Who are The Columbians?

The Columbians are a 501(c)(3) Non-Profit youth organization. The purpose of the organization is music education and visual performance, and will compete with in the DCI circuit. The Columbians is governed by an administration and Board of Directors who volunteer their time, knowledge and experience in order to provide the best Drum Corps experience for all our members. The Columbians brings together students to accomplish a common goal, through teamwork, dedication, perseverance and the pursuit of excellence.

What is DCI?

Drum Corps International is a competitive drum corps circuit comprised of drum and bugle corps from all over the US and Canada. Members of DCI compete annually in August for the DCI World Championship. DCI was formed in 1972, and strives to bring the best drum and bugle corps to its fans using entertainment as a primary goal. DCI performances are unique and represent “state of the art” in the marching arts. DCI strives to provide performers with stimulating and rewarding social experiences, to provide a competitive outlet for performers and to entertain and excite the audience.

Attendance Expectations

In order to perform to our fullest potential and pursue excellence, it is expected that all members attend all scheduled rehearsals, parades, exhibitions, and competitions. Drum Corps is a highly competitive activity, and the organization expends a great deal of time, energy, and funding to put the corps on the field. All rehearsals are critical to the development of the type of program that The Columbians wants to develop for the members and our fans. Attendance is crucial to that process. Therefore, members must agree to attend all rehearsals.

Should it be necessary to miss any rehearsal, the member agrees to contact their caption head to obtain permission. Excessive absenteeism hurts the entire organization as well as your fellow members. If a member finds themselves in a situation that will require that they miss a significant number of rehearsals - or a significant number of hours during rehearsals (which is also disruptive to the rehearsal process) - then the member should speak with the corps director. We want to work with you, which is one of the reasons that we give you the schedule so far in advance.

If you have a conflict with your school band activities during a camp or rehearsal weekend or other scheduled event, you should attend the school band event, and then do whatever is possible to attend the rest of the camp or rehearsal. If you are in school, your priority is school, and we support you in your educational efforts. The Columbians are an extension of your educational experience, and should similarly be treated with the respect it deserves.

Communications

It is not the responsibility of The Columbians organization to call you or remind you about rehearsals or commitments (unless there has been an unscheduled change of time or venue). It is your responsibility to remain current on all communication posted via the corps website, e-mail, Facebook, Twitter, or verbally announced at rehearsals. Communication is vital to any organization’s success, and there are many ways to communicate with our membership. We urge you to please check your e-mail regularly, as we send out monthly newsletters and updates that have vital information about upcoming camps, fundraising events, and other news.

Corps Website

The Columbians has its own website: www.columbiansdrumcorps.org. The website is maintained by our Marketing Director, and is constantly updated with news, scheduling, and more. Our primary source for communicating with our members is through the website. Members may access important forms and information, as well as warm-ups and show music. As with any public forum, it is important to communicate with fellow members in a respectful, responsible manner. Vulgarity or profanity will not be permitted, nor is the website a place to post personal gripes with fellow members or the administration of the corps.

Online Conduct

While the corps encourages camaraderie between other drum corps, it is important to remember you are always representing The Columbians. Do not act in any manner that would be detrimental to the image or reputation of The Columbians. This includes behavior or statements made in any medium including the internet (Drum Corps Planet, Facebook, Twitter, etc.). While your comments there may reflect just your thoughts, they are also interpreted to represent the entire corps. Think before you post.

Members must not divulge corps policies, practices, or complaints regarding the corps in any public forum whether it be the internet, intranet, or publicly. Failure to adhere to this request may result in dismissal from the organization. It can be detrimental to the organization and to the morale of the corps as a whole.

Each member must represent the corps in a respectable and professional manner at all times - both on and off the field. Always be considerate and thoughtful towards your fellow members, staff, administration, Board of Directors, fans and more importantly, other corps. Since The Columbians is a volunteer organization, the behavior of its members and volunteers are their individual responsibility. The Columbians organization will not be held responsible or liable for the inappropriate behavior of any of its members or volunteers.

