



PERSONNEL MANUAL



SANTA CLARA
VANGUARD



VANGUARD
CADETS

1795 Space Park Drive

Santa Clara, CA 95054

www.scvanguard.org

TABLE OF CONTENTS

[Section I: VMAPA Overview](#)

[About VMAPA](#)

[VMAPA Fun Facts, History, and Tradition](#)

[Strategic Plan, Mission, and Values](#)

[VMAPA Code of Conduct](#)

[Section II: Prohibited Behaviors](#)

[Violence](#)

[Harassment](#)

[Bullying and Physical Assault](#)

[Hazing](#)

[Drug, Alcohol, and Tobacco Use \(Contraband\)](#)

[Racism, Sexism, and the LGBTQIA+ Community](#)

[Discrimination](#)

[Sexual Harassment](#)

[Sexual Exploitation](#)

[Sexual Assault](#)

[Grooming](#)

[Stalking](#)

[Fraternization](#)

[Media Misuse and Misrepresentation](#)

[False Reporting](#)

[Section III: Preventative Strategies and Resources for Personal Harm](#)

[Whistleblower Protection](#)

[Background Checks](#)

[2:1 Ratios](#)

[Investigation Procedure](#)

[Section IV: Program Information](#)

[Health, Safety, and Wellness](#)

[Food Service](#)

[Accommodations](#)

[Prospective Member Specifics](#)

[Member Specifics](#)

[Staff Specifics](#)

[Volunteer Specifics](#)

[Parent Specifics](#)

[Prop Plan, Loading/Unloading, and Equipment Safety](#)

SECTION I: VMAPA OVERVIEW

About VMAPA

Vanguard Music and Performing Arts (VMAPA) – VMAPA is a non-profit performing arts organization that sponsors a number of programs including the Santa Clara Vanguard and Vanguard Cadets.

Santa Clara Vanguard Drum & Bugle Corps (SCV) – The Santa Clara Vanguard was formed in 1967 in Santa Clara, California and is the flagship program of Vanguard Music and Performing Arts. SCV won its first championship title in 1970 at the American Legion Championships and went on to win the coveted Veterans of Foreign War Championships in 1971. In 1972, SCV became one of the founding members of Drum Corps International and has since won 7 DCI World Class Championship titles (1973, 1974, 1978, 1981, 1989, 1999, 2018.) SCV holds the distinction of being the only drum corps to make Finals every year since DCI was formed.

Vanguard Cadets Drum & Bugle Corps (SCVC) – The Vanguard Cadets were formed in 1971 in Santa Clara, California and compete in DCI's Open Class Division, primarily traveling throughout the state of California. SCVC has enjoyed great success throughout the years, having claimed six Open Class Championship titles (2000, 2008, 2013, 2015, 2017, 2018) and performed at DCI World Championships 16 times. The group has made it as far as DCI World Class Semifinals every year since 2011.

Vanguard Alumni Association – The Vanguard Alumni Association serves to create a fully inclusive network of alumni, acting with integrity and advocacy for the organization. As a group, these Alumni come together to support current members in a number of ways that include ordering member shirts, purchasing age-out gifts, and providing scholarships. Any and all former Vanguard program members are welcome to join the Vanguard Alumni Association after aging out!

VMAPA Championship Titles:

1970: American Legion Champions (SCV) – Portland, OR
1971: VFW Champions (SCV) – Dallas, TX
1973: DCI World Champions (SCV) – Whitewater, WI
1974: DCI World Champions (SCV) – Ithaca, NY
1978: DCI World Champions (SCV) – Denver, CO
1981: DCI World Champions (SCV) – Montreal, Quebec
1989: DCI World Champions (SCV) – Kansas City, KS
1999: DCI World Champions (SCV) – Madison, WI
2000: DCI Div. II Champions (SCVC) – College Park, MD
2008: DCI Open Champions (SCVC) – Bloomington, IN

2009: WGI World Guard Champions (SCVWG) – Dayton, OH
2011: WGI World Guard Champions (SCVWG) – Dayton, OH
2011: WGI Open Percussion Champions (VWP) – Dayton, OH
2013: DCI Open Champions (SCVC) – Michigan City, IN
2015: WGI World Guard Champions (SCVWG) – Dayton, OH
2015: DCI Open Champions (SCVC) – Michigan City, IN
2017: DCI Open Champions (SCVC) – Michigan City, IN
2018: DCI Open Champions (SCVC) – Michigan City, IN
2018: DCI World Champions (SCV) – Indianapolis, IN

[SCVanguard Link Tree](#)

