



## ENCORPS EXPRESSION WELCOME PACKAGE

2022/2023

Performing since 1999, the Encorps Winterguard family is a long standing fixture in the Calgary Community. With a combination of challenging equipment and movement skills, and a fun and inviting atmosphere, Encorps inspires our members to push themselves to the limit, enjoy the experience and act as emissaries for the positive benefits of performing arts.

A MULTI-LEVEL PROGRAM WITH A HIGH STANDARD OF EXCELLENCE

## ABOUT US

The Spirit of Drum Corps Alumni Association was founded in 1997. The SDCAA is the umbrella organization that oversees Encorps Winterguard. Encorps Winterguard has undergone restructuring, renaming and many additions over the years however the first group was publicly performing in 1999.

### Mandate, Mission, Vision, Values, Objectives

	<b>Encorps Winterguard</b>
Mandate	Encorps develops and presents winterguard productions and trains and supports personal and professional growth both for performers and instructors.
Mission	Sponsored by the Spirit of Drum Corps Alumni Association, we exist to create distinctive, theatrical and exciting winterguard programs that allow for people of all ages and skill level to experience the activity. We strive to inspire performers, train instructors and entertain audiences.
Vision	To become a leading innovative winterguard program that is recognized for positive experiences, integrity, accessibility, personal growth and life-long learning.
Values	<b>Educate, Nurture, Collaborate, Optimistic, Respectful, Potential, Sportsmanship, Welcoming, Genuine</b>
Objectives	Promote the personal and professional benefits of winterguard, provide the opportunity to be inventive and creative, to promote an awareness of the winterguard activity, develop an appreciation for the concepts of fair play, honest competition and good sportsmanship, to develop leadership skills and foster qualities of co-operation, tolerance, consideration, trust and responsibility. Support the community through participation in community events.

## BOARD OF DIRECTORS

The Board of Directors of the Spirit of Drum Corps Alumni Association is the overseer of all activities pertaining to Encorps programs. The BOD duties are available on Charms for your information and if you are interested in sitting on the board or interested in getting involved any committees please feel free to email the President at [sdcaapres@gmail.com](mailto:sdcaapres@gmail.com)

**Our Website:** [www.encorpswg.vpweb.ca](http://www.encorpswg.vpweb.ca)

**Mailing Address:** Suite #341, #132-250 Shawville Blvd SE, Calgary AB T2Y 2Z7

**Phone Number:** 403 921 4707 (Michelle Ashmore, Executive Director – text or call)

## ENCORPS EXPRESSION

<b>Purpose</b>	The focus on this program is simply to have fun in a non-competitive atmosphere. Members encourage each other to try something new and challenge each other to step out of their comfort zones, all while learning a new skill. Members could be those who want to gain experience to enter Echo, or are looking for an outlet to perform in a casual atmosphere.
<b>Eligibility</b>	Suggested age of 21 or older (younger members may be accepted at the discretion of the Lead instructor and Executive Director). Experience not required.
<b>Additional Criteria</b>	Should be comfortable with trying new things, performing in front of hundreds of people and have an open mind and attitude.
<b>Things to Consider</b>	Rehearsals: Sundays 5:45pm-8:30pm Performances are on weekends in Calgary, Edmonton and Magrath, generally starting end of January.
<b>Deadlines</b>	Deadline to register is August 1. Extensions may be considered.
<b>Progression</b>	Members who have been performing in this program who would like to audition for either Elite or Echo may do so by contacting <a href="mailto:encorpswg@gmail.com">encorpswg@gmail.com</a> for more information.

## MEMBER FEES, WITHDRAWALS AND REFUNDS (SUBJECT TO CHANGE)

Membership fees: \$500/year

**WITHDRAWALS:** All withdrawals MUST be sent in writing to [encorpswg@gmail.com](mailto:encorpswg@gmail.com)

**REFUNDS:** Registration fee is non-refundable

Before October 1: full refund minus admin fee of \$50 and cost of uniform if purchased;

October 2 – 31: refund anything over the 1/3 due, minus \$50 admin fee and cost of uniform if purchased;

November 1 – 30: refund anything over the 2/3 due, minus \$50 admin fee and cost of uniform if purchased;

December 1 or later: no refunds

(Elite/Echo only) If you withdraw after December 1 and have not yet paid the remaining invoice you must still do so;

Tour refunds – no refunds will be issued once the travel arrangements have been made.

