



SACRAMENTO  
MANDARINS

**2023**

**Member Handbook**

# Welcome from JW Koester

Dear Member of the Mandarins,

Congratulations! You have taken a big step toward an incredible experience as a member of the Mandarins! Enclosed is information about our program – what it offers and what it requires. Our preseason schedule is limited, so attendance in all activities is important. Attending part of an event is better than not at all. If you have conflicts, communicate with us. We will work with you, but communication is critical. You do not have to choose between school obligations and the Mandarins during the school year, but you must communicate with the staff early and often. Membership in the Mandarins is an amazing experience for you and your entire family, but it takes tremendous dedication, hard work, commitment and personal responsibility. A life-changing summer of travel, achievement and success awaits you in 2023 ! Yes, the 2023 season will be different as we incorporate many of the 2021 & 2022 changes into our new normal drum corps adventure. That is a true statement in every aspect possible. And yet, I also believe that it will be one of the most amazing experiences any of us will ever be a part of. You, the members of this drum corps have an opportunity to continue to reshape the look, the feel, the heart of your drum corps. To make it more inclusive, more engaged and, with more equality for everyone. I also believe that you, the members of the 2023 Mandarins will continue to re-define the who, the what and the why, of the Mandarins drum corps for many, many years ! Finally, ALWAYS double-check the Mandarins website ([www.Mandarins.org](http://www.Mandarins.org)) Facebook page (<https://www.facebook.com/mandarins.sacramento>) and your Slack channels for regular updates and or schedule changes.

Sincerely,



**JW Koester**  
Corps Director

# History

In February 1963, founders Roy Wong, Frank Lim, Thomas Fong, and Yuk Fong discussed the possibility of forming a drum and bugle corps for youth in the Sacramento Chinese community. With the numerous festivities and parades occurring in Sacramento and neighboring locales, the Chinese Community, with all of its traditions and ideals, would be represented with a youth drum and bugle corps to exemplify community interest, civic consciousness, and cultural pride.

One month later, a letter was sent to Sacramento's Chinese community, requesting support to establish a boys and girls drum and bugle corps. The initial meeting was held on March 23, 1963, at the Sacramento Confucius Temple in Chinatown. On that rainy, dreary day, eleven youngsters attended, along with a few parents and others interested in the project. The goals seemed hopeless, but this group went to work regardless, using reconditioned equipment donated by the Capitol Lions Club. The Chinese Benevolent Association provided some instruments and allowed the temple to be used for rehearsals. .

The Ye Wah established their motto, based on an acronym from the corps' name:

- You and I
- Enriched in Friendship
- Willingness to Learn
- Ability to Do
- Have Fun

## Awards and Recognition

Competitors and audiences admire the Mandarins as an example of a successful, disciplined organization. The Mandarins have received extensive media exposure, both locally and nationally. Sacramento City and County government have presented resolutions honoring the Mandarins, and the corps received the Best Of Sacramento award from Sacramento Magazine.

Significant achievements include:

- Drum Corps International World Class Finalist – 2018-2019
- Drum Corps International World Class Semifinalist – 2011-2017
- Drum Corps International World Class Quarterfinalist – 2008-2010
- Drum Corps International Division I Semifinalist – 2001, 2005-06
- Drum Corps International Division II World Champions – 2001
- Drum Corps International Division III World Champions – 1987, 1988, 1992, 1996-99
- Drum Corps International Pacific Division II California State Champions – 2000-01
- Drum Corps International Pacific Division III Champions – 1996-99
- Spirit Of Disney Award for outstanding achievement and excellence in educational and entertainment programs for youth – 1987, 2001
- DCI Hall of Fame – Ray Mar, 2013
- DCI Volunteer of the Year – John Chow, 2015
- DCI Director of the Year – Jim Tabuchi, 2017
- Drum Corps International World Class Finalist, 10th Place – 2018, 2019 & 2022

# Mission Statement / Values / Philosophy

## Mission Statement

Our MISSION is simple, yet powerful...

