

Pacific Crest Youth Arts organization

# Drum Corps Support Staff Handbook

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**Pacific Crest Youth Arts Organization  
Drum Corps Support Staff Handbook**

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## I. MISSION AND BACKGROUND

The mission of Pacific Crest Youth Arts Organization is to provide superior educational and competitive performing arts programs that change the lives of young people in the greater Southern California region and prepare them for leadership in a fast-moving world.

## II. ATTITUDE AND VALUES

Volunteer attitude, especially on a drum corps tour – is hard work, fun, challenging, rewarding and, at times, brings out either the best or the worst in all of us. We ask our Support Staff to be team players, to be flexible and dedicated, and to take responsibility and be accountable, as well as to bring enthusiasm and generosity to the job. Like corps members, you represent Pacific Crest. There may be times when relationships can become strained. Our approach should be to deal with these issues immediately, honestly and openly. At times this approach can seem hard: if you need help, your best resource is the tour management. They will always make time for you. Remember that our members can sense how well our Support Staff are working together and it's important for us to give our best, so their efforts succeed as well.

Support Staff should also embrace the values of Pacific Crest:

- **Commitment:** By committing fully to one another, the group becomes more important than the individual, and we can accomplish more than what is possible individually.
- **Accountability:** We value personal accountability over criticism of others.
- **Persistence:** Through persistence in the face of adversity, we can achieve the highest level of excellence.
- **Honor:** We recognize the contributions of our current and past members and staff, will engage in behaviors that honor the organization.

## III. MESSAGE FROM THE CEO – STUART POMPEL

On behalf of the entire staff, I would like to welcome you to Pacific Crest Youth Arts Organization!

Support Staff members – nearly all of whom volunteer their time – are the lifeblood of Pacific Crest's behind-the-scenes summer operation. From the first breakfast servings; to the almost-immediate transition to lunch for 200 people; to sewing a jacket that opened a seam the night before; to running an errand to the local pharmacy for an important item; to the placement of a concert bass drum and a side podium before a performance; to counting T-shirts, patches and caps before and after the setup of Pacific Crest merchandise booth at a contest site...all these things would not happen without the unheralded service of our steady, incredibly dedicated Support Staff. Pacific Crest Drum and Bugle Corps could not take the field each summer evening without your effort and commitment.

The hours can be long and the work sometimes tedious, but the rewards of hearing and seeing your favorite corps practice, perform and improve daily fills our Support Staff with fond memories that keep them going all the way through the off-season. Soon enough, you too will

begin to anticipate the summer when the sun gets brighter, the days get warmer and the “Doctor Beat” starts to chirp. You might be surprised to learn that Pacific Crest (and all drum corps, for that matter) are always on the lookout for new summer helpers. We even have opportunities to volunteer for a day, or while the corps is in your town. No volunteer gets turned away, no matter how brief the time commitment.

As implied throughout this handbook, experience is not a prerequisite for volunteering for any of the duties noted. We will fit the task with your individual talents.

Flexibility is the key to enjoying this activity. Volunteering can be a very rewarding experience. Let’s be honest, however: Volunteering can be just like work and sometimes it can bring more challenges than your normal 9-to-5! However, it can also be an interesting, memorable and rewarding experience when working with the young men and women of Pacific Crest.

This handbook contains some guidelines and necessary paperwork or each Support Staff member to read, understand and complete. It also contains information that you need to know while on the road. If you still have questions after reading it, do not hesitate to contact me.

The best part of volunteering is meeting the corps members who turn out to be some of the finest young women and men in America. They’re engaging, they laugh, they always appreciate your efforts (and they’ll let you know that), and they all have a different story to tell. Truly, you will find volunteering with Pacific Crest an interesting way to spend your summer.

Thank you for your willingness to give your valuable time and resources to an incredible rewarding experience.

