

The Crystal Lake Strikers – Members Handbook

Policies & Procedures for Performing Members

*Adopted and approved effective November 1, 2016 (Revised
October 28, 2021)*

This document contains the policy and procedures governing member eligibility, behavior, responsibilities, and activities associated with day-to-day operations of the performance unit.

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WELCOME TO THE STRIKERS

The Strikers' Mission Statement

The mission of The Strikers is to provide the members with life changing experiences, educationally and socially, which help each individual member gain real-world life skills, leadership development, musical training, and performance experiences. Through the development of the character traits of dedication, discipline, and teamwork, each member of this group learns what is required to be successful on and off the performance stage. Participation in The Strikers instills confidence, quality of character, and a strong work ethic that is valuable throughout the participant's life.

Strikers Groups

The Crystal Lake Strikers sponsor several performance groups, such as The Crystal Lake Strikers Drumline, The Crystal Lake Strikers AllStar Drumline, Girls on The Drum, Convergence, Crystal Lake Thunder, and more! This document represents the policies, procedures, and general operating guidelines for all performing members under the umbrella of The Crystal Lake Strikers organization, as endorsed by The Strikers' Board of Directors. Individual performers and members of Strikers groups are all covered by this handbook. Groups may have additional requirements above and beyond this handbook.

Purpose of this Document

This document represents the policies, procedures, and general operating guidelines for all performing members, as endorsed by The Strikers' Board of Directors.

Although intended to be comprehensive, items not specifically addressed in this document will be addressed at the discretion of the Director of each Strikers group in collaboration with the Board of Directors of the organization.

Questions

Any questions regarding the policies listed below should be directed to the Director of the relevant group or to

the Board of Directors at info@clstrikers.com.

Membership Policy The Crystal Lake Strikers membership policies embrace a philosophy of openness and inclusion. Our eligibility and membership requirements are intended to keep with the spirit and intent of those philosophies and culture while ensuring a fair and equitable evaluation of current and potential members to ensure consistent educational and development experiences.

Some groups in the Strikers organization may have age guidelines when these are appropriate to the intent of the respective programs.

Some groups in the Strikers organization may have age limitations when these are part of the rules for the competitive program in which the group participates.

Some groups in the Strikers organization may have gender guidelines when these are appropriate to the intent of the respective programs.

The Strikers strive to operate with an environment of pride, safety, inclusiveness, and professionalism consistent with our heritage and culture. General guidelines for all members include:

1. Act in a professional manner consistent with the heritage and culture of The Strikers, and as an ambassador of Crystal Lake, IL,
2. Respect each other; the educational and management staff; volunteers; and members of other performing units,
3. Obey the law,
4. When in doubt, ask for guidance.

Members are expected to follow all policies and procedures outlined in this handbook as well as any specific instructions given by the Director or their designees.

Eligibility Criteria

A performer may apply to become member of a Strikers group subject to the following:

- A. **Age:** When appropriate, the maximum age shall be in compliance with the rules of the governing organization(s) of the activity.
- B. **Proof of Eligibility:** When required, members must submit government issued documentation that fulfills age

and other related guidelines of the governing organization(s) of the activity.

- C. **Qualifications:** The group's instructors and Director shall establish the qualifications standards and shall evaluate each application in a fair and consistent manner. Qualifications may include criteria such as talent, work ethic, physical capability, and psychological fitness. Final qualification criteria are at the discretion of the Director, so long as they are consistent with legal and regulatory requirements governing the activity governing body, and private, not-for-profit organizations operating in the State of Illinois.

Selection Process

Prior to the start of each performance season, the Director shall guide the staff in establishing the process and schedule for member selection. The staff shall make membership recommendations to the Director who will have the final decision authority in membership selection.

Attendance Student Members are expected to keep a strong focus on their schoolwork. Talk to the Director if school performance is suffering.

Members of Strikers' student programs shall make every effort to be at all rehearsals and performances. Absences must be communicated via email or text to the staff or Director. Legitimate excused absences are for school conflicts (required classes, concerts, performances, exams, and graduation), serious illness, or death in your family. Other situations will be considered on a case-by-case basis.

Participation Fee (Dues)

Members are responsible for paying their participation fee on time. A separate financial plan document will be provided to give all the details on dues for each group.

Audition fees (when specified) are separate from the member dues and are due at the audition. Audition fees are non-refundable, however, in some cases the audition fee will be applied to the member's dues if they are offered and accept a spot in the group. Members having difficulty paying dues should work with their ensemble director, ahead of the due date, to find options and alternatives.

Equipment and Facilities

Musical instruments, percussion instruments, sticks, mallets, flags, sabres, and all other equipment shall be treated with care and respect.

