

# Cap City Percussion

Member Handbook 2021



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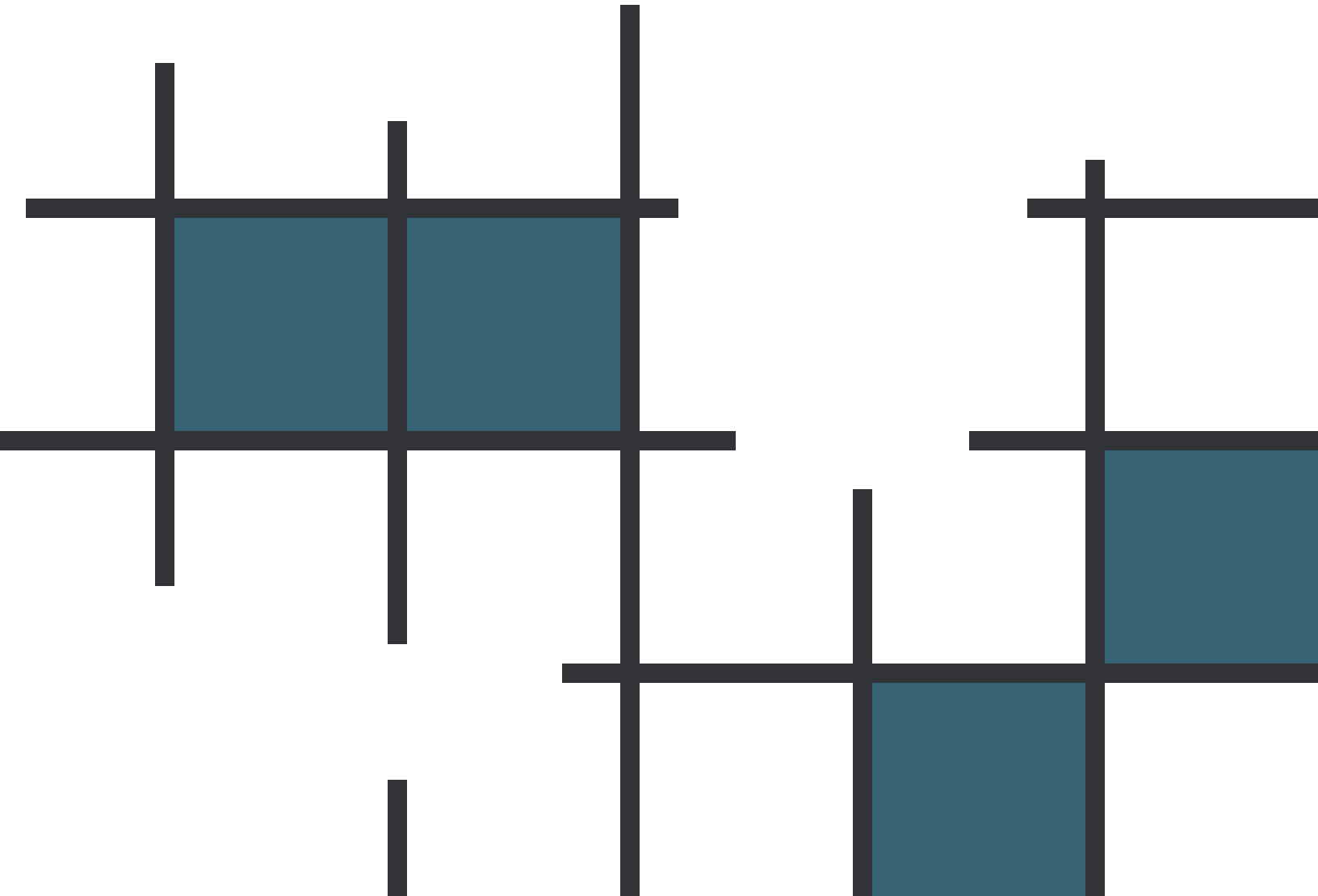
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# Introduction

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Welcome to Cap City Percussion! You have been selected for a position with our ensemble for the 2021 season. Please read through this handbook carefully, as it contains information that we consider critical for our ensemble to function, along with the expectations and responsibilities placed on members of the group.

We are incredibly excited to have you as part of Cap City this year, and hope you are looking forward to the season ahead!



