

Policy Handbook

Mandarins Performing Arts (hereafter “Mandarins”) requires all program participants, staff, and volunteers to adhere to high standards of conduct in their duties and responsibilities, to practice honesty, integrity, and respect, and to comply with all applicable laws, regulations and policies.

The following policies and procedures apply to approved, Mandarins-sanctioned activities and functions.

The following policies and procedures have been reviewed and approved by the Mandarins Board of Directors.

Policy 1: Background Check Policy

Policy 2: Contraband Policy

Policy 3: Sexual Harassment, Abuse and Fraternization Policy

Policy 4: Hazing and Bullying Policy

Policy 5: Nondiscrimination Policy

Policy 6: Ethics and Compliance Policy

Policy 7: Concussion Policy

Policy 8: Lightning Policy

Policy 9: Hydration and Heat Index Policy

Policy 10: Board Giving Policy

Policy 1: Background Check Policy

Background checks will be administered under the following policy.

Who will be subjected to a background check?

Any employee or independent contractor is subject to a background check. This includes all who teach with the drum corps, all bingo workers, all education music directors, all members of the Mandarins Board of Directors and all Program Directors. In addition, any volunteer who will be with the organization overnight will be required to complete a background check.

Will one-time volunteers be required to submit a background check?

The Director and Executive Director have the discretion to perform background checks for one-time volunteers.

What type of background check is required?

Criminal background checks are done using identifiers. One type of identifier is a fingerprint. The other identifiers include date of birth, social security number, full name and address. We will use the Criminal History Background Check, which does not require fingerprinting.

How often will background checks be conducted?

Background checks will be required every two years.

Who will conduct the background check?

The background checks will be performed by an outside third-party. The third party must have access to the U.S. National, State and County databases.

Who in the Mandarins will have access to the information from the background check?

Because it is confidential/privileged information between the Mandarins and the person checked, it must be reviewed and maintained by on custodian of records. The custodian of record shall be the Executive Director of the Mandarins of Sacramento, Inc. All information must be kept in a secure location. If a background check reveals information that is concerning, then the custodian may consult with one or two members of the organization to determine the proper course of action. All information is confidential and cannot be shared.

Will the Sacramento Mandarins include Improper Sexual Conduct (ISC) coverage in their insurance plan?

Yes, the Mandarins will maintain ISC coverage and the background checks will be consistent with the requirements for coverage.

Approved by the Sacramento Mandarins Board of Directors on December 16, 2016.

Policy modified and approved by the Sacramento Mandarins Board of Directors on May 28, 2018.

Policy 2: Contraband Policy

Mandarins prohibits the illegal possession, distribution, or use of alcohol, controlled substances, weapons, hazardous materials, and/or related paraphernalia at any Mandarins-controlled or adjacent facility, at any Mandarins function, or while representing the Mandarins.

Marijuana, whether medically prescribed or for recreational use, is prohibited.

Tobacco products, vaping devices (electronic cigarettes) and other similar devices are prohibited.

Program participants, staff, and volunteers shall comply with local restrictions/bans at housing, rehearsal, and other similar facilities.

Policy approved by the Mandarins Board of Directors on May 28, 2018.

Policy modified and approved by the Mandarins Board of Directors on April 15, 2025.

Policy 3: Sexual Harassment, Abuse and Fraternization Policy

The following is the Sacramento Mandarins Policy regarding Sexual Harassment, Sexual Abuse and Fraternization.

Prohibition Against Sexual Misconduct

Sexual misconduct, including sexual harassment, non-consensual sexual penetration and/or contact, sexual exploitation and stalking are forms of sex discrimination that deny or limit a Mandarins member, staff or volunteer's ability to participate in Mandarins programs or activities.

Prohibited Conduct

As described below, Mandarins prohibits: sexual discrimination, which includes (1) sexual harassment, (2) sexual assault, (3) sexual exploitation, and (4) stalking.

