



OVERVIEW

Welcome to Arsenal Drum & Bugle Corps. We are proud of our young corps and are excited that you will be joining us as we continue to develop our program.

This handbook provides details about the opportunities and responsibilities of being a corps member. From understanding our policies to planning what to pack for tour, this handbook will guide you in your preparations for a life-changing experience as a performing member of Arsenal DBC.

CORPS VALUES

Arsenal Drum & Bugle Corps was founded in 2016 and is the first modern drum and bugle corps out of New Mexico. Our members come from a variety of different cultural backgrounds, but in almost every case they come to us looking to gain experience. For some, this experience is simply performing in a drum corps, for others it is traveling and competing, and for others still they simply want to be surrounded by dedicated, positive people working towards a common goal.

To that end, we believe that as an organization it is important that we recognize a set of values to be upheld by both the staff and student members.

Our values are:

- **Commitment:** By committing fully to one another, the group becomes more important than the individual, and we can accomplish more than what is possible individually.
- **Accountability:** We trust in each other to fulfill the roles we have been chosen for and direct our energy towards improving in our own responsibilities through personal accountability rather than criticizing others.
- **Respect:** We respect that every person is different and brings with them a different set of world views. We treat others with courtesy, even when their views differ from our own.
- **Persistence:** Through persistence in the face of adversity, we can achieve the highest level of excellence.
- **Legacy:** We recognize the contributions of current and past students and staff and understand that everything we do must uphold and enrich the legacy of the organization.

MISSION STATEMENT

The Mission of Arsenal Performing Arts is to provide performing arts programs for the West Texas and Southern New Mexico community in order to improve the artistic environment of the area as well as provide training in music, dance and performance. We hope to emphasize the development of leadership and social skills through the challenge, experience, and self-discipline presented by the organization through performance, competition, and our everlasting pursuit of greater heights.

The Arsenal Vision is to create a regional hub for the marching arts and winter guard and in doing so create an environment where young people can grow as individuals within a safe and structured environment. We strive to build not only a competitive ensemble, but also a close-knit family of members, staff and volunteers. We believe that young people inherently possess the drive and ability to be successful in any venture, and we seek to provide the tools they need to achieve that success.

MEMBERSHIP REQUIREMENTS

REQUIRED FORMS

All members of the Arsenal Drum & Bugle Corps are required to submit the following forms and information to participate in corps activities and events:

1. **Signed Membership Contract**
2. **Signed Member Responsibility Form**
3. **Signed Medical Form**
4. **Signed Liability Waiver**
5. **Photocopy of Health Insurance Card**
6. **Photocopy of Proof of Age (eg, birth certificate, State ID, Military ID)**

CODE OF CONDUCT

The following rules and regulations shall be adhered to by all members and prospective members. Failure to comply may result in termination, suspension, or disciplinary action. It is the responsibility of members and prospective members to understand and abide by these policies.

1. Members will be under the director supervision of the Director and staff at all times. Insubordination to staff members and/or corps personnel is subject to reprimand or dismissal from the corps.
2. ***Punctuality and attendance is required, as described within, for all rehearsals and performances.*** It is your responsibility to report an absence to the appropriate staff member in advance and have it excused. Unexcused absences will not be tolerated.
3. Guests may attend rehearsals *only if given permission by the Director*; and are asked not to interfere with rehearsal.
4. Appropriate shirts and shorts must be worn, and appropriate language must be used indoors and near entrances at housing sites, as well as during meals. Shirts must always be worn during meals.
5. Members will conduct themselves in a respectable manner at all times. Conduct unbecoming of a professional, youth-centered environment will not be tolerated.
6. Members are to be neat in all dressing rooms, rest rooms, housing sites, etc. Leave rooms neat and pick up litter. Always strive to leave a space nicer than when you found it.
7. **Arsenal is 100% drug free and follows a zero-tolerance drug policy. Smoking, Vaping, and any other use of tobacco products is strictly prohibited. Marijuana use, including smoking, vaping, or “edibles” is also prohibited, even in states where Marijuana use is legal. Use of illegal or non-prescribed drugs is strictly prohibited. Members, including those who are of legal age, are not permitted to drink alcohol at any time. Possession of alcohol, tobacco, or any illegal substance is grounds for immediate dismissal from the corps without refund. Arsenal Performing Arts reserves the right to conduct bag checks of all students without prior notice. Prohibited substances will be confiscated and students will be dismissed.**
8. Any misuse of corps equipment or public or private property will not be tolerated. ***Any member caught stealing will be severely disciplined and may also be subject to legal action by local authorities.*** Members caught exchanging, damaging, or stealing corps, public, or private property will be dismissed.
9. Corps members are to sleep in designated areas at all housing sites and will be on their own sleeping bag/mattress at lights out.
10. When in public, members will maintain their full-dress uniforms unless excused. No member shall wear any portion of another corps' uniform, T-shirt, or other apparel while rehearsing or on tour with Arsenal. Members must wear Arsenal compression shirts under their uniform jackets.
11. Qualification of a corps member for participation in any performance will be at the discretion of the director.