## **IV. JOB TASKS AND DUTIES**

### **IV.A Food Service**

The mission of the Food Service Team (a.k.a. K-Crew) is to provide the best quality services and healthy well-balanced meals to all members and staff of Pacific Crest at the monthly camps and on tour. It is important to provide a positive work environment for everyone. Our goal is to have 4-6 volunteers register to work Foodservice. Tasks include outside and inside jobs (see below).

The lead cook is responsible for coordinating the tour menus with the Operations Manager, grocery inventory, providing staff direction and overseeing the preparation and serving of the meals.

If you volunteer to work in the kitchen for the California Tour and/or National Tour, we ask you to help out during a winter and spring camp so you become familiar with the requirements of working in the kitchen.

K-Crew staff going on tour must obtain a Food Handlers certificate prior to spring training (first week of June). A copy of that certificate must be submitted, filed and made available for review upon request.

Access to the kitchen is limited to staff over the age of 22.

The primary responsibility of the food services staff is to provide four (4) meals for approximately 200 people daily including, but not limited to these additional tasks:

- Set up trailer on arrival and clean and pack up the trailer on departure
- Assist drivers with setting up kitchen and food line upon arrival at show stadiums
- Outside setup of tables for additional food service – they are put away member teams
- Keep the trailer clean and orderly inside and out (including refrigerator, stove, etc.)
- Basic food preparation such as slicing, chopping, simple baking
- Prepare beverages for meals. Refill 5- or 10-gallon water coolers and keep them clean at all times with periodic sanitation.
- Prepare water jug cleaning station for members to sanitize their water jugs each day
- Turn on gas, water heater, circuit box. Hook up drainage and water.
- Laundry – towels / aprons
- Everyone on staff helps wash dishes, pots and pans, etc.
- Accept and store food shipments from food vendor. Everyone helps with load-in.
- Bring meals to PC merchandise booth workers at show sites
- Work closely and in cooperation with tour management and the lead cook

### **Sample Schedule and Tasks at a Weekend Camp**

- Check-In and Prep
  - 9:30 am Report to Kitchen trailer
  - Unload and set up food line and beverage station
  - Load groceries
  - 10:00 begin lunch prep
  - Prep salad and salad dressing
  - Prep PB&J
  - Follow the menu posted by the white board
  - While prepping, start washing, dry and putting dishes away
  - Outside setup: restock plates, bowls, napkins, utensils etc,
  - Set out meal 15 mins prior to first seating
  - **Dishes need to be done before continuing to prep dinner**
- After lunch service going into dinner service
  - Restock plates, bowls, and utensils as needed.
  - Condense all food and store as needed
  - Fill dressings and salad condiments for next meal service.
  - Refill PB&J table as needed.

- **Dishes need to be done before continuing to prep snack**
- Begin prep for next meal: Dinner
- Follow meal recipe posted by white board
  
- After dinner service going into snack service
  - Restock plates, bowls, and utensils as needed.
  - Repeat tasks from after lunch service.
  - Begin prep for snack service.
  - Follow meal recipe posted on white board.
  - Wash, dry and store dishes.
  - Refill PB&J box.
  - Clean and wipe tables, store plates, utensils, etc. and store underneath trailer.
  - Shut trailer door and bin doors and turn off lights.
  
- Day 2: Breakfast service going into lunch service
  - Begin breakfast prep 2 hours before meal time,
  - Setup cereal station with dispenser, spoons, milk, soy milk.
  - Restock plates, bowls, and utensils as needed.
  - Follow meal recipe posted on white board.
  - Repeat task from above going into prepping for lunch.
  
- After lunch service going into end of camp.
  - Repeat task from previous day's lunch service.
  
- End of Camp
  - Wash dishes while lunch is being served.
  - Store and secure pots, pans, and utensil box.
  - Clean griddle as needed.
  - Wipe and sanitize tables and stack for loading.
  - Dump leftover drinks, rinse jugs and sanitize before loading.
  - Take inventory of canned goods in pantry.
  - Clear, clean and sanitize refrigerator.
  - Place leftover dressings, jelly, jam, and other perishables in ice chest to be stored until next camp.
  - Wash, sanitize and dry floor mats.
  - Scrub and mop kitchen floor.
  - Place mats back into kitchen trailer.
  - Load back end with tables and drink station, jugs and close rollup door.
  - Store unused plates, bowls, utensils, cereal dispensers, and other items underneath the trailer and close bin doors.

