

## LAKE ERIE REGIMENT WINTER GUARD MEMBERS HANDBOOK

*In order to be a top-quality organization, we operate under the following policies*

1. Always present yourself and the guard in a professional and positive manner. Conduct unbecoming of this guard will not be tolerated, especially if in uniform OR wearing a Regiment jacket.
  
2. There is to be no smoking during any guard rehearsals or performances. Also, there is BY PENNSYLVANIA STATE LAW NO SMOKING IN ANY OF THE SCHOOL FACILITIES we use for rehearsal.
  
3. Anyone with alcohol or illegal drugs in his/her possession will be dismissed from the guard and sent home at his/her expense.
  
4. By PENNSYLVANIA STATE LAW, it is a misdemeanor of the first degree for any person to possess a weapon (defined as any knife, cutting instrument or tool, nun chuck stick, firearm, or any other implement capable of inflicting serious bodily injury) in any of the facilities we use for rehearsal. Should it occur, you will be IMMEDIATELY TURNED OVER TO THE PROPER AUTHORITIES and expelled from the guard.
  
5. The use of abusive, vulgar, or suggestive language, pictures, shirts or behavior will **NOT** be tolerated. No section's "Traditions" that they create may involve ANY of the above in ANY form.
  
6. The members of the Lake Erie Regiment Winter Guard are under the supervision of the Guard Director and/or staff at all times, except during free time. Insubordination by a member of the guard to ANY staff member (teaching or support) will not be tolerated
  
7. Members are **NOT ALLOWED TO HAVE ANY RELATIONSHIPS WITH ANY STAFF MEMBERS.**

8. Attendance and punctuality is required at all rehearsals and camps. The philosophy of the Guard when it comes to a conflict with a **significant** school activity is that the school activity will take precedence. **It is, however YOUR responsibility to ensure that the director is informed and convinced before the conflict, that the school activity is significant.** In any emergency, call the office number and leave a message. (814) 456-5300

**In order to produce the kind of guard we desire, every attempt must be made to co-ordinate all work schedules around our limited practice times! Communication with the staff on any problems is a very big priority. Again remember, CALL US!**

**Excused absences can include** Weddings, Funerals, Church or School obligations, serious work conflicts and serious family matters. **Absences NOT excused** include parties, trips etc.

9. We try to communicate all pertinent information (via e-mail and regular mail) as completely and swiftly as possible. **PLEASE READ all that is sent and pass it along to your parents.**

10. ALL significant grievances should be brought to the Director's attention; not to the staff or other members. Telling to other members creates division **NOT SOLUTION.**

11. Members will be neat in all facilities used by the guard. **We will leave a facility cleaner than we found it at all times.** Staff/support staff are not responsible for cleaning up after the members.

12. During overnight stays, the members will split the gym for sleeping with males on one half and females on the other. There will be NO EXCEPTIONS to this rule and at least 1 chaperone will always be present.

13. On Bus trips, if there are ANY problems or misconduct occurring, the member will be disciplined accordingly up to and including dismissal from the guard. **Bus trips are**

**transportation NOT public affection seminars.**

14. Guard equipment will be treated with the utmost care all times. Most pieces of equipment are very expensive! Proper procedures for the care of your equipment will be explained to you.

15. Members are responsible for the care and maintenance of their uniforms parts. A uniform will be issued at the beginning of the season and it must be returned undamaged (normal wear is expected) or there will be an assessment for said damage. (**Note: uniforms for the guard may be purchased by the members and will be theirs at the end of the season.**)

16. **THE LAKE ERIE REGIMENT does not carry any form of coverage for illness.** We presume you are covered under your family policy, as a student, or under a group policy, if you are employed. We do however, carry accident insurance through our association with the Boy Scouts of America and this coverage for ACCIDENTS will be provided any time YOU ARE WITH THE GUARD (including rehearsal).

17. Our fundraising is a very important part of our total organization. It is what allows us to operate and provide the services we do. Therefore, EVERYONE is expected to participate in all fund raising activities.