NOTE: Fundraising credit cannot be considered as cash when refunding – only paid portions of fees can be refunded.

Payment Structure: All dates below are mandatory. Credits CAN be considered cash towards your payment deadline – you work a bingo for \$50 between the two payment deadlines that comes off of the amount due for that deadline.

**Expression:**

Registration - \$25 due at time of registration

October 1: 1/3 of invoice total

November 1: 1/3 of remaining invoice total

December 1: Remaining total of invoice

All payments must be made to the assigned rep only. No other person is to accept payment for any reason. Cheques can be made out to: SDCAA, credit cards payments can be made to the assigned rep or email transfers can be made to [sdcaavpt@gmail.com](mailto:sdcaavpt@gmail.com) (***please make the answer to your security question Calgary***)

**ALBERTA TRAVEL FEES (SUBJECT TO CHANGE)**

The organization uses coach busses for travelling to and from the out of town competitions. Riding on the bus is not mandatory, however it is highly recommended so that the members arrive at the same time and we have fewer vehicles on the highway during a time that there may be adverse weather. Travelling by bus saves the traveler money on gas and wear and tear on their vehicles – if you chose to drive yourself the cost is yours alone.

Guests and parents - \$15 fee payable the day of;  
Members - \$10 fee payable the day of;  
Staff, chaperones and Board - \$5 fee payable the day of.

**FUNDRAISING ANGELS**

Encorps Winterguard wants to ensure our members can perform without financial hardship. We understand that with work commitments and other life commitments, not all members have the opportunities to work a bingo.

If you would like assistance from one of our many Angels, please advise Michelle at [encorpswg@gmail.com](mailto:encorpswg@gmail.com). Your name will be kept confidential and credits will be dispersed evenly across the list of those needing help.

**FUNDRAISING**

In order for us to keep our fees low, we need you to participate in any and all fundraising that comes up! We do understand that sometimes fundraising is hard and feels unnecessary but the fact is...it needs to be done.

**FUNDRAISING FAIRNESS & GIFTING (Non-credit fundraising)**

In order to ensure fairness for all members and to help generate revenue towards operating costs, we respectfully request our members' gift some time to Encorps.

Bingo: Your first bingo shift is considered a gift back to SDCAA/Encorps, all additional bingo shifts will earn a credit of \$50. You may work off 75% of your membership fees with bingo credits. Additional information on bingo guidelines can be found in Charms under Documents/Fundraising. Please note: your gifted bingo will show as a "point" on your Charms account.

Gift Card Raffles (1): Each member will be asked to sell 20, \$5 raffle tickets once per season. Our fundraising committee will ensure that those who can sell more are set up to help those who have a hard time selling them.

Liquor Basket Raffle (1): Each member will be asked to sell 20, \$5 raffle tickets once per season. Our fundraising committee will ensure that those who can sell more are set up to help those who have a hard time selling them.

## **ADDITIONAL FUNDRAISING (FOR credit)**

Bingo: Your first (and 2<sup>nd</sup> for travelling group) bingo shift is considered a gift back to SDCAA/Encorps, all additional bingos done will earn a credit of \$50. You may work off 75% of your membership fees with bingo credits. Additional information on bingo guidelines can be found in Charms under Documents/Fundraising.

**\*Any overpayments on fees due to bingo shifts will be considered a gift to Encorps.**

**PLEASE NOTE: THE ORGANIZATION FISCAL YEAR IS APRIL 1 – MARCH 31. ALL SHIFTS WORKED WITHIN THAT YEAR GOES TOWARD THAT SEASON.**

## **UNIFORMS AND EQUIPMENT**

Please be aware that these items are only on loan to the member and the member must take care of everything. An equipment bag and an accessory bag are provided to all members and those are theirs to keep. All silks, poles, props, and uniforms must be returned at the end of a season.

## **REHEARSALS**

Clothing: members should wear comfortable clothing. The member should be able to move freely and not worry about getting clothing dirty or worn. Remember that this activity can be very physical so strapless tops and skirts are not appropriate rehearsal attire.