No misuse of equipment, facilities, nor facility damage will be tolerated. WIFI or other network connections shall not be used without permission.

We pride ourselves on leaving a rehearsal or performance site better than how we found it.

Jobs & Schedules

Members will be required to help set-up, load, unload, and/or clean-up. All members are expected to "pull their own weight." This can generally be handled as a volunteer approach, but there may be times where assignments are given by staff to the members. Members shall remain to help until all work is done.

The planned schedule for each group will be shared as soon as possible. Members of some groups may be required to sign a contract specifying their availability.

Travel

When traveling or performing, each member shall stay with the group at all times. If a member must leave rehearsal or a performance site for any reason, the member must personally check out with a member of staff and check in upon return.

Exception – not applicable for the Strikers Adult Drumline.

Members Health

All members (or their parents, and/or guardians) must inform the staff or Director of any relevant medical issues (both physical and psychological) which might have an impact on the individual's ability to rehearse, perform, or interact with others. Groups with demanding physical requirements may require medical forms to be filled out and returned to the Director.

Members shall report any sudden injury or illness to the staff or Director immediately.

Appearance

All Strikers groups strive to present a public image both in and out of uniform that portrays our core values. Members represent the Strikers and the community, and serve as role models for other youth activities. As such, we ask that each member follow basic guidelines for their appearance.

Before your first dress rehearsal, you will be instructed how to wear/carry your uniform correctly. Never appear in public in partial uniform, or in an unkempt manner.

Every member is required to be appropriately groomed based on any guidelines established by the Director each season. These may relate to the show selection and will be communicated prior to the beginning of the competitive season. This may include (for example) shaving for men, hair up for women, or other reasonable grooming to maintain a certain image.

Jewelry that distracts from the performance physically or visually is not allowed while in uniform. Each group's Director will give precise guidance on allowable jewelry and piercings. Some groups may require all visible piercings to be removed beforehand, or if they cannot be removed, to be a clear or skin color.

Tattoos will be addressed on a case-by-case basis at the discretion of the Director. Members with unacceptable tattoos will be asked to cover them while in uniform.

Appearance and Behavior While In Uniform

When you put on your uniform, you become a public ambassador for the entire Strikers organization and Crystal Lake, IL. Your actions will be closely observed by the people around you. Unless otherwise directed, you shall never appear in public in partial uniform. While in uniform, you are expected to present a positive image, including:

- No swearing • No smoking
- No negative or disrespectful talk • No rowdy behavior
- No excessive public displays of affection

Alcohol

Alcohol is not allowed for students, performers, members, staff, and volunteers under 21 years of age in any situation.

Alcohol is not allowed for students, performers, members, staff, and volunteers 21 years of age or over during any portion of Strikers activities (eg. Not during rehearsal, travel, or performances).

No member, whether of legal age or not, may perform or rehearse while under the influence of alcohol.

Drugs/Controlled Substances

NONE! Any member, staff, or volunteer found using, selling, or holding illegal or controlled substances will face disciplinary action, up to and including dismissal from the organization. This includes while in states where local laws may permit controlled substances.

Smoking

Smoking is strongly discouraged as it may negatively impact performance. Smoking (in any form, including e-cigarettes) is not allowed on any school property, show facilities, or The Strikers Hall. If you feel the need to smoke you must leave these properties.

Theft

Member's personal items are their responsibility. While the Strikers make every effort to secure rehearsal sites, we cannot guarantee the security of your personal property. We recommend leaving items of value at home.

Theft of personal, public, school, or other property by Strikers group members will not be tolerated. If a theft is found to have occurred, actions may include dismissal from the organization and/or involvement of local authorities

if the situation warrants. If incidents of theft are witnessed or suspected, they shall be immediately reported to the staff or Director for investigation and resolution.

Social Media Policy

Social media is defined as any form of online publication or presence that allows interactive communication, including social networks, blogs, photo sharing platforms, internet websites, internet forums, texting, and wikis. All members of Strikers groups are expected to:

- Obey federal, state, and local laws and regulations governing the creation, posting, sharing, or distribution of explicit content as well as cyber bullying/harassment.
- Recognize that the membership of our organization is comprised of adult (18 and over) and non-adult individuals and that all adults associated with the organization (members over 18, management, instructional staff, and volunteers) have the obligation to protect the privacy rights of minors when using social media.
- Understand that the information they create and share via social media represents their personal views and opinions and they should not represent those views as being official positions or policies of the group in which they participate.
- Limit their posting or comments concerning the Strikers group when asked, in order to control the flow of publicity for marketing purposes.