Some jobs are assigned to individuals, some for the entire tour, and some as needed. There are also some jobs that will have a designated person assigned them due to the complexity of the task. Most of the jobs above are all team-related. The idea is to help out where help is needed and step up at any time to assist team members. There will be times during the tour when there

is only a limited amount of Support Staff, so ability to multi-task is key to joining the food services team.

#### **IV.B Uniforms and Costumes**

Uniform Support Staff have the responsibility for the maintenance, upkeep and cleanliness of the corps' uniforms, color guard costumes, flags and other miscellaneous items. Representative duties include:

- Measuring members for accurate sizing
- Alteration of uniforms
- Maintain uniforms
- Handle sewing emergencies
- Label uniforms / uniforms bags / shako boxes

Although sewing skills are primary in this department, they are not required for all jobs.

#### **IV.C Transportation Crew**

The Transportation Crew maintains strict adherence to Federal and State regulations. Our members travel an average of 12,000 miles every year. We strive to provide safe, reliable and efficient transportation utilizing a combination of Pacific Crest owned vehicles and vehicles that we rent. This would include charter bus companies and other transportation providers such as Ryder, Penske or Pac-Lease.

Our fleet is driven by a combination of employees (commercial drivers) and volunteers, who have the responsibility of transporting the corps members, staff and support staff. These drivers follow the direction given by tour management and a designated lead driver. They are also responsible for general maintenance of the vehicle while on the road (i.e. oil and other lubricant changes, tire pressure maintenance, vehicle washing, waste water dump, etc.).

All of our commercial drivers are required by the Department of Transportation to maintain accurate, daily drive logs and vehicle inspection forms and to abide by all the DOT rules and regulations in regards to on and off-duty time limits. Strict adherence to federal regulations regarding drive time, sleep time and vehicle and personal documentation is expected.

For Pacific Crest Corps, the caravan may consist of four buses, two tractors each pulling one trailer, a box truck, and two auxiliary vehicles. The corps travels as a convoy and all vehicles are equipped with FM band radios, company or personal cell phones for communication. We primarily travel between 10:00 p.m. and 6:00 a.m.

Drivers are responsible for setting up the kitchen trailer upon arriving at housing and show sites, which includes and not limited to the following:

- Hooking up water and electrical supply.
- Unloading tables, drink station and jugs.
- Unloading and setting up the stairs.
- Unloading trash cans, ice chests, utility wagon, etc. from center of the aisle.

## **License Requirements**

Tractor-trailers require a CDL – Commercial Driver’s License (physical and drug tests are required and drivers must be at least 25 years of age).

All other vehicles regular a class “C” driver’s license.

Each driver is required to provide Pacific Crest with a copy of their Driver Record which is available online from the California DMV. Go to <http://www.ca.gov>; then click on “Online Services;” then click “Driver Record.” There is a \$2.00 fee.

The organization can assist you in acquiring the appropriate license if you are interested in driving a tractor and do not have a CDL. Although our greatest need for drivers is during summer tour, we also need drivers for local camp weekends and pre-tour, as well as moving the vehicles locally around town for service, repairs and fuel requirements.

## **IV.D Equipment Trailer Maintenance**

To maintain a safe, clean and organized equipment trailer for our members. Responsibilities include:

- Keeping the inside of the truck clean and orderly
- Opening and closing the truck
- Assisting with pit instrument removal and storage
- Assist with moving equipment to the show
- Maintain pit cart
- General maintenance and repairs

## **IV.E Merchandise Sales**

Selling merchandise is one way that the organization generates revenue to support all of its programs. We generate added revenue by promoting the sale of souvenir merchandise (apparel, audio/visual products and specialty items). The Merchandising Team is responsible for presenting Pacific Crest organization in a friendly and positive manner. PC merchandise sales provide a major source of revenue. Personnel are needed to help transport merchandise as well set up/tear down the booth; staging, stocking, tracking inventory, and selling.