EQUIPMENT

Arsenal provides equipment of its own and equipment that has been loaned to us by our partners for the benefit of our members. Members assume full responsibility for equipment they are issued, including being responsible for the full cost of replacing/repairing lost or damaged equipment.

Members are expected to treat all equipment with the utmost care. Theft of Arsenal equipment is grounds for immediate termination of membership without refund, and members who are ejected for theft will be barred from future participation in all Arsenal programs.

Personal Belongings – Arsenal will not accept responsibility for lost, stolen, or damaged personal belongings of any member, staff, or volunteer.

Housing Sites – Members must follow the rules established by our hosts at our rehearsal/housing facilities. All facilities must be left in the same or better condition than which they were found. You will be required to help with various cleaning duties as designated by the staff and/or student leadership.

GENERAL POLICIES

COMMUNICATION

The Arsenal leadership team is committed to honest and open communication. If you have a concern, whether it relates to performance, logistics, or personal issues, Arsenal has a support structure in place with people you can talk to. Your first point of contact should be your Section Leader, who will help you to communicate any issue to the proper person. Generally speaking, concerns should be brought up within the following hierarchy:

- Member
 - Horn Sergeant/Color Guard Captain/Percussion Section Leader
 - Drum Major/Tech
 - Senior Educational Staff (ie. caption head)
 - Associate Corps Director

We all want this season to be the greatest experience you have ever had. Open channels of communication help us all achieve mutual understanding and respect.

Please keep in mind the Arsenal's staff have multiple responsibilities and cannot always closely monitor the members. Therefore, it is the responsibility of the membership to actively supervise themselves. If you discover an issue, it is *your responsibility* to report it to the appropriate person. The best way to make sure that all members are safe and happy is to remember: *If you see something, say something.*

APPEARANCE

As a corps, it is important that we take pride in our appearance, as such, please note the following guidelines:

- All male musician performers will have haircuts above the ears and above the neckline. Sideburns will not be longer than earlobes. Longer hair is acceptable only if approved by the director. Neatly trimmed mustaches, beards, and goatees are allowed; otherwise, face must be clean shaven. Final approval for facial hair will be given before the first performance by staff; if it is not acceptable than members will be expected to be clean shaven by the performance. The corps director reserves the right to approve grooming for all uniform performances.
- All female musician performer must be able to have their hair up and tightly pulled back so that when they are not wearing headgear they maintain a neat and orderly appearance.
- Tattoos and piercings are allowed, however, during performance visible piercings must be flat black or silver, with no stones.
- While members are permitted to buy other corps' apparel at the souvenir marketplace, they are not permitted to wear said apparel while an active member of Arsenal. Additionally, members are not permitted to wear apparel that advertises for brands competitive to Arsenal's partners. Anyone seen wearing another corps'/brand's apparel will be asked to change immediately.

UNIFORM ETIQUETTE

Once you are issued a uniform, you are responsible for its care and upkeep. When you are in uniform, you are serving as a representative of Arsenal. Carry yourself in a professional manner at all times while representing Arsenal's tradition of excellence.

- You are responsible for having clean shoes, horns, and gloves at every performance.
- 5 pairs of gloves will be provided by the corps.
- You may only drink water in uniform. No eating.
- Public Displays of Affection are prohibited while in uniform.
- Plumes are delicate. They must be stored properly at all times.
- You may not sit front-field to watch another corps while wearing your uniform.
- Absolutely no swearing or other unprofessional language while in uniform.
- Never run in uniform.
- Your uniform must be hung up on the equipment truck following every use.
- Any issues relating to uniform maintenance/upkeep (eg, torn pants, bad seams) must be reported immediately to the uniform coordinator.
- No jewelry of any kind will be worn during uniform performances except for corps necklaces.
- Corps members in uniform must always travel in twos.

