



SIEGE
PERCUSSION

CODE OF CONDUCT

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.

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.

CODE OF CONDUCT

This Code of Conduct applies to everyone involved with Siege Percussion, including all participants, minor participants, groups, instructional staff, volunteers, and contractors. Everyone must follow this Code of Conduct to stay in good standing with Siege Percussion. The policies in this Code of Conduct aim to ensure safe environments and experiences during all Siege Percussion activities.

This Code of Conduct explains what behavior is appropriate or inappropriate. While it cannot cover every possible situation, everyone must follow the letter and spirit of these guidelines to stay in good standing with Siege Percussion.

DEFINITIONS OF PARTIES

- **Participant:** A person over 18 performing with a group.
- **Minor Participant:** A person under 18 performing with a group.
- **Group:** The entire organization or an individual participating group.
- **Staff:** A person engaged by a group in an instructional or administrative role.
- **Volunteer:** A person who freely gives their time to Siege Percussion and provides support in any capacity.
- **Contractor:** A person who provides occasional services for a fee.

Siege Percussion will not tolerate conduct that violates its policies. Even if an action was not intended to violate this Code of Conduct, Siege Percussion prioritizes the actual impact of the action over the person's intentions to prevent negative experiences.

In addition to upholding this Code of Conduct, Siege Percussion can review and may take interim action against anyone involved in or accused of unlawful activities related to their participation in Siege Percussion or the marching arts.

All parties should consider themselves ambassadors of Siege Percussion. They are expected to uphold these policies, remind others of them when necessary, and report alleged violations.

ALCOHOL & DRUG POLICY

Siege Percussion parties have the right to participate in an environment free of alcohol, drugs, and other substances. Prohibited substances include narcotics, marijuana, products containing THC, inhalant drugs, and over-the-counter

medications unless used with a valid medical prescription. Violations include, but are not limited to:

- Distributing alcohol and prohibited substances to any participant.
- Consuming or being under the influence of alcohol or a prohibited substance while under a participating group's supervision or providing services to Siege Percussion in connection with any event or activity, including rehearsals.
- Possessing or distributing alcohol or a prohibited substance on school grounds or arena facilities where such activities are prohibited.

ANTI-RETALIATION, WHISTLEBLOWER, AND FALSE REPORTING POLICY

Siege Percussion will not tolerate retaliation against any party who makes a good faith report or threatens to make a good faith report. Retaliatory actions include threatening, intimidating, harassing, coercing, or any other action that could dissuade someone from reporting misconduct. Retaliation does not include good-faith actions lawfully pursued in response to a reported violation.

Any participant knowingly making a false allegation will be subject to disciplinary action. A false allegation differs from an unsubstantiated allegation, which means there is insufficient evidence to determine whether an allegation is true or false. An unsubstantiated allegation alone is not grounds for a Code violation.

BULLYING POLICY

Bullying means severe behavior directed at a participant that is aggressive and likely to hurt, control, or diminish the participant emotionally or physically often centering around a real or perceived power imbalance. Examples of bullying include repeated physical, verbal, or social abuse. Physical abuse may refer to hitting, pushing, beating, biting, or other offensive contact. Verbal abuse may refer to ridiculing, taunting, name-calling, intimidating, or threatening to cause harm. Social abuse may refer to using rumors or false statements to diminish someone's reputation or socially excluding someone and asking others to do the same. Bullying may occur in person or virtually through any social or electronic mediums.

Bullying does not include occasional instances of rude or mean-spirited language, conduct arising from a conflict or struggle between persons with incompatible views or positions, or professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved participant performance.

CONFIDENTIAL REPORTING

Reports are made confidentially to Siege Percussion. Confidentiality means Siege Percussion will know the reporter's identity but will not share it unless consent is provided or if Siege Percussion is legally required to do so. Inaccurate or withheld information will limit Siege Percussion's ability to conduct an inquiry and respond.