Merchandising personnel are a public-facing marketing arm of Pacific Crest and can be priceless in communicating our multiple messages when it comes to recruiting, alumni, and the shows we host. You might be surprised how many fans come to the merchandise booth with questions and comments, rather than an interest in buying a T-shirt.

Pacific Crest uses the Square application to track cash and credit card sales. You may be asked to download the Square app onto your personal smartphone or tablet; however, a Pacific Crest cellular data plan will be provided.

## IV.E Health Team

The Pacific Crest Health Team helps ensure the physical well-being of personnel during camps, pre-season, and tour. The team is made up of the following licensed personnel:

- Nurse
- Physician's Assistant
- Physician
- Physical Therapist
- Athletic Trainer
- EMT

Responsibilities include, but are not limited to:

- Assessing injuries, illness, and administering the appropriate care
- Active involvement in decision making regarding calling one of our physicians for consultation, hospital visits, making hospital runs and implementing.

Sample Daily Tasks at Weekend and In-Town Camps

- On Rehearsal and Show Days:
  - Take weekly inventory of Med Bay Supplies (Done on first rehearsal day).
  - Type up Treatment Reports and Medication Administration Log. Upload to Google Drive at end of day.
  - If needed, make runs for more supplies/pick up prescriptions
- During Mealtimes:
  - Ensure that sports drinks and water jugs are made and full.
  - Open Med Bay
  - Treat members as needed
  - Take note of over-the-counter medication administered to members. Prepare end-of-day medication list for inventory control. Upload list to Google Drive.
- When Transporting to an Urgent Care/ER:
  - Inform Admin on duty of need for transport.
  - Inform Jim Olea of situation by phone and complete incident report on Drop Box.
  - Bring the hard copy of Medical Record Form of member(s) being transported
    - Ensure that copy of insurance card and photo I.D. or driver's license is carried by member.
  - If a prescription is needed, contact Jim Olea with member's date of birth and full name. Jim will contact Dr. Cantrell with prescription details. Have name and phone number of the Pharmacy ready to give to Dr. Cantrell
  - While en route, have student call and update parents if possible
- If EMS is needed:
  - Call 911

- Have hard copy of Medical Record Form of Member for EMT/EMS personnel.
  - Ensure that copy of insurance card and photo I.D. or driver's license is carried by member or Health Team member accompanying student to hospital.
- Inform Admin on duty, Jim Olea, and Stuart Pompel of member status.
- Stuart should call parents with member status.
- If possible, Med Staff should accompany member in ambulance or follow along with a Pacific Crest vehicle
- Be sure to get name of hospital member is being transported to.
- Update the Health Coordinator and tour admin of final status of member.
- Call parents to report final status update.

Once a member has been provided orders from a Physician to restrict activity for a period of time, the member will be restricted from such activity regardless of their personal ambition. Health Team staff help manage the following:

- Monitoring marching members and staff with specific health conditions.
- Inventorying and stocking first aid supplies and kits
- Participating in decisions relating to the nutritional needs of the marching members.
- Supervise and participate helping to keep Corps members properly hydrated.
- Monitoring general sanitation of food products, equipment and surfaces
- Medical record keeping (daily logs), insurance forms, and accurate documentation
- Assisting other areas and Support Staff with their responsibilities, as time permits

**Code of Ethics:**

Licensed medical providers will conduct themselves in the same professional manner as they would within a traditional health care environment and adhere to their state laws. The Health and Wellness Support Staff should be conscious of the fine line between professional and social behavior when interacting with members, staff, management, and other Support Staff.

