



Spirit of ATLANTA
DRUM & BUGLE CORPS

CONDUCT HANDBOOK FOR PERFORMERS

2022-2023



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Introduction

The mission of Spirit of Atlanta Incorporated is to provide youth with opportunities to develop and refine artistic, athletic, performance, and personal skills through positive, high-quality, and challenging arts education programs that emphasize character building, a strong work ethic, teamwork, and the pursuit of performance excellence.

Spirit of Atlanta is not just a drum corps or performance ensemble, but a community of individuals from diverse backgrounds challenging each other to explore the realms of creativity and excel in their pursuit of excellence.

To achieve this goal, each performer has an obligation to accept and champion this community based on shared responsibilities, values and principles. This document is the foundation of those shared principles. Each member of the community bears responsibility for their conduct and all performers are empowered to kindly remind each other of their commitment to the standards outlined in this document.

The “Performer Misconduct and Safe Interactions Handbook” is an educational document and an outline of policies. This handbook contains information about Spirit of Atlanta policies, expected conduct, and an overview of misconduct and reporting protocol. It is the performer’s responsibility to know, understand, and follow the policies and procedures explained in this handbook.

This handbook is considered a living document subject to ongoing review.

PERFORMER RIGHTS

As a member of Spirit of Atlanta you enjoy the opportunity to work with some of the most talented performers and educators in the world. To keep you safe and healthy, we have established a series of boundaries and protocols to ensure your safety and provide you with a quality experience. Each performer has the following rights as a participant:

	To participate in an inclusive environment where they will be treated with dignity and respect.
	To train and perform free from all types of misconduct and abuse.
	To question and report improper behavior.
	To train and compete in safe environments that includes rehearsal space, travel, housing and properly maintained equipment.
	To have their health and welfare prioritized.
	To provide input on matters that directly impact them.
	To respectfully voice their opinion on matters that impact the quality of life for all performers.
	To be given training that allows for personal success



SPEAK UP!



Spirit of Atlanta is committed to providing a safe environment for anyone who wishes to raise a concern about suspected or observed misconduct that involves any person associated with the Spirit of Atlanta. The purpose of Speak Up aims to:

- Encourage anyone who suspects misconduct to speak up.
- Provide multiple reporting channels to speak up confidentially or anonymously.
- Ensure that reports of suspected misconduct are properly assessed, investigated, and adequately dealt with.
- Ensure that the reporting person is supported and protected from reprisal for speaking up.

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POWER DIFFERENTIALS

Participation in drum corps requires a structure of roles and responsibilities that create power differentials that are both given and assumed. A power imbalance or power differential exists when a person or group has the authority to make decisions, direct actions or otherwise assert power based on their responsibilities within the corps.

A power imbalance refers to the amount of control or influence one party has over another. Any relationship that involves a power imbalance, regardless of context or role, is one in which there is a fundamental difference in power. Given the power differences that exist within a drum corps whether it be staff member or student leader, it is important to recognize the potential for misuse/abuse of power and be mindful and respectful of this power differential.

Among the performer community, power imbalances exist between leaders who have been assigned roles such as drum majors, captains or section leaders and the general performer population.

The Spirit of Atlanta recognizes the following personnel to have an inherent power over performers and/or subordinate employees:

- Administrative staff
- Board member
- Caption Head
- Instructional Staff
- Student leadership
- Volunteer



Examples of misuse of power among the student leadership includes, but is not limited to:

- Requirements or requests of personal servitude (e.g., requiring to carry luggage of another person, personal wake up calls)
- Pressuring a person to socialize outside of any corps related context
- Inappropriately commenting on physical appearance
- Disrespectful and/or exploitative behavior
- Engaging in disrespectful or unwanted conversations regarding the personal beliefs or aspects of the performer's identity
- Intentionally disregarding professional obligations (e.g., personal help with a part of the show, deliberately misleading a person causing them to get into trouble with the staff)
- Assigning exercise or conditioning that goes against professional standards or against the standards of the Spirit of Atlanta (e.g., requiring laps or push-ups for purposes of humiliation, requiring exercise as a part of hazing rituals)
- Assigning physical labor that goes against standards of the Spirit of Atlanta (e.g., required to clean the bus by themselves, assigned to clean bathrooms alone)

Spirit of Atlanta will consider the following questions when investigating misconduct based on a power differential:

What are the roles and responsibilities the accused party has within the organization?

What is the level of control one party has over the outcomes, opportunities and progression of the other?

Is one person experiencing difficult circumstances that could influence their level of vulnerability at the time?

Has the relationship between a person with inherent power and a subordinate evolved from a professional into a more intimate relationship?

Are there any signs or indicators that an intimate relationship is not consensual?

Are there any signs or indicators of coercive, controlling, or threatening behavior or abuse?

PERSONAL INTERACTIONS & BOUNDARIES WITH PEERS



If you're like most performers, drum corps will be the first time you share your living space with someone other than family. The uniqueness of the co-living experience found in drum corps creates environments where people from different backgrounds and cultures are brought together for a shared goal. This new experience can be both fun and challenging.