# Conduct

All people involved with Cap City, from performers to staff to volunteers, are expected to hold themselves to a high personal standard of behavior and maturity. You, as a member of Cap City, are a role model to younger musicians who aspire to be in your shoes some day. This applies everywhere and at all times, not just at a show site or during a performance!

While you are a member of Cap City, your own behavior and actions are seen as a direct reflection of the group. Treat all others with respect, regardless of who they may be. Any time you are at a rehearsal or show site, consider your actions and language, and how a school administrator would react if they were there with you. Maintaining a mature and professional image is crucial to Cap City's continued relationships with the organizations that support us.

# Appearance

Part of the aesthetic of a Cap City show is the appearance of its performers. To that end, Cap City reserves the right to dictate *some* stylistic choices of its members. This includes, but is not limited to, decisions regarding hairstyle, wearing glasses/contacts, or waiting to get a new tattoo or piercing until after the season. We do not wish to stifle your individuality or personality, but we do ask that you understand the goal of the overall aesthetic and how your personal appearance contributes to that. Put simply, while performing with Cap City, you should consult the administrative staff before making a major change to your personal appearance.

Certain elements of the show may require temporary stylistic changes on the part of performers, such as a specific hair cut or makeup. Cap City will never ask its members to make a permanent change to their appearance. We will always strive to maintain a positive and mature image.

# Schedule & Attendance

An outline of our season schedule is included below. Please note that some dates and times may change, but details will be sent out to the members well in advance of any deviation from the published schedule.

In-depth schedules with exact times and locations will be sent out before events. As a general template, weekends are usually Friday night, all day Saturday (until around 11 pm), and Sunday until around 5 pm.

## November

- **Sun, 11/1** rehearsal
- **Sun, 11/8** virtual rehearsal
- **Fri, 11/13 - Sun, 11/15** rehearsal (CC2 Fri/Sat only)
- **Fri, 11/20 - Sun, 11/22** rehearsal (CC2 Fri/Sat only)
- **Fri, 11/27 - Sun, 11/29** rehearsal (CC2 Fri/Sat only)

## December

- **Fri, 12/4 - Sun, 12/6** rehearsal (CC2 Fri/Sat only)
- **Fri, 12/11 - Sun, 12/13** rehearsal (CC2 Fri/Sat only)
- **Fri, 12/18 - Wed, 12/23** Christmas Camp #1
- **Sat, 12/26 (pm) - Tues, 12/29** Christmas Camp #2 (CC2 Sat - Mon only)

## January

- **Sat, 1/2 - Sun, 1/3** rehearsal (No CC2)
- **Fri, 1/8 - Sun, 1/10** rehearsal
- **Fri, 1/15 - Sun, 1/17** rehearsal/filming

- **Fri, 1/22 - Sun, 1/24** rehearsal (CC2 Fri/Sat only)
- **Fri, 1/29 - Sun, 1/31** rehearsal/filming

## February

- **Fri, 2/5 - Sun, 2/7** rehearsal (CC2 Fri/Sat only)
- **Fri, 2/12 - Sun, 2/14** rehearsal/filming
- **Fri, 2/19 - Sun, 2/21** rehearsal/filming
- **Fri, 2/26 - Sun, 2/28** rehearsal/show/filming

## March

- **Fri, 3/5 - Sun, 3/7** rehearsal
- **Fri, 3/12 - Sun, 3/14** rehearsal/show/filming
- **Fri, 3/19 - Sun, 3/21** rehearsal/filming
- **Fri, 3/26 - Sun, 3/28** rehearsal/show/filming

## April

- **Fri, 4/2 & Sat, 4/3** rehearsal/filming
- **Fri, 4/9 - Sun, 4/11** rehearsal/filming
- **Mon, 4/12 - Sun, 4/18** rehearsal/show/filming

# Schedule & Attendance

Attendance at all rehearsals and events is mandatory, unless communicated to the directors at *least* one month ahead of time via our online conflict form. Known conflicts should be brought forth and submitted online as soon as possible (at the beginning of the season is preferred). There will be a point in the season when conflict submission is closed and new requests are no longer reviewed.

Conflict requests are reviewed on a case-by-case basis - a form submission does not guarantee an excused absence. In any event, do not wait until the last minute to bring up a conflict. We need to be able to plan our time efficiently for all rehearsals.