**V. GENERAL POLICIES**

Any questions regarding the policies listed below should be directed to the CEO.

**V.A Minimum Age**

Support Staff spending more than one day with the corps must be 21 years old or above. Support Staff are not allowed to bring dependents under the age of 21 on tour.

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## **V.B Tour Accommodations and Packing List**

As a Support Staff member, you are provided with meals, group transportation and the necessary materials to complete your duties.

The following items are important to pack to make your stay with the corps more comfortable:

- Air Mattress /Sleeping Bag / Sheet / Pillow / Ear Plugs / Eye Shades
- Toiletries
- Towels (bath and washcloth or Scrubby)
- Shower Shoes
- Sunglasses
- Hat
- Sunscreen
- Comfortable Shoes (two pairs that can get beat up)
- Something to do in your spare time (books, magazines)

Space is limited so please bring the minimum number of items you need and keep your packing to one carry-on suitcase that can go under the bus and a small overnight bag that can go onto the vehicle with you.

The Corps usually stays at a school in a community near the show site. The members sleep in the gym while instructional staff and Support Staff sleep in surrounding classrooms. Air conditioning is not guaranteed, and for this reason, you may wish to include a sheet as well as a sleeping bag.

## **VI. CONDUCT**

### **VI.A Professional Behavior**

Support Staff members agree to:

- Act in a way that represents the best interests of Pacific Crest and its members
- Act in accordance with our contractual responsibility to our corporate partners.
- Establish and maintain a positive learning environment
- Be sensitive to the local community and to our housing agreements at all times,
- Behave in a professional manner. Unprofessional behavior includes:
  - Sexual conduct with a member (See Sexual Conduct and Harassment for details)
  - Insulting or offensive language
  - Participating in or encouraging hazing or other demeaning behavior
  - Disorderly or violent behavior
  - Inability to perform assigned tasks due to alcohol or drug use
  - Substance abuse
  - Violation of housing policies regarding alcohol and tobacco use

## VI.B Alcohol and Drug Consumption

Support Staff shall not consume alcohol while at work with Pacific Crest. “At work” includes the time period between the start of your workday and the end of it.

Support Staff shall not engage in the use of illegal drugs, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack cocaine, barbiturates, and diet pills during the term of this Contract. The CEO may terminate a Support Staff member immediately without the obligation if this provision is breached.

## VII. SEXUAL CONDUCT AND HARASSMENT POLICY

Support Staff members are expected to maintain a professional relationship at all times with all corps and staff members. Inappropriate comments or behavior will not be tolerated.

Fraternization between Support Staff and corps members is not consistent with the educational goals of Pacific Crest and therefore is prohibited.

To further protect minors, Support Staff members who engage in sexual conduct with a member younger than 18 years of age will be dismissed for cause immediately and are subject to prosecution to the fullest extent of the law.

During the off-season, Support Staff who date or engage in sexual conduct with a corps member from a prior year, who is still eligible for membership, may not return as a member of the Support Staff.

Support Staff who create, through word or action, a hostile work environment for corps members or other staff are subject to dismissal. Examples of inappropriate behavior include:

- Requests for sexual favors
- Demeaning sexual inquiries and vulgarities
- Discussion of sexual behavior
- Offensive language
- Other verbal or physical conduct of sexual or degrading nature
- Sexually offensive, explicit or sexist signs, images or literature in plain view
- Offensive and vulgar graffiti
- Inappropriate, provocative or revealing clothing

Decisions about what constitutes inappropriate behavior will be made by the senior staff member present at any time. These behaviors are always inappropriate when they involve the members or when members are present. This includes, but is not limited to, rehearsals, performances, meals, and travel.

