



**SIEGE**  
PERCUSSION

# POLICY HANDBOOK

for all participants

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# WELCOME TO SIEGE PERCUSSION

## MISSION STATEMENT

Siege Performing Arts is a youth arts organization dedicated to providing students with an accessible high-quality music and visual performance arts education.

## VISION

Siege Performing Arts exists to cultivate creativity, expression, perseverance, and dedication to positively transform young people's lives through music and movement in the marching arts.

## PURPOSE

This handbook compiles the rules, policies, and procedures that apply to all participants of Siege Performing Arts, Inc. (dba "Siege Percussion"). The information and policies contained in this handbook are to continue our legacy of Responsibility, Excellence, and Dedication that we value so much at Siege Percussion. While we have made every effort to make this document comprehensive, the policies and procedures as set established by the Siege Performing Arts Board of Directors and Siege Percussion Administration are subject to change at any time and without notice, so this document may not contain all applicable policies and procedures.

## APPLICABILITY

In this document "Participant" shall refer to all students, contractors, employees, and volunteers of the indoor percussion, including contracted "members" regardless of performance status (i.e., "alternates" and "understudies") as well as students auditioning for the ensemble, or participating in any pre-season events, programs, or engagements related to the indoor percussion and its operation.

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# OUR VALUES

## LOYALTY

Being dedicated and committed to the group's goals and mission. It involves showing unwavering support for your fellow ensemble members, instructors, and the ensemble as a whole.

## ACCOUNTABILITY

It means taking responsibility for one's actions, commitments, and duties within the group. Members are accountable for attending rehearsals, practicing their parts, and meeting deadlines. Being accountable ensures that everyone can rely on each other to fulfill their roles effectively.

## RESILIENCE

Resilience refers to the ability to persevere and adapt in the face of challenges and setbacks. Members may encounter difficulties, such as mastering complex rhythms or overcoming performance anxiety. Resilience involves not giving up, practicing diligently, and seeking help when needed to overcome these obstacles. It also means maintaining a positive attitude and continuing to contribute to the group's progress despite setbacks.

## HONOR

Honor is a high standard of ethical behavior, integrity, and respect within the ensemble. It involves treating fellow members, instructors, and competitors with dignity and respect. Honorable conduct means being honest, fair, and considerate of others' feelings and perspectives. It also implies adhering to the rules and guidelines set by the ensemble and the larger percussion community.

These values are not only important for individual growth but also for the overall success and cohesion of the ensemble. Emphasizing these values helps create a positive and supportive environment where members can learn, improve, and contribute to the ensemble's education, artistic, and competitive goals.

Together, these values create a culture of excellence and a sense of community that is essential to the success of the ensemble.

# **DIVERSITY, EQUITY & INCLUSION**

Siege Percussion complies with all applicable anti-discrimination laws and does not illegally discriminate against, or give preferential treatment to any individual or group on the basis of age, race, gender, color, economic status, ethnicity, linguistic heritage, cultural background, national origin, ancestry, religious creed, marital status, employment status, housing status, sexual orientation, gender identity or veterans status or distinction that is protected by law in the selection of participants.

## **YOUTH PROTECTION POLICY**

Siege Percussion is committed to providing a safe and healthy environment for every constituent who participates in our organization. Siege Percussion takes harassment and misconduct very seriously and has been actively working for many years to put the very best practices in place to ensure the safety and wellbeing of everyone in our organization. We serve many young people of various ages and backgrounds, and we strive to be very clear about what is, and is not, acceptable behavior.

We have recently reviewed our existing policies and found they were completely relevant and up to date and being enforced to protect our students and staff as completely as possible. Since performing the audit, we have made additional changes and updates to our policies. We are committed to reviewing and updating policies as often as needed to make sure that our organization is as safe as it possibly can be for all of our constituents.

All members of our organization, including board members, staff, and volunteers, must read and become familiar with these policies and expectations.

## **BACKGROUND CHECK POLICY**

Siege Percussion relies on volunteers, employees, and independent contractors to support its programs and fulfill its mission. We take seriously our responsibility to protect our students and the Siege Percussion community, and we will complete criminal background checks and other appropriate screenings on all required individuals as outlined by this policy.

### **POLICY DIRECTIVES**

All independent contractors and employees will submit to a criminal background check following their conditional offer of employment or contract. All adults, including volunteers, who will have regular, direct contact for more than two consecutive 24-hour periods, or who intend to sleep at a Siege Percussion facility where youth program participants are also sleeping shall be subject to a criminal background check.

Employees, contractors, and volunteers who work on an annual basis shall be subject to a background screening every two (2) years.

Siege Percussion will keep the results of all screenings on file for at least two (2) years.

Siege Percussion will use an independent entity to process screenings. This entity will be chosen at the discretion of the ensemble director. To protect the confidentiality of screened individuals, the results of all screenings will be shared directly with the ensemble director. The ensemble director shall have all rights to reject, allow, or limit an individual's participation in Siege Percussion programming or operations based on the information obtained from the background screening.

Siege Percussion recognizes that, at times, the screening process cannot be completed before an individual is needed. In such cases, the screening will still occur, and that individual will be subject to the determination made by the ensemble director regarding their access to Siege Percussion programs, operations, and program participant interactions.