Unexcused absences may result in consequences up to and including loss of membership with Cap City for repeat offenses.

## Drum Corps

We at Cap City strongly encourage all our members to expand their horizons by marching drum corps over the summer. However, consistent rehearsal attendance from all members is critical to the success of the indoor season. In order to strike a balance between these conflicting priorities, the organization asks each member who wishes to march to choose one primary corps to attend auditions for in person. If the primary corps does not work out for any reason, members are free to send video auditions to any corps they choose. Limited exceptions to this policy may be handled on a case-by-case basis, but under no circumstances should any member miss more than one weekend a month for drum corps.

No corps absences will be excused during show season (from the first show weekend through WGI Finals).

# Equipment Care/Maintenance

We are very fortunate to be provided with excellent instruments and equipment, and it is very important that we keep everything in pristine condition. Most equipment maintenance is handled by members of the ensemble, with the exception of tuning. If you have a problem with your equipment that you are unable to solve, please bring it to the attention of the staff as soon as possible.

## Instruments

Our instruments are graciously provided by sponsors for Cap City to use in our shows. In order to best represent the products (and ourselves), they must be kept in the best condition possible. Covers should be on instruments whenever possible. For battery drums, this means covers are on any time we are not performing in a show. Keyboards should be covered any time they are not in use. Your section staff will help point out anything that may need regular cleaning and/or maintenance, but you should get in the habit of regularly checking over your gear.

Please keep in mind that while we supply our members with the implements and tools you need for your show (sticks, mallets, heads, etc.), they are not yours to take unless given explicit permission by the administrative staff.

## Uniform

Take care of your uniform at all times. Because of the intricate construction of Cap City's uniforms, they should not be washed except under direction of the administrative staff. To avoid the need for extra washing or outright repair, uniforms should be kept neat between shows and never crumpled or set on a dirty surface.

## Tarp & Props

The tarp and props are a major element of Cap City's show every year, and should be treated with the same respect we give our instruments and uniforms. Scratches, dents, tears, or other visible damage to the tarp or props will directly and negatively impact the aesthetic of our show. As with your personal equipment, please bring any potential maintenance issues to the staff as soon as possible.

# Facilities

Cap City is an independent ensemble with no scholastic backing, so it is very important that we leave a great impression of our organization everywhere we go to maintain positive relationships with the people who provide our facilities. We should always leave every room cleaner than we found it, and take extra care when moving large equipment to not cause any damage.

All members must be mature and respectful at all times in all facilities, especially when interacting with members of the community (custodians, band directors, coaches, teachers, principals, students, parents, etc.). Assume that anyone in a who is not in our ensemble works at the facility, and act appropriately.

Most of Cap City's facilities are schools and churches, and we will always be respectful of the rules and customs they've established. Rules will change for each specific location, but Cap City's administrative staff will publish clear guidelines where necessary. As a baseline rule, don't do anything you wouldn't normally be allowed to do at school or church.

Any and all concerns related to facilities should be brought to administrative staff immediately. It is extremely difficult to find rehearsal space in this activity and we *will not* create any problems that could jeopardize our accommodations.

## Housing

Cap City's administrative staff attempts to provide a housing site for its members during all multi-day rehearsal camps and show weekends. However, this is *not* a guarantee that housing will be provided for every camp or show weekend. The administrative staff will give notice when housing will not be provided so that members can work together to figure out housing arrangements.

Additionally, Cap City does not make any guarantees that housing sites will be supervised by staff. It is expected that members are responsible enough to behave appropriately and take care of the housing facilities provided to them. Remember that our housing sites are often churches. Members will be required to keep the site neat for the duration of the camp, and reset the building before leaving for the final time to the exact state (or better!) that it was in before you arrived. Administrative staff will assist and coordinate with final cleanups when possible.



# Fees

Fees for our 2021 season are \$1500/\$1200 for the world music/visual ensembles and \$1300/\$1000 for the CC2 music/visual ensembles (minus any applicable veteran discount). See below for schedules and totals for your specific group, section, and status with the ensemble.

Member fees cover everything except travel and food, and should be paid according to the schedule below (or sooner, if desired). The first payment is considered your contract deposit, and is required (along with your signed contract) to secure your spot with the ensemble.