### ***Transforming Lives Through Performing Arts***

## Values

The Mandarins have taught thousands of young people the values of

### **Respect, Excellence, Personal Responsibility and Service to Others**

values which are carried through school, careers, and back to the community — with a true sense of purpose.

## Philosophy

Competition is intense in drum corps, and it will be an exciting part of your experience, but it is not our primary mission. We look at competition as a way to pace each other to new levels of excellence. You will learn that to be truly successful, you must first meet your own standards, and that the most demanding judge you will ever encounter should be yourself. We, as the Mandarins, are successful when we give you an environment in which it is safe to take risks, try new things, and experience amazing breakthroughs. *You will find you are capable of much more than you ever realized.*

We will help you set and achieve goals, and we will help you set new standards and expectations for yourself that will last a lifetime. You will find here a safe place to discover who you really are. You will come away from a summer with us more mature, motivated and self-confident, and with new, lifelong friends.

A key facet of our success is our consistent and committed teaching, design and support staff. Combined with tremendous support from our community and many volunteers, the Mandarins continue to grow and succeed.

**We build the Mandarins one member at a time. We are committed to providing a positive, healthy and supportive atmosphere for you.**

# Season Overview

## Laundry

Approximately every 2 weeks, the corps will take time to do laundry. Pack accordingly for approx. 14 days. Make sure you bring quarters for each laundry stop, we can not guarantee that the laundromat will accept cards, and make sure you bring a bag for your clothes as well as detergent.

## Shopping Stops (“Buy Stops”)

Throughout the tour, we will make stops at Walmart or other stores where the corps will be allowed a short time to stock up on anything they need. This is a great time to replenish needs for snacks, toiletries, etc., but we will not have time at every rest stop to allow for shopping. Plan accordingly when given the opportunity to get what you need.

## Free Days

Throughout Spring training and tour, the corps will take certain days free of rehearsal for dedicated free time, sometimes even going somewhere such as San Francisco or Boston! This time away from rehearsal is much needed for rest, but make sure to be responsible during this time off. Always stick with a buddy, and make sure you are being safe and respectful. Even during a free day, you are representing the corps and must adhere to both the Mandarins and DCI Code of Conduct.

## Mail Drops

We will have several scheduled mail drops throughout the season your friends or family can use to send you care packages. We will post our updated mail drop list online when we can. We use General Delivery with the USPS, meaning someone can mail something to you via General Delivery to a Post Office and they hold it there until we pick it up. You cannot use FedEx or UPS delivery services.

## End of Season

The corps does **NOT** provide bus transportation back to Sacramento, CA for members / staff. All members are responsible to schedule / pay for their own transportation back to their hometown or school. The Mandarins will provide bus transportation to the local airport in Indianapolis (IND).

The Sunday after Finals, there will be a formal end of season banquet where members will be recognized for their achievements, and afterwards, the corps will take a shuttle to the airport.

# Cost

**Once you have received your offer to become a member of the Mandarins you must submit your completed CorpsData form, proof of date of birth, and medical release / background information.**

**The 2023 Member fee is \$ 5,000.00**

Additionally, you must pay the initial \$900.00 membership/tour fee installment within 7 days or by January 19, 2023, whichever is earlier.

**NOTE: The initial \$ 900.00 fee is non-refundable.** Only then will we secure your spot in the Mandarins Drum and Bugle Corps.

Payment may be made [on-line here](#), or can be made by cash, check (payable to Sacramento Mandarins), or credit card (Visa, Discover, MasterCard, or American Express) in person at camps. Please make sure you get a receipt.