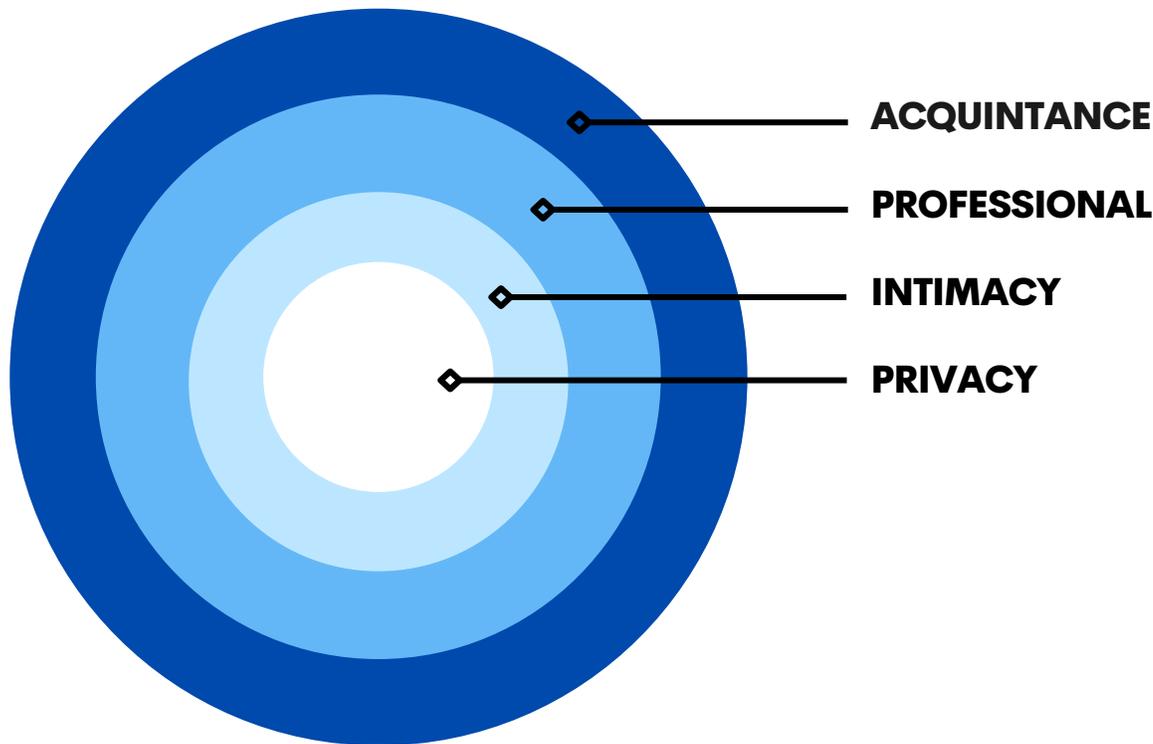
When people perform together in drum corps, a variety of different relationships can develop. Many people feel as if it is expected of them to be comfortable with the same things as everyone else. It's important to recognize that you have a right to your boundaries – even if they feel uncommon or rare.

First, a boundary is a limit defining you in relationship to someone or to something. Second, boundaries can be physical and tangible or emotional and intangible. In most scenarios, the boundaries you'll set will fall into the “emotional and intangible” category. The very nature of performing and training together can bring about emotions that range from euphoria to exhaustion. This range in emotions can cause an unwanted breakdown of personal boundaries as you strive to find outlets for the expression of your emotions.

The boundary circle is a basic look at privacy. It's about what we share or should be sharing as the circle expands. This includes what we tell others about our personal lives, how we express our emotions, physical touch and our personal space. The boundary circle allows a person to recognize how far they should go in sharing personal information. The tighter the circle, the fewer people who should know intimate details about your life. The smallest circle is the most private information that is shared with no one. As the circles expand, more people are added, but with less information.

It's important to be cognizant of that dynamic while a drum corps performer and to maintain the correct people in the correct circles.

There are 4 circles to consider:



ACQUINTANCE	Fans, high school students at clinics. Most amount of people, least amount of information and physical touch.
PROFESSIONAL	Members of the corps, staff, performers from other corps, performers you teach. Interactions remain observable and interruptible.
INTIMACY	Family, close friends. People who have gained your trust and remain trustworthy.
PRIVACY	You and only you. Right to remain private.

BOUNDARY SETTING SENTENCES

The following sentences are examples of how to set a boundary with a peer with your chosen intent. It's important to practice these sentences so you are comfortable saying them when it's time to set a boundary with another person.

LEAVING THE DOOR OPEN

- I have already agreed to hang out with someone else. Maybe later?
- I'm not interested in dating, but I would like to build a friendship.
- I wish I could but I need to practice. Maybe another time?
- I'm thinking about it. I need time.
- I can't attend, but I appreciate the invitation.
- I can't do this now, but I'm open to trying in the future.

ASSERTIVE

- I'm not interested in dating.
- I would prefer to not discuss my personal life at this time.
- I appreciate the gesture, but in the future, I'd prefer...
- I'm not comfortable discussing this topic with you.
- No. Thank you.
- Thanks, but I'm not interested.
- I would like to take it slow.
- Thank you for your concern. I'll take it from here.
- It's not appropriate for us to...

EXPLICIT

- I'm uncomfortable with what you just said/did.
- I've changed my mind.
- No.
- Stop!
- I don't give you permission to do that to me.
- I don't feel safe. I'm leaving.
- I won't be spoken to in that manner.
- This is against policy/corps rules and I won't participate.
- Please don't touch my stuff again.

CONSENT

Spirit of Atlanta understands that some performers will decide to form a consensual intimate relationship during their time with the corps. For the purposes of personal safety, the following guide should be used when entering into newly explored sexual territory between parties.

Definition of Consent

Consent is defined as words or actions that show a knowing and voluntary agreement to engage in mutually agreed upon sexual activity. Consent cannot be gained by force, by ignoring or acting despite the objections of another or by taking advantage of the incapacitation of another. Consent requires:

✓	Communications
✓	Uninfluenced Yes
✓	One Step At A Time, Every Time
✓	Freely Withdrawn

When engaging in sexual activity, both parties should ask: "Do both of us understand and agree regarding the who, what, where, when, why, and how this sexual activity will take place?"