1. Sex Discrimination occurs when persons are excluded from participation in, or denied the benefits of, any Mandarins program or activity because of their sex. Sex discrimination also includes discrimination on the basis of pregnancy, gender identity, and failure to conform to stereotypical notions of femininity and masculinity (i.e., gender stereotyping).
2. Sexual Harassment is unwelcome conduct of a sexual nature and includes sexual advances, requests for sexual favors, and other verbal, physical, visual, or digital conduct of a sexual nature when:
 - a. Submission to such conduct is made or threatened to be made, either explicitly or implicitly, a term or condition of an individual's employment or participation;
 - b. Submission to or rejection of such conduct by an individual is used or threatened to be used as the basis for performance evaluation/opportunity advancements or employment decisions affecting that individual; or
 - c. Such conduct is sufficiently severe and pervasive that it has the purpose or effect of substantially interfering with an individual's work or performance or creating what a reasonable person would perceive as an intimidating, hostile, or offensive employment, learning or performing environment.

Examples of Sexual Harassment include:

- Pressure for a dating, romantic, or intimate relationship, or for sexual activity
- Unwelcome touching, kissing, hugging, rubbing, or massaging
- Unnecessary references to parts of the body
- Sexual innuendos, jokes, humor, or gestures
- Displaying sexual graffiti, pictures, videos or posters
- Using sexually explicit profanity
- Asking about, or telling about, sexual fantasies, sexual preferences, or sexual activities

- Leering or staring at someone in a sexual way, such as staring at a person’s breasts or groin
 - Sending unwelcome sexually explicit emails or text messages
 - Commenting on a person’s dress in a sexual manner
 - Commenting on a person’s body, gender, sexual relationships, or sexual activities
 - Harassing a male because he “isn’t manly enough” or a female because she “is too manly”
 - Sexual violence (as defined below)
3. Sexual Assault includes physical sexual acts perpetrated against a person’s will or where a person is incapable of giving consent because of his or her temporary or permanent mental or physical incapacity, because they are below the minimum age of consent, or because they are incapacitated due to the use of drugs and/or alcohol. Prohibited sexual assault includes non-consensual sexual penetration or sexual contact, or such contact with an individual that is under the age of consent.
- a. Sexual penetration without consent: Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.
 - b. Sexual contact without consent: Knowingly touching or fondling a person’s genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one’s own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.
 - c. Statutory rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.
4. Sexual penetration without consent: Any penetration of the sex organs or anus of another person when consent is not present; any penetration of the mouth of another person with a sex organ when consent is not present; or performing oral sex on another person when consent is not present. This includes penetration or intrusion, however slight, of the sex organs or anus of another person by an object or any part of the body.
5. Sexual contact without consent: Knowingly touching or fondling a person’s genitals, breasts, thighs, groin, or buttocks, or knowingly touching a person with one’s own genitals, breasts, or buttocks, when consent is not present. This includes contact done directly or indirectly through clothing, bodily fluids, or with an object. It also includes causing or inducing a person, when consent is not present, to similarly touch or fondle oneself or someone else.

6. Statutory rape: Sexual intercourse with a person who is under the statutory age of consent under the laws of the state in which the incident occurred.
7. Sexual Exploitation includes taking sexual advantage of another person for the benefit of oneself or a third party without consent. This includes, but is not limited to, the following actions (including when they are done via electronic means, methods or devices):
 - a. Sexual voyeurism, or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent;
 - b. Indecent or lewd exposure, or inducing others to expose themselves when consent is not present;
 - c. Recording any person engaged in sexual, private or intimate activity in a private space without that person's consent;
 - d. Distributing personal sexual information, images, or recordings about another person without that person's consent, even if the images or recordings were obtained with consent;
 - e. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation;
 - f. Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs; and
 - g. Knowingly transmitting a sexually transmitted disease such as HIV to another person.
8. Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for their safety or the safety of others; or (B) suffer substantial emotional distress. Stalking includes conduct that occurs via electronic communications, including social media (i.e., cyberstalking).

Consent

Consent is a critical factor in determining whether sexual violence has occurred. Consent must be informed, freely given, and mutually understood. Consent requires an affirmative act or statement by each participant. Consent is not passive.