WGI PARTICIPANT PROTECTION REPORTING FORM

To report a concern:

https://wgi.guardianconduct.com/incident-reporting?incident_type=Participant%20Protection

SIEGE PERCUSSION PARTICIPANT PROTECTION REPORTING FORM

To report a concern: <https://siegepercussion.org/reporting/>

FRATERNIZATION POLICY

Siege Percussion maintains a strong position on fraternization between all parties. Fraternization means any close personal relationship that goes beyond a professional working relationship and can include romantic or intimate relationships, excessive socializing, and favoritism. Examples include:

- Sexual or romantic relationships between staff/volunteers and minor participants are prohibited.
- Establishing a new sexual or romantic relationship between staff/volunteers and adult participants while working with the same group is prohibited. Additionally, establishing a new sexual or romantic relationship between any party where there is or a perceived power imbalance is strongly discouraged.
- Fraternization between participants and minor participants is strongly discouraged.
- Already-existing relationships between staff and participants are not encouraged but are not forbidden. These relationships must be managed to address potential conflicts or power imbalances.
- Any relationship that puts any party at risk of harm is prohibited.

GENERAL CONDUCT POLICY

The experience of each party and the reputation of Siege Percussion depends on the conduct of all parties involved. Good manners, basic decency, and common sense are generally all that is required to ensure appropriate conduct and behavior. Engaging in conduct or using language that could be perceived as rude, inappropriate, abusive, disorderly, derogatory, immoral, or threatening will not be tolerated. Violations of this policy include, but are not limited to:

- Applying undue and unfair pressure to another party, especially if one party has authority over another.
- Verbally abusing any Siege Percussion staff.
- Inappropriate conduct on the contest floor, rehearsal sites, or event venues.
- Disruptive or rude behavior anywhere, anytime during a Siege Percussion activity.
- Affiliates of a group, such as parents or spectators, engaging in inappropriate conduct directed at any party on the contest floor, rehearsal sites, or event venues.

HARASSMENT POLICY

All parties must maintain a safe, respectful, and inclusive environment. Harassment means repeated or severe conduct that causes fear, humiliation, or annoyance and reflects discriminatory bias to establish dominance, superiority, or power over an individual or group based on age, race, ethnicity, gender, orientation, culture, religion, national origin, mental or physical disability. Harassment also refers to conduct that creates a hostile environment. A hostile environment exists when the conduct is severe or pervasive enough to interfere with, limit, or deprive any individual of the opportunity to participate in any program or activity. Harassment may occur in person or virtually through any social or electronic medium.

Harassment does not include occasional instances of rude or mean-spirited language, conduct arising from a conflict or struggle between persons with incompatible views or positions, or professionally accepted coaching methods of skill enhancement, physical conditioning, team building, appropriate discipline, or improved participant performance.

HAZING POLICY

Hazing means any conduct that subjects another person to anything that may endanger, abuse, humiliate, degrade, or intimidate them as a condition of joining or being socially accepted by a group, team, or organization. Consent by the person subjected to hazing is not a defense, regardless of their perceived willingness to cooperate or participate.

HOSTILE REHEARSAL ENVIRONMENT POLICY

The rehearsal space is where groups develop creative routines and foster teamwork. A rehearsal environment is defined as periods when the group is practicing under the direct supervision of an authority figure or coordinator. It is a violation of this Code for any party to engage in severe or pervasive conduct that hampers a party's ability to participate meaningfully in the rehearsal environment. Rehearsal environments should remain educational both in the planning and commentary provided to any party. When rehearsal techniques and feedback are no longer educational, a hostile rehearsal environment could be created. Conduct prohibited by this Code, such as harassment, hazing, and bullying, is also prohibited in the rehearsal environment. Additionally, violations of this policy include:

- Creating a rehearsal environment intended to make any party excessively afraid, nervous, or anxious regardless of intention. This does not include professionally accepted coaching methods.
- Withholding educational information to achieve skills safely
- Attacking the personal character of participants rather than aspects of their performance.
- Rehearsing for extended time frames while withholding, recommending against, or denying adequate hydration, nutrition, medical attention, or sleep.

SEXUAL MISCONDUCT

Sexual misconduct of any kind will not be tolerated. Offenses include sexual or gender-related harassment, nonconsensual sexual contact, exposing a minor to sexual content/imagery, and sexual exploitation.