VMAPA Fun Facts, History, & Tradition

- Vanguard is defined by Webster's Dictionary as "the foremost or leading position in a trend or movement" and "the foremost position in an army or fleet advancing into battle".
- The founder of the Santa Clara Vanguard was Mr. Gail M. Royer. He was the Corps Director from 1967 through 1992. He passed away on June 17th, 1993.
- Vanguard's corps song is Stephen Sondheim's Send in the Clowns from the musical "A Little Night Music." The corps first performed the song as part of their musical program in 1974, the year SCV won its second DCI World Championship. In that year, Clowns was performed at a quicker tempo with both the hornline and drumline. The snare parts were written with a rimshot played at the height of the piece. In honor of this memory, all of the Alumni Corps have found a way to incorporate the rimshot when they perform Clowns.
- The organization has historically been visually distinctive by the wearing of an Aussie hat as part of the uniform. The origin of the Aussie is from the Australian Army who pushed up the side of the brim so their rifles could be carried. Vanguard is known for the large red or white feather worn on the Aussie. The feather was moved down when worn with the uniform, until the corps was ready to take the field. Prior to stepping onto the field, the drum major would call "Feathers Up! Mark time in your best, step off." and the corps would turn their feathers to stand straight up, which signified a readiness to perform. The Aussie hat became a symbol of pride, which was carried and worn by members with respect and pride.
- The Vanguard Star is an eight-pointed star that has been the SCV symbol since 1972. The stars are given to members at the end of the season, kept as mementos, and placed on the corps jacket upon graduating from the corps. Similarly, the Vanguard Cadets' Shield is given to SCVC brass, percussion, and color guard members during their season.
- "Amana" is the beloved traveling food truck that has served members of the Santa Clara Vanguard for many years. The current "Amana" is actually the 3rd edition to travel with the drum corps, and the current Amana was newly added to the fleet for the 2019 season. Our food truck first earned this nickname because of the Amana brand appliances it came equipped with.
- The Vanguard Business Office is located at 1795 Space Park Drive in Santa Clara - the heart of Silicon Valley. This facility includes a complete Bingo Hall, administrative office, equipment storage, merchandise and uniform storage, a music rehearsal room, and a dance studio. The Vanguard Office is dedicated in memoriam to Mr. James Edwards, who helped establish the Vanguard Bingo operation.
- Other Vanguard traditions include the Bottle Dance, The Vanguard Yell, The Vanguard Walk (formerly known as God Walking), Vanguard's Cymbal "V", and the Green Feather formerly worn in the Aussie, hair, or behind the star by age outs of the Vanguard for their final performance that is now ceremonially given to age outs though aussies are no longer worn.

Strategic Plan, Mission, & Values

Strategic Plan

View our [Strategic Plan](#).

Mission

To inspire communities and enrich lives by increasing opportunities for participation, education, and excellence in the performing arts.

Vision

We envision a world in which everyone has access to valuable life-transforming experiences through performing arts.

Values

- 1) Integrity: We conduct business and personal interactions to the highest standards of ethics, class, stewardship, and trust both internally and externally.
- 2) Passion: We do the work we do in concert with, and inspired by, the enthusiasm and excitement of our incredible performing groups.
- 3) Future Focus: We seek training and development, assume greater responsibility, and forge forward untethered by the practices of our past.
- 4) Personal Responsibility: We achieve results and accept accountability for the betterment of the organization while exercising humility and defining success both individually and collectively.
- 5) Excellence: We strive to be the best in all aspects of our organization.
- 6) Respect: We demonstrate a high regard for others and value the healthy exchange of ideas and opinions while interpersonally appropriate and aware.
- 7) Communication: We communicate in a positive, honest, and productive manner within the organization and stakeholders. We communicate easy and difficult information with dignity and focus on the betterment of our organization.
- 8) Positivity: We strive for a culture that lifts each other up, focuses on strengths, and addresses challenges in a collaborative, growth oriented, and universally enriching approach.
- 9) Community: We engage in our community in Santa Clara and beyond by developing relationships, being of service, and working in partnership with our neighbors on mutually beneficial projects.
- 10) Belonging: We actively work to create a diverse and inclusive space that creates safety and equal ground for the success of all participants in the performing arts.

VMAPA Code of Conduct

- Be on time, prepared, and be informed. Communicate absences from required events at least 2 weeks in advance. A required event can include camps, virtual meetings, any date for spring training and summer tour, performances, and more. Read provided information carefully, utilize all resources available, and questions are welcome when you need more clarification.
- Excessive swearing and abusive language is not acceptable. Rehearse and perform professionally. You have the right to expect the same professionalism from all Vanguard stakeholders, including members, instructional staff, volunteers, Executive Leadership, Board of Directors, and alumni.
- You are a role model. It is your responsibility to remember that at all times. This role model responsibility applies to how you conduct yourself at all times. : in rehearsal, on the performance field, off the field, social media, at school, at work, and when you're alone.
- Treat others as you would like to be treated. Respect the personal needs and requests of others. This awareness should apply at all times; including rehearsals, mealtimes, sleeping areas, the bus, social media, texting and direct messaging apps, etc.
- Set high standards for yourself. Ensure that you know, understand, and execute the expectations set forward.
- Take care of and respect your uniform, your equipment, and your rehearsal/housing facilities.
- Additional non-uniform articles of clothing (baseball caps, watches, jewelry, headbands, etc) should never be worn while in uniform or costume, or in the preparation stages of wearing the same.
- Any tattoos must not be visible outside of the uniform or costume. *(Subject to change based on show design.)*
- Haircuts and facial hair/sideburns will be one natural color and have a uniform appearance from member to member in a manner that will be explained at a camp previous to the summer. *(Subject to change based on show design.)*
- While affiliated with VMAPA, you are always considered to be in the public eye and are thus not permitted to espouse or promote political causes or movements that conflict with the core values and mission of the VMAPA organization while appearing as a member of the VMAPA organization in rehearsal or performance. You are also expected to refrain from the public promotion of drug and alcohol use and sexual innuendo. You are not to promote any corporation that conflicts with a current VMAPA relationship, partnership, or sponsorship (such as wearing a Zildjian/Pearl/FJM shirt to rehearsal.) Violations will be grounds for disciplinary action up to and including termination of your contract.
- Treat all members of VMAPA programs, instructional staff, support staff, drivers, volunteers, board members, other groups, parents, and fans with respect. They will respond to you much more positively. If you have concerns with someone, please advise the Corps Director for further support or action.
- You represent the Vanguard Music and Performing Arts organization at all times. It does not matter where you are – rehearsal, performance, social media, messaging apps, school, work, home, etc. What you say and write as a member of Vanguard will be viewed as the opinion and philosophy of the organization. If someone knows you are affiliated with VMAPA then you are representing the entire organization. Make all of your actions happen with pride, class, and integrity!