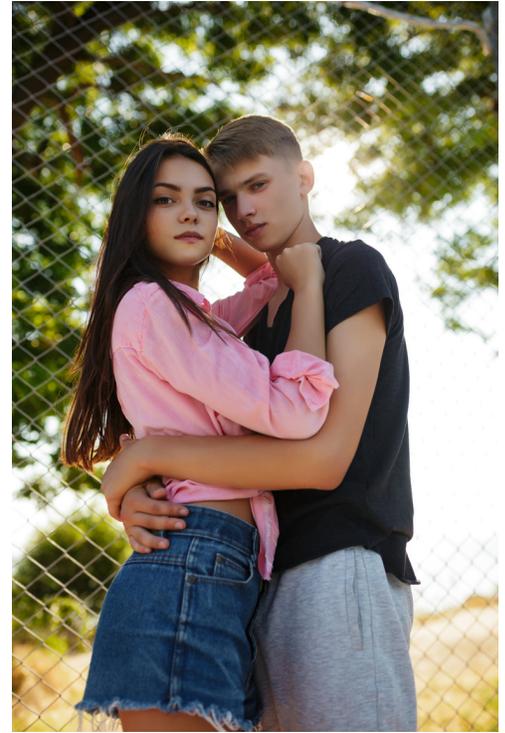
When a person affirmatively demonstrates that they do not want to have sex; they want to stop any sort of sexual act; or they do not want to go any further, the other party must stop completely. Continued pressure after that point can be coercive.

When considering if consent is granted, consider the following questions:

- Did the person express overt actions or words indicating agreement for sexual acts?
- Was the consent offered of the person's own free will, without being induced by fraud, coercion, violence, or threat of violence?
- Did the individual have the capacity or legal ability to consent?

A few reminders:

- Consent to one sexual act does not imply consent to other or all sexual acts.
- Conduct will be considered “non-consensual” if no clear consent, verbal or non-verbal, is given. The absence of “no” does not mean “yes.”
- A person has the right to change one’s mind at any time. In other words, consent can be withdrawn at any point.
- Taking drugs or consuming alcohol does not relieve the obligation to obtain consent.
- A person is not required to resist an aggressor physically or otherwise.
- Current or past sexual relationships or current or past dating relationships are not sufficient grounds to constitute consent. Regardless of past experiences with other partners or a current partner, consent must be obtained.
- A person cannot legally give consent (no matter what they might say) when:
 - The person is substantially impaired due to alcohol or drugs, incapacitated or unconscious.
 - The person’s ability to resist or consent is substantially impaired because of a physical or mental condition.
 - The person was coerced due to force, threat of force or deception or when the person was beaten, threatened, isolated or intimidated.
 - The person is not of a legal age to consent as determined by the state of the sexual act.



INTER-PERFORMER CONSENSUAL RELATIONSHIPS

Spirit of Atlanta strongly believes that a professional environment where performers maintain clear boundaries between personal and on-field interactions is necessary for effective operations. We trust all performers to be responsible and mature. Although this policy does not prevent the development of friendships or romantic relationships between adult performers, it does establish boundaries as to how relationships are conducted during on-field hours and within the training environment.

Individuals in leadership positions such as drum majors, captains or section leaders are subject to more stringent requirements under this policy due to their status as role models, their access to sensitive information, and their ability to affect the experience of those in subordinate positions.

Expectations for Professional Behavior:

- During on-field training hours and in spaces intended for “work”, performers are expected to conduct themselves in a professional manner that does not interfere with others or with overall productivity.
- During off-hours, such as meals, downtime, travel and training times, performers engaged in personal relationships should observe appropriate interactions to avoid putting others in an uncomfortable position.
- Performers are strictly prohibited from engaging in physical contact that would be deemed inappropriate in a professional environment while representing the Spirit of Atlanta, whether during working hours or not. This includes the training field, while in uniform, on school property, in corps attire, hanging out at the buses after a show or in other places occupied by the Spirit of Atlanta.
- Performers who allow personal relationships with each other to adversely affect the training or competitive environment will be subject to Spirit of Atlanta’s disciplinary policy.
- Performer off-duty conduct is generally regarded as private, as long as such conduct does not create problems during on-field hours.
- Any drum major, captain, or section leader in a position of power must disclose (in writing) the existence of a romantic or sexual relationship with another performer to the Executive Director or Corps Director as soon as possible.
- Sexual relationships between Adult Performers and Minor Performers are not allowed.



CONSENSUAL RELATIONSHIPS BETWEEN ADULT PERFORMERS AND MINOR PERFORMERS

Due to the complex nature of age-of-consent laws in America and the fact that drum corps is an activity that travels across state lines to compete, the Spirit of Atlanta **does not** allow sexual relationships between adult and minor performers even when the two parties are close-in-age and/or within the bounds of state law. Any relationship that existed before one or both parties have been contracted with the Spirit of Atlanta **must** be declared to the Executive Director for review. Failure to disclose a previous relationship with an SOA Minor Performer can result in immediate suspension or removal from the corps, as well as a possible report made to law enforcement. Intimate and Sexual relationships consist of:

- Hand holding
- Kissing
- Petting
- Intercourse
- Sexting

CONSENSUAL RELATIONS WITH SOA OFFICIALS

Spirit of Atlanta is committed to maintaining an environment where the education of its performers is of the greatest importance. Dating, romantic, or sexual relationships between SOA Officials and Adult Performers, even if consensual, can negatively affect the educational environment. Power differentials, real or perceived, can diminish a performer's ability to give meaningful consent to such a relationship.

An SOA Official's ability to teach, critique, or advise a performer without partiality is suspect when the SOA Official and the performer have a dating, romantic, or sexual relationship. Even when the SOA Official and performer act with integrity, others may perceive bias, partiality, or influence. Furthermore, the dissolution of these relationships can create discord and significantly impair the normal operations of the corps.

For these reasons, dating, romantic, or sexual relationships between performers and Spirit of Atlanta Officials, including relationships that occur when the corps is not in session, **are prohibited.**

Any relationship that existed before a person is employed with the Spirit of Atlanta must be declared to the Executive Director upon hire and for review. Failure to disclose a previous or current relationship with a SOA Performer is considered a fireable offense.