If you are unable to meet the default payment schedule, you *must* meet with the administrative staff to discuss alternative options. If you need to go this route, your agreed-upon payment plan must be submitted in writing to the administrative staff before your contract will be accepted and membership status finalized.

## World Dues Payment Schedules

Date	Music Members		Visual Members	
	Rookie	Veteran	Rookie	Veteran
11/8/20	\$300	\$300	\$300	\$300
12/11/20	\$300	\$250	\$225	\$200
1/15/21	\$300	\$250	\$225	\$200
2/12/21	\$300	\$250	\$225	\$200
3/12/21	\$300	\$250	\$225	\$200
<b>Totals</b>	<b>\$1500</b>	<b>\$1300</b>	<b>\$1200</b>	<b>\$1100</b>

## CC2 Dues Payment Schedules

Date	Music Members		Visual Members	
	Rookie	Veteran	Rookie	Veteran
11/8/20	\$300	\$300	\$200	\$200
12/11/20	\$250	\$225	\$200	\$175
1/15/21	\$250	\$225	\$200	\$175
2/12/21	\$250	\$225	\$200	\$175
3/12/21	\$250	\$225	\$200	\$175
<b>Totals</b>	<b>\$1300</b>	<b>\$1200</b>	<b>\$1000</b>	<b>\$900</b>

# Fees

## Refunds & Cancellation Policy

All members are responsible for the entirety of their dues as outlined in this section. If a member chooses to forfeit their position with the ensemble or must be removed from the group, they are still obligated to pay the remainder of their fees for the season.

If operations for the season must cease, all members are responsible for the dues payments scheduled before the date of cancellation, plus a proportion of the next payment equal to the amount of time passed in the pay period, down to the day.

For example, if in a hypothetical scenario the season were to shut down on 1/22/21, total dues for all rookie music members with the world group would be calculated as follows:

Three payments of \$300 each are due by 1/15/21, equaling \$900. In addition, 7 of 28 days (or 25%) have passed in the following payment period between 1/15/21 and 2/12/21, meaning the world rookie music members owe an additional \$75 (25% of the next payment). Therefore, all world rookie music members are responsible for \$975 in total dues for the season.

Note that all final dues calculations under this policy are based off the default payment plan, regardless of a member's personalized plan. Therefore, in the above scenario, all rookie music members in the world group who had paid more than \$975 would be issued a refund equal to the amount they had paid minus \$975. Conversely, all world rookie music members who had not yet paid \$975 would be responsible for paying the remainder.

# Social Media Policy

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Cap City believes social media is both a fun way to interact with friends and family, as well as a powerful tool to communicate with fans and supporters. With this in mind, the organization carefully crafts its online presence to reflect its goals and vision. Cap City asks that its members and staff respect this work when posting themselves, especially any content or discussion that relates to Cap City and the activity in general.

We do not wish to censor you in any way, but we do hope that all participants and staff understand the sway and influence of social media, and that their posts and positions may be easily confused with those of Cap City by nature of the relationship between the organization and its participants. We ask that you use good judgement when posting, and be honest and respectful to others in all online interactions.

## Restricted Content

Due to licensing and copyright restrictions, some content may not be permitted to be shared publicly. Additionally, content containing props or show details before they are common knowledge is almost never appropriate to publicize without written consent from Cap City's administration. If you have any questions on what should or should not be shared, please do not hesitate to discuss it with the administration.

# Drugs & Alcohol Policy

Use of alcohol and illicit drugs is absolutely prohibited at all Cap City functions, including rehearsals and performances. Using tobacco or vaping is strictly not allowed on school grounds or anywhere it would normally be prohibited. Members and staff should not use tobacco or vape at show sites or in a public setting where they may be considered affiliated with Cap City.

## Acceptable Alcohol Use

*Responsible* alcohol consumption is allowed by members who are of legal age and away from underage members only after Cap City activities have concluded for the day. What this means is that Cap City does not prohibit members 21 and up from going out and having the occasional drink after rehearsal, as long as they handle this privilege in a responsible way. Consuming alcohol at a school (or other rehearsal/show site) or in the presence of underage members is never permitted. The organization reserves the right to prohibit all alcohol consumption by all members during Cap City weekends/camps if this policy is abused.