SECTION II: PROHIBITED BEHAVIORS

Prohibited Behaviors, as follows, should be reported and can result in investigation, the need for appropriate amends to be made, or dismissal depending on the evidence & severity of the offense.

Weapons

VMAPA bans the possession of weapons for members, volunteers, staff, or visitors while present at VMAPA related activities. A weapon is defined as anything that is designed to be used to inflict physical harm on another person or their property, such as guns, brass knuckles, throwing stars, tasers, mace, etc. or any facsimile of these types of items. Likewise, items designed for another purpose may not be used to harm, intimidate, or endanger others.

Harassment

Harassment is defined as communication or behavior that mocks, demeans, puts down, disparages, defames, or ridicules a corps member, staff member, or volunteer. Threats and intimidation are also forms of harassment and bullying. Harassment may also include offensive jokes, name-calling, offensive nicknames, and offensive pictures or objects.

Bullying & Physical Assault

Bullying can be categorized as verbal, social, or physical bullying. Verbal bullying includes gender/ethnic/cultural slurs and teasing, insulting, name-calling, and taunting. Social bullying includes purposeful exclusion, attempts to damage a person's reputation, spreading rumors or gossiping about someone, or intentionally embarrassing someone. Physical bullying is engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any other individual. In many cases, physical bullying is also considered physical assault. Coercive bullying is a controlling behavior that makes a victim dependent on the harasser via isolation, emotional abuse, economic abuse, intimidation, and threats. The victim usually ends up in a state of emotional paralysis and fear of what may happen if they do something that will displease the abuser/harasser. Physical assault includes hitting, kicking, pinching, spitting, pushing, or tripping. Making rude hand gestures toward someone can also be considered physical bullying. Taking someone's personal possessions can be considered physical bullying or theft. Unwelcome pranks can be considered bullying.

Hazing

Hazing is defined as the imposition of strenuous, humiliating, and sometimes dangerous initiation rituals on those seeking membership or inclusion in an organization.

Drug, Alcohol, & Tobacco Use (Contraband)

Illegal substances, whether by federal or state law, or the possession of substances regulated by laws related to age restrictions are prohibited for performing members, staff, and volunteers of VMAPA. Performers are expected to refrain from use of all substances, including vapes, for the entirety of the tour. Staff and volunteers are expected to abide by regulations posted on school grounds and to refrain from the use of legal substances in the presence of performers.

Racism, Sexism, & The LGBTQIA+ Community

Racism and sexism refer to personal interactions, institutional practices or policies, and systemic issues within the marching arts that cause harm to people of color, women, non-binary or transgendered individuals, or people with non-heterosexual identities. Members, staff, and volunteers are protected by the organization from interpersonal harm in these areas. The organization is committed to continued growth and change institutionally in these areas. The organization will advocate within the marching arts as a whole for improvements in all organizations in these areas. VMAPA's stance is one of antiracism, antisexism, and in support of LGBTQIA+ communities. VMAPA will work with volunteers, members, and staff to educate all parties in implicit bias and the avoidance of overt and micro aggressions toward members of protected classes. VMAPA works with nonbinary or transgendered individuals to make individualized accommodations, especially when it comes to correct pronoun use, preferred name use, uniforming, sleeping accommodations, bathroom use, and buses.

Discrimination

Discrimination is treatment or consideration of, or making a distinction in favor of or against a person based on a person's age, race, religion, national origin, sex or gender, gender identity, sexual orientation, physical or mental disability, color, pregnancy, parental status, genetic information, or weight. It involves restricting members of one group from opportunities or privileges that are available to another group, leading to the exclusion of the individual or entities. In membership opportunities and employment opportunities alike, VMAPA strives to refrain from discriminatory practices and to continue actively reversing the tide of discrimination. Discrimination, for this organization, does not include artistically motivated casting decisions based on musical or visual capabilities of performers, and is the sole discretion of VMAPA staff.

Sexual Harassment

Sexual Harassment is defined as unwelcome sexual advances, requests for dating after having been declined once, requests for sexual favors, and other verbal, visual, or physical harassment of a sexual nature. Harassment can include offensive remarks about a person's body/attire, sex or gender, gender identity, relationships, sexual activity, or sexual orientation. Jokes, innuendo, sexually explicit profanity, gestures of a sexual nature, leering or staring at a person, sending lewd images, or asking/telling a person about topics of a sexual nature can be considered sexual harassment.