EXAMPLES OF VARIOUS TYPES OF RELATIONSHIPS

Example 1 - When to declare a previous relationship:

If two persons attended the same high school and were in a relationship while both were minors and one person turned 18 during the season and the other remains 17 while under contract with the Spirit of Atlanta, then both parties must report the relationship to the Executive Director.

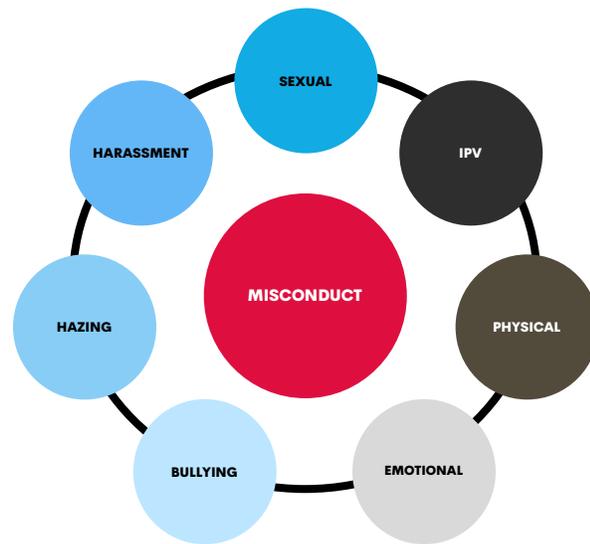
Example 2 - Allowable relationships with minors:

A minor performer reaches out to an adult performer for guidance on a part of the show. During the course of time an intimate friendship is formed where the two discuss important details about their lives that includes conversations about school, family, hopes and dreams. Providing that no sexual boundaries are breached, this is an allowable relationship.

Example 3 - Not allowable relationship with a minor

Two performers who are 16 and 20, are in the same section and whose spots are next to each other in much of the show. Over time they start to feel a romantic connection toward each other. They start to hang out after practice and on free days. They begin to hold hands and kiss. This relationship is not allowed and depending on the state, could start to venture into illegal activities between an adult and a minor.

MISCONDUCT OVERVIEW



Spirit of Atlanta recognizes seven categories of misconduct. For purposes of education, reporting and response, misconduct is defined as conduct committed by or against another person. For any situation or report of misconduct, Spirit of Atlanta will refer to the definitions listed here to guide the investigation and outcome of such reports.

1. SEXUAL MISCONDUCT

Sexual misconduct is a type of conduct that uses power, control, and/or intimidation to harm another. It includes sexual harassment, sexual assault, coercion and force, and stalking. It occurs when there is an absence of consent. Consent is a free and clearly given yes, not the absence of a no, and cannot be received when a person is incapacitated by alcohol or drugs.

It is expressly forbidden for any Spirit of Atlanta Official to engage in sexual misconduct with ANY performing member of Spirit of Atlanta regardless of age. The Spirit of Atlanta will contact the appropriate authorities for any sexual act involving a minor.

I. Sexual Harassment includes:

- Your paragraph Unwanted sexual behavior, advances, or requests for favors;
- Unwelcome verbal, visual, or physical sexual conduct;
- Offensive, severe, and/or frequent remarks about a person's sex; and
- Harassment of a sexual nature which interferes with an individual's right to participation in drum corps.
- Unwanted backrubs or hugs.

Sexual Harassment examples:

- Physical act of spying or following another person, to include the use of social media to stalk
- Unwanted phone calls, texts, instant messages or gestures
- Sexually suggestive jokes, gestures or innuendos
- Inappropriate touching
- Intimidation

II. Sexual Violence includes:

- Sexual assault or coercion;
- Unwanted fondling or sexual touching;
 - Forcing a victim to perform sexual acts, such as oral sex or penetrating the perpetrator's; body and
 - Unwanted penetration of victim (rape).

II. Sexual Coercion and Force:

Sexual coercion is “the act of using pressure, alcohol or drugs, or force to have sexual contact with someone against his or her will” and includes “persistent attempts to have sexual contact with someone who has already refused.” Some perpetrators will use threats to force a victim to comply, such as threatening to humiliate, socially ostracize or threaten the status within the corps.

Intimate Partner Violence or Dating Violence

Intimate partner violence (IPV) is a pattern of assaultive behavior and/or coercive behavior that may include physical injury, psychological abuse, sexual assault, progressive isolation, stalking, deprivation, intimidation, and reproductive coercion. These types of behavior are perpetrated by someone who is, was, or wishes to be involved in an intimate or dating relationship with another person, and is aimed at establishing control of the other person. IPV in drum corps can look like the following:

1. Emotional Abuse:

- Calling someone names, insulting them and putting them down
- Telling someone what to wear or that what they are wearing is unacceptable or too revealing
- Texting constantly
- Monitoring who another person hangs out with or speaks to
- Demanding all free time and free days spent solely with them
- Threatening to destroy the social status of the partner
- Going through personal property without permission such as luggage, equipment bags and cell phones
- Acting extremely jealous
- Accusing the partner of cheating

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2. Physical Abuse

- Shaking, grabbing
- Pulling hair
- Slapping, punching, kicking
- Using objects to hurt another person
- Choking, strangling
- Sexual violence
- Touching or kissing someone against their will
- Preventing a person from using birth control

3. Physical Misconduct

1) Physical misconduct is defined as causing, or reasonably threatening to cause physical harm to another person; or 2) intentionally making physical contact of an insulting, offensive, or probing nature with another person. Physical misconduct includes the following:

- Contact:
 - Punching;
 - Beating;
 - Biting;
 - Striking;
 - Choking; or
 - Intentionally hitting another with objects; or
 - Unwanted touching.
- Non-contact:
 - Confinement or isolation;
 - Painful stances or positions;
 - Actions interfering with hydration, nutrition, food or sleep;
 - Illegal provision of drugs or alcohol;
 - Damaging personal property;
 - Denying medical attention; or
 - Deliberately ignoring orders by a medical professional such as a doctor or physical therapist.