In addition, it is important to never post any media to Facebook, Twitter, or YouTube without express written consent from The Columbians. Any and all media releases will come directly from the Columbians Drum Corps.
Cell Phone Policy

Use of cell phones during rehearsals, parades, exhibitions, or performances is prohibited unless there are special circumstances. If this is the case, please speak to your caption head prior to rehearsal.

Drug and Alcohol Policy

Use of illegal drugs is STRICLY forbidden by all members, staff, and volunteers of the organization and is considered grounds for dismissal. Use of alcohol is forbidden by all members, even if the member is of legal drinking age. The management of The Columbians reserves the right to search personal belongings in the event that drug or alcohol use is suspected.

Tobacco Use Policy

Use of any tobacco products is forbidden by all members at all corps functions. The corps relies on the use of public schools for rehearsals and housing while on tour. Members must respect the school prohibitions on the use of tobacco products.

Harrassment and Discrimination Policy

The treatment of all with respect and dignity are important to any organization. Harassment of any kind and other forms of discrimination are strictly prohibited.

The Columbians organization has a zero tolerance policy for harassment or discrimination on the basis of sex or gender of any member, volunteer or staff member. This zero tolerance for harassment or discriminatory conduct also applies to harassment or discrimination on the basis of race, color, age, marital status, religion, disability, or any other characteristic protected by law. Any conduct which is inappropriate, demeaning, or disruptive will not be tolerated. We expect everyone to act with mutual respect and concern for each other and in compliance with our policy prohibiting discrimination.

Violation of The Columbians policy of non-harassment or discrimination will result in immediate expulsion from the corps. Expelled members are responsible for arranging their own transportation home regardless of the location of the corps, and will forfeit all monies paid.

Parent & Family Involvement

The Columbians organization strongly encourages parents, family, and friends in supporting the activity. This support is important not only to the individual member but also to the corps as a whole. The Columbians booster club is a vital part of the organizations success. The booster club provides support and assistance to the membership in the form of sewing, baking, and cooking and food preparation on an as needed basis. The booster club also coordinates sales of souvenirs and corps memorabilia at performances. One of the most important aspects of The Columbians organization is the feeling of belonging to The Columbians family. We warmly embrace each member’s family as well. A member whose parents and family participates and understands the organization will have a successful and fulfilling Drum Corps experience.

Rehearsal Etiquette

All members are expected to be on time for all rehearsals and be prepared to begin at the designated time. (That means you have your equipment set up and ready to begin; on-time is late, 5 minutes early is ‘on-time!’) Since this is a competitive activity, it is important to rehearse efficiently and effectively. It is not the amount of hours that are “clocked in” but rather what we accomplish in the designated amount of time. In order to use our rehearsal time to the full potential, it is imperative that all members come to rehearsal well rested, focused, and ready to work. All members are expected to be respectful to their co-members as well as staff and administration. At no time should any member criticize another member. The Columbians organization has gone to great lengths to provide qualified professional instructors and technicians; these are the persons to which all questions or inquiries should be addressed.

Practice

Members are expected to practice at home between rehearsals in order to learn and memorize all music and visual work, and personally improve their expertise on the chosen instrument or piece of equipment. Remember: Rehearsals are for rehearsing. We practice at home.

Caption heads reserve the right to change any member’s position within the corps at any time. Some changes are necessary to benefit the corps program and may reflect other personnel changes that have taken place. Should a change be necessary, the staff will make every effort to communicate with the member personally, and try to accommodate the member to their satisfaction to the extent it does not take away from the corps performance level.

Performance Etiquette

Members will wear half uniforms on the way to the performance. Upon arrival, proceed to get equipment from truck. Cases will be neatly stacked, according to the instruction of the horn seargent. It is your responsibility to make sure your equipment and uniform is on the truck and secure from damage or theft before and after the performance.
Do not play your instruments unless instructed to do so. From the time we arrive at the performance site to the time we leave, we are always performing and representing The Columbians. We will march as a unit to our designated warm up area. Once in the warm up area, focus on proper technique, whether it is playing or marching.

