



## 2019 Code of Conduct Guidelines

### Introduction

This document specifies expectations that The Beat Goes On Marching Band (TBGO) places on the conduct of its Band Associates (including its Board of Directors). As a rule of thumb, Band Associates are expected to use common sense and conduct themselves in a respectful, mature manner when interacting with our clients, our audience, and each other. For clarity and emphasis, these Guidelines delineate expectations around specific topics.

**No Code of Conduct (including this one) can specify detailed policies for every potential situation. As a result, these Guidelines are not intended as a comprehensive policy. The TBGO Board of Directors has full latitude to amend, augment, interpret, and apply these Guidelines as needed to ensure the smooth functioning of the band.**

### Disciplinary Action

Since transgressions range in severity, The Board of Directors is responsible for tailoring appropriate disciplinary action when violations of these Guidelines occur. Each instance of **Disciplinary Action** below should be interpreted as follows:

***Disciplinary Action: Violators are subject to disciplinary action at the discretion of the Board of Directors, up to and including dismissal from the band.***

### Each Band Associate Must Protect TBGO's Reputation

When rehearsing, performing, traveling, or just “hanging out” with the band, Band Associates represent not just themselves but TBGO as an organization. Each Band Associate has a direct impact on TBGO's reputation within the band, in our community, in the region, and beyond. Ultimately, that reputation determines whether TBGO will continue to be invited to the many interesting events we enjoy. As a result, Band Associates are expected to adhere to a scrupulously high standard of behavior whenever they are ***perceived by others*** to be representing the band. The key phrase here is “perceived by others”; if onlookers view you as part of the entity that is TBGO, then you represent the band *regardless of whether that is your intent*. Reputation is in the eye of the beholder and in the hands of every TBGO Band Associate.

## Alcohol

- Distribution, dispensation, possession, or use of alcohol at band rehearsals and performances is prohibited unless expressly authorized by band leadership.  
**Disciplinary Action.**
- Band Associates who perform under the influence of alcohol lower the quality of the band's performance and gravely damage the band's image. ***Band Associates who are or appear to be unable to perform because of alcohol use may be dismissed from a performance by any member of the Board of Directors at any time. Disciplinary Action.***
- While TBGO is a musical organization, it also has a strong social component. Since Band Associates are adults, moderate use of alcohol may be appropriate at social occasions at which Band Associates gather. Band Associates are expected to exhibit judgment and assess the *perception of others* in determining when alcohol use is and is not appropriate. In situations where minors are present, please be especially mindful of modeling mature adult behavior. Immoderate use of alcohol in any band-related situation is grounds for **Disciplinary Action.**
- Policies of the charter companies that TBGO uses do not permit alcohol on buses. ***No alcohol is permitted on buses or in the cargo space under the buses.*** Violations of this policy may result in TBGO no longer being able to charter buses for out of town trips.  
**Disciplinary Action.**

## Drugs

- TBGO maintains a drug-free workplace. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at rehearsals, performances, while traveling with the band, in formal or informal social settings with the band, and any time you are in uniform. **Disciplinary Action.**
- Laws and societal attitudes regarding recreational use of cannabis are in flux across the United States. Jurisdictions permitting possession of limited amounts of cannabis or products containing cannabis for personal recreational or medical use remain a minority in the United States and in the foreign countries to which TBGO travels. Even in legal jurisdictions, cannabis use in the United States still retains (rightly or wrongly) a social stigma not associated with alcohol use, making cannabis possession and/or use a reputation problem and logistics issue for TBGO (for example, imagine the entire band being detained because of cannabis possession at a border crossing or even during a routine traffic stop). Therefore, the TBGO Code of Conduct Guidelines prohibit use of cannabis in any band-related setting, regardless of whether it is permitted by local statute. The distribution, dispensation, possession, or use of cannabis or products containing cannabis is prohibited at rehearsals, performances, while traveling with the band, in formal or informal social settings with the band, and any time you are in uniform.  
**Disciplinary Action.**
- Band Associates who perform under the influence of legal or illegal drugs that impair their performance ability lower the quality of the band's performance and gravely

damage the band's image. ***Band Associates who are or appear to be unable to perform because of drug use may be dismissed from a performance by any member of the Board of Directors at any time. Disciplinary Action.***

- On international trips (including Canada), be aware that import and export of legal drugs (prescription or non-prescription) may be regulated. It is your responsibility to be aware of and comply with all such regulations. Avoid compromising the band's travel plans or travel schedule by creating delays at Customs during border crossings.