Physical Conditioning that is against professionally acceptable standards is considered physical misconduct under Spirit of Atlanta's Policy. Examples of conditioning against professionally acceptable standards include:

- Using conditioning as retaliation;
- Conditioning against medical advice;
- Conditioning that induces fear, excessive and unnecessary pain and undue stress; and
- Conditioning where vomiting, fainting or injury occurs and is medically ignored.

4. Emotional Misconduct

Emotional misconduct involves a pattern of deliberate, non-contact behavior that has the potential to cause emotional or psychological harm to a performer. Non-contact behavior includes verbal and physical acts, as well as actions that deny attention or support.

Emotional misconduct includes, but is not limited to:

- Verbal acts that repeatedly and excessively attack someone personally;
- Acts that humiliate or degrade;
- Physical acts that are repeated and/or severe, but do not make physical contact such as throwing items toward another person, throwing items down to create fear, or hitting walls near another person;
- Body shaming;
- Invasion of personal space for purposes of intimidation;
- Statements that attack someone based on race, gender, national origin, sexual orientation, gender identity, religion, or disability;
- Acts that deny attention or support by ignoring or isolating a person for extended periods of time, including routine or arbitrary exclusion from practice/training;
- Neglect of basic needs; and
- Refusal of privacy or invasion of privacy.

5. Bullying

Bullying is an intentional behavior that hurts, harms, or humiliates another person or a specific group of people either physically or emotionally. The tenants of bullying include:

- An existing power imbalance between the person or persons bullying and the target of the bullying;
- Physical, social or intellectual strength than the target;
- Perpetration by one person or by a group; and
- Actions intended to humiliate and degrade.

Bullying misconduct includes, but is not limited to:

- Physical: hitting, pushing, spitting and throwing objects at another person;
- Verbal: teasing, ridiculing, taunting, name-calling, intimidating or threatening to cause someone harm;
- Cyberbullying: Using social media or other electronic applications to intimidate or spread rumors about another person; and
- Taunting or teasing based on race, gender, national origin, sexual orientation, gender identity, religion or disability.

*While performers are often the perpetrators of bullying toward their teammates, it is a violation of this policy if a staff member or other responsible adult knows about, or reasonably should have known of bullying, but takes no action to intervene on behalf of the targeted person(s).

6. Hazing

Hazing is conduct that endangers, abuses, humiliates, degrades or intimidates the person as a condition of joining or being socially accepted by a section or group of Spirit of Atlanta. A person's consent to hazing activity cannot be used as a defense.

Hazing can consist of contact acts, non-contact acts, or sexualized acts. This includes, but is not limited to:

- Contact Acts:
 - Tying, taping or otherwise physically restraining another person;
 - beating, paddling or other forms of physical assault;
- Non-Contact Acts:
 - forcing the consumption of alcohol, illegal drugs or other substances;
 - personal servitude;
 - excessive training requirements;
 - sleep deprivation;
 - withholding of water and/or food;
 - restrictions on personal hygiene; and
 - Withholding medical care or manipulating a person to not seek medical care; or
- Sexualized Acts:
 - Actual or simulated sexual conduct of any nature.

*Any act of hazing involving sexual misconduct will be reported to the proper authorities.

7. Harassment

Harassment is repeated attempts to establish dominance, superiority or power over an individual or group. Harassment includes any act or conduct described as harassment under federal or state law. Whether conduct is harassing depends on the totality of the circumstances, including the nature, frequency, intensity, location, context and duration of the behavior.

Harassment, which may be a form of Emotional, Physical or Sexual Misconduct, includes, but is not limited to:

1. Discriminatory Harassment: Harassment based on age, sex, race, color, ethnicity, culture, national origin, religion, sexual orientation, gender expression, gender identity, or mental or physical disability.
2. Stalking: Conduct directed at a specific person that would cause a reasonable person to fear for his or her safety or the safety of others, or to suffer substantial emotional distress. Stalking generally involves a course of conduct which includes two or more acts, involving persistent and frequent unwanted in-person contact, surveillance or unwanted telephone and/or other electronic contact.
3. Sexual Harassment: Sexual advances, requests for sexual favors, or other verbal or physical behaviors of a sexual nature

ABUSE OF THE PROCESS

There are three forms of misconduct related to the reporting process. Spirit of Atlanta adopts the definitions of Abuse of Process as follows:

Abuse of Process – the direct or indirect interference with a report or the investigation process. Examples include:

- Falsifying information
- Destroying or concealing evidence
- Discouraging participation or publicly disclosing a reporting party’s identity or identifying information

Intentionally Making a False Report – A report that is intentionally false or made maliciously without regard for the truth. Reports made in an effort of good faith are not considered a false report. Just because a report is deemed unfounded or inconclusive does not mean a report is considered intentionally false.

Retaliation – Any adverse or discriminatory action, or the threat of an adverse or discriminatory action carried out against a performer or staff member because of filing a report of misconduct or violation of policy. Examples of retaliation by performers include, but are not limited to:

- Bullying;
- Deliberate and direct exclusion;
- Cyberbullying;
- Humiliation;
- Hiding or stealing personal property;
- Conditioning for purpose of humiliation and punishment;
- Unjust verbal attacks during a rehearsal; or
- Blacklisting.

SAFE INTERACTIONS POLICIES FOR PERFORMERS

The policies listed here are intended to set standards for interactions in common spaces. Spirit of Atlanta encourages violations of the Safe Interactions Policies to be reported directly to the Executive Director, Corps Director or their designee first. If the Executive Director or Corps Director does not address the concern or if the concern is related to the Executive Director, violations may be reported directly through the online portal on the website.