Your Membership Fees must be paid in full by **May 19, 2023** before the competitive season begins. The monthly payment schedule is below:

1st Payment	\$900	Contract Acceptance <b>OR</b> January 19th, 2023
2nd Payment	\$1,100	February 19th, 2023
3rd Payment	\$1,100	March 19th, 2023
4th Payment	\$1,100	April 19th, 2023
5th Payment	\$800	May 19th, 2023

**NOTE:** Returning members receive a **\$100.00 discount for each year that they have already marched with the Mandarins:** 1 year = \$100.00, two years = \$200.00, three years = \$300.00, four years = \$400.00 This discount recognizes both the contribution you have made in your Mandarins career, and the contribution we expect from you in terms of leadership and setting a good model of what a Mandarins member should be.

**NOTE:** the Mandarins offers an **Early Pay Discount of \$250** if all fees are paid in **FULL**, by **February 1, 2023**.

To provide the best experience for members who seriously commit to the Mandarins, we regret that, **if you do not meet your responsibility and pay your fees by the posted deadlines, you may be dropped from the Corps.**

## Refunds

If, for some reason you decide that you need to leave the drum corps prior to the start of the season (**May 31, 2023**, spring training move in), the following refund schedule will be offered:

- Prior to April 19, 2023: \$1,500.00 will be retained by the corps for expenses incurred
- Prior to May 19, 2023: \$ 2,500.00 will be retained by the corps for expenses incurred
- Prior to June 10, 2023: \$ 3,500.00 will be retained by the corps for expenses incurred
- On or after June 10, 2023: No Refunds Offered

Returned checks will be subject to processing fees. If you have more than one check returned, you will be required to pay the rest of your fees by cash or credit card.

If you foresee any difficulty in paying your Membership / Tour Fees, please speak to JW Koester, Corps Director, as soon as you can. Do not wait until the last minute!

## Paying for Drum Corps

### Sponsorship

[Sponsorship forms](#) are available online to help you solicit donations from family, friends, neighbors, social groups and businesses. Sponsors can submit donations using the [Sponsor a Mandarin](#) online form. These non-refundable donations go directly towards your Tour Fees. All Sponsorships must be turned in by May 19, 2023.

### Scholarships

The Corps provides a limited number of partial scholarships to deserving members with financial need. Applications will be available in the spring (typically mid-March). Drum Corps International also provides Scholarship opportunities for marching members. As the season approaches, we will post scholarship opportunities on Facebook and Slack, but always research for additional scholarships that we might miss!

## Parent/Member Information

### Members! Please share this information with your parents!

We expect parents to have lots of questions and the best way to get the information you need is to attend with your student. Parental attendance is strongly encouraged in our activity. Parents are invited to join our [2023 parents Facebook group](#) and our [Fandarins Facebook group](#). On the parents page we share lots of corps specific information regarding tour, schedules and parent specific information. The Fandarins / 2023 Parents Facebook pages are a great way to stay in contact with the corps and the organization with pictures, stories updates and general information.

Many of your questions about the Drum and Bugle Corps activity may be answered on an "[DCI Parents: Overview](#)" page, on the Drum Corps International website.

### Volunteers

The Mandarins program cannot survive without volunteers!!! Volunteers are needed to help in the kitchen, driving trucks, uniforms, and health and wellness staff. Participation in corps activities is a parent's opportunity to see our program close-up and get to know the people who make it work. If you are interested in volunteering in 2023, contact Keith Sanpei, Tour Director, at [tourdirector@mandarins.org](mailto:tourdirector@mandarins.org).

### DCI Required Documents

A copy of your driver's license, state identification card or passport is required so we know who you are and can verify your date of birth for Drum Corps International. We will advise when and how to provide this document.

## Medical and Vaccination Records

For the 2023 season you will need to provide the Mandarins Health & Wellness Team at [handw@mandarins.org](mailto:handw@mandarins.org) with the following documents:

- 2023 Health History Form (medical pre-contract screening form) that lists **ALL** medications (prescribed and over the counter) with frequency & doses, **ALL** health issues (physical & mental), complete list of past injuries
- Copy of your COVID-19 vaccination document. You **MUST** be fully vaccinated in order to participate this summer, and we need to be able to confirm that you have been vaccinated. We will advise when and how to provide this document.
- Copy of your health / medical insurance coverage. You **ARE** required to provide your own health / medical coverage for the entire time you are with the Mandarins this summer. The Mandarins will provide you with some potential options to research to acquire your own health / medical insurance. We will advise when and how to provide this document.