## **ADVERSE ACTION CRITERIA**

The following criteria shall disqualify an individual:

- Felony or misdemeanor convictions of any sex-based crime
- A felony conviction of any violent crime, or a misdemeanor conviction for a violent crime within the past ten (10) years

## **CONTRABAND POLICY**

The possession of contraband by staff members and ensemble members is prohibited. As used here, "contraband" includes any item or material that poses a risk of harm to any individual – whether or not associated with Siege Percussion. "Contraband" includes but is not limited to weapons, flammable or explosive substances, firearms or ammunition, fireworks, controlled substances, and toxic substances. Contraband will be immediately seized, and appropriate disciplinary action will be taken at the sole discretion of the ensemble director.

## **TOBACCO, VAPING, ALCOHOL & CONTROLLED SUBSTANCES**

- Tobacco use is prohibited on any school grounds and housing sites at all times. There is to be no tobacco use in or around ensemble' vehicles, rehearsal fields and camp locations.
- Vaping use is prohibited on school grounds and housing sites at all times. There is to be no vape use in or around ensemble' vehicles, rehearsal fields and camp locations.
- The possession, use, consumption, distribution and/or display of alcohol is absolutely prohibited in and around ensemble' vehicles, rehearsal fields, school grounds, housing sites and camp locations. Being under the influence to any degree in the vicinity of the ensemble or its members at any time is expressly prohibited.
- The possession, use, consumption, or distribution and/or display of any controlled substances, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, barbiturates, or opioids, is strictly prohibited.

- The misuse of otherwise legally prescribed medications, or the distribution of them without a prescription, is strictly prohibited.

These policies on tobacco, vaping, alcohol, and controlled substances are in place from your arrival at each camp through your departure from each camp. They are also in place continuously from the first day of Audition Experience Camps through the completion of the season with Siege Percussion at WGI Championships.

Use of alcohol is forbidden by all members, even if the member is of legal drinking age. The management of Siege Percussion reserves the right to search personal belongings in the event that drug or alcohol use is suspected.

## **POLICY STATEMENT ON HARASSMENT & REPORTING**

### **STATEMENT ON HARASSMENT**

Siege Percussion is, above all things, a youth organization. That means we take the safety and security of our members, staff and volunteers very seriously. That's why Siege Percussion has a stringent policy on harassment with well-defined guidelines on respectful ways to interact with one another. This includes conduct between members, between staff and members, and between our vendors and members. Our policy is a zero-tolerance policy. Further, our policy is clearly explained at the beginning of every season with clear-cut rules how staff and board members are to interact with ensemble membership. Employment with Siege Percussion is contingent on fully understanding and agreeing to these rules. As an additional precaution, all staff members, board members, and volunteers must submit to a screening for any questionable past actions. The indoor percussion activity is an extraordinarily rewarding experience for its members and staff alike, teaching both musical skills and self-reliance, lessons that serve its members and alumni for life. We believe that indoor percussion creates lifelong friendships based on mutual trust and shared experience. We are proud of the safe and nurturing environment we create for our members, youth who come to us from all walks of life. We look forward to continuing to create a positive experience for future generations of performers.

### **INCIDENT REPORTING TOOL**

Siege Percussion is committed to creating a safe environment for all members, staff and volunteers. To help you and us maintain that environment, we have created a tool that may be used to report (anonymously or otherwise) any incident of harassment you may experience or witness (or have experienced or witnessed in the past). Each reported incident will go to our Compliance Committee, where it will be fully investigated and handled accordingly. We do not take these incidents lightly, and violation of our harassment policies will not be tolerated no matter what "standing" you may have within the ensemble or the activity. If you have questions, feel free to ask them here or email [reporting@siegepercussion.org](mailto:reporting@siegepercussion.org).

## **POLICY ON HARASSMENT**

Siege Percussion is committed to creating and maintaining a positive and healthy atmosphere for its Members, staff and volunteers. Essential to this is an environment that is free from any form or threat of harassment. Harassment is a form of discrimination and includes any conduct that adversely affects a positive learning environment, including but not limited to actions or comments that are sexual in nature, violent or threatening violence, hazing, or demeaning, that the perpetrator knew, or reasonably should have known, would be unwelcome. Harassment leads to adverse impacts to the person(s) experiencing harassment as well as those around them, and negatively impacts the camaraderie we value. Harassment can take many forms, but generally involves conduct, comments, or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offense, injury or potential injury, discomfort, personal humiliation or embarrassment to a person or group of persons. Siege Percussion expressly prohibits harassment of any kind under any and all circumstances.

## **SEXUAL HARASSMENT POLICY**

Siege Percussion prohibits sexual harassment by any person in any manner, whether that person is an employee, independent contractor, staff member, volunteer, or participant. Sexual harassment includes all unwelcome sexual advances, requests, or demands for sexual favors, and any other verbal and/or physical conduct of a sexual nature. Such harassment shall also include but is not limited to, sexually orientated humor or language, questions or comments about sexual behavior or preference, and unwelcome or undesired physical conduct. Sexual advances, requests, or demands for favors are never appropriate. Sexually harassing conduct will not be tolerated. All persons are encouraged to report sexual Harassment of any form immediately to the administration or via the report system. All complaints are confidential, and retaliatory action will not be tolerated.

