



**2024**

# **Member Handbook**

**Welcome to the 2024 Colt Cadets!**

*We are happy to have you as part of the Colts family!*

# COLT CADETS

DRUM & BUGLE CORPS

Dear Colt Cadets Members and Parents,

Welcome to the tour!

Tour will be one of the most profound, important, and exciting experiences of your life! Tour brings great challenges and great rewards. It will not always go as planned, it will be exhausting, and it will involve excitement and new experiences. Mistakes will be made - some yours, some not, and there will be days you'll wonder how you got into this.

***Please read this guide carefully - with your parents - so we start together.*** Advance preparation and planning on your part is important. This information is given as ***expectations, not suggestions.*** It will set you up for success.

Tour operates smoothly when everyone does their share, plus a little bit more. If you see something that needs to be done, it is now your job to do it. "We" take care of "Us." Always strive to do just a little more, and do it just a little bit better.

Be flexible, have a great sense of humor (***especially when it's not funny***), be positive, and be creative. It is important we can count on you, just as you need to be able to count on everyone else.

A Colt Cadet is respectful, responsible, compassionate, positive, determined, and self-assured.

Our goal is to operate in a way that leaves you free to concentrate on being great and reaching for excellence, while not worrying about what is going on around you. We are proud of our tour operation, and we expect you to do your part for our success.

Have a great summer, and before you leave, make sure you give your family members a big hug and thank them for making this possible for you. Welcome to the Colt Cadets and welcome to tour!



2300 Twin Valley Drive  
Dubuque, IA 52003-7003  
Office \ 563.582.4872  
Fax \ 844.347.5323  
[WWW.COLTS.ORG](http://WWW.COLTS.ORG)

Sincerely,

Harlan Pfohl  
Colt Cadets Director

## Important and Useful Tips for a Great Summer:

Work hard when it is time to work.  
Relax when it is time to relax.  
Always do your best.

Communicate with all around you - instructors, parents, and members.

It is to your benefit to know what is expected of you as a member. If you have questions about anything included in this handbook, talk with Harlan, administrative staff, caption heads, or another staff member. Do not be scared to ask! We may have missed something or weren't clear enough.

**No matter what happens, remember two things:**

- 1) *THIS IS NOT SUPPOSED TO BE EASY*
- 2) *YOU DECIDED TO DO THIS*

**We only have two "rules":**

- 1) You will not break the law.
- 2) You will not embarrass the organization.

Drum corps is not easy. Actually, it's not supposed to be easy. You decided to do this, and you can do this and be successful! We are all here to support you. A good rule of thumb when you think about doing something, and if you're not sure it's a good idea, then it isn't a good idea. We have a great reputation in the activity, and it is very important. Please remember you are this organization.

**Good idea:** Always think about the whole; what is best for the greatest number of people.

### **REALLY IMPORTANT THINGS TO REMEMBER**

If you have a problem or a suggestion, discuss it with the right people. If it's bothering you, it's important; to be sure you discuss it with someone who can do something about it.

Intentional misuse, abuse, or stealing of property or equipment is not tolerated. This includes any item, no matter how "insignificant," belonging to any member, another corps, a housing site, or a community. We must be able to trust each other. We leave a school cleaner than we arrived - we are known as a trustworthy group. This reputation has been earned over decades. It takes years to create a great reputation, and seconds to ruin it.

You **may not** leave a housing site without permission from the Tour or Corps Director. You may not go around the corner to McDonald's or Dairy Queen - you must eat with the corps during the day.

**You may leave** with family during laundry or free days. Check out with the director and know what time and where to be back.

## **MEMBER GUIDELINES AND EXPECTATIONS**

The following information allows us all to work together towards the same goal with the same set of guidelines, expectations, and responsibilities. Please read thoroughly:

### ***Always Be RESPECTFUL and RESPONSIBLE.***

Remember we are creating a place for you to be successful.

We expect a high level of responsibility. You will be surprised at how much you can accomplish and the pride you will develop. Remember success and learning often occur as a result of being able to accept mistakes. Learn from these mistakes rather than hide from them!

Leave a good impression. You are always representing “you.” In addition, any time you are with the corps, wearing a corps shirt, in your uniform, or wearing your member jacket, you are also representing the Colt Cadets, the Colts, the City of Dubuque, and the State of Iowa. Your actions can leave a positive or negative impression on fans, other corps, and school officials. The impressions you make *will* have an effect on the organization for years to come.

Use common sense in everything. If you have to ask yourself “is this a good idea?”, then the answer is most commonly NO.

Be courteous to everyone, especially other Colt Cadets. No put-downs. We all want to have a good time and everyone deserves respect. There is simply no time for drama. Time spent dealing with drama is time not spent getting better.

Follow the instructions of the staff, parents, and other adults.

