiliated with the corps who is found to engage in the above actions.

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

The discipline and management of the members is the sole responsibility of the unit director and/or their designees. Volunteers and other staff are not to reprimand members. If you have a concern, please see a member of management.

RETALIATION

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

SAFETY/ADDITIONAL GUIDELINES

Tradition is committed to providing a safe environment for our members. We have adopted the following guidelines to ensure the safety of our membership.

- Sneakers should be worn at all times during rehearsal.
- Aggressive or hostile behavior (direct or indirect) that creates a reasonable fear of injury to another person or subjects another individual to emotional distress is prohibited.
- Damage or theft to another person's property is prohibited.
- "Horseplay" or other conduct that may be dangerous to others is prohibited.
- Insubordination of any like or kind will not be tolerated towards staff, administration or board members.
- Overnight lodging &/or sleeping arrangements when provided or arranged by the corps shall be set by the administration taking into consideration age & gender. All members under the age of 21 shall sleep in designated areas segregating boys and girls. These guidelines will also be in place as respects hotel accommodations whether provided at the expense of the corps or paid personally by the members. Room checks and/or curfews may be implemented to ensure the safety of all minor members.

Anyone determined or suspected of violating these guidelines will be subject to prompt disciplinary action through the dispositional referral process with penalties of up to and including possible suspension or expulsion from the corps.

DISPOSITIONAL REFERRAL PROCESS

Violations of the Cincinnati Tradition policies or etiquette protocols will result in a dispositional referral. These referrals follow a three-step process, with each step becoming more serious than the previous.

- **Step 1 -Initial Referral** -This step comes after ordinary attempts to address a chronic concern where previous informal attempts have failed to produce a resolution. This level warrants a meeting between the caption heads, program coordinator and administrative representative to address the concern. The path that will be taken as of concern and helpfulness. The individual will be counseled, and a plan of action will be developed. If the intervention is effective, no further action will be taken.
- **Step 2 -Critical Referral** -This step comes when the initial referral has been unsuccessful at resolving the problem, or secondary problems have arisen with the same person as the one receiving an initial referral. Other concerns, including more serious infractions with policy, can rise to an initial referral at this level. This level warrants a meeting with the Director, Program Coordinator and Personnel Officer. At this level, it is pointed out that expulsion from the organization may be warranted if further infractions occur. At this level, the designation of "in good standing" is removed. If the individual is free from further difficulties, the good standing rating will be returned after 90 days.
- **Step 3 -Dismissal Referral** -This step comes when previous interventions have failed, or the infraction rises to a critical level of seriousness. This meeting will take place at the administrative level and decisions of expulsion from the organization will be final.

PARENTAL/ FAMILY INVOLVEMENT

The Cincinnati Tradition organization strongly encourages parents, family and friends in supporting the activity. This support is important not only to the individual member but also to the corps as a whole. The Cincinnati Tradition Support Program is a vital part of the organization's success. This committee provides support and assistance to the membership in the form of sewing, baking, and cooking & food preparation on an as needed basis. Committee also may coordinate the sales of souvenirs and corps memorabilia at shows. One of the most important aspects of the Cincinnati Tradition organization is the feeling of belonging to the "**Tradition family**"; we warmly embrace each member's family as well. Members whose parents/family participate and understand the organization, the member's responsibilities and scheduling tend to more successfully complete the season, and also have a more fulfilling experience with the corps.

SAFETY PROTOCOLS

This document establishes a protocol for our corps to follow in the case of an injury or emergency.

- In the event of an emergency, 911 will be alerted by the staff member in front of the student or fellow staff member having the emergency.
- Immediately after the 911 call, med staff/ administration on site will be notified.
- The medical attendant will notify the emergency contact person as listed on the individual's medical form and the administrator on site will position themselves to meet the paramedics and direct them to the location of the incident.

BE PREPARED

- 1.) Prior to rehearsal the medical staff will be identified and a location of base operation established to the corps by the director so we know who and where to bring issues when they arise.
- 2.) A binder of all staff and member emergency medical forms will be created and be present at all CT events.
 - a.) They will be placed in alphabetical order
 - b.) It will be kept in a secure location (During rehearsal it should be with the med staff on site)
- 3.) A bag with emergency medical supplies will be with the med staff person at all times. The bag should always be fully stocked with first aid supplies and when we run low on those things communicate that with administration so they can restock supplies
- 4.) A cooler with ice will be present at all times in case of injury.
 - a.) Ice is only to be used for medical incidents not for drinks
 - b.) The cooler should travel with the corps not stay at the trailer, so if the corps moves inside these things should come with us
- 5.) If captions leave the main rehearsal site they will have a smaller first aid kit in the event of injury.