A. Group Lodging and Sleep Space

For the purposes of this policy, group lodging consists of any situation where SOA Performers and SOA officials are required to stay together in places such as a school, rental home (Airbnb) or other large communal space organized by the Spirit of Atlanta. The sleeping space of any person is considered a private area regardless of the location and consent must be given for interactions to occur in that area.

Sleep space constitutes any area where an individual performer or staff member has placed their bedding and/or travel gear. The sleep space is considered a private area and should be treated as such. No one is allowed to enter the sleep space of another person without consent. Entering the sleep space of another person can include:

- Sitting on a person's bedding without permission
- Standing next to a person's bedding for an extended length of time without permission
- Stalking another person by placing their bedding next to another person after being asked not to

SOA Official Responsibilities:

- Spirit of Atlanta administration must take all necessary steps to ensure that SOA officials are separated from SOA Performers through separate rooms, partitions or doors.
- SOA Officials may not sleep in the same sleeping area as SOA Performers. If an SOA Official is required to stay in the same space, they must be separated from the performers at a distance allowing for privacy and necessary steps must be taken to separate the space with a partition.
- SOA Officials may not enter the sleep space of SOA Performers for any reason.

B. Travel By Bus

Each person is designated their own seat and space for their personal gear on the bus. This space is considered a private space and should be treated as such. No one is allowed to enter a person's personal space on a bus without consent, which includes the personal items kept in the area as well as. Entering the personal space on a bus includes:

- Sitting in the seat of another person without permission
- Touching or rifling through a person's personal items within their bus area
- Standing next to a person's seat for long periods of time without permission

SOA Official Responsibilities:

- SOA Officials are prohibited from sitting with a SOA Performer or entering their specifically designated seating and personal property area.
- SOA Officials are to enter a bus designated for performers for official business only and always remain at the front of the bus.

C. Locker Rooms, Bathrooms and Showers

Performers should keep in mind that locker rooms, showers and bathrooms are for active preparation for practice, performances or personal hygiene. Locker rooms, bathrooms and showers are always considered a private space and are not a lounge or social area. Additionally,

- Use of any device's (including a cellphone's) recording capabilities, including voice recording, still cameras, and video cameras in locker rooms, rest rooms, changing areas, or similar spaces is prohibited.
- Horseplay in the shower or locker rooms is strictly prohibited.
- Removing items from another person without their knowledge such as towels, clothing or hygiene products is against this policy.
- Touching another person in a locker room or bathroom is strictly prohibited and will result in an immediate suspension until time when an investigation can be conducted.

SOA Official Responsibilities:

- Under no circumstances shall SOA Officials be undressed (disrobed or partial or full nudity where private body parts are exposed) in front of SOA Performers.
- SOA Officials will take every precaution possible to not be in a state of undress at any time in front of any SOA Performer. Reasonable steps shall be taken to not shower or undress in locker rooms during the hours designated for SOA Performers.

D. Hotels

Interactions between SOA Officials and SOA Performers must be always observable and interruptible. Staff and volunteers cannot share a hotel room or otherwise sleep in the same room with any performer of Spirit of Atlanta. Additionally:

- Adult performers shall not share rooms with Minors.
- Performers must adhere to all rule and regulations of the hotel to include noise ordinances and protection of hotel property.
- Performers must adhere to the room assigned to them and may not change rooms without approval from the Executive Director or their designee.
- Performers shall answer the doors fully covered and may not leave the hotel room dressed only in underwear, bras or other pieces of clothing deemed to be intimate attire.

SOA Official Responsibilities:

- SOA Officials may not enter the hotel room of any SOA Performer. Any interaction must occur with the door open and the SOA official in the hallway.
- SOA Officials and SOA Performers must remain fully clothed during interactions that occur near hotel rooms.

E. Social Media and Electronic Communication

Members of the Spirit of Atlanta must conduct themselves in a professional manner when posting on any social media platform, as this information is often public and can be perceived as a direct reflection of the Member or the corps. Electronic communication includes but is not limited to phone calls, video calls, video training sessions, text messaging, social media platforms (e.g., Facebook, Twitter, Instagram, WhatsApp, Snapchat, Discord, etc.), emails, gaming platforms and direct messaging.

Acts of cyberbullying by any SOA performer toward another SOA Performer or any other performer in the drum corps activity is prohibited and includes acts of harassment, intimidation, humiliation, or places an individual in reasonable fear of harm and has the effect of substantially disrupting the operation of any activity or event within the Spirit of Atlanta.

SOA Official Responsibilities:

- All electronic communication between a SOA Official and a Minor must comply with the One-on-one Policy and must be open and transparent.
- A parent or guardian may request in writing that a Minor not be contacted through electronic communications. Such requests must be honored.
- Private communication from a Minor in violation of the One-on-one Policy must be brought to the attention of the Executive Director and future communications must include a third party.
- SOA Officials are not permitted to maintain private social media connections with Minors. All such existing connections must be discontinued by the SOA Official.

F. Gifting

To prevent the appearance of favoritism or grooming, the following applies when giving or receiving gifts:

- SOA Performers are not allowed to give personal gifts to staff members unless they are part of a gift program authorized by the Spirit of Atlanta for purposes of end of season or holiday gifts. A section may give gifts as a collective whole. Individual gifts may be given at the end of the season, but may not exceed \$25 in value.

SOA Official Responsibilities:

- SOA Officials are not permitted to give personal or private gifts to any SOA Performer.
- The Executive Director and/or Caption Heads may set guidelines for a reward system that equally applies to all SOA Performers. The award system, which may include a gift or privilege, must serve a legitimate motivational, inspirational, or educational purpose and applied equally across an entire section.