## Slack

The Mandarins use Slack to communicate with the members, staff, and volunteers throughout the season. The member leadership team will invite members to the 2022 Mandarins Slack workspace at the start of the season. Make sure you have the Slack app downloaded on your phone and notifications are enabled to make sure you are getting the latest information.

## Facebook

If you haven't yet joined our [Mandarins 2023 Member Group](#) on Facebook, please do so now! While Slack will be our primary source of communication over the summer, Facebook will still be utilized and will be a great way to stay in touch after the season!

## Corpsdata

Once you have received and accepted your offer to become a member of the Mandarins, you must create a Corpsdata account. If you already have an account, do not create a new one, simply add the Mandarins to your account. One of the ways that the Mandarins will distribute information is through Corpsdata, so it is vital that every member enters accurate contact information to their profile. There is also a section in your Corpsdata profile to list an emergency contact - please be sure to provide this information. Before move-ins, each member will be asked to upload a photo ID and medical insurance information to their Corpsdata account. More information on this will be provided closer to move-ins.

Member tour fee payments will also be recorded in Corpsdata. After making a payment, you should see the payment reflected on your account within a few days. You will also be sent a new invoice after each payment is entered. You can log in to your account and check your balance at any time. Please contact the corps personnel manager, Cathy Flores ([cathyf310@gmail.com](mailto:cathyf310@gmail.com)), with any questions or issues regarding Corpsdata.



# Member Expectations

## Attendance Policy

Our preseason schedule is limited, so attendance in all activities is important. Attending part of an event is better than not at all. If you have conflicts, communicate with us. We will work with you, but **communication is critical**. You do not have to choose between school obligations and the Mandarins during the school year, but you must communicate with the staff early and often. School events will always take priority, but communication and proper planning is essential to the success for you and the rest of the drum corps.

## Online Training

Each participant will be required to complete various online training courses as assigned by corps staff in order to maintain a safe environment. These courses will cover topics such as Anti-discrimination training, anti-bullying, sexual misconduct awareness, and more.

## Dietary Needs

The Mandarins will work with members to fulfill specific dietary needs and accommodations. Members with special needs must communicate with the food services manager. Note: We will do our best to meet these needs, but the nature of providing meals on tour may limit the variety of menu options.

## Uniform and Equipment

Members are responsible for maintaining their uniform and equipment throughout the 2023 season. If uniforms or equipment need repair, communicate those needs to the uniform manager or instructional staff as appropriate.

## Member Corps Jackets

Treat the Corps Jacket like a uniform, and understand that when you wear it, you are representing the Mandarins. If you would like to order a corps jacket, you can order one from the Mandarins Marketplace [here](#).

## Section Clothing and use of corps logo

Each section might be requested to get a specific color of clothing for their section. If your section would like to get their own custom clothing with the Mandarins logo, any final design **must** be submitted to Santiago Sabado to approve the design and make sure it is following our branding standards.

## Housing Site Etiquette

As Mandarins, you will always treat a housing site with respect and leave it cleaner than you found it.

- Do not roll any suitcases on the gym floor, as they may leave scratches.
- ALWAYS wear a shirt in any building.
- Always leave an open aisle around the edge of the gym.
- Make sure to not take up too much space by letting your luggage “spread” around your area. Keep it clean and concise.
- Every member must have their own individual bed set up. Air mattresses cannot be larger than a twin sized bed.

- Cots must be approved by the admin team to ensure we are not damaging the housing site floors.
- Members must stay in areas of housing sites designated by the admin team.