- If coercion, intimidation, threats, or physical force are used, there is no consent.
- If a person is mentally or physically incapacitated or impaired by alcohol or drugs such that the person cannot understand the fact, nature, or extent of the sexual situation, there is no consent. **Warning signs of when a person may be incapacitated due to drug and/or alcohol use include: slurred speech, falling down, passing out, and vomiting.**
- If a person is asleep or unconscious, there is no consent.
- If a person is below the minimum age of consent in the applicable jurisdiction, there cannot be consent.
- Consent to one form of sexual activity does not imply consent to other forms of sexual activity.

- Consent can be withdrawn at any time and for any or no reason. A person who initially consents to sexual activity is deemed not to have consented to any sexual activity that occurs after they withdraw consent.
- Simply being in a romantic relationship with someone does not grant or imply consent to any form of sexual activity.
- Effective consent cannot exist when there is a disparity in power between the parties (e.g., instructor/performer).

I. Prohibition on Consensual Relationships and Sexual Activity Between Mandarins' Staff/Volunteers and Members

Mandarins recognizes that exciting learning environments, shared passions, and activities of a special interest such as artistic performance and expression often spark productive, natural, positive and healthy interpersonal relationships among members, staff and volunteers. Mandarins appreciates that members, staff and volunteers frequently develop deep and lasting personal bonds that are mutually meaningful. Mandarins does not seek to restrict or prohibit the development of positive and constructive relationships among members, staff and volunteers. Nonetheless, when individuals involved in a consensual romantic or sexual relationship are in positions of unequal power and/or status, there is the potential for conflicts of interest, favoritism, and exploitation. The power inequities in these relationships can be great, which creates an inherent and unavoidable risk.

For these reasons, and to ensure the integrity of the Mandarins' educational and performance driven environment, Mandarins strictly prohibits consensual romantic or sexual relationships and sexual activity of any nature between the staff and staff volunteers of any participating organizations and the organization's participants, regardless of their ages. This prohibition extends through the full tenure of a participants' involvement in Mandarins related activities.

II. Prohibition on Sexual Activity with Participants Under 18

Mandarins' unique environment brings together talented young adult performers, some of whom are under 18 years of age. All Mandarins members, staff and volunteers are expected, as a community, to take special care to ensure the health, safety, and security of these potentially more vulnerable individuals. For that reason, sexual penetration and contact between a member, staff member or volunteer who is 18 or older and a member under the age of 18 is strictly prohibited regardless of any applicable law or circumstances. Mandarins is a Mandatory Reporter and will report any criminal and/or sexual activity with participants under 18 to appropriate law enforcement agencies.

Policy approved by the Mandarins Board of Directors on May 28, 2018.

Policy 4: Hazing and Bullying Policy

The following is the Sacramento Mandarins Policy regarding Hazing and Bullying.

Respect for Mandarins' Mission

As an organization of marching music production with a mission devoted to education, competition, entertainment, and the promotion of individual growth, Mandarins serves as a trusted leader of the marching arts community. In furtherance of this mission, Mandarins members, staff and volunteers are responsible for conduct that interferes with or disrupts the education, performing, working, or related functions of the Mandarins, or that adversely affects the reputation of the Mandarins.

Respect for Others

The following actions committed by any Mandarins member, staff member or volunteer are prohibited:

- A. Abuse: Verbal comments that demean or defame.
- B. Harassment: Harassment consists of unwelcome verbal, non-verbal, or physical conduct of a severe and pervasive manner that embarrasses or shows hostility or ridicule towards another Mandarins member, staff member or volunteer. Examples of prohibited harassment includes, but is not limited to, jokes or pranks that are overtly hostile or demeaning or have the purpose or effect of creating an intimidating, hostile, abusive or offensive learning, working or performance environment.
- C. Bullying/Hazing: The use of physical or verbal aggression with the intention of hurting another person. An act that intimidates, embarrasses or ridicules. Such behavior and activities include:
 - a. Verbal abuse, such as derogatory remarks, insults, and epithets;
 - b. Slandering, ridiculing or maligning a person or his/her family;
 - c. Verbal or physical conduct of a threatening, intimidating, or humiliating nature;
 - d. Sabotaging or undermining an individual or group's marching ensemble performance or experience;
 - e. Unwelcome physical contact, such as pushing, shoving, kicking, poking, tripping, assault, or the threat of such conduct, or damage to a person's work area or property; and
 - f. Inappropriate electronic communication, such as the use of electronic mail or text messaging in a threatening, intimidating, or humiliating manner.