Drum Majors
Drum Majors shall be nominated by the instructional staff and confirmed by the Director to be the student leaders of the corps. These members should possess leadership qualities, be a member in “good standing”, show exemplary behavior (past and present) as it relates to building a positive team environment, and be well respected by their fellow members. These individuals shall be role models to the membership and lead by example. Drum Majors shall receive instructions from the Corps Director and instructional staff and be in charge of implementing those instructions throughout the rest of the membership. All members will follow the Drum Major’s instructions without question.

Additional Guidelines
The Columbians is committed to providing a safe environment for our members. We have adopted the following guidelines to ensure the safety of our membership:

- Sneakers should be worn at all times during rehearsals.
- Aggressive or hostile behavior (direct or indirect) that creates a reasonable fear or injury to another person, or subjects another individual to emotional distress, is prohibited.
- Damage or theft to another person’s property is prohibited.
- “Horseplay” or other conduct that may be dangerous to others is prohibited.
- Insubordination of any kind or kind will not be tolerated towards staff, administration, or board members.
- All members shall sleep in designated areas segregating boys and girls.
- Curfews and lights out shall be implemented to ensure the safety of all members.
- No member shall travel anywhere without at least one more member.
- No member under the age of 18 shall ride in another member’s vehicle without written permission from their Parent or Guardian.
- Fire and Emergency safety drills may be implemented to ensure that guidelines set forth under the Fire Safety are familiar to all the membership.

Fire & Emergency Preparedness
In the event of a fire emergency all members should immediately exit the facilities by the closest exit (closing any doors behind them). Gather directly across the street adjacent to main entrance of building in order to make sure all traveling with the corps are accounted for. Use the shortest route and safest route to exit. If you must escape through smoke, remember to crawl low, under the smoke and keep your mouth covered. When you come to a closed door, use the back of your hand to feel the top of the door, the doorknob and the crack between the door and the door frame to make sure the fire is not on the other side. If the door feels hot, use your secondary escape route. Even if the door feels cool, open it carefully. Brace your shoulder against the door and open it slowly. If heat and smoke come in, slam the door and make sure it is securely closed, then use your alternate escape route. Do not use elevators, utilize stairs.

These are safety recommendations and do not constitute a formal fire/emergency program for The Columbians, its affiliates, administration or Board of Directors.

Outstanding Financial Obligations
No prospective member will be allowed to participate with The Columbians Drum & Bugle Corps if they have an outstanding financial obligation with any Drum Corps International organization.

Participating with other DCI organizations
After a member has signed a membership agreement with The Columbians Drum & Bugle Corps, the member will not be allowed to participate with any other Drum Corps International organization unless all financial obligations to The Columbians have been paid in full.

Forms
Each member must fill out and return the following forms. Forms are available on the corps website or at any Columbians rehearsal:

- Photography Release Form
- Medical Release/Consent Form
- Financial Agreement
- Family Information Form
- Membership Agreement

No equipment will be assigned to a member until all forms are filled out properly, signed and submitted to The Columbians administration.

The Medical release is the most important piece of paper the corps can collect from the members. No member can travel anywhere with The Columbians (including camps) until this form is turned in. All information will be kept confidential and travel with the corps to all functions.

ALL QUESTIONS ABOUT THE MATERIAL COVERED IN THIS HANDBOOK SHOULD BE DIRECTED TO THE CORPS DIRECTOR OR ASSISTANT CORPS DIRECTOR
The Columbians Drum & Bugle Corps is a performing arts program of the Cascades Foundation.

A reduction of $40.00 will be given to any member if their tuition is paid in full by 3/14/2014. No refunds will be issued once a member has signed their membership agreement to participate in the 2014 Columbians Drum & Bugle Corps. Please understand that once the above fees are paid, there will be no refunds to replace said member by having to spend additional costs recruiting a new member to/finish their spot on the field.

Remember, the above fees include all services offered by the Columbians over the course of the winter rehearsals and the summer tour. Also know that your acceptance of membership, could not allow someone else to be part of the corps.