## **Bus Etiquette**

While you can relax on the bus and be yourself, please be aware and respectful of those around you.

- Each bus has a restroom that is NOT TO BE used (only for an emergency). If there is an emergency, tell the admin or driver right away.
- Get off the bus only when instructed to do so. Information is shared each time we stop, before you get off the bus.
- Help to make sure your seat partner is on the bus before we depart so no one is left behind!
- Each bus has a captain who will handle any bus issues, maintain a bus roster, monitor cleanliness, and often give you information. Bus captains are appointed and are ultimately responsible for what happens on the bus.

## **Meal Etiquette**

Your volunteer kitchen crew will prepare hundreds of meals each day. Please show your appreciation for their hard work by being courteous and respectful. Whether it is your favorite meal, or something else, please thank those people who are using their vacation days to provide you with a balanced diet. Shirts are to be worn at all mealtimes. Masks must be worn while going through the food line.

## **Equipment Truck Etiquette (The Dragon)**

EVERY piece of equipment has an EXACT place on our equipment truck, known as *The Dragon*.

- The Dragon must be shut and locked in time for departure. Be aware of when the Dragon will be locked.
- Hang your uniform on the Dragon in your assigned spot. No uniforms are to be stored in bus bays or on the bus. Do NOT Squish your uniform into a cubby, make sure it is hung properly.
- Locks are hung unlocked in the appropriate handle, not anywhere else.
- No garbage, no matter how insignificant, is to be left on the Dragon. If you see garbage, throw it away, even if it is not yours.
- All members MUST wear closed-toe shoes when loading and unloading the Dragon.

## **Tour Jobs**

All members will be assigned jobs outside of rehearsal to help the season run smoothly. Make sure to allocate sufficient time for this job so as to not let it interfere with other responsibilities. Some job examples include setting up our water jug filler (Homer), field lining, cleaning after meal times, building props for rehearsals, etc.

# Health Guidelines

## Health and Wellness Team

- The Mandarins Health and Wellness team is a robust and well rounded team of medical and mental health professionals who work to ensure a safe and healthy environment for all those involved in the activity. As such, a member of the Health and Wellness team will be available for all participants in the activity at all times.
- All members are required to have a medical clearance and provide an endorsed copy of the clearance to the Health and Wellness team in order to participate in drum corps activities that includes endorsed proof of all vaccinations not limited to the COVID vaccine. Additionally, all members will complete a health history screening with a member of the Health and Wellness staff.
- The Mandarins Health and Wellness team will utilize telemedicine extensively. Members are expected to have themselves signed up with their own telemedicine modality or to utilize Live Health Online, an app available on all IOS and Android devices, which offers a wide range of medical and mental health resources virtually.
- If you are not feeling well or think you may be injured, you must let a Health and Wellness team member know ***immediately***.
- A Health and Wellness team member may take you out of rehearsal or shows to ensure sufficient recovery time for you and to ensure the safety of others.
- A Health and Wellness team member will develop a plan of care to address illness and/or injuries. It is expected that the Corps member follows the plan of care to ensure the best outcome for their own health and well being
- **Minors**: minors requiring intervention from the Health and Wellness team will be required to contact their parent/guardian at the time of access. In the event a minor requires transportation to an urgent/emergency care, an Administrative member will accompany them to the facility and stay with them.

## Footwear

- Quality footwear is required and we will provide a recommended list at a later date to align with uniform requirements. It is the members responsibility to ensure they have the appropriate insole inserts should they require them.
- Members are required to ALWAYS have footwear on at all times. INCLUDING THE SHOWERS, do not walk barefoot or with just socks. We highly recommend flip flops for the showers.
- When loading/unloading equipment, i.e. the Dragon, you must wear closed-toed shoes.

## Hydration

- All members are required to have a one-gallon jug. Check with your section for colors.
- Make sure your jug is filled at all times, including rehearsal, long bus rides, and shows.
- