

**HEAT WAVE**  
Drum & Bugle Corps



# Member Manual

Heat Wave Drum & Bugle Corps  
*Florida's DCI Corps*



# Welcome to Heat Wave

Welcome to Heat Wave!

Marching in a DCI Drum & Bugle Corps will be one of the most profound, important, and exciting experiences of your life! The tour brings great challenges and even greater rewards. It will not always go as planned, it will be exhausting, and it will involve excitement and new experiences. Mistakes will be made – some yours, some not, and there will be days you'll wonder how you got into this. However, after the season is all done, you'll look back on this summer as one of the best times in your life and you'll cherish the friends you made here forever.

Please read this guide carefully – with your parents – so we can start together. The information contained here will help set you up for success.

Heat Wave was founded in 2015, and has made exciting progress every year. This year is our first back after a short break due to restructuring, and we look forward to you helping us continue the tradition of excellence given to us by all the former Florida drum corps.

Our goal is to operate in a way that leaves you free to concentrate on being great and reaching for excellence, while not worrying about what is going on around you. We are proud of our tour operation, and we expect you to do your part for our success. Be flexible, have a great sense of humor, be positive, and be creative. It is important we can count on you, just as you need to be able to count on everyone else.

**Jeff Carstensen**

Executive Director

Heat Wave Drum & Bugle Corps



# Membership Obligations

Being a member of a DCI drum & bugle corps means that all of your corps mates are counting on you for our success. To that end, there are a wide array of standards that we all must live up to at all times. The information here is a supplement to the Member Contract and Code of Conduct. We will work with you to help you be successful, but you must do your part and be open with us so we can help!

## Cost

Marching a DCI Drum & Bugle Corps is expensive. Heat Wave strives to keep costs as low as possible for participants. The fees collected from the membership only partially pay for the tour. There will be various fundraisers throughout the year with some aimed at assisting members to raise funds for their personal financial obligations and some that aim to raise money for the corps' general operating fund.

All prospective members must pay a \$75 audition fee to attend their first camp. Our membership fees are \$2,900, and cover everything except the initial audition fee. You'll also need some spending money for the summer tour, but this amount is up to you and your spending habits. A summary of the membership fees and a general payment plan for contracted members is below.

2025 Payment Plan			
2025 Tuition	\$2,900		
2025 Deposit	\$650	1/18/2023	
Tuition Payment 1	\$450	2/22/2023	
Tuition Payment 2	\$450	3/15/2023	
Tuition Payment 3	\$450	4/8/2023	
Tuition Payment 4	\$450	5/3/2023	
Tuition Payment 5	\$450	6/14/2023	

Non-contracted members must pay a camp fee of \$150 for each camp attended. Once a contract is offered, these camp fees (except for the initial audition fee) will be counted towards the member's Tuition.

All payments to Heat Wave are non-refundable. If a member misses a payment, they will be placed on a probationary membership status. After two missed payments in a row, you will not be allowed to participate in any Corps functions including rehearsals, parades, concerts, or competitions, and will no longer be considered a member of Heat Wave. At this point, no further financial obligations will accrue, but you are still expected to pay the first missed payment.

If a contracted member decides to give up their position and quit Heat Wave, they must notify the Executive Director stating their intention. All financial obligations due before that date are still considered owed to Heat Wave, but no further obligations will accrue.



## Communication

Heat Wave will use additional communication methods (including Slack and a text message service) to communicate with contracted members during the summer tour. Information will be shared with members during move ins.

## Attendance

Your attendance at all Heat Wave events is expected. Heat Wave is counting on you to commit to the organization and plan your schedule around our rehearsals. We do, however, understand that other events or commitments that require your attendance may exist and will do everything we can to accommodate these on a case by case basis. Typical events that have been an excused absence from Heat Wave include school commitments like graduation, college orientation, band events (concerts, MPA, etc.), or required testing.