Sexual Exploitation

Sexual Exploitation includes taking sexual advantage of another person for the benefit of oneself or a third party without consent. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods, or devices): Sexual voyeurism, or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent, indecent or lewd exposure, or inducing others to expose themselves when consent is not present, recording any person engaged in sexual, private or intimate activity in a private space without that person's consent, distributing personal sexual information, images, or recordings about another person without that person's consent, even if the images or recordings were obtained with consent, recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation, inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether sexual misconduct actually occurs, and knowingly transmitting a sexually transmitted disease such as HIV to another person. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

Sexual Assault

Sexual Assault includes physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent because of their temporary or permanent mental or physical incapacity, because they are below the minimum age of consent, or because they are incapacitated due to the use of drugs and/or alcohol. Sexual assault includes non-consensual sexual penetration or sexual contact, or such contact with an individual that is under the age of consent.

Sexual penetration without consent: Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.

Sexual contact without consent: Knowingly touching or fondling a person's genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one's own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

Grooming

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

Stalking

Stalking is defined as engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; (B) suffer substantial emotional distress, or (C) a course of conduct that violates a specific person's request for personal distance or space. Stalking includes conduct that occurs via electronic communications, including social media (i.e., cyberstalking.) If a person asks another individual to cease contact with them, that request should be respected.

Fraternization

VMAPA strictly prohibits romantic or intimate relationships of any kind between adult members and minor members. Romantic or intimate relationships between all volunteers/staff with members of any age are also strictly prohibited. VMAPA recommends a disclosure of relationships among staff to HR, especially in the case of a staff member and their direct supervisor that is consensual. Staff members in a relationship should have no influence on the employment status, compensation, investigation, or promotion of their partner.

Media Misuse And Misrepresentation

All members, staff, and volunteers are expected to represent VMAPA positively through media, and are expected to refrain from misrepresentation of themselves in official capacities. We expect that our sponsors, vendors, and partners will be treated respectfully. We will not engage in derogatory treatment of others within the VMAPA organization, other corps, or VMAPA. We will not use VMAPA's logos or images without authorization. We will not share information that has not yet been made public outside of our organization. We will refrain from sharing copyrighted material. We will utilize equipment provided by VMAPA for work purposes only. Inappropriate electronic messages are not tolerated. We commit to thinking before we post or message.

False Reporting

In any situation where a person is reporting in good faith, whistleblower protection and protection from retaliation are applicable. If it is discovered through the investigation process that a person provided a false report with intention to mislead the organization, this will be considered prohibited behavior and be subject to disciplinary action.

SECTION III: PREVENTATIVE STRATEGIES & RECOURSE FOR PERSONAL HARM

Reporting Concerns with Prohibited Behaviors or Code of Conduct Violations

Reporting prohibited behaviors in real time can help us protect everyone within our organization. While we recognize the need for anonymity in some cases when reporting, we strongly encourage reports that contain contact information (even of a 3rd party) so that the investigative team can ask important follow up questions and report back to you on our findings and actions taken. If you hear, see, or experience something, say something.

Reports can be shared to the A corps director (rca@scvanguard.org), to the Cadet Corps director (rbretado@scvanguard.org), Human Resources (hr@scvanguard.org), the executive director (ivanwert@scvanguard.org).

If you have information or reason to believe VMAPA is violating a state or federal statute, or violating or not complying with a state or federal rule or regulation, we encourage you to report it immediately by contacting a member of management or through our whistleblower submission at: <https://www.scvanguard.org/scv-whistleblower-policy/>.

A whistleblower is an employee who discloses information to a government or law enforcement agency where the employee has reasonable cause to believe that the information discloses: a violation of a state or federal statute; a violation or noncompliance with a state or federal rule or regulation; or with reference to the employee's safety or health, the information discloses unsafe working conditions or work practices in the employee's employment or place of employment.

Defining Consent

Understanding consent is a critical factor in maintaining safety. Consent must be informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, or physical force are used, there is no consent
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting
- If a person is asleep or unconscious, there is no consent
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity
- Consent can be withdrawn at any time and for any or no reason. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after they withdraw consent
- Simply being in a romantic relationship with someone does not grant or imply consent to any form of sexual activity
- Effective consent cannot exist when there is a disparity in power between the parties (e.g instructor/performer or supervisor/direct report)

Mandated Reporting

Many individuals on the VMAPA staff are mandated reporters, including those on the health & wellness team as well as those holding licensure to teach at the K-12 level. A mandated reporter is required to call the police in the city where the incident occurred immediately or as soon as is practicable if they have reason to believe that abuse or neglect of a minor has occurred, and to turn in a written report to the police in the city where the incident occurred within 48 hours.

[This list](#) provides access to many toll-free hotlines to call in the event that a minor is endangered.

Outside the scope of the law, VMAPA considers it essential to everyone's safety that all staff, volunteers, and members report known or suspected engagement in prohibited behaviors. If a member, volunteer, or staff member is experiencing prohibited behavior from anyone within VMAPA, requests for confidentiality cannot be honored and a report should be given to the Corps Director, Executive Director, HR, and Board President barring that the report being made is about one of those parties, in which case that party can be excluded. During meetings with student leadership, regular reminders to report prohibited behavior will be given and documented.

Intervention & De-escalation

All individuals within VMAPA will undergo training on bystander intervention and de-escalation in order to interrupt and prevent harm that is witnessed. It is the responsibility of volunteers, employees, and performing members to make efforts to reduce tension in interpersonal episodes of conflict or challenge.

Confidentiality

It is essential that all staff and volunteers respect the privacy and confidentiality of VMAPA members. Refrain from sharing protected personal information (medical, psychological, familial, disciplinary, or otherwise) privately or publicly. Any personal information regarding members that you are in possession of or become aware of should be carefully protected.