**All Support Staff have a duty to report suspected violations of this (or any policy at Pacific Crest). Reports may be made to the CEO, a direct supervisor (who must escalate them to the CEO), or via our confidential online form at [MyPrivateReport.com/pacific-crest](https://myprivatereport.com/pacific-crest).**

## **VIII: DRUM CORPS INTERNATIONAL POLICIES**

### **VIII.A DCI Security Credentials for Contest Entry**

DCI security credentials must be worn on a lanyard around your neck to get into DCI sanctioned shows. Pacific Crest is allotted a certain number of badges to be distributed to staff and volunteers. The credentials are the property of Pacific Crest and must be returned to the Tour Manager, department head or caption head before leaving the corps. To be eligible for a DCI security credential you must be a scheduled Support Staff member for the current season.

There are a limited number of badges available. Personnel other than instructional staff or scheduled volunteers, including friends, family and significant others must be prepared to purchase full-priced tickets through DCI. Security credentials are not valid for contest entry during the week of the DCI Championships. Instead, a limited number of wristbands or other alternate additional identifier will be issued in conjunction with the. Security credentials do not necessarily entitle holder to a seat inside the stadium.

### **VIII.B Recording**

Due to music licensing and copyright laws, along with agreements with Drum Corps International, Pacific Crest Board of Director's have issued the following statement regarding taping or recording Pacific Crest Drum and Bugle Corps: "NO staff member, volunteer or marching member of Pacific Crest may make or give permission for any type of recording to be made or broadcast".

### **VIII.C Photography**

No person is allowed to post, sell or distribute still, digital or video photographs of Pacific Crest in uniform or behind the scenes to any public internet site, publication or individual without the express written permission of Pacific Crest.

### **VIII.D Public Relations**

The CEO is the only person to authorize public relations activity. This includes any media; i.e. newspaper, internet, television, radio, etc. Staff and volunteers are not authorized to represent the organization without the consent of the CEO. Requests of this type, and any questions or concerns about this policy are to be directed to the CEO. Refer to the Pacific Crest Media Relations Policy for more information.

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## DCI Code of Conduct

Drum Corps International is the world leader in producing and sanctioning competitive stadium events for the world's most elite and exclusive marching music ensembles. As "Marching Music's Major League", we share a responsibility to serve as ambassadors for our activity and to uphold the standards of excellence which are expected of us by all of those with whom we interact. Adherence to the DCI Community Code of Conduct and Ethics Guidelines along with the supplemental Codes of Conduct listed below will help to create a fair & equal performance stage upon which all DCI Participating Organizations can continue to grow & excel.

DCI and its Tour Event Partners have made arrangements on the Participating Organization's behalf to utilize facilities in connection with their preparation and participation at events. As a condition of participation, the DCI Participating Organization's staff, volunteers and performers are "ambassadors of DCI" when participating in DCI Tour Events and therefore agree to the following event related codes of conduct:

### 1. Housing Site:

- Abide by local/state/federal rules and regulations including the prohibition of alcohol, tobacco and drug use on the grounds of any facility contracted by DCI or the DCI Tour Event Partner. This includes the discarding of empty containers, ashtrays, etc., on facility property which could be construed as having violated the law.
- Abide by the wishes of the facility administration including respecting those areas which are marked "off limits", either expressed or by basic common sense. Cooperate with facility officials with regards to scheduling around previously scheduled events in the facility.
- Use sensitivity and common sense in dress codes while at schools, especially if summer sessions are occurring. Shirts and shoes that would be deemed appropriate in a school setting should be worn and clothing changes should occur in an appropriate place.
- Be sensitive to public audiences, including utilizing language that is appropriate for professional and student populations.
- Leave the facility better than found. The handling and disposing of waste products, especially garbage and sewage from food preparation, should be in accordance with health codes and facility administration standards.