**Smoking, alcohol, drugs, self-inflicted injury, and sexual acts are prohibited and are grounds for immediate dismissal.**

Perception is reality! Think proactively about the decisions you make and how they impact the organization and your peers.

## **RELATIONSHIPS**

Public displays of affection are not tolerated when traveling with the corps. Sexual activity is not allowed in any area within the jurisdiction of the Corps. This includes all locations within the bounds of a housing site, buses, show sites, laundry sites, and any location where the member represents the corps. Members are strictly prohibited from engaging in physical contact that would be deemed inappropriate in a professional environment while representing our corps whether during rehearsal 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 corps. Members who allow personal relationships with each other to adversely affect the training or competitive environment will be subject to disciplinary policy. A member’s off-duty conduct is generally regarded as private, as long as such conduct does not create problems during on-field hours.

*Members who have problems dealing with expectations will have consequences.  
Consequences will be determined by staff and the director.  
Inappropriate conduct or actions may result in removal from performances or the corps.*

## **ATTENDANCE**

Be on time. If you are not early, you are late!

**ABSENCES** need to be brought to the director's attention as early as possible so rehearsal plans can be developed to accommodate a balance of everyone's needs. Your consistent attendance is crucial to the success of the Colt Cadets. When a student is missing, a piece of our competitive program is missing as well. Unexcused or unreported absences are not tolerated. Please communicate via email or cell phone to the director prior to any absence. We obviously understand in the event of an emergency - just let us know as soon as possible so we can plan accordingly.

### **Communication:**

If you or your parents need to get in touch with us:

**Harlan (Colt Cadets Director): 563-451-2194; [harlan@colts.org](mailto:harlan@colts.org)**

**Jeff MacFarlane (Executive Director): 563-599-8553; [jeff@colts.org](mailto:jeff@colts.org)**

**Colts Office: 563-582-4872; [office@colts.org](mailto:office@colts.org)**

### **Slack:**

Slack is an application that allows teachers to communicate with all of their students simultaneously. The director will create a Slack group for students and a group for parents to use during the summer. This will allow for students and parents to be notified of sudden changes in schedule, or in the event of an emergency. Simple instructions on how to receive these messages will be distributed closer to summer.



### **MAIL DROPS:**

Mail can be delivered anytime through the season prior to our Finals departure. The final delivery date to the corps hall must be no later than Thursday, August 1st.

Address mail as follows:

Member Name  
c/o Colt Cadets  
2300 Twin Valley Drive  
Dubuque, IA 52003

Mail will be brought to the corps housing site from Dubuque at least once each week through July 31. **Do not send anything directly to a housing site.** It is likely to go to the main administrative office and get lost in the shuffle with school district mail.

Bus snacks, a “miss you letter”, card, a favorite teddy bear, or extra spending money are all appreciated. Do NOT mail liquids. Orders can be placed on Amazon and delivered to the corps hall.

Before you leave, round up friends to write to you. Yes, it is fun to receive something on tour. Parents, don’t be scared to mail multiple times throughout the season!

### **GUIDELINES FOR HOUSING AND SHOW SITES**

***Wait for instructions, listen to instructions, and follow instructions.***

When we arrive at our housing site, wait for instructions before unloading or getting off the bus. After you are taken to your sleeping area, blow up your air mattress and sleep. **NEVER roll or drag your belongings on a gym floor.** You are a guest in the school and we want to be invited back.

Lights out will occur as quickly as possible, generally 30 minutes after arrival.

Be neat at overnight stays (not being tidy is called “tour spread”). Please remember – nothing at a school is ours and should be left alone. For example, never touch school computers – **EVER**.

We pride ourselves on a reputation of leaving housing facilities cleaner than we found them. It is important we maintain a positive relationship with all schools, so we are invited back in future years. While staying at a school, food and beverages are NOT allowed in gymnasiums. Water is okay, but you must be careful not to spill, and take responsibility to clean up any spills ASAP.

**ALWAYS** wear shoes. No bare feet are allowed outside the member sleeping area, not even in school buildings or hallways. One stubbed toe or twisted ankle could put you out for the season!

Play your instrument only when you know it is okay. Many towns have noise ordinances, and playing after certain times could be breaking the law! Assume a noise ordinance is 9:00 PM.

Each morning, a new schedule will be written out on the side door of the food trailer. Get yourself in the habit of checking this board at each meal throughout the day for any changes or messages. You are responsible for informing yourself on when and where you need to be someplace. “I didn’t know” is not a reasonable excuse. If you are confused, ask an adult!

**STAY IN “THREES”** - If you are given free time (such as after a show) **ALL MEMBERS MUST REMAIN WITH AT LEAST TWO OTHER MEMBERS AT ALL TIMES.** Do not leave the entire group unless a staff member or other adult has been notified.