Siege Percussion has adopted the definitions and policies of the Equal Employment Opportunity Commission as to sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such is made either directly or indirectly a term or condition of employment or participation;
- Submission to or rejection of such conduct is used as the basis for employment or participation decisions which affects an employee, volunteer or member;
- Such conduct has the purpose or effect of unreasonably interfering with an employee's, volunteer's or member's routine performance, or that creates an intimidating, hostile or offensive working or learning environment.

The following are some examples of conduct that may be considered sexual harassment and, therefore, are prohibited by this policy:

- Repeated unwelcome and offensive sexual flirtations, advances or propositions;
- Verbal or written abuse of a sexual nature;
- Graphic verbal or written commentaries about a person's body or behaviors;
- Display of sexually suggestive objects or pictures;



- Continued or repeated suggestive sexual comments or remarks;
- Insults, humor or jokes about a person's sex, gender, sexual orientation or traits relating to sex;
- Continued or repeated touching, pinching or brushing a person's body.

Sexual harassment does not refer to occasional, socially acceptable compliments. It refers to behavior that is unwelcome, personally offensive, or sufficiently severe or repeated so that it alters the conditions of employment or learning or creates an abusive or unproductive environment.

## **SEXUAL ABUSE POLICY**

Siege Percussion does not permit or allow sexual abuse or molestation to occur in the workplace or at any activity sponsored by or related to the organization. To make this "zero-tolerance" policy clear to all board members, employees, independent contractors, volunteers, and participants, we have adopted mandatory procedures that employees, independent contractors, volunteers, family members, board members, individuals and victims must follow when they learn of or witness sexual abuse or molestation.

Sexual abuse takes the form of inappropriate sexual contact or interaction for the gratification of the actor who is functioning as a participant, instructor, or volunteer with the organization. Sexual abuse includes sexual assault, exploitation, molestation, or injury. It does not include sexual harassment, which is another form of behavior which is prohibited by Siege Percussion.

All board members, employees, independent contractors, volunteers or participants who learn of sexual abuse being committed must immediately report such conduct to the ensemble director or to the online reporting mechanism. If the victim is an adult, the abuse will be reported by Siege Percussion to the local or state Adult Protective Services (APS) Agency. If a child is the victim, Siege Percussion will report it to the local or state Child Abuse Agency. Appropriate family members of the victim must be notified immediately of suspected child abuse.

Siege Percussion takes allegations of sexual abuse seriously. Once the allegation is reported we will promptly, thoroughly and impartially initiate an investigation to determine whether there is a reasonable basis to believe that sexual abuse has been committed. Our investigation may be undertaken by either an internal team or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies and we may refer the complaint and the result of our investigation to those agencies.

We reserve the right to place the subject of the investigation on an involuntary leave of absence or reassign that person to responsibilities that do not involve personal contact with individuals or participants. If the person under investigation is a participant, the participant's status with the program will be suspended. Reinstatement is possible upon full completion of any investigation. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims and investigation subjects confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with Siege Percussion.

There are several “red flags” that suggest someone is being sexually abused. They take the form of physical or behavioral evidence. Physical evidence of Sexual Abuse may include, but is not limited to:

- Difficulty walking or ambulating normally;
- Stained, bloody or torn undergarments;
- Genital pain or itching or physical injuries involving the external genitalia.
- Behavioral signals suggestive of sexual abuse include but are not limited to:
- Fear or reluctance about being left in the care of a person;
- Recoiling from being touched;
- Bundling oneself in excessive clothing, especially night clothes;
- Discomfort or apprehension when sex is referred to or discussed; and
- Nightmares or fear of night and/or darkness.

We prohibit any retaliation against anyone, including an employee, volunteer, board member, student or individual, who in good faith reports sexual abuse, alleges that it is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse are prohibited. Anyone who retaliates against someone who has made a good faith allegation of sexual abuse, or intentionally provides false information to that effect, will be subject to discipline, up to and including removal from the organization

## **HAZING & BULLYING POLICY**

### **HAZING**

Hazing in any form is against the law in many states and is strictly prohibited by Siege Percussion. When this policy is violated, action may be taken against all participants. Hazing is defined as any action taken, or situation created intentionally, to produce mental or physical discomfort outside the parameters of the activity itself, or to create embarrassment, harassment or ridicule. Any mental or physical requirement, request or obligation placed upon any person that could cause pain, disgrace or injury, or is personally degrading or violates any federal, state, local statute or organization policy is also considered hazing and is prohibited. The express or implied consent of the victim will not be a defense to hazing. Anyone experiencing or witnessing a violation of the hazing policy must report the incident to a member of the Administration.

Hazing includes, but is not limited to:

- Any direct or indirect action or inaction that causes or poses a risk of harm to the mental or physical health or safety of one or more people;
- Subjecting or encouraging any person to commit an act or omission for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace; or
- Any physical assault or battery, or threat thereof.

Hazing is expressly prohibited by Siege Percussion under any and all circumstances and between and among our members, staff and volunteers

## **BULLYING**

No person shall engage in bullying or cyberbullying. Bullying or cyberbullying is any gesture or written, electronic, or verbal communication, or any physical act, that:

1. Places an individual in actual and reasonable fear of harm to their person or damage to their property; or
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing an individual's participation in Siege Percussion.

