

# ENCORPS WINTERGUARD



## Please Note

**Encorps Explorers** is for entry-level members or those who are between the ages of **6 - 12**. Registration into this program is guaranteed for members in good standing. If a member would like to enter Evolution prior to the age of 13, they must audition.

**Encorps Evolution** is for experienced members around the age of 13. Registration of returning members is guaranteed for members in good standing. New registrants to Evolution must attend qualifiers.

**Encorps Elite** is for experienced members around the age of 17 – 26. Registration of returning members is guaranteed for members in good standing. New registrants to Elite must attend qualifiers.

**Encorps Echo** is for experienced members around the age of 26+. Registration is guaranteed if you meet the criteria and are a member in good standing.

**Encorps Expression** is for entry/intermediate-level adult members (**21+**) or those who do not have the required experience or time to enter a higher level. This is a non-competitive group. Registration into this program is guaranteed for members in good standing.

\* A returning member is one who participated in the 2022/2023 season.

# ENCORPS WINTERGUARD

## Registration Form

Last Name		First Name	
Address			
City		Province	Postal Code
Phone		Email	Age
<b>Please choose the program(s) you are registering/applying for:</b>  Encorps Explorers Encorps Evolution Encorps Elite Encorps Echo Encorps Expression			
<b>Experience</b> *you must be in good standing with your previous organization: Guard _____ Dance _____ Marching _____ Baton _____ Other _____			
<b>Encorps History:</b> Encorps is new to me Second Season Third Season Fourth Season Fifth + Season			
How did you hear about us?			

**Registration deadline: AUGUST 1, 2023**

**Non-Refundable registration fee due at time of registration (\$25 for all programs)**

Cheque made out to SDCAA is enclosed, in the amount of \$

An e-transfer will follow shortly. Email to [payments@encorpswinterguard.ca](mailto:payments@encorpswinterguard.ca) (make the answer to the security question is Calgary and indicate REGISTRATION FEE in the memo)

Explorers, Evolution, Elite (under 18) ONLY:	
Parent/Guardian Name	Cell Phone
Parent/Guardian Name	Cell Phone

Please send the registration form via email to [membership@encorpswinterguard.ca](mailto:membership@encorpswinterguard.ca)

# ENCORPS WINTERGUARD

## MEMBERSHIP LIABILITY, MEDIA RELEASE AND RELEASE OF PERSONAL INFORMATION

Member Name

### Liability Release

While The Spirit of Drum Corps Alumni Association, hereby known as SDCAA and its Branch Society, Encorps endeavors to provide a safe and fun atmosphere, the programs and activities provided by SDCAA and Encorps involve physical acts and may result in injury, or in extreme cases death. Please consult your physician prior to undertaking any new exercise program or activity.

By signing this form I hereby acknowledge and accept the risks related to the program I have registered for, and agree that in consideration for SDCAA/Encorps providing me with these services, and as a condition to those services being provided, I hereby waive any and all claims that I have or may have in the future against SDCAA/Encorps, and its directors, officers, shareholders, agents, employees, contractors, representatives, successors and assigns (hereinafter collectively referred to as the "Releasees") and release, and as a separate covenant indemnify the Releasees from any and against all liability for any loss, damage, expense or injury (including death) that I might suffer or that my next of kin may suffer arising from or in connection with my participation in or practicing of any physical training, travel, athletic activity or contest (including but not limited to the programs referenced on this form) through, with, in any way involving or in association with SDCAA/Encorps or the use of or presence on or in premises owned, leased or operated by SDCAA/Encorps or for the time being used by SDCAA/Encorps. In addition, SDCAA/Encorps will not assume liability for any lost or stolen property.

Dated at (City/Province)	Date (MM/DD/YYYY)	Member/Guardian Signature
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### Media Release

I agree that the whole copyright (including all rights of reproduction) in any photographs, video, or other media, digital or otherwise, is property of SDCAA/Encorps. I also agree that all licenses and assignees are entitled to use this media in any manner of form whatsoever, either wholly or in part, in any medium, or in conjunction with any work, for any purpose worldwide, in perpetuity. I consent to this media being reproduced in whole or in part, composite, altered or distorted, in any manner, however unusual, in conjunction with any printed matter or other medium. I understand that unless I consent for my name **to** be published, used or referred to in connection with the media, the media or words published with them will not be attributed to me personally.