Heat Exposure Recommendations

Heat Related Illnesses

High temperatures can present a dangerous situation for members and staff, but with reasonable precautions those situations can be mitigated. The health staff must be consulted for the official temperature and the proper course of action for each day. Whenever possible, the acting director and health staff should consult with each other as early as possible during an individual day in order for all concerned parties to be notified of possible changes to practice schedules/activities appropriately. The acting director will communicate any changes to the

schedule or activities. The following policies are the minimum standard for all outdoor activities within the Cincinnati Tradition Drum and Bugle Corps. The use of more stringent policies is up to the director. Health staff and acting directors should collaborate prior to each rehearsal to discuss specific conditions and planned activities for rehearsal. The acting director will communicate any change.

Staff should be aware of the signs and symptoms of dehydration:*

✓ Dry mouth ✓ Thirst ✓ Irritability ✓ General Discomfort ✓ Headache ✓ Apathy ✓ Weakness ✓ Dizziness ✓ Cramps ✓ Chills ✓ Vomiting ✓ Nausea ✓ Head or neck heat sensations ✓ Excessive fatigue and/or decreased performance. ✓ *If any of these signs or symptoms are observed, notify the health staff immediately. Early detection of dehydration decreases the occurrence and severity of heat illness.

Heat Cramps

Cramps that occur during exercise.

Treatment

- ✓ Hydrate the member and replace sodium losses with a sports drink or other source of salt.
- ✓ Relax, stretch, and massage the involved muscle to reduce acute discomfort.

Prevention

- ✓ Adequate conditioning, acclimatization, hydration, electrolyte replacement, and appropriate dietary practices.
- ✓ Move the member to a shaded or air conditioned area to rest.
- ✓ Remove extra clothing or gear.
- ✓ Cool with cold water, fans, or cool towels. (Replaced every 23 minutes).
- ✓ Lay with legs raised above the level of heart.
- ✓ Give the member cool/cold fluids to drink if not vomiting.
- ✓ If symptoms do not improve within 30 minutes, call 911 or send the member to hospital.

Exertional Heat Stroke

High core body temperature along with organ dysfunction. The longer the body is at an elevated temperature, the more dangerous. Temperature is usually 104 degrees or above.

Symptoms:

- Disorientation, headache, irrational behavior, irritability, emotional instability, confusion, altered consciousness, coma, or seizure.
- Hyperventilation, dizziness, nausea, vomiting, diarrhea, weakness, profuse sweating, dehydration, dry mouth, thirst, muscle cramps, loss of muscle function, and ataxia.

Treatment:

- Call 911. This is a MEDICAL EMERGENCY! ➤ In the meantime, initiate cooling measures “cool first, transport second”.
- Move the member to a shaded or air conditioned area to rest. ➤ Remove extra clothing or gear.
- If available, put in tub with cold/ice water; place in cold shower; douse with water from the hose.
- Cool with cold water and fans, or cool towels (Replaced every 23 minutes), lay with legs raised above level of heart.
- Give the member cool/cold fluids to drink if not vomiting.
- Cool until the member begins to shiver OR for 15 to 20 minutes of active cooling OR until medical help arrives.

Lightning Protocol

It is imperative that all personnel are aware of lightning hazards and the specific safety shelter for their venue. In the event of lightning during a rehearsal or event, precautions must be taken to ensure the safety of both members and spectators. In any event, the health staff, in conjunction with the acting director and/or public safety officials (i.e. police) if necessary will be responsible for monitoring inclement weather.

Lightning Detection

Lightning awareness should be heightened at the first flash of lightning, clap of thunder, and/ or other criteria such as increasing winds or darkening skies. The staff is responsible for monitoring the progress of inclement weather by primarily using a weather app. The indicator for clearing the field of rehearsal with the weather app is 10 miles or less. All participants **MUST** shelter.

Safe Shelter

Instructional staff should all be aware of the closest safe shelter to the rehearsal site and how long it takes to reach that shelter. A safe structure or location is defined as “any sturdy, fully enclosed, substantial, and frequently inhabited building that has plumbing and/or electrical wiring that acts to electrically ground the structure”.

Examples of locations that routinely **DO NOT** meet the criteria include:

- Baseball /softball dugouts.
- Baseball /softball “covered” batting cages.
- Soccer covered benches.
- Under metal bleachers.
- Outside storage sheds
- Canopy/ awning /tent.