Bullying and hazing can occur through one isolated, but severe, incident, or through a pattern of repeated incidents. Such actions are unwelcome and pose a risk to the health and safety of the Mandarins members, staff members or volunteers.

However, petty slights, annoyances, and isolated incidents (unless severe and pervasive) will not rise to the level of a violation.

- D. Disruptive and Disorderly Conduct: Intentionally or recklessly infringing upon the rights, privacy, or privileges of another person or group of people in Mandarins members, staff members or volunteers. Conduct that disturbs the peace, including competitive events, trainings, practices, and all instructional and service-oriented programs that support the performance mission of the Mandarins, is prohibited. Such conduct includes, but is not limited to, excessive noise, drunkenness, or public nuisance.
- E. Harm, Threats of Harm, and Dangerous Behavior: Includes the following:
 - a. Conduct that threatens, endangers or causes physical, mental or emotional damage to another person.
 - b. Engaging, or threatening to engage in, behavior that poses an immediate danger to the life, health, welfare, safety, or property of any Mandarins member, staff member or volunteer.
 - c. Engaging in behavior that harms or interferes with the normal operations of the Mandarins.
- F. Sexual Harassment and Sexual Misconduct: See Sexual Misconduct Policy.
- G. Property Damage: Destruction, damage, littering, or vandalism of any property, including the use of Mandarins' and rented facilities and hosted or rented facilities for the benefit of participants. This includes the use of phone lines, networks, or other properties as a base for illegal or immoral activities or business.
- H. Dis-respect for the Property of Others: The attempted or real theft, embezzlement, misappropriation, possession or vandalism of any property.
- I. Unauthorized Entry or Use: Unauthorized entry, access to, presence in, or use of a facility or grounds without verbal or written permission by an authorized official.
- J. Violation of Law: Any violation of federal, state or local law.

Policy approved by the Mandarins Board of Directors on May 28, 2018.

Policy 5: Nondiscrimination Policy

Except for any artistically informed casting purposes, discrimination or adverse treatment of an individual based on a protected class, and discriminatory harassment on such a basis, are strictly prohibited. Protected class includes age, ancestry, color, creed, disability or physical ability, ethnicity, gender, gender identity or expression, genetic information, HIV/AIDS status, marital status, military status, national origin, pregnancy, race, religion, sex, sexual orientation, veteran status, or other legally protected classifications.

Discriminatory harassment consists of unwelcome verbal, non-verbal, or physical conduct that denigrates or shows hostility or aversion toward an individual or other member of the Mandarins, including third parties, because of a protected class. Harassment constitutes a form of prohibited discrimination if it denies or limits a person's ability to participate in or benefit from Mandarins programs and activities.

Examples of conduct prohibited by this policy may include, but are not limited to, jokes or pranks that are hostile or demeaning regarding a person's protected class or have the purpose or effect of creating an intimidating, hostile, abusive, or offensive working or academic environment. Bullying and/or hazing may be considered discrimination (see Bullying and Hazing Policy).

Policy approved by the Mandarins Board of Directors on May 28, 2018.

Policy modified and approved by the Mandarins Board of Directors on April 15, 2025.

Policy 6: Ethics and Compliance Policy

Scope

Ethics and Compliance covers all program participants, staff, and volunteers.

Protection from Retaliation

No person reporting misconduct in good faith to the Ethics and Compliance Committee shall face retaliation, including termination, demotion, harassment, or discrimination. Retaliation itself will be treated as a violation subject to disciplinary action, up to and including dismissal.