Members should always take responsibility for the content they post in all social media environments. Use of Social Media creates a digital footprint, i.e. the reputation you leave online. Online actions leave a permanent record and remain online, even if you click "delete." Be thoughtful about what you share online and consider how it would appear to family, friends, colleagues, and future employers.

Member Safety

It is the policy of The Strikers to maintain an environment that is free from harassment and/or intimidation. It is a violation of The Strikers' policy for any member, educator, management team member, volunteer, member of the board of directors, or other Striker personnel to harass a member through conduct of a sexual, intimidation, or bullying nature. It is also a violation of The Strikers' policy for a member, educator, management team member, volunteer, member of the board of directors, or other Strikers personnel to tolerate and/or to knowingly fail to report sexual harassment, intimidation, or bullying.

The Crystal Lake Strikers take student safety very seriously. Parents trust us with their children, and we hold that trust in high regard. With that in mind, we have a single policy for the organization. The underlying philosophy is to protect the students and the Strikers organization.

The Strikers use several mechanisms to implement our safety system, including written policies, online training, in-person training, background checks, student reminders, and reporting protocols.

Key attributes:

- The Crystal Lake Strikers Board of Directors, and the directors of each ensemble, will complete mandatory safety training and will undergo background checks.
- The Board of Directors have a designated Compliance Officer to ensure these policies and procedures are followed.
- All instructors for any of our ensembles will complete mandatory safety training.
- Parents and volunteers who travel overnight with Striker student ensembles will complete mandatory safety training.
- All instructors, 18 or older, for any of our ensembles will undergo background checks.
- Other parents and volunteers, with a reasonable degree of student contact (as identified by the director of the respective ensembles) will undergo background checks.
- We will provide a variety of methods for students to report concerns. Those methods will be posted in highly visible areas of the Strikers facility.
- Issues and concerns will be handled at the lowest appropriate level but checks and balances will be in place to ensure that treatment and responses are appropriate. The escalation path will be Director → Compliance Officer → Strikers President → Law Enforcement.

We hope this statement provides you clear information on how the Strikers will handle safety concerns. If you have questions, please contact the director of your ensemble or email the the Compliance Officer directly at safety@clstrikers.com.

Non-Fraternization Policy

All management, staff, mentors, and Directors are prohibited from unethical or inappropriate fraternization with members, including, but not limited to, dating, pursuing a date, and having or pursuing a romantic relationship with students.

Romantic relationships between students are discouraged.

Adult/Minor Relationships

The nature of our activity results in situations where we may have a mix of members that are adults and minors (members under the age of 18). Intimate relationships between adults and minors are illegal under Illinois' and most other state laws and thus are prohibited between Strikers Members.

Sexual Harassment and Intimidation

Sexual Harassment and intimidation are prohibited. This includes member-to-member conduct and member-to-staff conduct, as well as staff-to-member conduct and staff-to-staff conduct.

Bullying/Cyber-bullying

Members will demonstrate respect for others at all times and contribute to the well-being of the organization. Bullying and cyber-bullying are prohibited.

Anti-Hazing Policy

Hazing is unacceptable. All members, management, staff, mentors, and Directors will obey all applicable laws combined with common sense and a concern for the health, safety, and positive experience of our membership in all areas.

Reporting of Incidents

Members who believe they are, or have been, the victim of sexual harassment, bullying, or intimidation, or any member, or any instructional staff, management team, or volunteer, who witnesses such acts or has good reason to believe they are taking place, shall report the situation to the Director or another adult staff member immediately. The Board of Directors shall be informed immediately. An investigation will be initiated by the Board of Directors immediately.

An online form may be used to capture information as a means to notify leadership of complaints, issues related to harassment, incidents related to student safety, allegations of discrimination, or other significant concerns within the organization. We will treat your report confidentially, and while you may also choose to remain anonymous, please understand that doing so may inhibit our ability to gather more information, seek clarifications if needed, and address your report. The form is here:

https://docs.google.com/forms/d/1J5zYAAtGpCDXZqULUMsezFgGDZa-MsJBZMvE8osi6wo/viewform?edit_requested=true

Alternatively members may report an incident to the Compliance Officer at safety@clstrikers.com

Confidentiality

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

Disciplinary Action

Disciplinary action will be taken with respect to any member, staff, or other Strikers personnel who is found to have committed or participated in any of the acts mentioned above. .

A member is subject to dismissal if their conduct is determined to be detrimental to the best interests of The Strikers. The group's Director shall have the authority to dismiss a member. The Director shall submit a written report of each dismissal to the Board of Directors following any occurrence. A member who has been dismissed may appeal the dismissal to the Board of Directors who will investigate the appeal and render a final decision.