Whistleblower Protection

VMAPA protects those who voluntarily disclose information about illegal activity, and including individuals violating the code of conduct or prohibited behaviors set forth in the personnel manual. This means protecting their membership or employment status, as well as protecting them from retaliation and/or harassment as a result of their disclosure.

Background Checks

Anyone involved with VMAPA beyond the age of 18 must have a clear background check in order to participate in the organization as a member, staff member, or volunteer. This check includes a review of any pending criminal and traffic charges or convictions. Member contracts, staff contracts, or volunteer eligibility will be denied if there is a conviction record and/or pending charges are related to the ability to safely and effectively work with staff and students and be a good role model to members. The results of these background checks are shared with the Corps Director and VMAPA Board of Directors if needed. These parties have the authority to deny anyone participation with VMAPA based on the outcome of the background investigation. These background checks will be completed yearly. Background checks will be performed at the expense of the member, and provided at the expense of VMAPA to staff & volunteers.

2:1 Ratios

All staff & volunteers serving VMAPA are expected to keep a 2:1 ratio at all times for the protection of members and staff or volunteers alike. This means that there can be 2 members and 1 staff or volunteer, or 2 staff or volunteers and 1 member, but never 1 member and 1 staff or volunteer alone together. This applies to electronic communications unless the official Slack (SCV), Band App (SCVC), or Email accounts are utilized.

Investigation Procedure

The Investigation Committee (IC) consists of the VMAPA board president, human resources, the executive director, and the corps director for either or both corps. When a conflict of interest arises (when the investigation involves one of these parties as a claimant, respondent, or witness or when the investigation involves someone that they have a relationship with beyond VMAPA) for any of the parties on the Investigation Committee, they shall not participate in the investigation and should instead receive the final report with any sensitive information redacted after its conclusion. For investigations involving staff ____, for investigations involving members _____. Our practice of interviewing involves an interviewer and a witness/note taker.

VMAPA believes that claimants and respondents should be involved and informed throughout the investigation process to the extent that is possible without violating employment law if a report involves a staff member. VMAPA also believes in respecting requests for anonymity as much as possible without hindering the thoroughness of an investigation or its outcome, or not receive the final report at all if it is determined that their knowledge is not necessary for the completion of their work.

- STEP 1: A complaint is received
- STEP 2: It is determined whether or not parents of a minor, law enforcement, child protective services, DCI, or any other authorities need to be notified immediately. The IC will simultaneously continue the internal investigation unless advised otherwise by any other authority.
- STEP 3: The Investigation Committee (IC) determines if any of their members need to step aside for this investigation and reviews [this training document](#) as a guide for the investigation process
- STEP 4: The level of urgency for the investigation is determined (Tier 1: As immediately as possible, Tier 2: Within 1 week, Tier 3: Within 1 month, Tier 4: An investigation is not necessary)
- STEP 5: The IC gathers any documentation regarding policies in the area of the complaint, contact information as needed, documents available, etc. and begins a report document.
- STEP 6: It is determined if a suspension is necessary during the investigation process
- STEP 7: Question sets are developed by the IC for the claimant and respondent
- STEP 8: The IC interviews the claimant (if the report is not anonymous) and adds findings to the report document
- STEP 9: The IC interviews the respondent and adds findings to the report document
- STEP 10: The IC develops question sets for witnesses and interviews witnesses suggested by the claimant or respondent and adds findings to the report document
- STEP 11: Any final evidence is gathered and added to the report document
- STEP 12: The report document is reviewed by the IC and findings and recommendations are added
- STEP 13: Wherever possible, complainants (if the report is not anonymous) and respondents will be made aware that the investigation has concluded and will be made aware of the findings and recommendations of the report, redacting information that cannot be shared
- STEP 14: Should new evidence become available, the claimant or respondent is encouraged to reach out to the IC

SECTION IV: PROGRAM INFORMATION

Health, Safety, & Wellness

VMAPA hires a team of health & wellness experts to ensure member health, safety, & wellness during auditions, rehearsal camps, and on tour. This team consists of individuals with varied expertise, and is bolstered by connections to consultants with individualized areas of specialty.

The health & wellness team is responsible for creating & executing policy the following areas:

- Creating, collecting, maintaining, & protecting medical records
- Maintaining medical supplies & inventory
- Illness (Prevention, identification, supervision of care, communicating with members, parents of minors, instructional staff & administration)
- Injury (Prevention, identification, supervision of care, communicating with members, parents of minors, instructional staff & administration)
- Mental health (Preventative care strategies, acute care in crisis, and communicating with members, parents of minors, instructional staff & administration)
- Rehearsal Safety (Weather conditions, hydration)
- Determinations of eligibility and parameters for participation in rehearsal or performances for members

[Concussion Protocol](#)

[Weather Protocol](#)

VMAPA has COVID-19 mitigation measures in place for [audition, callback, & rehearsal camps](#) as well as [on tour](#). These are living documents, updated whenever new best practices or better information becomes available.

Members: Please do not self-administer or share medications with others. Our Health & Wellness team would like to document any issue of pain, headache, etc that you are experiencing and would like to help ensure that members are using medications properly, both Over The Counter (OTC) and prescription. Staff or volunteers should not administer medications to members unless they are part of the health & wellness team.

Mental Health First Aid information can be located [here](#).