Dated at (City/Province)	Date (MM/DD/YYYY)	Member/Guardian Signature
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### Release of Personal Information

I grant permission for SDCAA/Encorps to share and exchange the personal information that I have provided for the purpose of communication, medical care, inventory control and assignment, as well as attendance tracking. This exchange may occur among the previously mentioned bodies, and their hires and/or designates. In addition to this, I grant permission for my name, likeness and other relevant information to be distributed to members of the group for the purposes of team building and communication. I understand that my personal information will not be shared with persons not directly involved with operations of the group.

Dated at (City/Province)	Date (MM/DD/YYYY)	Member/Guardian Signature
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# ENCORPS WINTERGUARD

## PARTICIPANT/MEMBER INFORMATION SHEET

### Participant/Member Information

Last Name	First Name
Date of Birth (MM/DD/YYYY)	Pronouns
Is there anything that we should be aware of that will help us better support the participant/member? Specifics:	
Does the participant/member have any special needs or requirements in order to at participate fully? Specifics:	
Allergies? Please list both food and drug allergies:	

### Emergency Contacts

#### Contact One

Last Name	First Name	Relationship
Phone	Cell	

#### Contact Two

Last Name	First Name	Relationship
Phone	Cell	

#### Contact Three

Last Name	First Name	Relationship
Phone	Cell	

### Declaration

I have read and agree to the RETURN TO SPORT/INJURY - Guidelines for safe return:

Name	Signature
Date (MM/DD/YYYY)	Office Use Only

# ENCORPS WINTERGUARD

## PERFORMER AGREEMENT FOR MEMBERSHIP

I, \_\_\_\_\_, upon joining the 2023/2024 productions of Encorps Winterguard (Explorers, Evolution, Elite, Echo, Expression), am making the commitment to fulfill this position to the best of my ability for the duration of the season.

As a representative of this ensemble, I understand that my actions are a reflection of the program as a whole. I also understand that I am a representative of the program in and out of official "guard" time. As such I agree to the following:

- I will adhere to the Code of Conduct that I have signed (separate attachment); and I understand that a significant offense may result in my immediate removal from the program. I also agree that this decision will be made at the sole discretion of the Executive Director in consultation with the Executive Committee and instructional staff;
- I agree to attend all rehearsals and performances except in the event of severe illness, family emergency, or approved excuse by the Executive Director (such as a BOC commitment);
- **I understand that if I have more than 2 absences, I should consider removing myself from the program to ensure the program can move forward;**
- I realize that I am financially responsible for both my member fees and additional travel expenses and I acknowledge that I have been provided with a breakdown of program costs and payment due dates (outlined on the next page). If I quit or am dismissed, any fees paid will not be refunded;
- I understand that I must be 100% dedicated to being the best I can, and always work for the good of the ensemble;
- I understand that if I fail to fulfill my responsibilities, I may have a diminished role in the production, or may be dismissed from the program by the Executive Director.

<b>Member/Guardian Signature</b> •	<b>Date (MM/DD/YYYY)</b>
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# ENCORPS WINTERGUARD

## INSTRUCTOR-PARENT PARTNERSHIP (Explorers and Evolution Only)

Member Name

Following are guidelines for how Encorps' parents can contribute to an Instructor-Parent Partnership that benefits our members.

**Recognize the Instructors' Commitment.** Your child's instructors have made a commitment that involves many hours of preparation beyond the time they spend at rehearsals and performances. Please respect their commitment and imagine yourself in their place before approaching them to discuss any issues you may perceive.

**Make Early, Positive Contact with the Instructors.** Contact the instructors and introduce yourself, offer any assistance you may provide. Establishing a positive relationship with the instructors helps you proactively shape a positive experience for your child and will lay the foundation for respectful, productive conversations with coaches should a conflict arise later.

**Fill the Instructors' Emotional Tank.** Too often, instructors hear only from parents who have complaints. Filling the instructors emotional tanks with specific, truthful praise positively reinforces them to continue doing the things you see as benefiting the members.

**Don't Put the Member in the Middle.** You wouldn't complain to your children about how poorly their math teacher explains fractions. Don't share your disapproval of an instructor with your child. Doing so may force the child to take sides, and not necessarily your side! If your child has an issue with the instructor and can maturely articulate it, encourage your child to approach the instructor and at the very least learn some life lessons in self-advocacy with an authority figure. Otherwise, if you disapprove of how the instructor handles a situation, seek a private meeting to discuss the matter.