**Social Media:** If you post anything, be very careful as to what and how you say anything. Each time you post, you are now the spokesperson for the Colt Cadets to the world. Ever play “telephone?” If a bus lightly bumps into a street sign and you say “accident,” the “accident” is now shared with panicked parents, freaked-out friends, and all of DCI. The “accident” becomes a rumor-driven bus fire with a plunge off a cliff and possible fatalities. Please be sensitive as to what you are saying and how it may be interpreted by others.

### **Respect The Colts Organization And Alumni:**

We don't mind if you purchase souvenirs from other drum corps but please do not wear these when you are with the corps. Please only wear clothing from our endorsers or corps: Innovative Percussion, Zildjian, Remo, and Yamaha. Colts and Colt Cadets apparel is also encouraged. When in doubt, Colts or plain clothing is the best way to go!



### **When Traveling:**

We travel on coach buses with boys and girls separated. Members will pick their seats at the beginning of the season. This will become your assigned seat and you will have a seat partner. A few parents will ride in the front seats of the bus. Your main suitcase will be stowed underneath the bus. Once a bus bay is loaded and closed, it is not opened until after we arrive at the next housing site. Make sure you have everything you need for 24 hours!

### **Your carry-on bag MUST have:**

- All uniform gear: member shirt, show shirt, black socks, marching shoes, show gloves, other personal uniform items (headbands, hair spray, etc.)
- Change of clothes and shower supplies: in the event that we do not have time to access the luggage bays, you will be glad you have a change of clothes, shower materials, and your toothbrush. You will NOT have access to luggage bays when we are at show sites.

Your **bus box** is commonly a small plastic container that fits under the seat in front of you. Students use the bus box to store snacks, games, books, and other personal items. The bus box typically remains on the bus and does not get carried into a housing site. Dimensions under your bus seat are 11” wide by 16” deep by 7” tall. Anything larger will not fit under your bus seat. An example of one can be found [here](#).

A small bag or backpack is recommended for a “field bag” which you bring with you to all rehearsals. Store drill, music, dot books, valve oil, extra gloves, garbage bag (for rain), etc.

It is your responsibility to make sure:

- All of your equipment is loaded onto the trailer
- Your corps uniform is **properly** hung and stowed in the equipment trailer
- Your carry-on bag is on the bus (and fits in the overhead compartment)

- Your suitcase (1 regular size) and sleeping bag or air mattress are loaded in the bus bay

### **Remember: YOU CARRY EVERYTHING YOU PACK!**

Do not overpack. **One suitcase only.** Space will be tight. At times it might seem impossible to fit a trip's worth of clothes into one suitcase. Here are some helpful tips:

- Make sure you pack plenty of underwear and socks - at least one fresh pair of socks for each day between doing laundry (We recommend about 16 pairs).
- Common attire for a rehearsal day is a light-colored shirt and athletic shorts. During hot days, students may choose to rehearse without a shirt (don't forget the sunblock!). Because of this, you might find that a single rehearsal shirt will last you two or three days. **Shirts are REQUIRED when we are inside any facility and in the food line.**
- Pack one pair of jeans or pants for free time or casual performances.
- Pack a few pairs of athletic shorts but know if you are running short on clean shorts, they are very easy to clean in the locker room showers.
- Pack liquid items (shampoo, body wash, etc.) in zip-lock bags to prevent spills.

A bag that is 75% full is full enough. Dirty clothes take up more space than clean ones. Also, you might choose to purchase items (souvenir shirts, etc.) throughout the summer.

### ***A Special Quiz:***

- To check whether you are planning to bring enough, pack your suitcase, carry on, and sleeping bag as you intend to, and ask mom or dad to hide them in the basement in different places. Remember, your stuff will NEVER be found together in the parking lot. For added realism, jam the suitcase behind the furnace where it can't be seen, and where it's hard to access.
- Go to bed. Have mom or dad wake you from a deep and peaceful slumber around 3:30 AM. Proceed, tired and grumpy to the dark, cold basement. You *can't turn on any lights!* Parking lots don't always have lights. Find your stuff.
- Carry everything at once - up the stairs, out the front door, across the yard, and around the house. (*Remember, you can't go to the bathroom until this walk is completed!*)
- **Bonus:** Have dad spray a light mist on your head and belongings while you walk.

***Upon completion of this test, you will know for sure if you have space and weight available to pack more.***

### **Laundry Days:**

We do laundry approximately every 14 days. Members are responsible to do their own laundry when we stop at a laundromat. Pack a roll of quarters and detergent in a safe place for extended trips (estimate \$10/laundry day). Pod detergents are recommended. Pack these in a sealed



container to prevent spillage!

**WHEN WE TRAVEL - We will encounter many *inconveniences*, but very few problems.**

There is a difference between an inconvenience and a problem. We will deal with many inconveniences, but very few problems. Your experience as a Colt Cadet will help you learn to recognize and solve an inconvenience *before* it turns into a problem.