Confidentiality

The identity of any person reporting misconduct shall be kept confidential, and all reports shall be kept confidential, to the extent legally possible while allowing for a thorough investigation. Disclosure is limited to those involved in the investigation and to the Board of Directors, President/CEO, and, if the Ethics and Compliance Committee deems it necessary, the applicable Program Director.

Good Faith Reporting

Any person reporting misconduct must act in good faith and provide truthful information. False, malicious, or frivolous reports may result in disciplinary action, up to and including dismissal.

Anonymous Reporting

Mandarins shall offer an anonymous reporting mechanism (email, secure web portal, US Postal Service). Anonymous reports will be investigated with the same diligence as identified ones.

Procedures

Reporting misconduct (fraud, abuse, or violations of organizational policies)

Reporting can be:

- To a designated email, secure web portal, or via the US Postal Service.
- To any member of the Ethics and Compliance Committee.
- To the Program Director or designated staff member.

Investigation

1. Initial contact with the reporting person (24 hours).
2. Initial review to assess credibility and severity of the report (5-7 calendar days).
3. Formal investigation (30-60 calendar days):
 - a. Interviews with parties involved.
 - b. Review of documents, emails, financial records, etc.

- c. Consultation with legal or external experts if necessary.
4. Findings and recommendations:
 - a. If misconduct is confirmed, recommend corrective actions (disciplinary actions, policy/procedure changes, legal reporting, etc.).
 - b. Report general findings to the Board of Directors

Resolution and follow-up

- The committee ensures corrective actions are implemented.
- The reporting party is informed (if legally allowed) of the resolution outcome.
- Follow-up by the committee to monitor policy adherence.

Recordkeeping

- All reports and investigations shall be documented and securely stored.
- Records shall be retained indefinitely.

Annual reporting and review

- The committee submits an annual report of Ethics and Compliance cases to the board without revealing identities.
- Ethics and Compliance policies and procedures are reviewed annually and updated as needed.

Criminal Acts

If a criminal act is reported, the Mandarins shall act promptly, responsibly, and legally to ensure safety, comply with laws, and protect its reputation. Below is a step-by-step response plan:

1. Ensure safety
 - a. If immediate danger is present, call 911 or local law enforcement.
 - b. If necessary, evacuate the area or secure the location to protect attendees.
 - c. Provide first aid if there are any injuries.
2. Contact law enforcement
 - a. Report the incident to the police or relevant law enforcement authorities immediately.
 - b. If the criminal act involves a minor, law enforcement shall be contacted, and the person informing law enforcement shall document the name of the law enforcement officer spoken to (this is often a dispatcher at initial contact with follow-up by an assigned officer, the date and time of all contacts, and a summary of the information relayed to law enforcement. The document shall be preserved in the Ethics and Compliance Report. Immediately following contacting law enforcement, contact the parents of the minor with all pertinent information.
 - c. If the situation does not require an emergency response, consult law enforcement as to how to proceed.
3. Preserve evidence
 - a. Do not disturb a crime scene or any potential evidence (documents, security footage, etc.).

- b. If possible, restrict access to the area until authorities arrive.
 - c. Record the names of witnesses and obtain contact information, if appropriate.
4. Document the incident
 - a. Assign a responsible staff member or event coordinator to log details, including:
 - i. Date, time, and location of the incident.
 - ii. Description of what happened.
 - iii. Names and contact information of witnesses.
 - iv. Actions taken by staff and law enforcement.
5. Cooperate with authorities
 - a. Provide requested information to investigators.
 - b. Notify the insurance provider if the crime involves liability or damages.
6. Communication:
 - a. Inform the applicable Program Director
 - b. Inform legal counsel about the incident, as required.
 - c. Public communication (if necessary) shall be approved by the President/CEO prior to any posting on public forums. Issue a factual statement if required, emphasizing cooperation with authorities and commitment to safety. Avoid speculation or admitting liability. Do not disclose sensitive details that could interfere with investigations.
7. Support those affected
 - a. Offer counseling, victim assistance, and/or legal guidance if needed.
 - b. Address concerns from program participants, volunteers, or staff who witnessed the event.

Policy approved by the Mandarins Board of Directors on April 22, 2018.