The purpose of this agreement is to provide you with an overview of the cost involved in participating as a member of The Columbians Drum & Bugle Corps. Below we explain the fee system in place for 2014.

Your signature on this agreement will be considered binding; please be certain that you and your parents read and understand all of the requirements before you sign this agreement. This agreement will constitute your acceptance of the following fees as a participant of the Columbians Drum & Bugle Corps.

Financial obligations to the corps for the members are as follows:

<table>
<thead>
<tr>
<th>Fee Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$650.00</td>
</tr>
<tr>
<td>(T) Tuition</td>
<td>$650.00</td>
</tr>
</tbody>
</table>

The chart below explains how the payments are due. Any fee not collected by the 15th of June will be subject to a monthly interest charge of 1%.

ALL RETURNED CHECKS WILL BE SUBJECT TO A FEE OF $25.00.

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>$40</td>
</tr>
<tr>
<td>February</td>
<td>$122</td>
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<tr>
<td>March</td>
<td>$122</td>
</tr>
<tr>
<td>April</td>
<td>$122</td>
</tr>
<tr>
<td>May</td>
<td>$122</td>
</tr>
<tr>
<td>June</td>
<td>$650</td>
</tr>
</tbody>
</table>

Participant’s Name: 
Section: 

DRUM & BUGLE CORPS

Each member is required to raise a minimum of $200.00 per season. There are two mandatory fundraisers conducted throughout the season. Each fundraiser will be discussed and administered at the camps.

- **(A) Mandatory Fundraising:** This program targets businesses, civic groups, family and friends in your community to help sponsor individual members.
  - **(B) Sponsorship:** All potential members are required to pay a non-refundable registration fee of $40.00. This fee must be paid before or on the day of the audition.

There are two mandatory fundraising events:

<table>
<thead>
<tr>
<th>(I) Financing</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>$200.00</td>
<td></td>
</tr>
</tbody>
</table>

Members are responsible for the fees associated with the hosting of all camps. These fees go to help defray the costs of sending the corps to camps. The fees are $40.00 per person and are mandatory and non-refundable. They are due at check-in for each camp the corps holds.

- **(II) Camp Fees:** $40.00

Some members may possibly be offered a position as an alternate. If you depart with the corps on tour, and you are designated as an alternate prior to that time, the fee to participate is the same as all other members. This fee must be paid before the corps departs on tour. Alternate status does not automatically mean you will gain a spot during the summer, however, with the physical demands of the activity, your chances of attaining a spot is better than not being on the road at all. If the alternate member does not become a full marching member, you will be refunded one half of their tour fee paid.

- **(3) Alternate Status:**

Brass players are responsible for providing their own gloves. Percussion players are responsible for providing their own drums. Corps members who are not covered by medical insurance are required to have some type of insurance for the summer season. The corps will not pay for any medical bills accrued by the member while participating with The Columbians.

- **(VII) Miscellaneous Costs:**

I understand the financial obligations of membership in the Columbians Drum & Bugle Corps and I agree to comply with all the requirements. This agreement is not transferred to others.

Parent/Guardian Signature: 
Date: 
Witness’ Signature: 
Date: 

2014 FINANCIAL AGREEMENT

P.O. Box 4440    Pasco, WA 99302
1-800-673-1137
www.columbiansdrumcorps.org
The Columbians Drum & Bugle Corps is a performing arts program of the Cascades Foundation.

I am financially responsible for the repair or replacement of my uniform and equipment resulting from my careless or negligent conduct while in my trust. I also agree to be responsible for any corps property that is stolen in my trust.

Corps Property

Date: __________ Parent/Guardian Signature: __________

Date: __________ Parent/Guardian Name (Print): __________

The mission of The Columbians is to enrich the educational, social, ethical, and performing arts lives of young adults. I hereby agree to adhere to the mission of The Columbians and to abide by all rules and procedures set forth by the Corps Director and staff.