### **On the Bus:**

- Get on and off the bus ***ONLY*** when instructed.
- Always follow the directions of adults and drivers.
- The restroom on the bus is not to be used!  
(Go before we leave and anytime you can!)  
We stop every 2-3 hours for bathroom breaks.  
If you have an emergency, tell an adult.
- **Pick up the trash around you after every trip (even if it isn't yours).**
- Do not put water jugs in overhead storage (it can fall and hurt someone or leak).
- "Lights out" on night travel will occur 30 minutes after departure.
- Members are not allowed to make purchases at rest stops. *Parents should not make purchases for members.* There may be rare exceptions approved by the director.
- No forts are allowed on the bus.
- No spraying aerosol sprays on the bus (sunscreen, hairspray, body spray, etc.)
- Personal video game devices may be brought on trips. **All electronic devices must be used with headphones.** Movies should be rated G to PG-13 and video games should not be rated more mature than T. Do not bring anything you'd be afraid to lose, drop, get stepped on, etc.
- We do not operate a lost and found. Certain items of value left behind (phones, glasses, wallets) will be kept by the director. Other items (towels, shampoo, shorts) are thrown away by cleaning crews before we depart a housing site.



**Pro-tour tip: Packing up your belongings when you wake will make eat-pack-load easier.**

### **During Meal Time - EAT.**

Meals are not optional. When we eat, you are expected to eat. When we eat with the Colts, you are expected to eat with the Colts. It is important to have energy. This is not the time to diet. Seconds are offered at the discretion of the cooks, and only after everyone has been through the line. ***Keep your original plate and cup if you would like seconds.***



Vegetarians and members with allergies should notate such on the medical form. Members cannot

spontaneously “claim” to be a vegetarian if they do not like what is being served. Peanut butter and jelly are available for every meal.

Drink lots of water. Essentially, think of it as you cannot drink too much water. If your urine is not clear or a light yellow, you are not properly hydrated.

*Always say thank you to the people who prepare your meals and serve you.*

## **WHILE IN UNIFORM:**

Anytime in uniform, you are performing. On, or off the field, you are representing every Colt Cadet, every Colt, including over 2,500 alumni before you. Only the highest level of professionalism is acceptable in a Colt Cadets’ uniform. Guide your decisions accordingly. These guidelines will help you. You are a professional performer. Impress, don’t disappoint.

### **Uniform Guidelines**

- Sit in uniform only when a clean and dry place is available. Never sit on asphalt.
- **Never run in uniform.** You can fall and hurt your uniform and yourself, but more importantly, you can make the Colt Cadets look unprofessional.
- Crew-length *plain* black socks (can be found at Walmart), a black dry-fit shirt (one provided per season, but you may also use plain black dry-fit shirts that can be found here: [men’s](#) or [ladies](#) ), and black lycra spandex shirts with no stripes or markings (“compression shorts” - [ladies](#), [men’s](#)). Our bibs fit closely, and underwear lines are not attractive. Boxers, loose shorts, or t-shirts do not work and look bad.
- Bring **black** shoe polish and a polish rag (in a resealable plastic bag), and do not polish shoes indoors.
- Hair should be worn off the collar in the designated style when in uniform. **Beards must be trimmed and only natural hair color for summer.** Everyone looks well-groomed when in uniform.
- We only drink water while in uniform. There is no eating in uniform except in rare instances. (You will be told if it is a rare instance.)
- While in uniform (and in public with or without a uniform), only use proper language (no profanity).
- Never engage in negative conversation about another corps, your corps, or any facet of the drum corps activity while in public, and especially while in uniform.
- Do not carry anything in your uniform bag except your uniform. **Everything else, such as shoes, should be in your carry-on bag.** Don’t leave the uniform on a bus overnight unless told to do so.
- Uniforms are a big part of the equipment truck loading and unloading puzzle. Be sure to have your uniform where it is supposed to be when it is supposed to be there. Uniforms are usually taken off the truck during meal 2 of a show day and placed back in the truck immediately following the show before meal 4.
- Know your uniform number!! Brass and percussion players should write their full name inside their shoes. **Never** leave any uniform parts - shoes, member shirt, gloves, etc., on the bus. Your bus can and will leave for any number of reasons (like fueling), and it might not return until after a show. Good thing you had your marching shoes, your uniform parts, and a change of clothes with you!

## **MEMBER CREW RESPONSIBILITIES**

*(one or more crew per member, assigned at move-in)*

**Field Lining  
Podium (Drum Majors)  
Scaffolding Up  
Scaffolding Down  
Props  
Field Markers  
Drill Box  
Glove Bag  
Parking Lot Clean Up  
Section Loading  
Bus Cleanup**

**Luggage Loading  
Bus Clean Up  
Housing Sites & Cleaning  
Kitchen Set Up/Tear Down  
Locker rooms  
Trash Duty  
Restrooms  
Gym  
Halls  
Outside**

The only way we can travel efficiently and successfully is if each member takes responsibility to make sure their crew assignments are handled. Everyone needs to help out others and keep track of their own belongings. This is one way we all learn responsibility. We will achieve our best if each person takes responsibility for their assigned job and completes the job well.

## SECTION NOTES FOR PACKING

FOR ALL: Big Checklist for move-in -

- Wallet/ID/Insurance Card.
- Phone and charger
- Sleeping bag or air mattress with battery-powered pump; Pillow/blanket
- **A REMINDER FOR 2024 - DCI has banned the use of cots**
- Uniform stuff, such as Spandex & Black Socks!!!
- Sunglasses, HAT(no visors), Sunscreen!!!
- Black athletic shorts (for some ensembles and standstill concerts)

HORNLINE: You will want Wright's Silver Cream or Hagerty's silver polish, polishing cloth, valve oil, slide grease, Windex wipes, and black shoe polish. You may want baseball gloves to use for rehearsals. Keep these items in your field bag. Make sure your water jug is RED ([Purchase here](#)).

GUARD: Make sure your water jug is BLUE ([Purchase here](#)). Bring any make-up and hair supplies specified by the staff. Also, black shorts and a white t-shirt for ensemble options.

PERCUSSION: Make sure your water jug is RED ([Purchase here](#)). Don't forget your sticks and pad! Bring some black shoe polish for your show shoes. Pack a black t-shirt, a white t-shirt, and black shorts for ensemble options.

***But Really...*** "What the heck do I need to bring? How do I fit three months into one suitcase and a backpack??" The following packing list has been written by veteran members to help you conquer packing and be prepared for summer! Please remember the lists are not set in stone; you may need more or less. -*written by veteran Colts*

Let's start with the **BASICS**:

- Your suitcase. When picking a suitcase, remember the size guidelines. Think of durability and ask yourself if you can roll and carry it (no rolling on gym floors). Leave some extra room.
- Carry-on. A small duffel or backpack, or even a drawstring bag. This will need to fit in **minimal** overhead compartment space on the bus. Your carry-on will always have ALL ITEMS needed for shows and showers.
- Sleeping pad, air mattress, and/or sleeping bag. Sheet for your air mattress if desired. Need to have a bag/carrier for your air mattress or sleeping bag or just put it in your suitcase (for loading purposes and space). A battery-powered pump is a must. **Cots are no longer allowed.**
- Blanket and pillow. These are not allowed in bus bays. You will want it on the bus and in the gym.
- BUS BOX. Plastic box with lid. This will need to fit under your bus seat basically all tour. You can store snacks, magazines, a book, headphones, a journal, etc. You might like a suction cup caddy (normally in the bath area, plastic works best) for the window to hold things like your phone, valve oil, extra gloves, etc.
- Toiletry bag. Many use one that unzips with a hook to hang it up.
- Laundry bag. Use a cloth bag and toss in dryer sheets (bring a small box of them) for the smell. Detergent pods in small Tupperware or Purex sheets. Bring quarters.

- Towels (1-2). Some use shammies (type swimmers use).
- Gallon-sized water jug. You do not want to be dehydrated! Get the correct color - Blue for guard; Red for brass/percussion.
- Backpack for rehearsal stuff and valuables. This will go everywhere with you. Use it for your dot book, repellent, sunscreen, DCT, Kleenex, pencils, music binder, drill, Advil, extra hat and shirt, valuable items, etc... Make sure it is durable enough to stand the heat and varying weather. Bring a trash bag in your bag for rain days (for you or your belongings).
- A power strip will help you meet friends.
- Journal, or book, as desired. Eye mask for sleeping if desired - sometimes the lights don't turn off.
- Earplugs (for rehearsal and/or sleeping).
- Money. Debit/credit cards work well. Purse or Wallet.

### Medical supplies and such:

The cook truck is stocked with most stuff (Advil, cold medicine, allergy stuff, first-aid, etc), but you should still bring your own basics...

- Neosporin and band-aids
- Anti-itch ointment. We prefer the pen-sized applicator bottles of an anti-itch ointment called After Bite.
- Painkillers (Aspirin, Tylenol, Ibuprofen, etc.). We suggest having a bottle of this in your field bag.
- Athlete's foot medicine (just in case). Lotrimin is great! Or tough-actin Tenactin.
- If you once had an injury and wore a brace, definitely bring the brace with you. Better safe than sorry!
- Prescribed medications, including inhalers. List these on your med form! If you have a controlled substance, it should be kept locked with the training team. You will sign a log when you use meds from the cook truck.

