



This Code of Conduct is designed to clarify Spirit of Drum Corps Alumni (SDCAA) and its branch societies, Encorps Winterguard, expectations on how members, parents, performers, staff and all volunteers must conduct themselves while involved in the activities of the organization. By following this Code of Conduct, your reputation, and the brand and reputation of SDCAA, will be upheld and protected.

The Code also seeks to provide for a safe, enjoyable and equitable environment for all, in the undertaking of their role within SDCAA.

SDCAA is committed to ensuring the integrity and highest ethical standards in respect of our members, parents, our staff and our volunteers. Underlying this commitment is the need for SDCAA to ensure that all persons contributing to the success of SDCAA act with dignity, honesty, integrity and with respect towards others.

SDCAA reserves the right to discipline, discharge or suspend members, parents, performers, staff and/or volunteers who engage in or is alleged to have engaged in unlawful activity at any SDCAA event. Any such decisions and the content of the reasons will be kept confidential.

Every member, parent, performer, instructional staff and volunteer of SDCAA is expected to perform his/her role in accordance with this Code of Conduct.

**Performers, parents and staff are encouraged to:**

- Participate, for the enjoyment you will receive through performance
- Work equally for yourself and the production, the production will benefit and so will you
- Abide by the principles of performing arts etiquette
- Abide by the policies and practices of SDCAA as they apply
- Co-operate with the directors, all members of the instructional team and fellow team members  
Commit wholeheartedly to the production, rehearsals and activities.

**The Instructors:**

- You have the responsibility for your members - exercise it
- Be reasonable in your demands on performers' time\* energy and enthusiasm. Remember that they have other interests and demands on their time
- Teach your members the principles of performing arts etiquette, and encourage gratification through achievement

SDCAA will provide every member, parent, performer, instructional staff and volunteer with a copy of this Code and brief volunteers, where requested. If anyone has a question on the Code they should consult the Executive Director.

This Code may be amended from time to time, where necessary. SDCAA will distribute updated copies and changes of the Code will be expected to be adhered to. This document is not designed to be exhaustive, but all involved in SDCAA activities will be expected to uphold both the letter and spirit of the Code.

**In addition to complying with the above, all are expected to:**

- treat everyone with dignity and courtesy;
- be fair, considerate and honest in all dealings with others;
- refrain from any behavior which may bring SDCAA into disrepute;
- display control, respect and professionalism in all activities;
- observe proper meeting and rehearsal conduct and protocols;
- be courteous in dealings with other performing arts organizations;
- control their temper: verbal abuse of others in the course of SDCAA activities is unacceptable;
- not behave in any manner, or engage in any activity, while on SDCAA business which is likely to impair positive public perception of SDCAA and its members;
- abide with the Code of conduct or conditions of use, of the venue being used.

**Discrimination, Sexual Harassment and Bullying**

Members, parents, performers, instructional staff and volunteers are expected to respect the rights, dignity and worth of others regardless of their gender, ability, cultural background or religion or of their physical or psychological disabilities.

SDCAA will not tolerate discrimination. Discrimination is any behavior or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behavior as less favorable treatment, unfair exclusion and asking discriminatory questions.

SDCAA will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feel humiliated, intimidated or offended.

Equally, SDCAA will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological.

Examples of bullying include:

- Aggressive or frightening behavior,
- Threats of assault against a colleague or damage to their property or equipment;
- Rude comments; and
- Standing in someone's way or deliberately blocking their path in an intimidating manner.

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the Executive Director in the first instance for immediate and confidential assistance.

**Health and Safety**

Everyone has the right to participate in an environment that is physically and emotionally safe.

Members, parents, performers, instructional staff and volunteers are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority at SDCAA in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the SDCAA representative in charge of the activity. Incident report forms are required to be completed and forwarded to the Executive Director and the Admin Assistant.

**Alcohol, Cannabis and Controlled Substances**

Illegal or prohibited drugs are not to be consumed by members, parents, performers, instructional staff and volunteers while performing duties with SDCAA. Alcohol/Cannabis may be consumed to the extent it does not affect the comfort, safety or performance of any member, parent, performer, instructional staff or volunteer nor harm the reputation of SDCAA — and within the extent of the law. (ex: Encorps events in which alcohol is sold).

In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol/cannabis, or an illegal or prohibited drug will be prevented from commencing, recommencing or continuing their activity.

**Anti-Retaliation and Whistleblowing**

In an effort to protect all interested parties and address our commitment to integrity and ethical behavior, SDCAA will not tolerate any retaliation against anyone who makes a good faith report or threatens to make a good faith report, regarding the organization or an individual within the organization whose suspected violation of the law or other violation endangers the health or safety of a participant, personnel or the general public.

**Grievances**

If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with the Executive Director AND the Administrative Assistant for immediate and confidential assistance. The Board of Directors of the SDCAA is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.

**PLEASE REFER TO THE PARTICIPANT PROTECTION POLICY for more details on actions.**

Member Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Parent Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Volunteer/Staff Name: \_\_\_\_\_ Signature: \_\_\_\_\_

***This Code of Conduct MUST be signed every year, unless notified otherwise.***