Food Service

SCV has a head chef and an assistant chef, and works with nutrition consultants to ensure that member nutrition needs are met. All individuals working on Amana will have received ServSafe certification, ensuring proper attention to mitigating the spread of disease or encountering allergens for everyone served at Amana. SCVC has volunteer food preparation staff that are ServSafe certified. Water jug refills should happen at every meal break with the filtered water filling station provided, and back up water stations will be provided as needed. Member water jugs will be uniform in size and appearance (1 gallon, red, with the corps logo) and will be purchased by members from the corps, then sanitized regularly during the season with sanitizing stations provided by the corps. Please do not use your water jug as a chair, for sanitary reasons. If an individual has dietary restrictions or allergens, those can be reported via [this form](#). Everyone should wash their hands with soap and water for 30 seconds before eating and limit

what is touched from that point until eating, and members should not be on their phones in line for food service. Shirts are required while in line for food and while eating.

Seconds will be served 40 minutes into the meal break, and meal service will end 50 minutes into the meal break.

Members should not use caffeine on tour due to dehydration and crashes that follow stimulants leaving your system. The coffee provided at the food truck is for staff and volunteers only.

Accommodations

Over the course of a season at Vanguard, participants will encounter different types of accommodations. Our primary types of accommodations are gymnasiums, buses, and dormitories. Vanguard provides separate accommodations for minors, adult members, and staff/volunteers regardless of the accommodation type. Vanguard also provides separate showering times for minors, adult members, and staff/volunteers with special accommodations for non-binary members via communication with the corps director regardless of the accommodation type.

Non-EPL (Eat/Pack/Load) shower schedules are as follows:

Members can use locker room facilities during snack and breakfast only. Please do not enter the locker rooms for any purpose outside of these times if you are a member. During these 2 specified meal breaks, the first 15 minutes will be reserved for minor members, minutes 15-45 will be reserved for adult members, and the last 15 minutes will be reserved for special accommodations. Staff and volunteers may use showers any time outside of lunch, snack, and breakfast meal breaks.

0-15m: Minor showers

15-45m: Adult member showers

45m-1h: Special accommodations showers

Vanguard Cadets members can use locker room facilities during snack only. Please do not enter these facilities outside of the designated time if you are a member. The first 30 minutes are reserved for members under 18, the next 30 minutes for members over 18, then the last 30 minutes are reserved for special accommodations only. We recommend that members eat within the first hour of snack, so that it helps the food crew pack up on time. Staff and volunteers may use the showers any time outside of all meal breaks.

0-30m: Under 18yrs Showers

30-60m: Over 18yrs showers

60-90m: Special Accommodations Shower

EPL for SCV

0-20m minutes of EPL (20m): Special accommodations showers / Minors eat / Adults members load

20m-40m minutes of EPL (20m): Minor showers / Adult members & special accommodations eat

40m-1h10m minutes of EPL (30m): Adult member showers / Staff & front ensemble eats / Food service

ends @ 1 hr mark

1h10m-1h30m minutes of EPL (20m): Front ensemble showers

1h30m-2h minutes of EPL (30m): Staff/Volunteer showers

EPL for SCVC

0-20m minutes of EPL (20m): Staff showers / All members load

20-40m minutes of EPL (20m): Over 18 shower / Under 18 Members and special accommodations eat

40-1h10m minutes of EPL (30m): Under 18 members shower / Over 18 and staff eat / Food service ends @ 1 hr mark

1h10m-1h30m minutes of EPL (20m): Special accommodations shower

1h30m-2h minutes of EPL (30m): Any extra staff or volunteers shower

Housing: Vanguard buses are a common sleeping area and should be kept clean and tidy, with routine bus cleanings scheduled. We do not hang things in the windows of our vehicles other than corps signage. Sleeping in the middle aisle is prohibited due to it being a safety hazard. We do not use the bathrooms on member buses, and will plan stops for bathroom accessibility. Please contact your bus admin in the event of an emergency stop request being needed.

Please do not roll suitcases on gym floors, and only twin sized (or smaller) air mattresses are allowed. Cots are not permitted as they can damage gym floors. Please do not hang towels from basketball hoops, fire alarms, or other potentially fragile equipment. Please do not eat or drink (except for water) inside of the gym.

It is our goal to leave every housing facility better than we found it. Members should clean up after themselves and others, complete all assigned cleaning tasks, assist others with their cleaning tasks, and report any incident with a housing facility to the corps admin immediately so that we can preemptively find a solution rather than having the housing site discover damage or other issues after we depart.

Please put food waste in the garbage cans provided at Amana only, and be respectful of custodial and admin staff by not overfilling any garbage can. If there is a garbage can that is full, please work with the admin team or food crew in coordinating where to leave full bags, then replace the can with a new bag. If there is a garbage can that is not full, please do not remove it to conserve garbage bags.

Close Contact: For SCV, rather than adhering to the gender binary for sleeping accommodations in gymnasiums or on buses, Vanguard asks that members refrain from sitting on the bus with anyone that they would interact with romantically and from sleeping within arms reach of ANY other member in a gymnasium. For SCVC, the gym will be split by both minors and adults as well as gender identification. Members are asked to immediately report abuse of this policy or concerns with sleeping arrangements for themselves or others. Chaperones will be present on each bus, and complete regular checks for behavior outside of the code of conduct. Members are not permitted to sleep 2 to one bed, or to move beds together to sleep next to each other. On the buses, minor members should be seated only with other minors, and minors will be seated nearest to chaperones.