### Toiletries:

- Toothbrush/paste, face wash, soap, shampoo/conditioner, razor (no untidy facial hair in uniform!), and anything else along those lines. You will want normal size toiletries, not travel size. Don't forget nail clippers and floss!
- Shower shoes. Flip flops for the shower are a must. Most places do not have the cleanest showers and you do not want athlete's-foot. PROTECT your FEET!
- Loofah or washcloth...it helps if you're peeling or want to get all the dirt off from the field.
- Baby wipes or face wipes. Keep some in your bus box for after the show (Especially guard with makeup).
- Pads/tampons as needed. Be prepared! The cook truck keeps some supplies in case you run out.
- Deodorant! I suggest the gel stick (doesn't melt). You will want 2.
- Gold Bond. (Gold Bond makes a glide stick and a spray, as well.)
- Aloe Vera gel for sunburns. (Hopefully, you won't need this!) DO NOT USE before rehearsal!
- Comb or brush. Most girls for show hair will want a hairbrush AND fine-tooth comb. Bobby pins and hair ties to match hair color. Hairspray and gel for show hair, and a hair donut for a bun that matches your hair color (horn line).
- Febreze comes in handy between laundry days (be careful where you spray it).

### Clothing:

- Gallon-sized Ziploc bags to organize clothes; roll clothes to save space.
- 2 pairs of shoes. Having a spare for rain can help wet feet, but make sure they are still good shoes. Cross trainers are preferred. Do not go cheap on this purchase because it is your lifeline, but two \$60 pairs are better than one \$150 pair. Inserts are a good option. Definitely refer to the DCI shoe list, and perhaps find a specialty store to help you find the right shoe. (Do NOT bring Nike Free running shoes or any shoe that can "roll-up." They don't provide support).
- Underwear - 18 or more. Make sure they are comfortable exercising. Sometimes you may want to change during the day, so it doesn't hurt to have extras. Bras for females - bring 10 sports bras or more with whatever kind of support you need. Don't worry about getting cute ones...they will be gross. Bring at least one regular bra for free days.
- Socks - 18 or more pairs of rehearsal socks and a dozen show socks. Show socks are black calf-length socks for brass and percussion. Keep a pair of show socks on the bus. No colored markings above the

edge of your marching shoe!

- Rehearsal t-shirts or tank tops - if wearing one every day, bring 10. Lighter in color and material is better, nothing fancy. You will always need a shirt with you at rehearsal just in case, and you must wear a shirt to enter any school or in the food line. Guard will need a white t-shirt with sleeves at rehearsal at all times for full runs.
- Long-sleeve shirt(s) and sweatshirt(s). A hoodie, and 1-2 long sleeve t-shirts or other sweatshirts. Bring them on the bus/rain/cold. A hoodie is great for the bus and after the show and on cold nights.
- A jacket for rain or cold (your champion jacket would rock for the tour, basically anything water-resistant).
- Shorts. Section shorts, 3-5 pairs of athletic rehearsal shorts, 1-2 pairs for bus/lounging. You can wash shorts in the shower and re-wear these. Guard, bring at least two pairs of black shorts for full ensemble and make sure you have at least one black pair of non-spandex for show warm-up.
- SPANDEX SHORTS!!! Or compression shorts - 3 pairs at least (smell them after 3 shows), but many carry 4-6 pairs. Wash in the shower and hang to dry on the bleachers. These are worn under your uniform so we show no underwear lines.
- Swimsuit/Swim Trunks.
- Pants. I bring 1-2 pairs of sweats/joggers for the bus, rain days, cold rehearsals, or after shows. Also might want long athletic capris/pants if chafing is really bad.
- A couple of outfits for free days/banquet. Makeup/remover if desired. Store these in a Ziploc bag with some dryer sheets.
- Free day/after-show shoes. Comfortable, supportive shoes that will not hurt your feet when out of rehearsal/show shoes.
- The Colt Cadets tour shirt is nice to have or any other Colts clothes you have.

#### Rehearsal Type Misc:

- Sunscreen! Lotion is recommended, as it lasts longer and some people have allergies to spray. SPF 45 is recommended.
- DCT or another lip balm with SPF protection (DCT or Chopsaver are great). Hornline - Vitamin E stick for nighttime.
- Baseball caps (1-2, most have one for the summer). All sections will wear these at all times outside. Guard should bring a red bandanna for an added hype option.
- Sunglasses...make sure you can see out the sides. The sun is bright!
- Pocket Packs of Kleenex. Great for on the bus or the field.
- Mini Hand sanitizer is great on the bus.
- Dot book - will be provided this year. Fanny pack or a shoestring to tie it around your waist.
- Pencils. You need one EVERY REHEARSAL! Mechanical works best. (FYI bring extras)
- Binder for music and/or drill as well as sheet protectors (keep in field bag)
- Bug spray...you will thank yourself when we go to Minnesota and the South.
- Headphones, chargers, media player if desired.
- Small flashlight.
- Duct tape is very useful on tour. It can fix just about everything.
- Electrical tape, carabiners, bungee cords. (to hang things on the bus)
- Black shoe polish/rags. Q-tips are great for getting dirt out of little crevices in shoes also.
- A smaller personal water bottle for bus rides.



## **PERSONAL CONDUCT** *(adapted from the employee, seasonal staff, and volunteer policies)*

The Colts Youth Organization is committed to an environment in which relationships are characterized by dignity, honesty, courtesy, respect, and equitable treatment. This includes a commitment to create and maintain a positive organizational culture and climate which:

- is welcoming of difference and diversity and is based on inclusivity
- encourages members, staff, and volunteers to disclose and discuss incidents of bullying or harassment in a non-threatening environment
- promotes respectful relationships across the entire organization
- is free from any form or threat of harassment or retaliation for reporting such incidents.

### **Discipline and Consequences**

While we will deal with daily small dynamics (such as someone being late to a block or interpersonal disagreements), it is critical we understand how to address and how we handle any form of harassment. Our environment and our culture are critical to our success on all levels.

Significant discipline or behavior issues are rare. However, interpersonal issues among students do arise from time to time and when they do, students are encouraged to resolve among themselves in an open and respectful way. If students are unable to resolve their differences themselves, they are encouraged to bring the issue up through the chain of command. Students who engage in illegal activities, activities deemed to be a danger to someone's well-being, or actions damaging to the organization and its reputation will be handled in a manner commensurate with the nature and up to the involvement of legal authorities and/or immediate dismissal. In the event of removal, travel costs home are the responsibility of the member or their family. Although we would not abandon anyone, tour logistics are not always convenient. Please also remember we say regularly "there are no secrets on tour." Would we turn you into the police? Potentially. Would we send you home COD? Absolutely. Just don't do it. There's too much at stake for you and for us.

Please note our "chain of command" or hierarchy is the same as our reporting mechanism: Member to Section Leader, to Drum Major, to Caption Head, to Program Director or Tour Director or Operations Director, to Corps Director, to Executive Director, to Board President. Anyone at the Colts is able to go to whomever they are most comfortable with, and anyone is welcome to jump straight to the top of this list.

### **HARASSMENT AND COMPLAINT PROCEDURE**

It is the Colts' policy to provide an environment free of all forms of harassment. To that end, harassment of Colts' employees, volunteers, students, staff members, or other nonemployees who are traveling with or involved with the Colts is absolutely prohibited. Further, any retaliation against an individual who has complained about sexual or other harassment or retaliation against individuals for cooperating with an investigation of a harassment complaint will not be tolerated. The Colts will take all steps necessary to prevent and eliminate all forms of harassment.

**Definition of Harassment.** “Harassment” is conduct that has the purpose or effect of creating an intimidating, hostile, or offensive environment; has the purpose or effect of substantially and unreasonably interfering with an individual’s performance; or otherwise adversely affects an individual’s opportunities to participate in the Colts activities

Harassment includes, but is not limited to, epithets; slurs; jokes; pranks; innuendo; comments; written or graphic material; stereotyping; or other threatening, hostile, or intimidating acts based on race, color, ancestry, national origin, gender, sex, religion, or sexual orientation.

**Defenition of Sexual Harassment.** While all forms of harassment are prohibited, special attention should be paid to sexual harassment. “Sexual harassment” is generally defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where:

Submission to or rejection of such conduct is made either explicitly or implicitly a term or condition of any individual’s participation in the Colts’ activities; *or*

Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating an intimidating, hostile, or offensive environment.

Other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to students, workers, or volunteers may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct that, if unwelcome, may constitute sexual harassment depending on the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwanted sexual advances, whether they involve physical touching or not;
- Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, or cartoons;
- Unwelcome leering, whistling, brushing up against the body, sexual gestures, or suggestive or insulting comments;
- Inquiries into one’s sexual experiences; and
- Discussion of one’s sexual activities.

All members should take special note that, as stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of sexual harassment complaint is unlawful and will not be tolerated at The Colts.

**Complaint Procedure.** Any person who believes they have been subject to or witnessed discrimination, including sexual or other forms of harassment, is requested and encouraged to make a complaint. You may complain directly to the Corps Director, Executive Director, and/or President of the Board of Directors or any other member of management with whom you feel comfortable bringing such a complaint. Reports may also be sent to [whistleblower@colts.org](mailto:whistleblower@colts.org) or submitted anonymously using The Colts online whistleblower form. Similarly, if you observe acts of discrimination toward or harassment of another employee, student, or volunteer, you are requested and encouraged to report this to one of the individuals listed above.

No reprisal, retaliation, or other adverse action will be taken against anyone for making a good faith complaint or report of discrimination or harassment or for assisting in the investigation of any such complaint or report. Any suspected retaliation or intimidation should be reported immediately to one of the persons identified above.

All complaints will be investigated promptly and, to the extent possible, with regard for confidentiality.

If the investigation confirms conduct contrary to this policy has occurred, The Colts will take immediate, appropriate, corrective action, including discipline, up to and including immediate removal from the corps.