**Let Instructors Instruct.** It can confuse members to hear from someone other than the instructor yelling out instructions. Also, your instructions may counter the instructors' strategy and tactics, undermining team performance.

**Contribute to a Positive Environment.** Fill all the members' emotional tanks when you see them doing something well. Honor the activity as a spectator, respecting the rules, opponents, judges and teammates, and encourage others around you to honor the organization and activity.

Parent/Guardian Signature

Date (MM/DD/YYYY)

# ENCORPS WINTERGUARD

Following are guidelines for how Encorps' instructors will contribute to an Instructor-Parent Partnership that benefits our members. **THIS WILL BE SIGNED AND SENT TO ALL PARENTS PRIOR TO THE START OF THE SEASON.**

**Recognize the Parent/Guardian and Members Commitment.** Families put in time before and during the season making arrangements to have their children get to rehearsals, fundraising and paying for fees. Not only the members, but the families too, have made a commitment that involves many hours of preparation beyond the time they spend at rehearsals and performances. Please respect their commitment and understand that life events come up from time to time that may interfere with that commitment.

**Make Early, Positive Contact with the Families.** Contact the families and introduce yourself, offer information sharing opportunities such as a Facebook Group, and share your contact info. Establishing a positive relationship with the families helps you proactively shape a positive experience for the members and will lay the foundation for respectful, productive conversations.

**Fill the Members Emotional Tank.** Your members work hard and look up to you - they not only look for guidance but for positive reinforcement. They want to know that you notice their improvements or understand their limitations. Filling the members emotional tanks with specific, truthful praise positively reinforces them to continue doing the things you need them to do.

**Keep The Family In The Loop.** If you have any concerns about a member's behavior, attitude or lack of enthusiasm and you feel the member can maturely articulate themselves, encourage that member to have a conversation with you and at the very least learn some life lessons in self-advocacy with an authority figure. If the situation isn't resolved after that conversation, ensure you contact the parent to discuss what other options may work.

**Let Families In.** Once a rehearsal comes close to finishing be sure to allow the families in to see the progress their child is making as the season progresses. Encourage them to take video and cheer at the end - remember they are proud of their children!

**Contribute to a Positive Environment.** Fill all the members' emotional tanks when you see them doing something well. Honor the activity as an instructor, respecting the rules, opponents, judges and families, and encourage others around you to honor the organization and activity.

## Ember

Name	Signature
Name	Signature

## Explorers

Name	Signature
Name	Signature
Name	Signature

## Evolution

Name	Signature
Name	Signature
Name	Signature

# ENCORPS WINTERGUARD

Member Name

## Additional Commitments

- \$70 Membership Jacket. Must be paid at time of order)
- Sell 10 tickets to the liquor basket raffle for December\*
- Sell 20 tickets to the cash raffle for February\*
- Sell 1 Cash Calendar\*
- One gifted bingo for non-touring program, two gifted bingos for the touring programs

\*\*\*for those performing in two programs, bingo commitment is per program, all raffle commitments are per performer.

\*\$100 for each raffle must be turned in – if you were unable to sell these tickets then you should put your own name on them to allow yourself a chance to win.

I understand that I am responsible for these extra commitments as part of my membership to the organization, that I will adhere to the payment schedule below and that I understand the withdrawal/refund policy:

Member or Parent/Guardian Signature

Date (MM/DD/YYYY)

## Payment Deadlines

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

WE WILL ALWAYS WORK WITH OUR MEMBERS ON PAYMENT PLANS IF NEEDED - please ensure you advise us of your plan by emailing BOTH [executivedirector@encorpswinterguard.ca](mailto:executivedirector@encorpswinterguard.ca) AND [treasurer@encorpswinterguard.ca](mailto:treasurer@encorpswinterguard.ca)

IF a member participates in a tour, a separate deadline announcement will come.

**WITHDRAWALS:** All withdrawals MUST be sent in writing to [membership@encorpswinterguard.ca](mailto:membership@encorpswinterguard.ca)

**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

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

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



# ENCORPS WINTERGUARD

## CODE OF CONDUCT

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;

# ENCORPS WINTERGUARD

- 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.

# ENCORPS WINTERGUARD

## Anti-Retaliation and Whistleblowing

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.**

Date (MM/DD/YYYY)
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Performer Name	Signature
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Parent/Guardian Name	Signature
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Volunteer/Staff Name	Signature
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**This Code of Conduct MUST be signed every year, unless notified otherwise.**