For purposes of this provision, "hostile environment" means that the alleged victim subjectively views the conduct as bullying behavior and the conduct is objectively severe and/or pervasive enough that a reasonable person would agree that the action is bullying

Bullying will not be tolerated. In this context, "bullying" includes actions, whether threatened or real, towards or against any individual or group, whether by actions, words, gestures, symbols, or verbal or physical intimidation of any kind. It is designed to intimidate, embarrass, coerce, or shame an individual or group. Bullying is utterly inconsistent with who we are and what we strive to be.

## **FRATERNIZATION POLICY**

It is the policy of Siege Percussion to prohibit any inappropriate interaction between staff or volunteers and members at all times and under all circumstances, as well as the appearance of inappropriate interactions.

One-on-one contact between adults, staff, and volunteers of Siege Percussion and the members of the ensemble is expressly prohibited. In situations requiring an individual or personal conference, such as a meeting to discuss disciplinary or medical issues, the meeting is to be conducted with the prior knowledge of and in clear view of other adult staff or volunteers.

The prohibition on one-on-one contact between adults, staff, and volunteers and the marching members applies as well to written, digital, and electronic communications. No one-on-one private online communications or engagement in one-on-one digital activities (games, social media, etc.) with youth members will be permitted.

Should direct written, digital and electronic communications occasionally become absolutely necessary and required, and no other readily acceptable method can be used, a parent and another staff member or volunteer shall be included on such necessary written, digital and electronic communications. This safeguard ensures that no private, one-on-one contact takes place in text, social media, or other forms of written, digital and electronic communications.

Romantic and sexual relationships between staff and marching members, or between volunteers and marching members, regardless of their respective ages, are also expressly prohibited.

Further, staff, volunteers, and members must be aware of the potential for unintentionally or inadvertently invading the privacy of other individuals with video, picture and audio recording

devices. The use of any device capable of recording or transmitting visual images in or near showers, locker rooms, restrooms, or other areas where privacy is expected is not allowed.

All persons involved in Siege Percussion must immediately report to local authorities any good-faith suspicion or belief that any member is or has been physically or sexually abused, physically or emotionally neglected, exposed to any form of violence or threat, exposed to any form of sexual exploitation including the possession, manufacture, or distribution of child pornography, online solicitation, enticement, or showing of obscene material. This duty cannot be delegated or passed along to any other person.

Immediate reporting of any such good-faith suspicion or belief, or of any other violation of any policy of Siege Percussion shall also be immediately reported to the ensemble director, assistant ensemble director, or member of the Siege Performing Arts Board of Directors. This duty cannot be delegated or passed along to any other person. Immediate and appropriate action shall be taken for the safety of our members, staff and volunteers, as well as for appropriate notifications and follow-up with appropriate investigating agencies. Any and all actions taken will be in the sole and absolute discretion of Siege Percussion.

Any violation of this policy will be grounds for immediate and summary disciplinary action by Siege Percussion in its sole and absolute discretion. Such action may include immediate and summary dismissal from Siege Percussion.

## **DUTY TO REPORT VIOLATIONS**

It is the affirmative obligation of all management, staff, volunteers, and members to immediately report in good faith any violation of the law or of the policies of Siege Percussion to either the ensemble director or any member of the Siege Performing Arts Board of Directors. Should circumstances prevent such immediate reporting, any violation shall be reported as soon as possible.

Upon receiving any such report, appropriate action shall be taken to protect the health, welfare and rights of the reporting parties, supervisors, witnesses, and any other individuals involved. The nature of the complaint, the identity of the reporting party, and any other individuals involved shall be kept confidential until the matter is reviewed by the ensemble director or the Board President. Confidentiality shall apply and remain to the maximum degree possible.

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

Similarly, false reporting will also not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike, or any other improper motive, the individual or individuals making the false report are subject to immediate

disciplinary action as set forth above, in the absolute and sole discretion of the ensemble director or the Board of Directors.

## **NO RETALIATION/WHISTLEBLOWER POLICY**

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

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

To provide information, cause information to be provided, or otherwise assist in an investigation regarding any conduct which the reporter reasonably believes constitutes a violation of state or federal law applicable to Siege Percussion or Siege Percussion's policies and procedures, when the information or assistance is provided to, or the investigation is conducted by:

- any state or federal regulatory or law enforcement agency;
- any lawfully constituted investigative body; or
- a person with supervisory authority over the individual or such other person working for Siege Percussion who has the authority to investigate, discover, or discipline misconduct; or
- to file, cause to be filed, testify, participate in, or otherwise assist in a proceeding filed or about to be filed relating to an alleged violation of state or federal law applicable to Siege Percussion.

Reports of real or potential violations of law or violations of the policies and procedures of Siege Percussion shall be reported to the ensemble director or the President of the Board of Directors, who shall take immediate action as deemed necessary and appropriate in their sole discretion to protect the health and welfare of the members and all individuals associated with Siege Percussion, up to and including reporting of the incident to appropriate law enforcement authorities.

## **ANTI-RACISM & HATE SPEECH POLICY**

Siege Percussion rejects all forms of racism and hate as destructive to our mission and counter to the values this organization holds. Furthermore, we are committed to advancing an antiracist culture at Siege Percussion, rather than simply affirming a desire to be "not racist." This includes eradicating expressions of racism and hate in our organization, including program operations, and challenging the attitudes and behaviors within our community that allow such expressions to emerge.