- **Sexual or Gender-related Harassment:** Unwelcome sexual advances, requests for sexual favors, unwanted and continued sexual flirtations, and propositions. It also includes sexually degrading words and other conduct of a sexual nature.
- **Nonconsensual Sexual Contact:** Engaging in sexual contact without consent.
- **Exposing a Minor to Sexual Content/Imagery:** Intentionally exposing a minor to sexually explicit imagery.
- **Sexual Exploitation:** Taking non-consensual or abusive sexual advantage of another for one's own advantage.

Reporting Instances of Sexual Misconduct

If any party receives information suggesting sexual misconduct has occurred, they must report it to WGI immediately. Groups and Circuit Partners should report allegations of sexual misconduct to law enforcement. They must maintain

effective policies and procedures for the protection and safety of all parties, including the ability to report suspected sexual misconduct without retaliation.

If any party learns of or suspects child abuse, including sexual misconduct, they must immediately report it to law enforcement, WGI, and comply with other applicable reporting requirements. Reporting to WGI alone is not sufficient.

SOCIAL NETWORKING POLICY

Siege Percussion values the freedom of expression on social networking sites and does not wish to discourage self-publishing or self-expression. However, we expect all parties involved in any capacity in Siege Percussion to follow the applicable guidelines and policies. It is important to understand that any posts made on social media are personal and do not represent Siege Percussion. Our policy prohibits the use of social media to post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or hostile on account of any protected characteristic under applicable law on platforms controlled by Siege Percussion.

WEAPONS POLICY

To ensure a safe environment for everyone, Siege Percussion strictly prohibits the wearing, carrying, storing, or possession of firearms or other dangerous weapons at any of our events or event venues. Anyone found violating this policy will be immediately removed and barred from future Siege Percussion events. Additionally, if the violator is a participant, staff member, or volunteer affiliated with a participating group, that group will be disqualified and asked to leave the venue.

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.

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

POLICIES FOR ONE-ON-ONE INTERACTIONS

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

ONE-ON-ONE INTERACTIONS

MANDATORY COMPONENTS

This policy shall apply to:

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

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

OBSERVABLE AND INTERRUPTIBLE

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

MEETINGS

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

INDIVIDUAL TRAINING SESSIONS

Individual training sessions between Applicable Adults and minor participants are permitted if the training session is observable and interruptible by another adult. It is the responsibility of the Applicable Adult to obtain the written permission of the minor's legal guardian in advance of the individual training session if the individual training session is not observable and interruptible by another adult. Permission for individual training sessions must be obtained at least every six months. Parents, guardians, and other caretakers must be allowed to observe the training session.

LOCKER ROOMS AND CHANGING AREAS

MANDATORY COMPONENTS

This policy shall apply to:

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

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

SHARED FACILITY

If a Participating Group uses a facility not fully under its jurisdiction (for, e.g., rehearsal or competition or similar events) and the facility is used by multiple constituents, Applicable Adults are nonetheless required to adhere to the rules set herein.

USE OF RECORDING DEVICES

Use of any device's (including a cell phone's) recording capabilities, including voice recording, still cameras and video cameras in locker rooms, changing areas, or similar spaces at a facility under the Participating Groups jurisdiction is prohibited.

UNDRESS

Under no circumstances shall an Applicable Adult at a facility under the Participating Groups jurisdiction expose his or her breasts, buttocks, groin, or genitals to a minor participant.

ONE-ON-ONE INTERACTIONS

- Except for participants in the same group, at no time are unrelated Applicable Adults permitted to be alone with a minor participant in a locker room or changing area when at a facility under the partial or full jurisdiction of the Participating Group, except under emergency circumstances.
- If the Participating Group is using a facility that only has a single locker room or changing area, the group will designate separate times for use by Applicable Adults, if any.

MONITORING

The Participating Group should regularly and randomly monitor the use of locker rooms and changing areas under their jurisdiction to ensure compliance with these policies.

TRAVEL

MANDATORY COMPONENTS

This policy shall apply to:

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

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

TRANSPORTATION

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

HOTEL ROOMS

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

MEETINGS

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

CODE OF CONDUCT ACKNOWLEDGEMENT

I have reviewed this Code of Conduct and understand the expectations set forth by the policy and should any of these policies be violated I will be held accountable.

(Participant Name)

(Participant Signature)

(Guardian Name, if participant is a minor)

(Guardian Signature, if participant is a minor)

(Date of Signature)