Date: __________ Member’s Signature: __________

A release from the Corps Director of The Columbians Drum Corps before they can join another DCI Organization for the current competitive year.

Member’s Name (Print): __________

Once a member has signed this membership agreement and later decides to participate with another DCI organization, the member must receive approval from the Corps Director of The Columbians before proceeding.

Drum Corps International does not allow a member to participate with a drum and bugle corps if the member has an outstanding financial obligation to another Drum Corps International organization.

All terms and conditions of this Agreement shall be interpreted under the laws of the State of Washington. Parent/Guardian signature is binding. All parties mentioned herein must agree to its termination for the Agreement to be broken.

I have read and fully understand the contents of the Agreement and/or have had the contents fully explained to me by the Corps Director. If I am under the age of 18, Parent/Guardian signature is required.

Each member will pay a $650.00 tour fee, which is a non-refundable fee except under the circumstances outlined in the Payment Schedule in the Financial Agreement.

To participate with the Columbians, you must pay the fees listed below. Any member that encounters a problem paying the fees associated with the corps must clear any variance from the fee agreement with the Corps Director.

The member hereby waives any notice of the transfer of this Agreement and agrees to remain bound by the terms of this contract and understands its content may be fully enforced by The Columbians.

In consideration of the opportunity to become a performing member with the Columbians, I acknowledge and agree that:

Participant’s Name

The rights granted herein are freely and fully assigned by The Columbians to any entity or organization, including but not limited to Drum Corps International.

This Membership Agreement is made between the Columbians Drum & Bugle Corps and the undersigned member.

Membership Agreement

MEMBERSHIP AGREEMENT

Note: Please compare the Columbians schedule in the table below to your personal calendar to avoid conflicts.

I understand that I am required to attend all of the Columbians activities after June 9th, 2014. If I am still in school beyond that date, I will notify my caption head to work out details.

Attendance is mandatory for The Columbians to achieve its goal of excellence. All personal time (such as work and vacations) should be scheduled to avoid conflicts with rehearsals and performances.

I am aware that failure to meet any of the obligations or commitments described above, or in the Member handbook, or to my caption head, may lead to termination of my membership from The Columbians. If terminated for cause, I understand that any monies paid to The Columbians shall be forfeited.

In the event of litigation relating to the subject matter of this Agreement, the non-prevailing party shall reimburse the prevailing party for all reasonable attorney fees and costs resulting therefrom.

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PHOTO RELEASE FORM

Photo Release for Minor Child

I hereby authorize The Columbians Drum & Bugle Corps, a performing arts program of the Cascades Foundation (CF), to publish any photographs taken of me and/or the undersigned minor child, and our names, for use in The Columbians Drum & Bugle Corps and CF’s printed publications, convention style promotions, and websites.

I release The Columbians Drum & Bugle Corps, and CF from any expectation of confidentiality for the undersigned minor child and myself, and attest that I am the parent or legal guardian of the child listed below. Therefore, I have the legal means to authorize The Columbians Drum & Bugle Corps and CF to use the photographs and names.

I acknowledge that since participation in publications, convention style promotions and websites produced by The Columbians Drum & Bugle Corps and CF is voluntary, neither the minor child nor I will receive financial compensation.

I further agree that participation in any publication, convention style promotions or websites produced by The Columbians Drum & Bugle Corps and CF confers no rights of ownership whatsoever. I release The Columbians Drum & Bugle Corps and CF, its contractors and its employees from liability for any claims by me or any third party in connection with my participation or the undersigned minor child.

Signature: (Parent or Legal Guardian)
Date: ____________________________

Name of Member/Minor Child: ____________________________
Current Age: ____________________________

I hereby authorize The Columbians Drum & Bugle Corps, a performing arts program of the Cascades Foundation (CF), to publish any photographs taken of me, and my name, for use in The Columbians Drum & Bugle Corps and CF’s printed publications, convention style promotions and websites.

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Signature: (Adult Member)
Date: ____________________________

The Columbians Drum & Bugle Corps is a performing arts program of the Cascades Foundation.