In order to advance this culture at Siege Percussion, we are committed to the following principles:

- Establishing and sustaining a community that shares the collective responsibility to confront, eliminate, and prevent actions that result from and perpetuate racism.
- Maintaining a collective antiracist identity within the Siege Percussion community.
- Embracing the racial diversity within the Siege Percussion community, while prohibiting and actively working to eliminate practices that perpetuate the racial disparities among our program participants, staff, and other members of the Siege Percussion community.
- Acknowledging that racism is often compounded by other forms of discrimination, and that we share a collective responsibility to understand these intersectionalities and seek to eradicate them from the Siege Percussion community.

Definitions:

- Racism - defined as a system of structuring opportunity and assigning value based on the social interpretation of how one looks (which is what we call "race"), that unfairly disadvantages some individuals and communities, unfairly advantages other individuals and communities, and saps the strength of the whole society through the waste of human resources.
- Anti-racism - the practice of identifying, challenging, and changing the values, structures, and behaviors that perpetuate systemic racism, and implementing strategies, actions, and policy that challenge and counter racism.
- Individual racism - pre-judgment, bias, or discrimination by an individual based on race. This includes both privately held beliefs, conscious and unconscious, and external behaviors and actions towards others.
- Systemic racism - encompassing the history and current reality of institutional racism across all institutions and society, it refers to the history, culture, ideology, and interactions of institutions and policies that perpetuate a system of inequity that is detrimental to communities of color across generations.
- Racist and race-based misconduct - actions, both inside and outside Siege Percussion operations, including, but not limited to, inappropriate racial comments, intended slurs, jokes, pictures, objects, threats, physical assaults, intimidation, unequal application of policy and procedure, and unequal or biased treatment. This encompasses offensiveness and misconduct that does not reach the level of racism, and misconduct that is sufficiently severe and pervasive that it rises to the level of racial harassment or discrimination.
- Intersectionality - the interconnected nature of social categorizations such as race, class, and gender as they apply to a given individual or group, regarded as creating overlapping and interdependent systems of discrimination or disadvantage.
- Hate group - an organization that – based on its official statements or principles, the statements of its leaders, or its activities – has beliefs or practices that attack or malign an entire classification of people, typically for their immutable characteristics.
- Hate crime - a criminal offense against a person or property motivated in whole or in part by an offender's bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.

- Hate symbols - symbols, including numbers and phrases, used by white supremacists, neo-nazis, and other types of hate groups and ideologies to express their affinity with one another and promote racism and discrimination.
- White supremacy - White supremacy is a term used to characterize various belief systems central to which are one or more of the following key tenets: 1) whites should have dominance over people of other backgrounds, especially where they may co-exist; 2) whites should live by themselves in a whites-only society; 3) white people have their own "culture" that is superior to other cultures; 4) white people are genetically superior to other people. As a full-fledged ideology, white supremacy is far more encompassing than simple racism or bigotry.

Siege Percussion rejects all forms of racism, both individual and systemic, as destructive to our mission. It is our desire to advance an antiracist culture for the entire Siege Percussion community. This includes taking concrete actions to eliminate all expressions of racism within our organization. Together, we will work towards a Siege Percussion community that is more diverse and accessible to all, and where all voices are equally heard.

Generally, we will achieve this purpose by:

- Ensuring our cause of anti-racism is endorsed and held accountable at the highest levels of leadership within the Siege Percussion organization, including the Board of Directors and executive team.
- Working to highlight non-white voices of leadership within the Siege Percussion community.
- Taking concrete and definitive action to prohibit expressions of hate and white supremacy within our community.
- Providing strong guidance and systems for enforcement and reporting of violations of this policy.

Ultimately, by advancing an antiracist culture at Siege Percussion, we will improve access to our programming, improve the experience of non-white participants, staff, and community members, and provide leadership within our broader communities.

## **PROHIBITION OF HATE GROUPS AND SYMBOLS OF HATE**

Hate has no place in the Siege Percussion community, and we understand that being antiracist means more than having the intention to not be racist, but instead means implementing policy and taking action. Therefore, we strictly prohibit hate groups and hate symbols within the Siege Percussion community. Association with hate groups, including the expression of solidarity with, praise for the actions or statements of, or coordination of support for these groups, is not allowed by any Director, employee, independent contractor, volunteer, or program participant. Furthermore, content, images, and/or statements in support of, expressing solidarity with, praise for the actions of, or coordination of support for these groups appearing on Siege Percussion social media or other media platforms and websites is prohibited and will be deleted. Siege Percussion will use the definition of hate group used by the Southern Poverty Law Center ("SPLC") and will adopt the list published annually by that organization (Hate Map™) as a definitive list of white supremacist and hate groups in the United States. It is important to note that the Federal Bureau of Investigation has placed its trust in these resources for their investigative efforts, and therefore we feel they are complete and definitive. Siege Percussion does not recognize any difference between hate groups who actively commit acts of crime

and/or violence and those who merely espouse hateful rhetoric in furtherance of their agenda. We feel that to empower hate through the dissemination of such beliefs is equally dangerous and heinous as actually acting on them.