***Disciplinary Action.***

## Appropriate Behavior

- As noted earlier, TBGO has a strong social component. Band Associates are encouraged to make new friends and enjoy spending time together. However, unwelcome written, verbal, non-verbal, or physical conduct that creates an intimidating, hostile, or offensive environment, or that interferes with the band's ability to attract and retain members, rehearse, and perform, will not be tolerated. This also applies to use of social media on both personal and TBGO-sponsored sites. In particular, conduct that creates a hostile environment toward protected classes (race, color, national origin, religion, sex, sexual orientation, age, disability, etc.) will not be tolerated; in fact, some of our funding sources require TBGO to affirm its adherence to anti-discrimination policies annually. While these guidelines apply to all Band Associates, they are especially important for those in formal and informal leadership roles within the organization. ***Disciplinary Action.***
- As a rule of thumb, if what you are contemplating doing will make another Band Associate uncomfortable, it is probably inappropriate. Please be respectful and remember that people are in the group to have fun.
- Abusive language or actions toward TBGO leadership, volunteers, and/or fellow Band Associates will not be tolerated. ***Disciplinary Action.***
- Unauthorized use, removal, or destruction of TBGO property or the property of other Band Associates is prohibited. ***Disciplinary Action.***

## Overnight Travel

- As noted above, Band Associates are expected to use common sense and conduct themselves in a respectful, mature manner. ***Being out of town does not create a license to misbehave!*** TBGO is a small community; consider how you'll feel when everyone in the band is talking about your inappropriate behavior. Even better, remember the classic metric "How would your Mom feel if she read this on the front page of tomorrow's newspaper?"
- If a Band Associate's actions or behaviors are judged sufficiently extreme or disruptive to the functioning of the organization, ***the Board of Directors reserves the right to terminate that Band Associate's trip and send him/her home at his/her own expense.***

- A road trip is not an appropriate location for a romantic liaison in a shared hotel room. Arranging a rendezvous in a shared hotel room disrespects your roommate and puts him/her in a highly uncomfortable position.
- The Board of Directors goes on road trips for the same reason as everyone else: to enjoy the camaraderie of being with the band, to explore new places, and to put on a great show for new audiences. Directors do *not* want to be chaperones or be forced to enforce the Code of Conduct for immature behavior. Don't put them in that position.

## Performances

- TBGO's Guidelines on performances apply to both local and travel events.
- "Uniform of the Day" guidelines are published on the website or via email in advance of every event. Band Associates are expected to understand and comply with those guidelines. When purchasing uniform items that are not stocked by the band (pants, shoes, etc.), remember that the point of a uniform is to look like everyone else. ***Band Associates who are deemed to be "out of uniform" may be dismissed from an event by any member of the Board of Directors at any time.***
- Band Associates are expected to be at the venue ready to perform at the specified time. This applies to the wait times before the band steps off for parades and before stand-still concerts. Band Associates need to arrive at the announced call time so the Director can prepare the band for the event. This includes warm-up, tuning, and getting the band set up in marching or concert formation before an event begins. ***Strive to be on time!***
- Pets and children are delightful, but at a performance they are a distraction, a tripping hazard, a potential legal liability, and contribute to an unprofessional look for the band. ***Please leave pets and children at home.***
- If you need to step away from the band for a bathroom break or drink of water, make sure you're back in plenty of time before our performance starts. Band Associates who straggle in as we step onto the parade route are disrespectful to others and may damage the image of the band. ***Don't wander away from the formation unnecessarily; keep bathroom and water breaks brief.***

## Summary

TBGO Band Associates are responsible for understanding and applying the Code of Conduct Guidelines. Contact the band leadership immediately if you witness or are involved in any situation that violates the Guidelines.

In situations not specifically covered by the Guidelines, Band Associates are expected to use common sense and conduct themselves in a respectful, mature manner when interacting with our clients, our audience, and each other. We are expected to adhere to a scrupulously high standard of behavior among ourselves and ***whenever we are perceived by others*** to be representing the band. Our behavior affects TBGO's reputation in the band, our community, the region, and beyond. Ultimately, that reputation determines whether TBGO will continue to be invited to the many interesting events we enjoy.

## Acknowledgment of Receipt of Code of Conduct Guidelines

I have read and understood the Code of Conduct Guidelines for The Beat Goes On Marching Band. I understand that violations of these Guidelines may result in disciplinary action at the discretion of the Board of Directors, up to and including dismissal from the band. I understand that to participate in any 2019 performance I must sign below and return this page as specified by the Board of Directors.

## Hold Harmless Agreement

I understand that I am responsible for assessing and monitoring my own physical capacity for participating in band activities; The Beat Goes On Marching Band is not responsible for medical incidents arising from band participation.

As a participating TBGO Band Associate, I agree to hold harmless and indemnify The Beat Goes On Marching Band, its officers, and its directors from and against any loss, damages, liability, claims, cost, and expense including legal fees that may be incurred by reason of my participation in The Beat Goes On Marching Band, unless such claims are a result of gross negligence or willful misconduct on the part of The Beat Goes On Marching Band.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Section: \_\_\_\_\_

(specify unit: type of instrument, type of auxiliary unit, or "Support Staff")