If you anticipate any schedule conflicts, please let your caption head know once you sign your contract. If anything unexpected arises, immediately email your caption head and [anthony@heat-wave.org](mailto:anthony@heat-wave.org) so we can work out a solution.

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Name	Title	Email
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Dr. Elliot Barrett	Medical Coordinator	<a href="mailto:medical@heat-wave.org">medical@heat-wave.org</a>
Tiffany Elkins	Brass Caption Head	<a href="mailto:tiffany@heat-wave.org">tiffany@heat-wave.org</a>
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## Membership Status

Heat Wave is a professional performance organization, and we expect our members to act as professionals at all times when representing our organization. This professional behavior includes abiding by all of the items listed in the Heat Wave Code of Conduct and this Member Handbook. Failure to do so can result in temporary loss of performance privileges (sitting out of a performance), permanent reassignment to alternate status (continuing to participate and tour with Heat Wave but without a spot in the show), or termination of membership.

To avoid such action, simply commit yourself to being a good representative of the organization and dedicate your time and energy into being the best performer you can be. While disciplinary issues are rare, they do happen from time to time and are disappointing for everyone involved.



# Pre-Season

## Camp Schedule

Heat Wave will host the following camps this year. Please pay attention to the calendar on the website for any updates.

Date	Sections	Location
Nov 23, 2024	All	Bishop Moore HS, Orlando, FL
Dec 7, 2024	All	Bishop Moore HS, Orlando, FL
January 18-19, 2025	All	Branford HS, Branford, FL
February 22-23, 2025	Brass	Branford HS, Branford, FL
April 5-6, 2025	Brass	Branford HS, Branford, FL
May 3-4, 2025	All	Branford HS, Branford, FL
May 31-June 1, 2025	All	Branford HS, Branford, FL

## School Conflicts During Camps

During the camp season, there are many possible reasons that would be an approved absence from Heat Wave camps. You would still be responsible for anything you missed, but you can contact your Caption Head for that information. If you anticipate needing to miss a rehearsal camp, you must inform your Caption Head and the Operations Director for approval. If you must miss a camp, you are still responsible for any financial obligations due.

Common, approved reasons for missing a camp are school band concerts, required testing, graduation, or independent ensemble (WGI, youth orchestra, etc) performances. Any unexcused absences may result in dismissal from Heat Wave.

## Move Ins/Spring Training

Our move ins/spring training is planned to start either Saturday, June 14, or Saturday, June 21. This period before our first show will consist of long rehearsal days as we get our show performance ready. You will be given time off to relax and recover, but think of this period as one really long camp.

## Tour

The 2025 Heat Wave tour will begin on July 5 at CrownBEAT in Lexington, SC, and conclude on July 26 at the DCI Southeastern Championship. The full performance schedule is below. Any updates will be posted to the calendar on the website.

Date	Show	Location
Saturday, July 5, 2025	CrownBEAT	Lexington, SC



Monday, July 7, 2025	Drums Across the Smokies	Sevierville, TN
Tuesday, July 8, 2025	Drums Across America	Newnan, GA
Thursday, July 10, 2025	DCI Tupelo	Tupelo, MS
Saturday, July 12, 2025	DCI Little Rock	Little Rock, AR
Saturday, July 19, 2025	Florida Drum Corps Showcase	TBD, FL
Saturday, July 26, 2025	DCI Southeastern Championship	Atlanta, GA

## Life on the Road

Life on the road with a drum corps is not easy, but we're here to help you be successful. At our winter camps, we'll work to provide you with all the tips we can to help you make it as easy of an experience as possible. The first big piece of advice is to "trust the process." You'll come to learn that spending your nights on a charter bus and sleeping on a gym floor is pretty fun! Pay attention to the resources in this packet, listen to any tips you get from vets or staff, and make sure to ask any questions you have well in advance so you can be prepared!

At Heat Wave, you will always be given a minimum of 4 hours of "floor time" each night (that's the amount of time you'll have to sleep on your air mattress at the housing site). We will try to give you as much as our schedule allows, but make sure to do your part and get your stuff off the bus and set up in the gym as quickly as possible. Floor time is a luxury in this activity, and we all (including the staff) want to get as much as possible. Arrival at a housing site is not the time to stay up with your friends or to be on your phone. GO TO SLEEP!