Policy modified and approved by the Mandarins Board of Directors on April 15, 2025.

Policy 7: Concussion Policy

At the Mandarins our number one concern is for the safety and well-being of our members, staff members and volunteers. One important aspect of that care is to treat concussions with the proper protocol. The following outlines the detection, treatment and consideration of those who exhibit concussion like symptoms.

A concussion, also known as mild traumatic brain injury (mTBI) is typically defined as a [head injury](#) with a temporary loss of [brain function](#). Common causes include [motor vehicle collisions](#), [falls](#), [sports injuries](#), and [bicycle accidents](#). In the marching arts, the performers are at risk of concussions possibly from collisions with other performers, falling guard equipment and falls. A careful approach is necessary if there is a suspicion of a concussion.

- I. Signs and Symptoms – PHYSICAL: headache, nausea, vomiting, balance problems, fatigue, sensitivity to light, numbness/tingling, dazed, stunned. COGNITIVE: mentally foggy, slowed down, difficulty concentrating or remembering, forgetting recent information or conversations, confused about recent events, answers questions slowly. EMOTIONAL: irritable, sad, more emotional, nervousness. SLEEP: drowsy, sleeping more or less than usual, difficult falling asleep.
- II. Hospital Transportation or 911 if unconscious over one minute, repetitive vomiting, worsening mental status, or potential spine injury.
- III. Performers diagnosed with a concussion must be removed from activity and not return to the activity for at least one calendar day and are to be evaluated by a health care provider with expertise in concussions. The performer is advised to rest with no sensory input like music, cell-phone use or TV.
- IV. Step-wise progression to return to activity once the performer is symptom free for 24 hours:
 - A. Light aerobics like walking or light jogging.
 - B. Gradually increase mode, duration or intensity of activity.
 - C. At any point, if the performer becomes symptomatic (i.e., more symptomatic than baseline), or scores on clinical/cognitive measures decline, the health and wellness personnel should be notified and the performer should be returned to the previous level of activity. Final determination of return-to-perform ultimately resides with the corps director.

Approved by the Sacramento Mandarins Board of Directors on May 28, 2018.

Policy 8: Lightning Policy

The following slogan from the National Lightning Safety Institute is an effective guide: “If you see it, flee it; if you can hear it, clear it.” This slogan reflects the fact that upon the first sound of thunder, lightning is likely within eight to 10 miles and capable of striking your location.

The Mandarins Tour Director will monitor threatening weather and to notify the director who can make the decision to remove the corps from an athletics site or event. Daily monitoring of local weather reports before any practice or event, and a reliable and accurate source of information about severe weather that may form during scheduled events or practices.

Outside locations increase the risk of being struck by lightning when thunderstorms are in the area. Typically, anything referred to as a “shelter” is not safe from lightning. Dugouts, refreshment stands, open press boxes, rain shelters, golf shelters and picnic shelters, even if they are properly grounded for structural safety, are unsafe and may actually increase the risk of lightning injury. Other dangerous locations include high ground, bodies of water (pools, ponds, lakes) and areas connected to, or near, light poles, towers and fences that can carry a nearby strike to people.

In the absence of a sturdy, frequently inhabited building, any vehicle with a hard metal roof (neither a convertible nor a golf cart) with the windows shut provides a measure of safety. The hard metal frame and roof, not the rubber tires, are what protects occupants by dissipating lightning current around the vehicle and not through the occupants. It is important not to touch the metal framework of the vehicle. Avoid using landline telephones except in emergency situations. People have been killed while using a landline telephone during a thunderstorm. Cellular or cordless phones are safe alternatives to a landline phone.

To resume activities, it is recommended waiting 30 minutes after both the last sound of thunder and last flash of lightning or at the discretion of the Corps Director. A useful slogan is “half an hour since thunder roars, now it’s safe to go outdoors.” At night, be aware that lightning can be visible at a much greater distance than during the day as clouds are being lit from the inside by lightning. This greater distance may mean that the lightning is no longer a significant threat. At night, use both the sound of thunder and seeing the lightning channel itself to decide on re-setting the 30-minute “return-to-perform” clock before resuming outdoor athletics activities.