# Anti-Harassment & Abuse Policy

Cap City is devoted to providing an environment free of all forms of harassment, sexual harassment, and abuse. All directors, employees, contractors, volunteers, members, and all other participants must be treated with respect at all times.

## Harassment

Harassment is any course of conduct which annoys, threatens, intimidates, offends, or alarms another person and is known by the perpetrator, or should have reasonably been known, to be unwelcome or uninvited. Harassment by any person involved with Cap City is strictly prohibited at all times.

## Sexual Harassment

Cap City expressly prohibits harassment of a sexual nature by any of its directors, employees, contractors, volunteers, members, or other participants. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical behavior of a sexual nature that makes another feel unwelcome or uncomfortable. This also includes degrading and/or sexist remarks and statements or implications that one's status within the organization is based on a relationship of a sexual nature.

## Abuse

Cap City does not tolerate abuse of any kind, including but not limited to violence or injury knowingly inflicted upon another, sexual molestation, sexual assault, and willfully causing another mental or emotional suffering. Anybody who reasonably believes that abuse has been inflicted upon them or another person involved with Cap City must immediately report this to Cap City's administration.

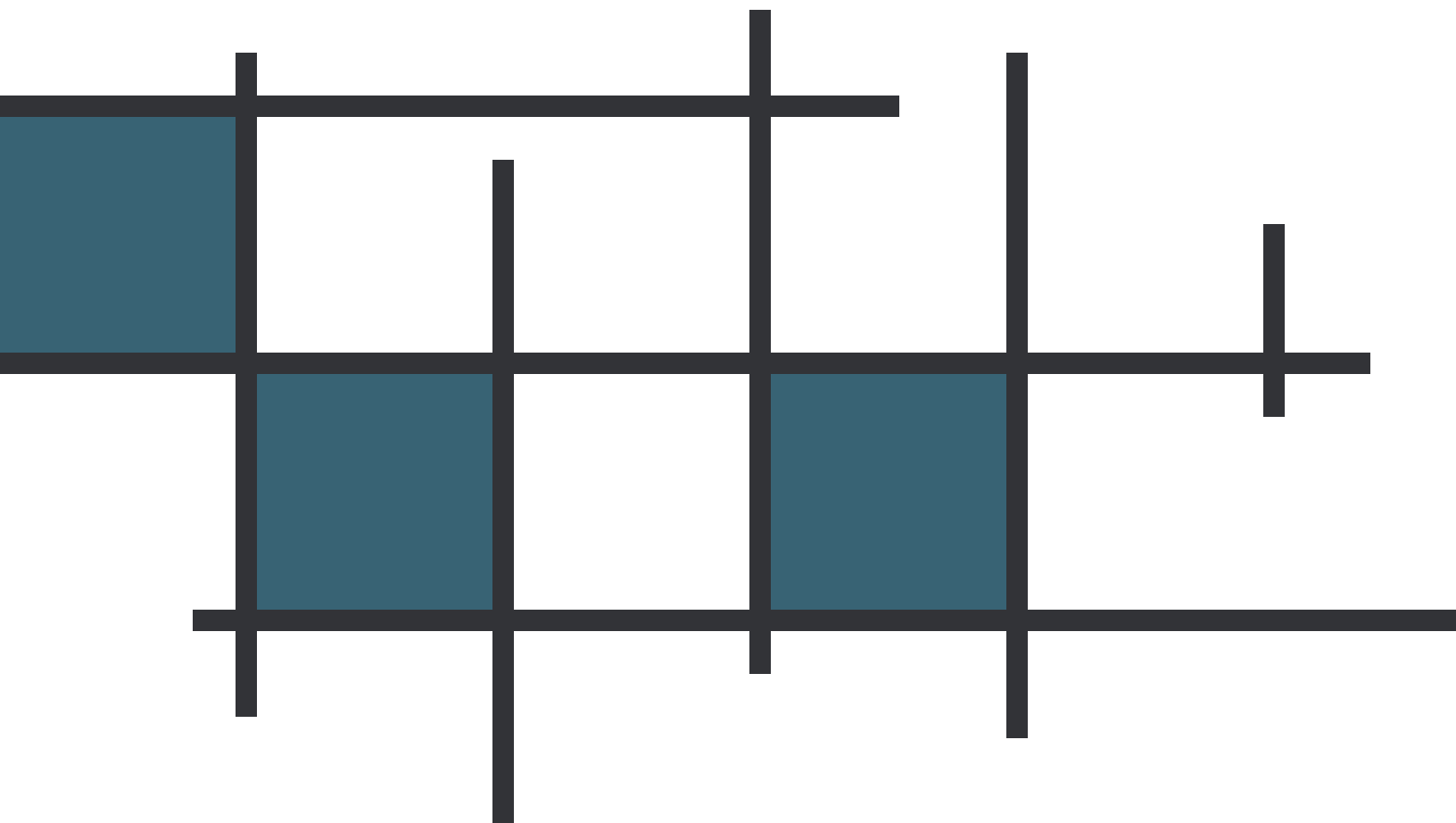
# Anti-Harassment & Abuse Policy

## Reporting Responsibility

Cap City's employees, contractors, volunteers, members, and other participants have a responsibility to report any reasonably-believed instance of harassment or abuse to the organization's administration. Retaliation against somebody who has made a report in good faith is prohibited, and anyone who does so will be subject to discipline up to and including termination of participation or employment with Cap City.

## Disciplinary Action

Anybody who is found, after an investigation by Cap City's administration, to have knowingly harassed or abused another person involved with Cap City will be subject to discipline up to and including termination of participation or employment with Cap City.



# Whistleblower Policy

Cap City requires its directors, employees, contractors, volunteers, members, and all other participants to hold themselves to a high ethical standard when conducting their duties.

## Reporting Responsibility

It is the responsibility of all directors, employees, contractors, volunteers, members, and all other participants to report any activity that he/she believes in good faith to be illegal, discriminatory, abusive, or in violation of Cap City's policies. These include, but are not limited to, violations of state or federal laws, theft of Cap City or facility equipment, harassment, abusive or threatening behavior, or any unsafe practice which may endanger the health and safety of others.

## Non-Retaliation

No director, employee, contractor, volunteer, member, or other participant who in good faith reports a violation of the law shall suffer any retaliation or adverse action with regards to their employment or membership with Cap City. Retaliation against somebody who has made a report in good faith is prohibited, and anyone who does so will be subject to discipline up to and including termination of participation or employment with Cap City.