## Sample Daily Schedules

On the road, most of our days will either be a rehearsal day or a show day. We've included sample schedules for you below but know that everything on tour is subject to change at a moment's notice! Be flexible! You'll also have laundry days and a day off or two, so cherish the time off we're able to give you and make sure you use it wisely!

Rehearsal Day		Show Day	
7:00 AM	Wake Up	7:00 AM	Wake Up
7:30 AM	Breakfast	7:15 AM	Stretch/Crew Jobs
8:30 AM	Rehearsal	8:00 AM	Breakfast
12:00 PM	Lunch	9:00 AM	Rehearsal
1:30 PM	Rehearsal	12:30 PM	Eat/Pack/Load



5:30 PM	Dinner		2:30 PM	Depart for Show
6:30 PM	Rehearsal		3:30 PM	Arrive at Show/Unload Truck
9:30 PM	Snack		5:15 PM	Warm Up
11:00 PM	Lights Out		7:15 PM	Performance
			8:00 PM	Dinner
			10:45 PM	Return to Buses
			11:00 PM	Depart

## Packing for Tour

Being prepared to embark on the summer tour is the best thing you can do to ensure a successful summer. We'll give you a packing list and do a 'pack for tour seminar' closer to the summer, but start thinking now. At a minimum, you'll need enough clothes (rehearsal and free time stuff) to last about 2 weeks between laundry days. You'll also need an air mattress and sleeping gear, as well as any toiletries or other personal items you might want. Just remember that you are responsible for everything you bring, and you'll often have to carry your stuff across a school campus early in the morning once we arrive before you can go to sleep. Pack wisely!

## Facilities

During your time with Heat Wave, you will stay in a variety of facilities. Most of our housing sites will be schools, where you'll sleep on your air mattress on the floor (usually a gym). Sometimes we may stay in cabins or other facilities with bunks, but this is the exception, not the rule. We are guests in all of the facilities we stay in, so you are expected to always be on your best behavior and leave them cleaner than when you found them.

When we're on tour, we are likely to stay at a facility that is provided to us by DCI and is new to the organization. The key to your success is to be patient! When we arrive, staff will do a quick tour of the facility and find out any pertinent information we need to share with you. As soon as the staff has checked into the facility, we will release you from the bus to get your stuff and go to sleep.

Always wear a shirt in any building. The facilities we stay at may not know what drum corps does, and they may not want to see people who are not fully clothed. If you must change outfits, think about where you would be allowed to change during the day at your school (likely the bathroom).

Always follow the schedule regarding use of the locker rooms. While we are on tour, the entire corps will be sharing the facilities available at the school. The staff needs to shower too, and the locker rooms will be reserved for staff at designated times each day. If you must use the restroom during this time, do it in one of the other restrooms at the facility. Under no circumstances are members and staff allowed in the locker rooms at the same time! Some daily schedules may require shorter than desired assigned times for shower use, so please be flexible and courteous!



Any transgender and non-binary members may choose whether they feel comfortable showering within the designated male or female member shower times, or whether they prefer a private time to shower. In the event of multiple transgender and/or non-binary members, the decision remains up to each individual student and any possible accommodations will be made. The member's decision shall be communicated to the administrative staff who will, as needed, incorporate an additional shower time window into the schedule.

## **Gym/Sleeping Arrangements**

Members have separate and distinct sleeping areas based on gender. You are expected to remain in the appropriate area of the gym and in your bed before lights out. We must maintain at least a 6-foot neutral zone between members in sleeping areas.

Any transgender and non-binary members shall work with the admin staff to choose the area they feel most comfortable sleeping in. In the event of multiple transgender and/or non-binary members, the decision is up to each individual student and will not be grouped together as an "other" or "third" group against their will. The member's decision of which side to sleep on shall be coordinated with the administrative staff, who will ensure this choice remains available to them during their time with Heat Wave.

DCI policy prohibits cots on tour. Double mattresses are not allowed, and students are to sleep only one person per bed. There is no lying in bed with another member at any part of the day or night. There are also to be no lying down back rubs. The staff will be supervising the member areas at all times, and we expect full compliance with all of the rules outlined in this document. Any inappropriate behavior will be immediately addressed, and we ask all members to immediately report any suspected violations.

While we have a great deal of trust in our membership and we have expectations of respect and responsibility, many of the fundamentals we outline are to make sure we deliver great impressions to our host communities. Our procedures are built not just to safeguard our membership and organizational culture, but to strengthen the immediate impression we leave on those who observe us when we visit and rehearse.

## **The Bus**

While on tour, the bus truly does become your home away from home. Before tour starts, you'll be asked to pick a seat partner and tell the staff who you would like to sit near. The staff will assign the seats on the bus, and you are expected to sit in the assigned seat at all times. If you'd like to change your seat, talk to your bus captain who will come to the staff to get it changed.

Heat Wave is lucky to have a strong relationship with our bus company, and we get high quality buses with amazing drivers. Take care of the bus and clean up after yourself. Most members bring a bus box (a plastic box about the size of a shoe box to fit under your seat) that you can use to store any personal items. You'll also want a pillow and blanket on the bus to help you sleep. Because of safety regulations, members are not allowed to sleep in the aisle of the bus. If you've ever been on a charter bus for a school field trip, it'd be safe to assume that all of the same rules that applied back then apply now.





The bus will have a bathroom, but this is for emergencies only! We will stop occasionally for comfort breaks, but we may not have the time to constantly be cleaning out the holding tanks. You don't want the bus to smell, so plan to get off the bus when we stop to use the facilities there. Sometimes when we stop we may allow members to buy items from the convenience store. This decision will be made with an eye on the schedule for the next day, so wait for a staff member to tell your bus what the rules of the stop are before you rush into the store. We do not always have time for long stops, and you wouldn't want to make the whole corps wait on you because you didn't listen to the rules!

## Equipment Truck

In the past, Heat Wave has used both a semi trailer and box trucks to carry our equipment on the road. Regardless of the type or vehicle used, the truck is everyone's lifeline! Things can get damaged or people can get hurt on the truck if you are not careful and diligent. We must be efficient, coordinated, and organized to travel safely.

- EVERY piece of equipment has an EXACT place.
- Safety is key. Any member loading or unloading the truck must be wearing appropriate, closed toe shoes.
- The truck must be loaded and locked in time for departure. It is your responsibility to make sure your stuff is loaded on time. It can be a very long ride with your equipment on your lap.
- Hang your uniform neatly and in the designated space.
- No garbage, no matter how seemingly insignificant, is to be left on the truck. If you see garbage, throw it away.
- If we have a semi truck, please do not shout, drum, warm up, or make other loud noises near the truck. Our driver is usually sleeping during the day and often at the show too.

## Food on Tour

Our summer meals are planned for summer exertion. Even if you aren't hungry, eat every meal and some of everything. Your normal caloric intake must be increased substantially to keep up with what we do, and our menus provide what your body needs.

Your volunteer kitchen crew will prepare and serve over 15,000 meals this summer to support you. These amazing parents will do almost anything for you and all they ask for is a thank you and a smile so, even if you're having a bad day, ALWAYS THANK THE COOKS!

- Heat Wave is able to offer regular or vegetarian meals.
- We respect and accommodate food allergies, as long as you are not in danger touring with us. We are not always able to support special diets and may require medical confirmation of certain needs, or further discussion on a case by case basis.
- Any medication, hormones, etc. that must be kept cold may be stored in the food trailer. It must be discussed with the Medical Coordinator prior to storage so that the kitchen crew will be aware of how to properly store and label your medication. Do not store anything on the food trailer without prior approval - this is both to ensure the safety of your property and to conserve room on our small trailer.
- Unlimited peanut butter and jelly is served with every meal, but please only take what you need.



- Juice is for meals only. Between meals, use water.
- You have 45 minutes to get through the line for meals.
- Use the hand sanitizer before eating any meal.
- Use only one cup (or plate) per meal. You may reuse it as many times as you like, but we do not want to be wasteful and create extra trash.
- No food or drink in the gym. Schools pay thousands of dollars to maintain their gym floors and we are a guest in their facility. Additionally, we eat our meals outside by the food trailer, unless given specific permission by management to eat indoors. All food-related trash is to be disposed of at the food trailer.

## Tour Duties

Each member of the corps will have a daily job to help the corps while we are on the road. These duties will be assigned by the admin staff. A drum corps relies on every single person to help it run efficiently. Members are assigned a specific tour duty that they are responsible for, and some members will be placed in charge of each of the duty crews to help oversee it. Below is a list of possible tour duties that you may be assigned. More information about the crews will be given out at move ins.

Bus Cleaning	Bus Loading	Facility Cleaning	Field Lining
Food Truck	Gym Cleaning	Rehearsal Setup	Truck Loading

## Volunteers & Visitors

Volunteers are critical to our success on the road, and they are giving up their time to spend working for the organization, so always be respectful and appreciative. The volunteers will perform a wide array of tasks including food service, uniform fitting, equipment organizing, merchandise sales, general supervision, and more! If you or anyone you know is interested in volunteering with Heat Wave this summer, please have them email [mcarstensen@heat-wave.org](mailto:mcarstensen@heat-wave.org) for more info and to sign up!

Visitors are always welcome at Heat Wave rehearsals. We are, however, unable to provide transportation or overnight accommodations for unscheduled volunteers, and they need to check in with a member of the admin staff upon arrival to the corps location. We often enjoy visits from many great visitors on the road (sometimes they even bring food to share with the corps!) which we love, but for the safety of all participants we cannot allow unknown individuals access to the corps. Please schedule your visit in advance or check in with us when you arrive, and we'll be glad to host you for the day!

## Laundry

Members will have an opportunity to do laundry approximately once every 14 days while with Heat Wave. For this reason, members should have 16 days of clothes with them for tour. While most laundromats have detergent for sale, Heat Wave strongly recommends bringing all-in-one laundry sheets, because they are lightweight and can't leak in your tour bag (just make sure to store them in a ziplock bag or other leak proof container).



## Free Days

During the summer members will have a couple of free days to relax, see the sights, and enjoy time away from rehearsal. On these free days, it is crucial that members act in a responsible manner and follow the directions given by the staff. Heat Wave will always offer a to-go meal for anyone who wants one, but some spending money for food on these free days is usually a good idea since you'll have time to eat a nice meal at a restaurant. You will be given a time to return to the busses, and you must make sure you are there at the designated time! We cannot afford to wait for members who are running late, as we often operate on a very specific travel schedule.

## Mail Drops

We arrange for incoming mail every few weeks. Bus snacks, a miss you letter, card, favorite teddy bear, or extra spending money are always appreciated. Do NOT mail liquids. Before you leave, round-up friends to write to you. Yes, it is fun to actually receive something on tour. Parents, don't be scared to send something every mail drop!

Never send mail directly to a housing site. We will announce the mail locations closer to the start of tour along with specific instructions to ensure the mail reaches the correct member. Always use the US Postal Service (the flat rate boxes are usually reliable and a great price).

## End of Tour Travel

Heat Wave will provide transportation back to Florida after our final show. No other stops will be made. If flying home from Florida, you will be responsible for your transportation to the airport, and must fill out a sign-out form with the admin staff before you leave the corps. Any members under 18 will only be released if prior arrangements have been made and agreed to by your legal guardians and admin staff.

## Health and Wellness

### Dehydration

We take frequent water breaks during rehearsal so a personal one gallon water jug is required. Please put your name on your water jug as there will be many others identical to yours! We will have water jug cleaning stations set up at our food truck periodically and you must clean your water jug when directed!

You must drink fluids before exercise and throughout the day. Your body will use 8-16 ounces of water every 30 minutes at our level of exertion. If you begin to get a headache you may already be getting dehydrated and must immediately replace fluids.

Watch to see if your urine is becoming darker than normal. If so, you are heading toward dehydration. If you experience discomfort in the restroom, tell us RIGHT AWAY. Bladder infections can happen on tour.



Carbonation and caffeine worsen dehydration, so Heat Wave only provides water and juice at our food truck. While you may be able to buy soda or other drinks after shows or on free days, these drinks must be coupled with double the amount of water to remain properly hydrated.

## Medical Team

All DCI corps are required to travel with a medical professional at all times on tour. While injuries do happen, Heat Wave strives to prevent any unnecessary injuries. You can help our medical team by preparing before tour (drum corps is hard enough already – the staff will show you some simple exercises you can do on your own to make the summer easier), and by avoiding unnecessary risks while on the road. We will take you to medical facilities as needed, but Heat Wave does not pay medical bills. You are expected to have medical insurance and pay for any necessary treatment.

Before the summer starts, all members will be given a medical form to be used as a physical evaluation to be performed by an appropriate medical professional. This form will explain the activity so your doctor can evaluate you based on the activity you will be doing all summer. This is required to be turned in to the Heat Wave medical team before move ins.

## Mental Wellbeing

A summer on tour can be as psychologically draining as it is physically. We recognize the mental toll that the stresses of being away from home, travel, long rehearsals, and performance can take on individuals. It is important that you recognize that any feelings of angst, anxiety, or depression are normal, and it is okay to ask for help. Members of our team have been trained to help with these issues, and anything discussed will be treated as medically confidential information.

## Footwear/Shoes

Drum Corps is a physically demanding activity, and it is particularly hard on your feet. It is imperative that you do everything possible to protect your feet from injury. While Heat Wave does not require approval of specific shoes, you must bring two pairs of comfortable athletic shoes and comfortable insoles are strongly encouraged. Do not wait until right before move-ins to buy new shoes. You'll want time to break them in before you must use them every day. Bringing two pairs ensures that you'll always have one dry pair, and allows you to continue rehearsing should anything happen to one pair. The visual staff can provide recommendations for good shoes to buy.

Please note:

- Members will not be allowed in rehearsal without approved shoes. This rule will be strictly applied and there will be no exceptions. This rule applies during music sectionals and to the front ensemble. Flip flops or sandals are never appropriate for rehearsal.
- Footwear is required at all times. Walking barefoot is not permitted inside or outside rehearsal sites.
- Wearing flip flops or open-toed shoes will NOT be allowed at rehearsals or when loading, unloading, or moving equipment on trucks due to significant risk of foot injury.



## Drugs/Alcohol/Smoking

Heat Wave has a zero-tolerance policy toward drugs and alcohol. Not only are they illegal, but they would prevent you from being as healthy as necessary to be successful during the summer. Smoking and other tobacco use is detrimental to the health of the user and those around them, and sets a dismal example of positive and healthy decision making and behavior. Despite this, it is a legal activity. Heat Wave, therefore, enforces the following policies:

- Tobacco use is prohibited on school grounds and housing sites at all times. There is to be no tobacco use in or around Corps' vehicles, rehearsal fields, and camp locations.
- The possession, use, consumption, distribution, and/or display of alcohol is absolutely prohibited in and around Corps' vehicles, rehearsal fields, school grounds, housing sites, and camp locations. Being under the influence to any degree in the vicinity of the Corps at any time is expressly prohibited.
- The possession, use, consumption, or distribution of any federally controlled substances, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack, barbiturates, or "diet pills," is strictly prohibited.
- The misuse of otherwise legally prescribed medications or the distribution of them without a prescription, is strictly prohibited.

## Member Safety

It is the policy of Heat Wave to maintain an environment that is free from harassment and/or intimidation. It shall be a violation of Heat Wave policy for any member, educator, management team member, volunteer, member or the board of directors, or other Heat Wave personnel to harass a member through conduct of a sexual, intimidating, or bullying nature. It shall also be a violation of Heat Wave policy for a member, educator, management team member, volunteer, member of the board of directors, or other Heat Wave personnel to tolerate and/or to knowingly fail to report sexual harassment, intimidation, or bullying, as defined by this policy, by a member, educator, management team member, volunteer, member of the board of directors, or other Heat Wave personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities, including events and other non-rehearsal/performance activities.

## Non-Fraternization Policy

Heat Wave holds our staff and management to the highest degree of ethical and professional behavior. Our management/staff-member non-fraternization policy is established in order to promote the efficient and fair operation of the organization, to avoid conflicts of interest, misunderstandings, complaints of favoritism, morale problems, questions, and sexual harassment. As such, all management and staff are prohibited from unethical or inappropriate fraternization with members, including, but not limited to, dating, pursuing a date, and having or pursuing a romantic or sexual relationship with students.



## Adult/Minor Relationships

The nature of our activity results in situations where we have a mix of marching members that are adults and minors (marching members under the age of 18). We are obligated to remind all members of the organization that intimate relationships between adults and minors are illegal under Florida and most other state laws. For this reason, Heat Wave prohibits intimate relationships between our adult and minor members.

## Sexual Harassment and Intimidation of Members

“Sexual Harassment” and “Intimidation” includes member-to-member conduct and member-to-staff conduct as well as staff-to-member conduct and staff-to-staff conduct. It means (1) unwelcome sexual advances, (2) requests for sexual favors, and/or (3) other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person’s employment or membership in the organization;
2. Submission to or rejection of such conduct is used as the basis for employment or membership in the organization; or
3. Such conduct has a purpose or an effect of unreasonably interfering with an individual’s work or educational performance, or creating an intimidating, hostile or offensive working or educational environment.

## Bullying/Cyberbullying

Members of Heat Wave at all times will demonstrate respect for others and contribute to the wellbeing of the organization. Bullying and cyberbullying are prohibited and will result in disciplinary action up to and including dismissal from the organization

Bullying/Cyberbullying is defined as any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a member or members that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the member or members in reasonable fear of harm to the member’s or members’ person or property;
2. Causing a substantially detrimental effect on the member’s or members’ physical or mental health;
3. Substantially interfering with the member’s or members’ on-field performance; or
4. Substantially interfering with the member’s or members’ ability to participate in or benefit from the services, activities, or privileges provided by Heat Wave.

Bullying/Cyberbullying may include a pattern of any one or more of the following:

1. Gestures, including but not limited to obscene gestures
2. Written, electronic, or verbal communications, including but not limited to calling names, threatening harm, taunting, malicious teasing, using angry and vulgar language, pretending to be



someone else and sending or posting material to get that person in trouble, or spreading untrue rumors. Electronic communication includes but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking site/app through the use of a telephone, mobile phone, computer, or other electronic device.

3. Physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property.
4. Repeatedly and purposefully shunning or excluding from activities.

## Anti-Hazing Policy

Hazing is expressly prohibited by Heat Wave under any and all circumstances and between and among our members, staff, and volunteers. Hazing includes, but is not limited to:

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

## Reporting

Members who believe they are, or have been, the victim of sexual harassment, bullying, or intimidation, or any member, instructional staff, management team, or volunteer who witnesses such acts of has good reason to believe they are taking place, should report the situation to the Executive Director or adult staff member immediately. The Executive Director will immediately initiate an investigation into the allegations. Retaliation against any person who reports such acts in good faith, who is thought to have reported such acts, who filed a complaint, or who otherwise participates in an investigation or inquiry concerning allegations is prohibited and will result in formal disciplinary action.

Reports can also be anonymously submitted to the Executive Director and President of the Board of Directors via a google survey on the corps website at [www.heat-wave.org/library](http://www.heat-wave.org/library) or by emailing [report@heat-wave.org](mailto:report@heat-wave.org).

## Disciplinary Action

Disciplinary action may be taken with respect to any member or employee who is found to have committed or participated in an act or acts of sexual harassment, intimidation, or bullying against a member, staff member, or volunteer. Disciplinary action, up to and including dismissal, may be taken with respect to any member or staff of Heat Wave who is found to have committed or participated in an act or acts of sexual harassment, intimidation, or bullying/cyber bullying against another member or staff.

Any individual who retaliates against any person who testifies, assists, or participates in an investigation, proceeding or hearing relating to a complaint or charge may be disciplined. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.



## Confidentiality

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with Heat Wave's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred.

To remain completely anonymous while reporting, please use the form found at [www.heat-wave.org/report](http://www.heat-wave.org/report).





# Heat Wave Code of Conduct

Members (and their parents if under 18) must sign and return a code of conduct to be kept on file by the organization. A separate copy of this document will be provided, but please review this one carefully and make sure you understand what you will be agreeing to.

1. Heat Wave is 100% drug and alcohol free. Drugs and alcohol are not permitted or to be used at Heat Wave rehearsals, camps, functions, or on any of the tour at any time. Local or state authorities will deal with any offense.
2. The possession of contraband (including weapons, flammable or explosive substances, firearms or ammunition, fireworks, controlled substances, and toxic substances) by staff, volunteers, members, or any individual at a Heat Wave event is prohibited.
3. Stealing is illegal and not tolerated at Heat Wave. Examples in the past include taking other people's shoes, plumes, uniform parts, clothing, rehearsal gear, wallets, school property, etc.
4. Any activity that is illegal in any city or state in which we travel and perform is illegal. The local or state authorities will deal with any illegal activity.
5. Heat Wave has a Zero-Tolerance policy for any hazing, bullying, sexual harassment, or sexual abuse. Any member who is aware of or suspects any of these activities is taking place must immediately report it through the proper channels. More information about the Heat Wave harassment policies and reporting procedures can be found in the Member Handbook.
6. Heat Wave is a smoke free drum corps. Our policy is that NO ONE CAN SMOKE on ANY school grounds, Heat Wave busses, around corps vehicles, in uniform, or during events.
7. The attitude we bring and develop in Heat Wave is very important. We must all dedicate ourselves to working hard toward a common goal with a positive approach. Some examples of inappropriate behavior include:
  1. Showing up late to rehearsals, meals, meetings, etc.
  2. Not listening to directions from staff or student leadership.
  3. Profanity.
  4. Not abiding by any or all of the policies included in the Heat Wave member handbook.
8. Heat Wave believes that how we interact with people is extremely important. Courtesy and manners are expected, and we will always make the effort to thank the many hard-working volunteers who make all of this possible.
9. Sexual relations involving any members are not allowed at Heat Wave. Sexual relations involving members under the age of consent may result in notification of the appropriate law enforcement authorities.
10. Providing the corps with incorrect information on any of the required membership forms is not allowed. If something changes (address, emergency contact info, new medical diagnosis/medication, insurance information, etc.), it is your responsibility to immediately inform the admin team to update your records with the most current information.

\*Violation of points 1-5 of this code of conduct will result in immediate expulsion from Heat Wave.



# 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:

## Housing Site Code of Conduct

- 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 discharging 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.

## Field Care Code of Conduct

- Fields at rehearsal facility should be agreed upon with contact and/or facility administrator before utilizing, Participating Organizations are prohibited to use and field without permission.
- All facilities officials, especially turf managers, are SUPER-SENSITIVE regarding use of the 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 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), and 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 of props pulled onto the field. (Policy 418) Extremely special care should be taken with any type of equipment on the “playing” surface.

## **Event Site Code of Conduct**

- 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.
- 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 diminished the paying audience’s experience. (Policy 418.4)
- Dress should be clean and in keeping with the image of the activity.