SOCIAL MEDIA POLICY

Arsenal PA respects the right of staff, members and volunteers to use social networking sites on their own time and does not wish to discourage from self-publishing or self-expression. Nevertheless, we expect those individuals or engaged by Arsenal to follow applicable guidelines and policies. Blogging or other forms of social media or technology include but are not limited to video or wiki postings, sites such as Facebook, You Tube and Twitter, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters not affiliated with DCI and SoundSport. Unless specifically instructed, persons

engaged by Arsenal are not authorized to speak on behalf of the organization. Our policies prohibit the use of social media to post or display comments that are vulgar, obscene, threatening, intimidating, harassing, or hostile on account of race, color, religion, national origin, age, sex, sexual orientation, veteran status, marital status, physical or mental disability, or any other basis or characteristic protected by applicable law. When posting to any web site, assume that many people, including coworkers, fans, supporters, performers, parents, school administrators, customers and potential customers and the media are reading your comments. All parties should be aware of your association with Arsenal Performing Arts in online media streams. Use common sense, professional judgment, and caution. DBC 2022. Bloggers and commentators are personally responsible for their commentary on blogs and social networking sites. Bloggers and commentators can be held personally liable for commentary that is considered defamatory, obscene, proprietary, or libelous

TOUR POLICIES

BUS RULES & GUIDELINES

The busses are our home on wheels while on tour, so It is important to keep them clean and organized for everyone's comfort. As the corps will be held responsible for any damage that occurs, you will be held personally responsible if you cause such damage.

- Be in your assigned seat on schedule
- No walking/standing on bus seats or bus armrests
- Bus drivers are our guests on tour. Treat them with the same respect you treat the rest of Arsenal's staff.
- No glass bottles or containers are allowed on the bus.
- Pass all garbage to the front or back of the bus for proper disposal.
- Flash photography is not allowed while the bus is moving as this may startle the driver.
- Remain seated while in urban areas as the bus may need to stop quickly.
- Have your luggage out to the bus at the specified time so it can be loaded.
- Water jugs must be emptied before being loaded in the bus bays.
- Items should be stored securely in the top rack for safety.
- Please remove everything from the floor of the bus to allow for regular cleaning.
- Drum majors or bus captains are responsible for assigning bus cleaning.
- Bus bathrooms are not to be used except in extreme emergencies.

STORING ITEMS ON THE BUS

Your rehearsal backpack, water, and marching shoes will be stored on the bus. For additional storage, a "bus box" is recommended. This is a small plastic box that fits neatly underneath the seat and can easily store snacks, makeup, and other incidentals. The space in the overhead rack and under your seat is your space. Please be courteous to your fellow bus mates and do not take up more space than allowed. Refer to the packing list for more information.

SLEEP WHILE ON THE ROAD

Bus sleep is critical to your success! The corps primarily travels at night, and arrives at our next destination early in the morning. While “floor time” is provided when we arrive at a housing site, you *must* supplement floor time with bus sleep. While you are allowed to drum/talk on the bus, the bus will also have specified “lights out” time to maximize your sleep time.

REST STOPS

The corps will make regular rest stops at night to allow members to use the restroom and take care of any other needs. These stops typically last 15 minutes and any member wishing to use the restroom should exit the bus immediately upon arrival. Because of time constraints, **members will not be allowed to buy food or drinks during rest stops**. Shopping would delay our departure and take away precious floor (sleep) time at our destination.

EXPULSION / ALTERNATE STATUS

Arsenal is a professional performing ensemble. Any member is subject at any time to reassignment of performance part/position, and dismissal from corps performances. If members do not adhere to the guidelines outlined in this handbook, or are negligent in corps dues payments, they may be removed from the corps or assigned alternate status.

- No one expelled due to misbehavior, health, or attitude will receive a refund under any circumstances. This includes unexcused absences from camps.
- Anyone expelled during the summer will be offered transportation to a bus depot or airport, but the corps will not pay any transportation costs home. Arsenal’s management reserves the right to dismiss any member for any of, but not limited to, the following actions:
 - Consumption of illegal drugs
 - Consumption of alcohol
 - Use of tobacco products or electronic cigarettes
 - Sexual Harassment or Misconduct
 - Representing the corps in an inappropriate manner
 - Misuse of property of facilities
 - Disruptive/Unprofessional behavior

LOST AND FOUND POLICY

There is no lost and found. If you leave anything at a housing site, we do not go back for it and we do not ask the school to forward it to us. At the end of tour, what is left on the bus usually ends up in the trash at the bus company.

If you have any questions regarding the Member Handbook or participation in the Arsenal Drum & Bugle Corps, please contact the Corps Director - director@arsenalperformingarts.org