Personal Hygiene: there may be times in which the member is in close quarters with other members or instructors. Many times we may have someone taking photos or video we can use for recruitment or advertising. Please ensure the member as practiced good personal hygiene by having their hair brushed and pushed out of your face, teeth are brushed and clothes are clean and in good repair. .

Cancellations: please see the Inclement Weather policy in our Policies Manual in Charms.

## **COMMUNICATION**

Communication with members is done primarily through Facebook and Charms. Charms is available to view newsfeeds, member fees, fundraising credit and invoices (individualized) and to sign up for event activities such as bingo, casino, and chaperoning etc.

If there is no way you are able to use at least one of the above forms of communication then please ensure Michelle knows so she can email you with all pertinent information.

## **CHARMS**

### **How to access parent/student information in Charms**

Log on to [www.charmsoffice.com](http://www.charmsoffice.com), and click "ENTER / LOG IN" in the upper right corner.

Locate the "PARENT/STUDENT/MEMBERS LOGIN" section of the web page.

**Login to your student's program account using the following School Code: EncorpsWinterguard (just as it is shown)**

This will bring up the main "Public" page. This will allow you to look at the "public" calendar for your organization, event list, and handouts and other "publicly shared" files, as well as a few other options.

The first time you go here, enter your ID NUMBER (sent via email) into the **Student Area Password** field. You will be directed to the Change Password screen, to set a personal password different from the ID, for future use. You may also be directed to create both a unique Username and Password for the student. There are also mechanisms to recover/reset a lost Username/Password – when you create your new password, create a "hint" as well.

Whenever you enter using this Username/password, another more detailed screen appears, with various button options for you to access areas in the Charms account. You will see documents such as forms, financial statements, and the calendar of events. The calendar lists events, rehearsals and volunteer/rsvp opportunities. This is where you can volunteer as chaperones or to fundraising opportunities.

#### **IMMEDIATE ACTION REQUIRED:**

**Update Personal Information** – your account has been set up with the members demographic information however in order for proper communication please log in and add the parent information – include all parents or guardians in which you would like all communications to go to.

#### **MEMBER EXPECTATIONS**

Encorps prides itself on being a safe space for all members and their families however we as an organization can only do so much – some of that responsibility falls to the members. Our expectations of our members:

- Egos and attitudes get left at the door, everyone in this space is an equal;
- Give it a try! Guard is not easy, it's not meant to be – but that is what our instructors love to see, someone who didn't think they could do it but tried;
- Adhere to the Code of Conduct: treat the instructors, fellow members and others with respect, kindness and fairness; life each other up;
- Remain attentive to what is being taught so that the program can progress;
- Practice at home that is how you get better;
- Participate in fundraising;
- Attend socials and other events;
- Respect the process – you do not become amazing overnight;
- Go directly to the lead instructor with any concerns you may have. The Program Director will intervene only if you are unsatisfied with the instructor response;
- Understand our policies and guidelines as they pertain to you.

#### **POLICIES/GUIDELINES AND OTHER RESOURCES**

##### **PARTICIPANT PROTECTION**

SDCAA/Encorps strictly prohibits all conduct which could pose a threat to the safety of participants within our organization.

Anyone who receives information of any kind (verbal or written, informal or formal) suggesting that misconduct related to participant safety that has occurred that is connected in any way to individuals or activities associated with any Encorps event or activity must report the matter immediately to the Program Director and the Admin Assistant (or alternatively, the President only if one of the aforementioned is identified as the offender).

A report to an appropriate law enforcement agency may also be appropriate and is at the discretion of the person who receives information of potential misconduct. Misconduct related to participant safety that is covered by this policy includes:

- any misconduct of a sexual nature or potentially classified as a sex offence under applicable law; any misconduct in which actual or suggested sexual relations is an element; any harassing conduct pertaining to an individual's sex, gender, sexual orientation or gender expression; and any conduct involving harm to a minor.

**What Action Will be Taken?** Upon receiving a report, SDCAA/Encorps will conduct an effective internal investigation, report the matter to the appropriate law enforcement authorities if necessary and take appropriate and effective remedial action under the circumstances.

Anyone found to have participated in misconduct that threatens the safety of a participant will be removed from their position and banned from the association.