Approved by the Sacramento Mandarins Board of Directors on May 28, 2018

Policy 9: Hydration and Heat Index Policy

Since the majority of drum corps activities are outdoors in the summer, it is important to provide plenty of water and breaks to maintain adequate hydration and health.

- I. Performers should prepare by drinking about one gallon of water a day. This equates to about additional cup of water for every hour they are awake.
- II. Performers are reminded to fill their one-gallon jugs with fresh water BEFORE every rehearsal block. They are also encouraged to drink the fluids provided at the food truck at mealtime that replace electrolytes.
- III. During rehearsals, a water break is typically at least every 30 minutes. A water break usually consists of the performers drinking at least three gushes of five seconds each.
- IV. The frequency and duration of the water breaks is dependent on the heat index consisting of the outside temperature and humidity. As the heat index number rises, more frequent water breaks are taken and more rest is provided. See attached.

		Temperature (°F)															
		80	82	84	86	88	90	92	94	96	98	100	102	104	106	108	110
Relative Humidity (%)	40	80	81	83	85	88	91	94	97	101	105	109	114	119	124	130	136
	45	80	82	84	87	89	93	96	100	104	109	114	119	124	130	137	
	50	81	83	85	88	91	95	99	103	108	113	118	124	131	137		
	55	81	84	86	89	93	97	101	106	112	117	124	130	137			
	60	82	84	88	91	95	100	105	110	116	123	129	137				
	65	82	85	89	93	98	103	108	114	121	128	126					
	70	83	86	90	95	100	105	112	119	126	134						
	75	84	88	92	97	103	109	116	124	132							
	80	84	89	94	100	106	113	121	129								
	85	85	90	96	102	110	117	126	135								
	90	86	91	98	105	113	122	131									
95	86	93	100	108	117	127											
100	87	95	103	112	121	132											

	GREEN Zone
	YELLOW Zone
	RED Zone
	BLACK Zone

- V. Heat exhaustion is a moderate illness characterized by the inability to sustain adequate cardiac output, resulting from strenuous physical exercise and environmental heat stress. Symptoms usually include profound weakness and exhaustion, and often dizziness, syncope, muscle cramps, nausea and a core temperature below 104 degrees Fahrenheit with excessive sweating and flushed appearance. First aid should include removal from activity, taking off all equipment and placing the student-athlete in a cool, shaded environment. Fluids should be given orally. Core temperature and vital signs should be serially assessed. The performer should be cooled by ice immersion and ice towels, and use of IV fluid

replacement could be determined by a physician. Although rapid recovery is typical, performers should not be allowed to return to activity for the remainder of that day.

- VI. Heatstroke is a medical emergency. Medical care should be obtained at once; a delay in treatment can be fatal. This condition is characterized by a very high body temperature (104 degrees Fahrenheit or greater) and the performer likely will still be sweating profusely at the time of collapse, but may have hot, dry skin, which indicates failure of the primary temperature-regulating mechanism (sweating), and CNS dysfunction (e.g., altered consciousness, seizure, coma). First aid includes activation of the emergency action plan, assessment of core temperature/vital signs and immediate cooling of the body with cold water immersion. Another method for cooling includes using cold, wet ice towels on a rotating basis. Performers who incur heatstroke should be hospitalized and monitored carefully. The NATA's Inter-Association Task Force recommends, "cool first, transport second".

Approved by the Sacramento Mandarins Board of Directors on May 28, 2018

Policy 10: Board Giving Policy

Board Members shall contribute a specified amount of money to the organization each year. The amount to be donated may vary from year to year and shall be set by the Board of Directors at the beginning of each fiscal year.

If a Board Member is unable to personally contribute the specified amount, the Board Member has the option to raise said funds from other sources and/or provide in-kind volunteer time.

Board of Directors may approve a private exception for any Board Member who is experiencing hardship and is unable to meet the Board Giving Policy during the fiscal year.

Policy approved by the Mandarins Board of Directors on April 15, 2025.