Additionally, hate symbols are prohibited within the Siege Percussion community. Hate symbols shall include, but not be limited to, the Confederate Flag, the swastika, the Nazi Party Flag, SS bolts, and all symbols identified in the Hate on Display™ Hate Symbols Database compiled and published by the Anti-Defamation League (ADL) This includes, but is not limited to, prohibition of these symbols in the following places and situations:

- Public visibility on private property such as backpacks, binders, clothing, and other personal property visible at a Siege Percussion event or program operation
- On Siege Percussion owned, operated, or leased vehicles
- At Siege Percussion owned, operated, or leased facilities
- At Siege Percussion public and private events

Display of these symbols in any post or content appearing on Siege Percussion social media or other media platforms and websites is also prohibited and will be deleted. The Board of Directors shall have final enforcement authority of this section.

SPLC - Southern Poverty Law Center Hate Map™ ([www.splcenter.org/hate-map](http://www.splcenter.org/hate-map))

Hate on Display™ Hate Symbols Database ([www.adl.org/hate-symbols](http://www.adl.org/hate-symbols))

## **ENFORCEMENT**

This policy shall be distributed to all directors, employees, independent contractors, volunteers, and program participants so that its intentions and directives are widely understood. Siege Percussion pledges to take seriously its responsibility to enforce this policy as a means for actionable change within the Siege Percussion Community. In addition to providing reporting measures, and taking punitive action towards individuals who make serious violations of this policy, it should be understood that an important element of advancing anti-racism in a community is highlighting when individuals or the community as a whole fall short of their antiracist commitments. This includes notifying individuals when their behavior is racist, either intentionally or unintentionally, and giving them the opportunity to learn from their mistakes and see the impact of their actions.

Certain directives of this policy call for long-term and systemic change at Siege Percussion. The Board of Directors and executive team must take leadership to ensure that long-term plans are carried out, and that progress is measured through actionable indicators of progress. Furthermore, all Siege Percussion constituents should understand their collective responsibility to hold Siege Percussion leadership and the Siege Percussion Community as a whole accountable for advancing an antiracist culture.

## **REPORTING**

Siege Percussion is committed to creating a safe environment for ALL members, staff and volunteers. To help maintain that environment, we have created a tool that may be used to report (anonymously or otherwise) any incident of harassment you may experience or witness (or have experienced or witnessed in the past). Each reported incident will go to our Compliance



Committee, where it will be fully investigated and handled accordingly. We do not take these incidents lightly, and violation of our harassment policies will not be tolerated no matter what “standing” you may have within the ensemble or the activity. If you have questions, feel free to email [reporting@siegepercussion.org](mailto:reporting@siegepercussion.org).

[Click here to access the reporting mechanism.](#)

Siege Percussion shall ensure that reports regarding incidents of racism and other violations of this policy can be made to the reporting system and processed in the same manner as other reports. Members of the Siege Percussion Community should be told about this reporting system and that incidents of racism and other violations of this policy can and should be reported.

## **SOCIAL MEDIA POLICY**

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

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

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

Protect confidential and proprietary information: Do not post confidential or proprietary information about Siege Percussion, students, staff, or alumni. Participants must follow the applicable federal requirements such as FERPA and HIPAA. Participants who share confidential information do so at the risk of disciplinary action or termination.

- Age-Inappropriate Content: Due to participation by students under the age of 18 on personal social networking sites, any sexual or otherwise age-inappropriate content is grounds for termination. Participants are responsible to monitor sites under their control for inappropriate content posted by others.
- Respect copyright and fair use: When posting, be mindful of the copyright and intellectual property rights of others and of Siege Percussion.
- Don't use Siege Percussion logos for endorsements: Do not use the Siege Percussion logo or name on personal social media sites or to promote a product, cause, or political party or candidate.
- Terms of Service: Obey the Terms of Service of any social media platform employed.

## **GUIDELINES**

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

- Think twice before posting: There is no privacy in the world of social media. Consider how posts may reflect both on the poster and Siege Percussion. If you are unsure about posting a comment or response, ask the ensemble director for direction.
- Strive for accuracy: Review content for factual, grammatical and spelling errors.
- Remember your audience: A presence in the social media world is or easily can be made available to the public at large. This includes prospective students, current students, parents, etc. Consider this before publishing to ensure the post will not alienate, harm, or provoke any of these groups.
- On personal sites, do not reference the organization in your personal views. If you identify yourself as a Siege Percussion participant online, it should be clear that the views expressed are your own, and not necessarily those of Siege Percussion.
- Photography: Photographs posted on social media sites can easily be appropriated by visitors. Consider posting images at 72 dpi. Images at that size are sufficient for viewing on the web, but not suitable for printing.
- Institutional Social Media:
  - If you post on behalf of Siege Percussion, the following policies must be adhered to in addition to all policies and best practices listed above.
    - Notify the ensemble director: Participants that have a social media page for a group of other participants (e.g. 2020 Trumpet Page) or would like to start one should contact the ensemble director for coordination with all other Siege Percussion media. All institutional pages must have an authorized Siege Percussion staff identified as being responsible for content.
    - Acknowledge who you are: If you are representing Siege Percussion when posting on a social media platform, acknowledge this.
    - Link back to the Organization: Whenever possible, posts should be brief, redirecting a visitor to content that resides within the Siege Percussion organization.
    - Protect the institutional voice: Posts on social media sites should protect Siege Percussion by remaining professional in tone and in good taste.

## **VIOLATION AND SANCTIONS**

Participants alleged to have violated the policies stated above may be referred to the ensemble director or the Compliance Committee, depending on the nature of the violation. Those found to be in violation of the policies may be asked to remove or edit the post, face disciplinary action, up to and including contract termination.