Privacy: The use of cell phones is prohibited in locker rooms for any member at any time. Please take this

opportunity to charge your device. Nudity is not acceptable anywhere but in locker rooms or within stalls of restrooms. Please wear shoes at all times outside of the gym.

Security: It is essential that all members remain on campus unless the corps is on an excursion together. Members should not venture into areas of facilities that are not part of our schedule, and should remain in gymnasiums or dormitory rooms with the exception of using the restroom during sleeping hours.

Rest: Members should not set alarms during sleeping hours, as Drum Majors will wake the corps up in the morning. In order to allow others to sleep, your phone should be silent during sleeping hours and your brightness should be turned down. If there is a reason that you need to be awake after lights out, please communicate with the corps director.

It is expected that all members are in their beds at the time of lights out and that members are silent at this time.

Drumming, horn playing, and spinning are not allowed in the sleeping area from the beginning of snack until lights out, and drumming is not allowed on any surfaces of the school, dorm, or bus. Please use pads or drums only. For SCVC, there is no playing/spinning in the gym at any time.

Our recommended packing lists can be found at [this link](#). Occasionally throughout the season there will be opportunities for laundry, shopping, or mail drops. That information can be found at this link.

Prospective Member Specifics

To be eligible for membership in the Vanguard Cadets in 2023, all prospective members should be at least 15 years old by June 15th OR complete their freshman year of high school by June 2023 (rare exceptions may be made by corps management). You are welcome to participate in the Vanguard Cadets audition if you are currently an eighth grader with parental permission, but membership offers will be rare.

To be eligible for membership in the Santa Clara Vanguard in 2023, all prospective members should be at least 18 years old by June 1st OR complete their senior year of high school by June 2023 (rare exceptions may be made by corps management). You are welcome to participate in the Vanguard Cadets audition if you are currently an eighth grader with parental permission, but membership offers will be rare.

Please visit the audition page on the [DCI website](#) and use the Age Calculator toward the bottom of the page to see if you are eligible to participate.

Audition camps will be three-day events (Friday evenings through Sunday afternoons) and will cost \$150.00.

While you are encouraged to attend our 3-day audition events, Vanguard does accept video auditions for brass and guard for the same fee as a 3-day camp. If you are interested in this option, please register and pay for the video audition "event" on MySCV and follow the instructions to pay and submit your videos. Grades will be released for video auditions after the conclusion of the event. In the event that you get a

callback and/or contract from your video audition, you will be expected to travel to callback camp and Spring rehearsal camps.

Vanguard's grading system during auditions is a 1, 2, or 3. A score of 1 is both a contract and a callback, a score of 2 is a callback, and a score of 3 is an invitation to try again next year if you remain eligible. Once a contract is given, it is up to the member to maintain their contract through submission of assignments, continued skill development, a commitment to pre-tour training and rehabilitation, and adherence to the code of conduct. All contracted members experience the possibility of getting a field position, an alternate position, or being released from the corps if they do not maintain these standards.

Member Specifics

Members of Vanguard programs have important responsibilities on tour in order to keep our community running smoothly. These duties can include helping with Amana, helping with set up, loading and unloading, helping with clean up, and more. These [jobs](#) are most enjoyable when everyone assigned pitches in with a positive attitude, and least enjoyable when members do not contribute to their assigned duties or do so with resentment or negativity. The consequence for not completing assigned tasks can include loss of rehearsal time in order to follow through with assigned duties, being assigned supervision during downtime to ensure completion of tasks, and becoming solely responsible for a task without assistance if you've left teammates without your assistance.

Members should shower daily and wear clean clothing in order to mitigate the spread of disease and to create a more pleasant and tolerable rehearsal environment for others in your presence. Please wear clothing that is appropriate in representing Vanguard professionally with individuals that may be on site (such as teachers, principals, etc.) inside of housing facilities, during clinics and open rehearsals, and specifically colored shirts during full ensemble when requested. Be sure that your clothing is secure to your body during rehearsal in order to avoid accidental exposure. You are encouraged to wear clothing that represents our corps and [our sponsors](#), and should not wear clothing that represents other corps or non-sponsoring companies. Clothing should not be out of alignment with VMAPA's values and code of conduct.

When wearing a uniform or a corps jacket, it becomes even more important to consider your conduct and the way that you represent the Vanguard organization. You should not eat or drink (with the exception of water) while in uniform. If you encounter any problems with your uniform, please alert the costume manager right away and be sure to complete the [Uniform Repair Form](#).

Members are expected to take careful and proper care of all VMAPA equipment and instruments. For instrument repairs, members should fill out the [Instrument Repair Form](#) and contact Gio Bastante as soon as possible.

Member leadership is selected by [application](#) and is by invitation only in the guard and percussion captions, while being open to all within the brass caption.

At DCI events, wear and prominently display your DCI credentials when you are not in uniform. Do not wear others' credentials or allow others to wear your credentials unless approved by admin. Do not take pictures of your credentials. Wear your credentials around your neck on the lanyard provided by DCI

only.