**“If you see something, say something.”**

If you observe or question a situation and aren't sure of its appropriateness, personally check with your Section Leader, Drum Major, Staff Member, Caption Head, Tour Director, Operations Director, or Corps Director.

If you feel you are a victim of harassment, here are the steps to take:

1. Advise the offender to stop their conduct—that you do not appreciate their actions/words
2. If the conduct persists, advise your section leader and/or drum major, tour director, operations director, and/or corps director

A person who has committed an act of bullying/harassment may be subject to removal from the corps if, after being advised to cease their conduct, continues with such conduct.

**Members have an affirmative duty to be proactive in order to prevent incidents of harassment and/or bullying.** If a student witnesses acts of bullying or harassment, they are encouraged to intervene safely and appropriately. If direct intervention is not feasible or safe, students should seek immediate assistance from a staff member, volunteer, corps director or any other employee of the Colt Cadets. In all such cases, regardless of whether the student intervenes or not, they are obligated to report the incident following our established complaint procedure as noted above.

**Added details regarding sleep space:** 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. As a rule, one person per bed or sleeping bag

for sleeping. 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.

## HIGHLIGHTS AND CRITICAL REMINDERS

**Professionalism:** You are here because you are a professional - an individual with above-average abilities and standards, so we assume there will be no issues. Regardless, there are zero-tolerance items that would cut your tour short: theft, illegal drug use, use of alcohol, weapons (not the spinning kind), assault, harassment, and failure to disclose medical information. We strive to ensure an educational and enjoyable experience for everyone. Violation of these policies or repeated disciplinary issues may result in the involvement of authorities and termination of membership. We care about you and your future!

**Housing Site Etiquette:** When we hit the road we stay in a wide variety of locations. The Colts Cadets are known for excellence in housing care. We pride ourselves on being welcomed back. With that, here are a few of our key housing site do's and don'ts:

**DO:**

Wear a shirt at all times indoors  
Take cleaning seriously  
Wear shoes until you go to bed  
Secure belongings when in rehearsal

**DON'T:**

Leave the housing site without telling staff  
Use tobacco products  
Go somewhere random in a building  
Touch a computer

**Bus:** The bus captain will handle many bus issues or disputes. NEVER USE THE TOILET ON THE BUS. Please make sure you let your seat partner know if you get off the bus. Follow directions so we can be efficient in getting down the road. Each day the buses need to be cleaned (we need you healthy), so please place your items on the seat so floors may be swept.

**Cell Phones:** Each night, phone calls stop at lights out. You need sleep; you'll have plenty of time to call the next day. Cell phones will often be turned off during rehearsal. Your instructors have Facebook and we see when you're posting status updates. Do NOT post after lights out. Please do not post anything pertaining to the show. We respect copyright laws and trust you will as well. Don't post anything derogatory about anyone on tour or another corps. Not only is this unprofessional, but it can make for an awkward remainder of the tour. Rumors hurt everyone. Keep track of your phone. Charge it only within the sleeping area. Mark your phone and charger.

**Hydration:** Drum corps is an immensely physical activity. You need to drink more water than you think. Remember, as soon as you feel thirsty, you're already behind on water intake! Avoid carbonated drinks and drink plenty of juice at meals.

# **WELCOME TO THE RED TEAM!!!**

## **MEMBER HANDBOOK ACKNOWLEDGMENT 2024**

### **Social Media Responsibility**

The Colts and Colt Cadets maintain a positive reputation which enhances belief in the mission of the organization. As a member of the Colt Cadets Drum & Bugle Corps, I hereby acknowledge when posting information and images through social media, I understand I am representing myself, the corps, other members within the organization, Drum Corps International (DCI), and the drum corps activity as a whole. Any posts will promote the positive reputation and mission of the Colts and Colt Cadets, and will not contain information or images that discredit, disgrace or embarrass the Colts Youth Organization, its members, Drum Corps International (DCI), or the drum corps activity as a whole.

### **Model Release and Authorization**

As a member of the Colt Cadets Drum & Bugle Corps, I hereby assign and grant to the Colts the right and permission to take, use and publish images, photographs, film, videotape, and/or sound recordings of me, with or without my name, for any editorial, promotion, illustration, art, advertising, publicity or any other lawful purpose. I hereby waive any right I may have to inspect or approve the finished product or products, or the advertising copy or printed matter that may be used in connection with, or the use to which it may be applied.

### **Member Handbook Agreement**

I acknowledge I have read and understand the responsibilities of membership described in the Colt Cadets Member Handbook, including the Social Media Responsibility and Model Release and Authorization outlined above. My membership within the Colt Cadets may be jeopardized by actions not in compliance with the terms of my Membership Agreement, the Colt Cadets Member Handbook, and any other outlined Colts procedure.

**Member Name (please print):** \_\_\_\_\_

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Students under the age of 18 when signing this document must have a parent or guardian signature:

**Parent/Guardian Name (please print):** \_\_\_\_\_

**Parent/Guardian Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_