SDCAA/Encorps will not retaliate against anyone for reporting suspected misconduct or for participating in an investigation or inquiry.

### **Critical Incident Report:**

This form will be mainly used by the instructors to report any incident that happened at rehearsals, such as falls or equipment strikes. Basically, any time one of the members sits out due to following our Return to Sport policy, the instructor must complete one of these. The only exception is when a member sits out due to a pre-existing issue that did not transpire while at rehearsal. An example would be: member needs to catch their breath and relax for a bit during rehearsal due to suffering a cold or other ailment.

This form can also be used by a member, staff, board or parent if they feel they have something critical to report to the organization. This could include an incident of bullying, harassment or an injury not reported to the instructor.

You will find this form on the main document page within Charms. Instructors will also have access to these at rehearsals.

Please Note: this form should only be used for its intended use – critical incidents that happen with Encorps or at an Encorps event.

## **GUIDELINES FOR INJURY AND RETURN TO SPORT**

### **Guidelines for Injury:**

- Advise instructor AND attending chaperone;
- Instructor does a scan of injury – if there is no immediate sign of \*extreme injury, bench the member for 10 minutes;
- If, after 10 minutes, the member feels the same or worse, the instructor will contact the parent to advice of injury. Parent can then decide whether the member will be picked up early or will stay until the end of the rehearsal.
- Once the parent has picked up their child it is up to them whether the injury warrants further inspection by a medical professional.

\*Extreme injury: visual bone break, open wound, quick swelling and any head injury

### **Guidelines for Safe Return**

**<https://www.verywell.com/when-is-it-safe-to-return-to-sports-after-an-injury-3119404>**

- You are pain free. If it still hurts, don't use it.
- You have no swelling. Swelling is a sign of inflammation. If you still have swelling, it is too early to return to sports.
- You have full range of motion. Compare the injured part with the uninjured opposite side to see if you have regained range of motion.
- You have full or close to full (90 percent) strength. Again, compare with the uninjured side to see if strength has returned.
- For lower body injuries - you can perform full weight bearing on injured hips, knees, and ankles without limping. If you are limping, you are still not ready to return to sports. An altered gait can lead to further pain and problems.
- For upper body injuries - you can perform throwing movements with proper form and no pain

Keep in mind that even when you feel 100 percent you may have deficits in strength, joint stability, flexibility or skill. Take extra care with the injured part for several months.

- These are guidelines only; you should follow your physician's advice regarding return to sports.

## **REPORTING INJURY**

If a member is unable to rehearse due to injury or illness, for more than 2 rehearsals, the expectation is that an estimated return time is communicated to both the instructor and the Program Director. Member should still be available at all rehearsals so that they can hear of any changes, stay connected to the program and keep the show fresh in their minds.

## SOCIAL MEDIA POLICY

Members have the right to freedom of speech, however when a negative tweet or post can be directly aligned to Encorps or any Encorps activities the Program Director has the discretion to ask the member to remove it. A member should think about their position within the organization as well as the future of the group. Things to remember:

- use your common sense (is this message just a fleeting moment of anger or frustration? Will this post directly hurt someone on the team?)
- beware of privacy issues
- play nice and be honest
- demonstrate your skills and creativity

After a first warning, the second step could be to remove the member from the team.

## MEMBER ORIENTATION — PLEASE RSVP ON CHARMS

ALL parents or guardians, and members 18+ MUST attend a meeting. The PowerPoint presentation will be available on Charms, after the orientation. DATES TO BE ANNOUNCED

### TO DO:

- \_\_\_\_\_ Attend orientation
- \_\_\_\_\_ Join Facebook Members Only Group
- \_\_\_\_\_ Log into CHARMS and investigate
- \_\_\_\_\_ Read and understand the fee structure
- \_\_\_\_\_ Read and understand the fundraising
- \_\_\_\_\_ Join Facebook Fan Page
- \_\_\_\_\_ Follow Encorps on Instagram @encorpswg
- \_\_\_\_\_ Check out the Encorps Website (encorpswinterguard.ca)

### CHARMS

- \_\_\_\_\_ Confirm and/or update profile info
- \_\_\_\_\_ Read Volunteer Descriptions, Bylaws, Policies
- \_\_\_\_\_ Sign up for bingos