In the absence of a sturdy, fully enclosed, substantial, and frequently inhabited location

as described above, a secondary structure such as a fully enclosed vehicle or tour bus with a hard metal roof, rubber tires, and completely closed windows can provide a measure of safety. Persons should not touch the sides of the vehicle! If no safe structure or location is within a reasonable distance, personnel should find a thick grove of small trees surrounded by taller trees or a dry ditch. Everyone should assume the “lightning safe” position is crouched on the ground with the feet together, weight on the balls of the feet, head lowered, and ears covered. **DO NOT LIE FLAT!** Minimize the body’s surface area and minimize contact with the ground. If unable to reach safe shelter, persons should stay away from the tallest trees or objects (i.e. light poles, flag poles, etc.), metal objects (i.e. fences, bleachers, etc.), individual trees, standing pools of water, and open fields. Persons should avoid being the highest object in an open field. Members should not rehearse outside until 30 minutes has passed since the last lightning/thunder is seen or heard.

Concussions

1. Staff will immediately inform the administration of any member that sustains an injury during rehearsal that involves trauma to the head.
2. The staff will assist the member while waiting for 911 emergency services to arrive. The member will be excluded from all participation, until such time as the member is medically cleared to return to participation. If the member is under 18, the health staff will contact the parents directly within 24 hours.
3. The health staff will notify the director, appropriate staff and include the status of concussed members in the daily injury report.
4. If the member is a minor and taken to an urgent care or emergency room the member will be accompanied by staff. Adult members (over 18) are able to make their own care decisions provided they are conscious. If unconscious, a staff member will accompany them. The member will then need to follow up with the administration as well as a licensed provider for retesting and medical reevaluation before returning to physical activity/sports, unless clear guidelines are given by the licensed provider during the initial visit.
5. The member cannot participate in any performance or events until they have successfully completed their treatment and remained symptom free. Any treatment requires a physician evaluation and CT must have a note from the physician clearing the individual for return to participation as normal.

CT ON THE ROAD

The Bus

When Cincinnati Tradition travels by coach bus we will use these policies and guidelines. The Directors and their designee(s) set the rules for each vehicle. The Corps Director will define a policy for who rides on each bus. **Once those assignments are made, you are required to ride on that bus.** If changes are desired, you must communicate with the corps director and/or their designee. Each member is also assigned a specific spot on the bus with an individual seat partner. That is your seat for all bus trips. If you ever have a problem with where you are sitting and you would like to change seats assignments, you must 1) clear it with the corps director and 2) clear it with your new seat partner.

However, all buses are recommended to adhere to the following list of minimal guidelines:

- Members may only ride in CT sanctioned vehicles, when provided.
- When arriving at a location, stay on the bus until given instructions.
- No glass on the bus (except for eyeglasses). Glass can break easily, cause harm, and is difficult to clean up.
- No sprays are to be dispensed on the bus (sunscreen, deodorant, glitter etc.).
- Members under the age of 18 must have a seat partner under 18 as well as the same gender. Over the age of 18 are able to sit with any other member over the age of 18.
- Members are not permitted on management, staff or volunteer vehicles unless explicitly instructed to do so by the unit Director or their designee.
- If a member sees another marching member riding in a non-sanctioned vehicle, they should let the Corps Director know as soon as possible.
- Members are expected to stay with the ensemble at all times. If you leave the unit for any reason, you must check out with a member of the management team and check in upon your return.
- Depending on the charter bus company there might be limitations on food/snacks allowed on the bus
- Follow directions from drivers, directors, staff etc.

While on trips please take care of your space and, more importantly, KEEP IT CLEAN. A dirty bus can impact health and therefore performance on the field. We want you to be comfortable, you MUST treat the bus with care and respect.

The driver is a trained professional and as such not to be distracted any time. Proper behavior is required

SUMMARY

Thank you for considering the Cincinnati Tradition "All Age" Drum & Bugle Corps! We hope this handbook answers any questions you might have about the organization. Please feel free to contact the administration or any caption head or staff member if you have additional questions.

Tradition is dedicated to providing the best drum corps experience to all members while providing world-class championship caliber instruction and programming.

If you are looking for a place to belong, for a place to improve your personal abilities, entertain through music, color guard/dance, achieve team goals & spirit, develop leadership skills that will allow you to become leaders within your community, for a place to meet people that will change your life forever, and very likely be a part of your life for a long time, Cincinnati Tradition is the place for you.