G. Costume Fittings

For purposes of this policy, a costume fitting is any situation where a SOA Performer is being measured or fitted for clothing worn on behalf of the corps. The following rules apply at all times:

- SOA Performers are responsible for wearing appropriate clothing and undergarments to all fittings.
- SOA Performers must change in and out of costumes in designated private or semi-private areas and never in front of a SOA Official.
- SOA Performers are responsible for practicing good hygiene.

SOA Official Responsibilities:

- Only SOA Officials that have been assigned to conduct costume fittings may do so, without exception.
- All costume fittings must occur with two assigned SOA Officials and the person conducting the fitting must do so within the line of sight of the second SOA Official.
- SOA Officials may not observe the SOA Performer while they are in a state of undress.

H. Medical Modalities

SOA Officials and SOA Performers are expressly forbidden from conducting any type of medical treatment on another person. If deemed medically necessary, such activities may only be provided by a medical professional specifically appointed by Spirit of Atlanta to perform such duties.

1. Any medical treatment must be performed by a licensed professional and conducted in an observable and interruptible location.
2. SOA Officials may not ice or tape any SOA Performer, unless their job duty specifically states such duties are allowable or under emergency circumstances. Daily icing and taping must be conducted by the performer, unless an emergency situation exists.
3. Performers are to be informed of all treatments and have the right to immediately stop such treatments upon request without explanation.
4. In the event of an emergency where medical care is necessary to stabilize a condition, the parent or guardian of a minor must be notified and if not onsite, should be notified as soon as reasonably possible to approve any further non-emergency medical treatments.

Medical Orders and Follow-Up

Staff and volunteers must adhere to any and all restrictions placed on the performer for practice and/or competition. To include, but not limited to:

1. A time frame for how long the medical provider wants the restrictions placed on the performer.
2. Any training modifications that the medical provider feels will benefit the performer.
3. Any alternative forms of conditioning that may be acceptable during practice (i.e. lower body conditioning only, in place of full body conditioning)
4. SOA Performers are required to follow all medical directives and may not change the directives without the approval of a medical professional. For example, if an athletic trainer requires that a particular part of the body must be rested for a specific period of time, then the performer must follow such orders unless they receive approval to discontinue the rest period. A staff member may not alter medical orders under any circumstance even when requested by the performer.

REPORTING GUIDE

Spirit of Atlanta takes reports of misconduct or violations of policy very seriously. Our goal is to ensure that anyone who reports knows their rights and is aware of all available resources and options to continue to have the opportunity to be successful.

- Allegations of misconduct or policy violations reported to Spirit of Atlanta are reviewed as an incident report without making assumptions of its validity.
- Spirit of Atlanta will follow state and federal law and report child abuse, including sexual abuse, or criminal activity to law enforcement and other authorities as deemed appropriate.

Reporting Descriptions and Definitions

1. Claimant

A “Claimant” is the person who is alleged to have experienced conduct that violates the Spirit of Atlanta policy.

2. Disclosure vs. Reporting

When considering whether or not to report it’s important to understand the differences between “Disclosure” and “Reporting.” Disclosure involves directly and intentionally telling someone about a personal experience, whereas reporting constitutes asking someone in authority to take official action.

To that means, all SOA Officials must report all relevant details of misconduct of which they become aware. Spirit of Atlanta will need to determine what happened – and will need to know the names of the individuals involved in the incident, any witnesses, and any other relevant facts, including the date, time and specific location of the incident.

3. Duty to Respond

Even if a performer or his or her parent does not want to file a report or does not request that the drum corps take any action on the performer’s behalf, if the corps has been made aware of possible misconduct, it will promptly investigate to determine what occurred and then take appropriate steps to resolve the situation.

4. False Reporting and Tattle Tale Reporting

Providing or submitting false or misleading information in bad faith, with a motive to obtain personal advantage or to cause intentional harm to another person, is prohibited, and the individual is subject to disciplinary action.

5. Respondent

A “Respondent” is a person who is alleged to have violated the policies of Spirit of Atlanta.

6. Third Party Reporter

A “Third-Party Reporter” is a person, other than the Claimant, who files a report. A third-party reporter will not receive information on the outcome of the report, updates on the report and may or may not be called as a witness.

Performer Rights During the Reporting Process

1. Right to submit a report anonymously

Any individual may make an anonymous report. An individual may report the incident without disclosing his/her name, identifying the Respondent or requesting any action. Depending on the extent of information available about the incident or the individuals involved, however, Spirit of Atlanta’s ability to respond to an anonymous report may be limited.

2. Right to confidentiality

Documents or evidence related to the reporting process must remain confidential, in that they may not be disclosed outside of the proceedings, except as may be required by law or authorized by Spirit of Atlanta. Spirit of Atlanta may disclose the outcome of the matter to those persons or organizations with a need to know so that the outcome can be properly effectuated or understood. Those persons or organizations may include Drum Corps International, third-party investigation organization, Legal Counsel, Claimant, Respondent and parents of performers involved. Additionally:

1. A Claimant may publicly discuss the incident, their participation in the process, or the outcome of the process. A Claimant may not discuss the participation of others in the process.
2. A Respondent may publicly discuss the incident, their participation in the process, or the outcome of the process. However, a Respondent, or any advisor or attorney for a Respondent, may not disclose any Claimant’s or Participant’s identifying information, including without limitation names and contact information.
3. If any person or entity misrepresents the process, the underlying facts, or the outcome of a matter, Spirit of Atlanta may publicly correct the record.

3.Right to be heard

All parties involved in an investigation have the right to be heard, present evidence and call witnesses.

4.Right to not participate

Any person involved in an investigation has the right to not participate in the process. However, the investigator will be required to come to a finding at the conclusion of the investigation based on all the available evidence and information. If you decline to participate, whatever information you may have but did not share will not be considered when the findings are determined.