## Reporting

Cap City maintains an open-door policy, and encourages those who have questions, concerns, or complaints to share them with their somebody who can properly address them. If you are not comfortable speaking to an immediate supervisor or not satisfied with your immediate supervisor's response, please speak with anybody in the administration with whom you are comfortable approaching. If this policy is unsatisfactory or insufficient for your questions or concerns, you may submit a report anonymously online using Cap City's website.

# Whistleblower Policy

## Investigations

Violations or complaints may be submitted either anonymously or confidentially. Reports will be kept confidential to the extent possible while the administration conducts an adequate investigation. A follow-up report will be provided to the reporter, if the initial report was not submitted anonymously, upon completion of the investigation. This report will also be kept as confidential as possible.

## Acting in Good Faith

Anybody filing a complaint or violation must be acting in good faith and have reasonable grounds for believing a violation of law or policy has occurred. The submitted complaint must include adequate information and evidence of wrongdoing in order for the administration to conduct an investigation. Anybody who knowingly files a false report will be subject to discipline up to and including termination of participation or employment with Cap City.



# COVID-19 Safety Protocols

With the challenges posed by the COVID-19 pandemic, organizations of all kinds are finding themselves having to adapt to the guidelines outlined by various health experts and governing bodies. Cap City will always work to ensure the safety of all people involved with the organization, and is taking special care to implement policies that both promote safety and comply with local regulations.

As the pandemic situation evolves rapidly, so too do health guidelines, and thus policies implemented by organizations for ongoing events. What may be a sufficient response one week may need adjustment the next, and so Cap City's COVID-19 safety protocols will be continuously reviewed, updated, and published throughout the season.

Strict adherence to all policies, procedures, and guidelines set forth by Cap City's administrative staff is *mandatory* for everybody involved with the organization at any level. Any and all concerns for the safety of members, staff, or others involved with the group should be brought to the administration as soon as possible.



# Acknowledgement of Receipt

My signature below attests to the fact that I have read, understand, and agree to strictly comply with the organization's policies contained herein.

Signature

Date

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Print Name

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Parent/Guardian (if under 18)

Signature

Date

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Print Name

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