[Member Packing List](#)

Staff Specifics

Please review the [VMAPA Employee Handbook](#) and [Staff Packing List](#)

- Please utilize your SCV email address for all SCV related correspondence
- Please attend assigned meetings to the best of your ability
- Please attend all full corps meetings and demonstrate attentive listening to the performing members
- Utilize the chain of command properly and refrain from crossing over into the duties of others
- Refrain from illegal substance use
- Do not engage in legal substance use school property or store legal substances inside school facilities
- If you will be seeing members again that day, or if you will be driving or returning to school property within 8 hours refrain from alcohol use
- At DCI events, wear and prominently display your DCI credentials
- Check out your credentials from admin staff when you arrive on tour, and turn them back in when you depart
- Do not wear others' credentials or allow others to wear your credentials unless approved by admin
- Wear your credentials around your neck on the lanyard provided by DCI only
- Please wear clothing that is appropriate in representing Vanguard professionally with individuals that may be on site (principals, students, teachers, etc.)
- Staff should cover torsos (chest to hips) at all times with non-transparent material
- Keep the staff buses tidy, and keep storage to your assigned spaces without creeping into the space of others or publicly shared areas
- It is not permitted to swear in the presence of members, or tell personal stories inappropriate for student/teacher boundaries
- Grievances should be presented respectfully, with a solution-oriented approach, to your supervisor
- Staff members should strive to create a positive, encouraging experience for members at all times
- Corps vehicle or admin team use should be corps related and not personal unless approved by the Corps Director

Volunteer Specifics

Please review the [VMAPA 2021-2022 Complete Volunteer Handbook](#)

Parent/Guardian Specifics

Parents/Guardians of members of the Vanguard and Vanguard Cadets, regardless of if the member is a minor or an adult, can create their own account on [mySCV](#) to be linked to their child. This is helpful for corps admin when needing to quickly contact a parent/guardian. Once a parent/guardian creates a mySCV account, they can go to their profile and under "Relationships," they can add the name and member number of their child and specify the relationship (child, son, daughter, granddaughter, etc). Both parties need a mySCV account and member number for this to link correctly.

SCV also has a [Facebook page for current parents/guardians of SCV members](#). Any parent/guardian of an SCV member can join this page by first answering the membership questions and then being approved by admin. If you have any questions please check this [FAQ page](#) first.

Parents/guardians who are interested in volunteering with SCV and/or SCVC can visit the [Volunteering page](#) on our website for more information.

Prop Plan, Loading/Unloading, and Equipment Safety

VMAPA implements a safety and training system and supervision during loading for the benefit and well-being of its members. This includes:

- Complying with all OSHA, USITT, and Drum Corps International rules and regulations regarding props. Including height, stability, maintenance, and instruction to the members of the handling, transportation, and storage of each specific prop.
- The proper use and implementation of appropriate PPE (Personal Protection Equipment) as the situation necessitates. These are including but not limited to; gloves, hardhats, safety goggles, close toed and non-loose fitting shoes, and or hearing protection.
- Members of the props crew will undergo training to familiarize them with the props they will be handling, and the loading and unloading procedures from the truck. This will be implemented during spring training so that they may gain knowledge and practical hands-on experience before the initial beginning of the competition season.
- Props equipment will also undergo a daily and weekly inspection. Additionally, all props will have a pre-show inspection by the props maintenance personnel proceeding each performance.
- All corps members and staff will have access to a line of communication, email, Slack, etc. to report anything concerning or suspicious to the property maintenance personnel. Reports can be made at any time and each report will be followed through with an in person inspection and will be attended to accordingly in a prompt manner.
- Lighting will be accommodated in the area which props are being loaded and unloaded anytime props crew members are working in a non-daytime environment. There will be internal lighting inside the truck for the actual loading and unloading of props. In addition, there will also be external lights to provide a safe visual area for members of the prop crew to work.

- A traffic cone and stanchion system will be implemented outside of the loading area to reserve the proper amount of space needed for the crew members to work. This will be specifically for any time the props equipment truck shares a parking space with the general public.

The VMAPA practices the **S.E.F.R.** system in regards to handling of prop equipment and member safety.

Safe

The safety of our corps members being of the utmost importance. Our paramount concern is and always shall be the members well-being. Purposely and mindfully planning a system and environment in which the members will come into the minimal amount of risk possible. Above all else, this is the predominant principal and fundamental priority. Member well-being, and physical safety at all times.

Efficient

This is practiced with the knowledge that time is precious. In particular pre-show warm up time is even more so. With that in mind we carry out a system that contains the fewest steps possible, and eliminates any task redundancy or unnecessary repetition. Part of this is also implemented in our prop design. This is having the minimal amount of construction/deconstruction of the prop, and the use of stage/touring methodology and quick connect hardware.

Fair

In relationship to efficiency, we take in mind the fairness of what we ask our members to do. Given that they have most likely had a full day of rehearsal, followed by a performance, we strive to make this task as equitable as possible regarding their time and energy. This again reflects back to the design of our props, and keeping in mind that the props may have to be loaded and unloaded up to four times a day potentially. It is our goal to alleviate as much burden in this task as we can to our members, and have them come out of this with a positive view of the task.

Repeatable

As mentioned before, there is a possibility that our members will be loading and unloading the props multiple times a day. This should be a repeatable and reliable process. The same order, the same placement, the same procedures, every time. This leads back to efficiency, and can give our members the self-assurance that they have a controllable grasp of the task which they will perform hundreds of times during the season.

The Vanguard Music and Performing Arts (VMAPA), takes all effort and scrutiny to make the member experience a safe and secure environment. This is an ongoing process, and we shall adapt to new information and incorporate policies as we acquire knowledge and develop this program for member safety together.