5.Right to have a parent as an observer

Both the Claimant and the Respondent may have their parents with them while being interviewed during a formal investigation. The parent may attend for purposes of observation, but will not be permitted to participate in the interview. Peers and friends may not participate as an observer for purposes of confidentiality. Parents of minors will be contacted during any situation involving a formal investigation.

When filing a report, you are encouraged to follow the steps below:

- Speak in 1st Person.
- Include as many details as possible such as date, time, persons involved, witnesses, location, direct quotes and actions taken by the parties involved.
- Include the name of any SOA Official who had been informed or awareness of the situation.
- Indicate your level of safety. If you feel unsafe and need an immediate safety plan, state that.
- Avoid exaggerations or embellishments.
- It's important when using words such as "assault", "grooming", "hazing", "bullying", and "harassment" to follow the definitions used in this document as the investigator or SOA Official assigned to review the report will be following the official definitions.

*Formal Reporting should not be used to settle personal disputes or to raise grievances not associated with misconduct, safety or a violation of policy.

Paths for Assistance

I. Formal Reporting

Managed at the highest level

Performers are encouraged to file a formal report if any of the following questions in the box below are answered "yes." A formal report will begin the investigation process that can include, but is not limited to:

- Statements from both the Claimant and Respondent
- Witness statements
- Evidence collection
- Creation of safety plans
- Law enforcement involvement
- DCI involvement
- A written resolution that outlines actions taken to remedy the situation or disciplinary action taken.

Should I file a formal report?

Does this fall under state mandatory reporting guidelines that includes a minor?

Does this include criminal behavior under the law?

Does this fall within one of the categories of misconduct?

Does this involve a situation where discriminatory actions took place?

Was there a violation of code of conduct that cannot be handled or managed by the Executive Director or their designee??

Are you seeking a formal investigation?

Has a person disclosed to you that they want to make a report, but are scared to do so?

Do you you have concerns for your safety or the safety of another person?

Are you seeking a safety plan?

Does this violate the one-on-one protocol that involves a power imbalance between a staff member and performer?

Are you being harassed or stalked?

Does this involve a situation where someone has touched you without consent?

Do you want the corps to pursue disciplinary action against another person?

Would you like this elevated to Drum Corps International?

Do you feel that there is a safety issue such as medical care being ignored?

Does this involve a violation of the Safe Interaction Policies and includes one of the categories of misconduct?

Has a staff member shown unprofessional conduct that violates the rights of the performers?

II. Seeking Guidance

Managed at the corps level not requiring a formal investigation or legal involvement.

Performers are encouraged to seek guidance from a corps administrator if any of the questions below are answered “yes.” Tier 2 reporting is a process that allows the performer to process the concern with an administrator before the decision is made to file a formal report. If you are not yet ready to make an official report, this option is most appropriate to help you decide. Keep in mind, SOA Officials are required to report any disclosure of misconduct against another person, sexual misconduct and child abuse.

Should I speak with an administrator

Is this a situation that could tarnish the reputation of the corps, but does not include one of the categories of misconduct? For example, a corps member displays public intoxication on a free day or you witnessed negative comments being made to another corps.

Is this a situation where you feel uncomfortable because a mutual friendship or consensual relationship has ended, but do not feel unsafe?

Are you engaged in a mutual relationship and no longer wish to be in that relationship, but you are bus partners?

Did you overhear a conversation or a rumor that concerns you, but you don't have all of the information?

Do you feel concerned for someone, but do not have their consent to file a report?

Do you need someone to confide in or want to seek assistance and support, but you are not seeking action or do not want to name the Respondent.

Has the situation negatively effected your participation and you are seeking guidance as to how to move forward before you file a report?

Has there been a vioation of the Safe Interaction Policies, but does not include one of the categories of misconduct?

II. Seeking Support

For purposes of guidance from a peer and to talk through next steps.

There are many situations that don't require the help or advice of a staff member or other official of the corps. These situations often include times when a performer just needs someone to listen or offer further guidance. In these situations, a performer is encouraged to reach out to a peer leader. If you answer "yes" to the following questions, you are encouraged to reach out to a peer leader for support.

Should I seek support from a peer leader?

Does the situation involve a mutual break up and you are seeking guidance as to how to interact with that person?

Has someone shown affection toward you that makes you uncomfortable, but does not reach a threshold of harassment or sexual misconduct? For example, a peer has asked you out and you said no. They are now ignoring you.

Are you having trouble adjusting to the teaching style of a staff member?

Do you need help understanding better ways of managing rehearsal requirements such as conditioning or training?

Do you feel there is favoritism given to some performers over others?

Are you having a difficult time getting along with someone?

Are you feeling alone and need someone to talk to?

Are you struggling with the show and need some help?

Glossory

The definitions below are intended to provide clarity:

Adult Performer is any performer over the age of 18.

Consent is an agreement between participants to engage in sexual activity.

Inherent Power is power that is granted by the Spirit of Atlanta and includes the board of directors, staff, volunteers and student leadership.

Minor Performer (Minor) is any person under the age of 18.

Misconduct is unacceptable or improper behavior that is in violation of the Spirit of Atlanta policies.

Observable and Interruptible is interaction between two people within the line of sight and at a distance allowing for interruption by another person.

Sanctioned Activity is any activity or event that the Spirit of Atlanta or Drum Corps International sanctions and is subject to the jurisdiction of the Spirit of Atlanta or Drum Corps International.

Sleep Space is the space where a person sleeps in a communal lodging area or hotel.

Spirit of Atlanta Performer (SOA Performer)—A SOA performer is any person performing with the Spirit of Atlanta regardless of membership status. This includes all rehearsals, camps, shows and special performances.

Spirit of Atlanta Official (SOA Official) is any adult with authority to direct actions or make decisions on behalf of the corps. These people include instructional staff, administrative staff, board members and volunteers.