# **HEALTH AND WELLNESS POLICY**

## **MEDICAL SUPERVISIONS**

There will be a licensed healthcare provider, such as an athletic trainer, available for Siege Percussion during preseason and weekly rehearsal weekends. Different individuals may serve in this role; it does not have to be the same person for the duration of the preseason and season. While input from the instructional and administrative staff may be considered, the ultimate decision regarding rest, activity limitations, and return to full activity shall be that of the healthcare provider.

## **MEDICAL INFORMATION**

Medical information shall be kept private. However, medical information may be communicated to the extent necessary to the provision of effective medical care by the healthcare provider and to ensure the health and safety of program participants. As a result, it may be necessary for the healthcare provider to discuss an ensemble member's medical information with the appropriate instructional staff.

## **COVERAGE FOR MEDICAL CARE**

It will be the responsibility of all ensemble members, staff, and volunteers to pay for any medical expenses that arise from care provided outside of the ensemble healthcare provider (e.g. emergency department or urgent care visits, prescription or over-the-counter medications, etc.).

## **REQUESTS FOR MEDICAL EVALUATION**

Any individual (ensemble member, staff, volunteer) that requests medical evaluation shall be provided a medical evaluation by the healthcare provider. If the healthcare provider feels that additional medical care or evaluation is necessary (such as evaluation at an urgent care facility, emergency department, or physician's office) or the individual requests additional medical evaluation, it shall be provided as soon as practical. It is not the intention of this policy to limit or eliminate an individual's right to be evaluated by a healthcare provider not affiliated with Siege Percussion at their own expense.

## **MEDICAL FORMS**

Medical History Records forms must be completed by ensemble members, staff, and volunteers traveling with the ensemble before the preseason training session. A Pre-participation Physical Form must be completed by each ensemble member prior to arrival at the pre-season training session.

## **MEDICATION**

- All individuals (ensemble members, staff, volunteers) are responsible for providing, storing, and taking their own prescription and over-the-counter medications. Prescription medications must be declared on medical forms. If a medication requires a special storage environment, such as refrigeration, the individual must tell the assistant director, and such accommodations will be met.
- Those traveling with the ensemble must bring enough medications for the entire time they will be away from home. If an individual will require refills of their prescription medication while on the road, the individual must make arrangements for medication refills before leaving for WGI World Championships, and the refill plan must be approved by the healthcare provider before leaving for Dayton, OH.
- Individuals with inhaled medications for asthma (e.g. bronchodilators like albuterol, Ventolin, or Proventil) MUST bring two inhalers and spacers. One will be kept by the member, one will be kept by the healthcare provider for back-up in an emergency.
- Individuals with epinephrine auto-injectors (EpiPen) for allergic reactions MUST bring two autoinjectors. One will be kept by the member, one will be kept by the healthcare provider for back-up in an emergency.
- The healthcare provider may be able to assist individuals with obtaining refills of prescriptions, if necessary.

## **MEDICAL LOG**

A log of all care provided by the Siege Percussion healthcare provider shall be maintained by Siege Percussion.

## **PRE-PARTICIPATION PHYSICAL**

Each member will be required to complete a pre-participation physical examination by a physician (MD/DO), physician assistant, or nurse practitioner, and verification that they contain no contraindications to participate in the activity. The ultimate decision about whether or not a member is able to participate shall be by the Siege Percussion healthcare professional.

## **HEALTH INSURANCE**

All members must have health insurance and submit verification of medical insurance to Siege Percussion with their medical forms. Siege Percussion shall not be responsible for any costs associated with healthcare services provided by any healthcare provider not affiliated with Siege Percussion.

## **LIGHTNING**

When approaching thunderstorms within a 20-mile radius are identified by our director or ensemble meteorologist, staff are notified, and preparations are made to move all participants inside.

If lightning is noted to be 10 miles away or less, all outdoor activities must stop and participants must move to a safe area. The distance for lightning may be determined by any of the following methods:

- Counting the time in seconds from seeing the lightning until thunder is heard, and then dividing by 5 (since sound travels one mile every 5 seconds). For example: lightning is seen, then thunder is heard 30 seconds later.  $30 / 5 = 6$  miles away
- Use of a weather application or website
- Use of a commercial lightning detector
- The sounding of an air horn (one single note for 10 seconds)

The organization shall ensure that at least one of the above methods of lightning detection is always available for use by the healthcare provider and Siege Percussion staff.

By the time lightning is 9 miles away, all participants should already be in a safe area. Safe areas include a building normally occupied or frequently used by people (e.g. a building with plumbing and/or electrical wiring that acts to electrically ground the structure).

Siege Percussion will avoid using shower facilities for safe shelter and will not use the showers or plumbing facilities during a thunderstorm.

Outdoor activities can resume only when lightning or thunder has not been detected for 30 minutes. Every time lightning or thunder is detected within the 30 minutes, the clock restarts.

## **CONCUSSION**

If a participant suffers a head injury, they should stop the activity immediately and be examined by medical personnel (e.g. athletic trainer, nurse, urgent care provider, emergency department provider). If diagnosed with a concussion, the participant should not participate in activities until they are completely symptom-free for 24 hours.