18. There will be **no dues or equipment deposit refunded unless ALL equipment is first returned and then ONLY as defined in the next paragraph AND section 2 under the following financial information page.**

19. "If you Quit" Policy. If you should decide to leave the Regiment for any reason during the year, it is your first and foremost duty to call the office and inform the director that you have quit. (**The key words here are YOU must call and not have someone else tell us at the next practice, etc.**) You will then have a 2 week grace period in which to return all your equipment in the same good, & clean condition as it was issued to

you. At this time, you must also return your fully cleaned uniform and any other items belonging to the guard.

After the 2 weeks are up, you will automatically forfeit your \$20 deposit, any dues paid and of course, the items **STILL MUST BE RETURNED!** Hopefully, no measures beyond this will ever be needed.

20. The relationship between the success of the Lake Erie Regiment Winter Guard members, staff, board and our local high school and college colleagues is essential. Members are to act like guard members when they are participating with the guard and not try to inflict the same rules and discipline on their own school band. They are not the same! If your band director requests help from you in any areas of the marching activity, please give it.

21. If ever in doubt as to whether a rehearsal or trip is still going to be held due to inclement weather, simply call the guard director at 814-434-1283 and the recording will have the answer.

22. The Lake Erie Regiment is **NOT** responsible for any member, staff or support staff's personal items. If it is left behind stolen or lost the guard is **NOT** responsible to replace it, nor will the guard return any items via mail, items will have to be picked up at the office. (Provided they are found)

23. **CELL PHONE POLICY**, we will allow you to take a cell phone along. **YOU** are responsible for it and the charger at all times. The guard will not be responsible for any lost phones. You are only permitted to use it on a break during rehearsals.

24. **NO** friends will be permitted on guard trips. If a parent or parent and sibling would like to ride the bus they will only be permitted to travel with the guard if there is enough room and they have signed an insurance waiver.

25. **Publicity Comments concerning the Guard:** Since the Regiment is an activity sponsored by the Lake Erie Fanfare Inc, all press releases and any internet postings must conform to the

guidelines we operate under. In most cases it is not a problem. But at no time should members, family or friends publicly post derogatory remarks about or from this guard.

## **FINANCIAL INFORMATION & RESPONSIBILITIES**

As the guard has limited income and ever-growing expenses, we rely on our fee schedule and the member's fundraising efforts. We do not feel that either is burdensome, especially in light of other guards charging up to \$1,000 per member! Every member must realize the cost and accept this financial obligation.

### **PARTICIPATION FEE**

The fee for participating in the Lake Erie Regiment for the entire 2015 season is \$150.00 dues and mandatory fundraising "dollars". This covers the following:

1. All transportation
2. The use of all equipment (**Items like shoes and gloves must be purchased by the individual members and are then personal property**)
3. All instruction during the winter and summer
4. Housing, **HOWEVER**, there MAY be some addl. charge later should the guard need to stay at a motel rather than our usual school housing while on a trip.

Some rules related to the Participation Fee:

#### **1. OPTIONS FOR PAYMENT**

- A. Payment in full of the \$150.00 anytime.
- B. \$10.00 each practice.

Full dues must be paid in full before you will be permitted to travel with the guard.

2. **REFUNDS:** Weekly payments are to be considered payment

for instruction and are non-refundable. If a member is dismissed at any time for disciplinary reasons, there will be NO REFUND of monies paid to the guard.

## **FUND RAISING**

The Regiment Guard will conduct only a few fundraisers in the coming season. These will include:

**LAKE ERIE FANFARE SPORTSMAN'S RAFFLE - NOV - FEB**  
(Mandatory to Sell/Buy 20 tickets & work the raffle)

**LAKE ERIE FANFARE PROGRAM BOOK ADS – MAY, JUNE**  
(asked to try and sell smaller ads )

**GERMAN DAYS FESTIVAL – SEPTEMBER 5<sup>th</sup> & 6<sup>th</sup> 2015**  
(simply asked to work both days in concessions)

In the long run, however, we want to keep the fundraising to a minimum so that our members can concentrate on BEING IN the guard rather than on funding it. **If they choose NOT to participate, then additional fees will be assessed to cover the difference.**

**WELCOME TO THE 2015  
LAKE ERIE REGIMENT  
WINTER GUARD!**