### 2. Event Site:

- Housing Site and Field Care Codes of Conduct as expressed above.
- Parking lot sensitivity, including trash clean-up, members dressing out of direct view of public, and health code regulations if utilizing food service.
- Instructional and support staff are to wear their DCI security credentials/badges, displayed around the neck where name of Participating Organization can be easily seen, at all times while in attendance at any DCI event. Please allow extra time when approaching a gate in order that the event staff can check your badge. Staff should never assume that volunteer or employed stadium event teams know your staff's affiliation and/or that any staff should be in back-stage areas. (Policy 418.4)

- Staff and support are to assist Tour Event Partners in the protection of the gate by asking family and friends not directly working with the corps to utilize public ticketed entrance gates. At no time should a non-credentialed person expect to enter or exit to back staging or sensitive areas of the venue, which varies in each stadium. Please check with the DCI Contest Coordinator for specifics. (Policy 418.4)
- Staff and support should be aware of the paying audiences' enjoyment of the Participating Organization's performance. Those using DCI security badges for entrance are asked to sit outside of the reserved seating area, and if choosing to sit in a staff viewing area during their Participating Organization's performance should seats be available, to be sensitive to voice levels and movement once the Participating Organization's performance begins. (Policy 418.4).
- Staff/member demeanor and language should be professional and non-aggressive in critique and audience situations, and when interacting with event staff.
- After a Participating Organization performs, member-seating is to be in non-reserved and/or non-sold sections of the venue. Seating in aisles or "squeezing in" to reserved areas not only is an infraction to fire codes, but also diminishes the paying audience's experience. (Policy 418.4)
- Dress should be clean and in keeping with the image of the activity.

### **3. Field Care:**

- Fields at rehearsal facility should be agreed upon with contact and/or facility administrator before utilizing. Participating Organizations are prohibited to use any field without permission.
- All facilities officials, especially turf managers, are SUPER-SENSITIVE regarding use of their artificial or natural turf field. SPECIAL CARE must be taken at ALL times.
- Be aware that DCI is leasing housing and event venues. Despite detailed explanation of DCI's use of the field prior to the stay or event, at any point, the manager of the facility may decide to prohibit equipment, carts, props, etc. from going onto the field.
- Please consult the DCI Contest Director in advance of the season or use for any construction concerns regarding scenery (props) utilized on the field.
- Non-permanent paint or other substance that will not kill or burn the grass should be used when marking the field. NO logos or anything other than yard lines shall be painted. (Policy 418)
- Reminder that substances such as liquids (including water), any powder like substance, or anything that would leave debris behind are forbidden. (also reference 4.7.2 in the DCI Rules Manual)
- Care should be taken when moving front ensemble equipment and props on and off the field so as not to cause damage to the field. A minimum of 8" wheels should be utilized on any carts or props pulled onto the field. (Policy 418) Extremely special care should be taken with any type of equipment on the "playing" surface.
- Motorized vehicles must be in top condition and MUST HAVE A DIAPER IF GAS POWERED. Some facilities may not permit a vehicle that you have used all season based on the type of tires utilized.

- Tarps or covers and props or scenery of any kind that will hinder the oxygen flow to the grass surface or create high levels of heat that can "burn" the surface are not allowed. (Rule 4.7.4 and Policy 418)
- If utilizing scenery (props) that does not require wheels and can be carried, all parts touching the field surface MUST be rounded. Look for anything that could potentially snag or dig into the ground and eliminate it.
- If a field damage should occur, it is the Participating Organization's responsibility to make arrangements for reconciliation prior to leaving the facility.
- DCI strongly recommends that Participating Organization's follow all safety requirements and regulations for all props and equipment, and plan/train/utilize all props and equipment with the utmost of forethought for performer (and others) safety while loading, assembling and performing. The DCI Contest Coordinator has the authority to prohibit the use of any prop or equipment that (s)he believes presents an unreasonable or unacceptable risk of injury or harm to performers, others, and/or property.

## **IX. OTHER POLICIES RELATED TO SUPPORT STAFF**

The following policies (and others) can be found at [www.pacific-crest.org/policies](http://www.pacific-crest.org/policies).

[\*\*Background Check Policy\*\*](#)

[\*\*Compliance and Ethics Reporting\*\*](#)

[\*\*Harassment Prevention Training\*\*](#)

[\*\*Media Relations Policy\*\*](#)

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