Symptoms of a concussion include, but are not limited to:

- Physical symptoms: headache, nausea, dizziness, vision or balance problems, sensitivity to light or noise
- Cognitive symptoms: feeling mentally slow or foggy, trouble concentrating, trouble remembering
- Emotional symptoms: irritability, sadness, nervousness, feeling more emotional than usual
- Sleep-related symptoms: sleeping more or less than usual, drowsiness, trouble falling asleep

The participant may go to rehearsal to watch, but should not participate. If symptomatic just watching rehearsal, they should rest in a quiet area.

Once the participant has been symptom free for 24 hours, a gradual return to activities should be utilized:

- Day 1: Low-level activity. May participate in morning stretching and warm-up activities, including walking and slow jogging. Should not participate in music, drill or ensemble rehearsal (may watch from sideline as long as remains asymptomatic).
- Day 2: Increased intensity of jogging or running during warm up. May participate in non-moving music rehearsals or non-moving guard movements.
- Day 3: Full participation.

The participant should remain symptom free during this progression. If at any point concussion symptoms return, the participant should move back one day in the progression and remain there until symptom free for 24 hours, then move to the next day.

Siege Percussion shall not be liable for any injuries caused by a participant's failure to report a suspected concussion or concussion symptoms.

## **SHOES**

All members must wear shoes from the list of approved shoes while in rehearsal for the preseason training session and throughout the season. Participants may be permitted to utilize a shoe not identified on the approved list, with a doctor's note.

## **MEAL BREAKS**

Members shall get at least one hour for meals (lunch, and dinner). The end of a meal and the beginning of the next meal shall not be longer than 5 hours apart.

## **HEARING PROTECTION**

Every ensemble member must wear approved hearing protection during all rehearsals.

## **HYDRATION**

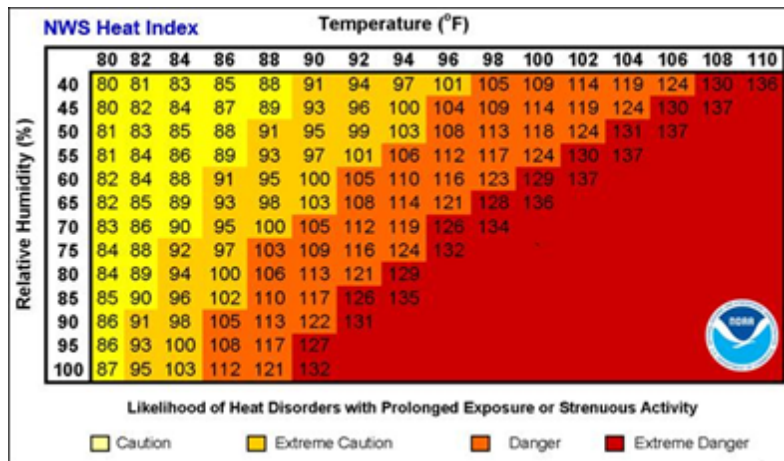
- Participants should drink 8-12 fluid ounces of water, 10-15 minutes before exercise (exercise includes marching blocks, music blocks, ensemble blocks, or any other physical activity.)
- Participants should drink at least 8 fluid ounces of water or a sports beverage such as Gatorade (5-8 percent carbohydrate with electrolytes) for every 30 minutes of activity. Hydration breaks must be given no less than every 30 minutes (but may be given more frequently as needed) whether rehearsing inside or outside.
- When the heat index is 90 or greater hydration breaks must be given every 20 minutes (see chart below).
- When the heat index is 100 or greater hydration breaks must be given every 15 minutes.
- When the heat index is 105 or greater hydration breaks must be given every 10 minutes with fruit and/or Gatorade beaks every hour.

If at any point an athletic trainer or other medical personnel determine that participants require more hydration than the above guidelines suggest, then their recommendations should be followed.

## **HEAT INDEX**

If the Heat Index reaches 115 or greater, outdoor rehearsal must end and may be moved indoors or to another cooler location. To determine the Heat Index, use the following chart or use the real feel temperature from a weather app on your smartphone.

Additionally, all local/facility rules regarding heat index and rehearsal/practice must be adhered to.



## REST SCHEDULE

All members shall get 8 hours of rest per night before meals or rehearsals begin. Rest time during bus travel up to and including 8 hours of travel time counts for ½ the time of rest (e.g. 4 hours of rest on a bus = 2 hours of actual rest). When the bus travel time is more than 8 hours, the travel time counts for ¾ of the time of rest. Time rested on the floor at the housing site counts hour per hour.

Example: A member rests 3 hours on the bus. When the ensemble arrives at the housing site, the member must get another 6.5 hours of floor time before being awoken for meals and rehearsal. Participants are responsible for monitoring their own sleep. Siege Percussion will ensure that participants have the ability to sleep at least 8 hours each day.

## CONTAGIOUS DISEASES

Healthcare providers will immediately refer all performers suspected of having a contagious disease to an offsite physician for evaluation. Healthcare providers, in accordance with the administration, will take the following precautions when dealing with potential contagious diseases:

- All tables and surfaces will be wiped down with a disinfectant
- Rehabilitation equipment will be wiped down with disinfectant at the end of each day
- Any open wounds must be disinfected and covered before treatment
- The following conditions must be present in order for a performer to return to activities:
  - No new skin lesions or drainage for at least 48 hours
  - If taking antibiotics, a performer may return after at least 72 hours treatment
- Healthcare providers must wash hands with soap and water between working with performers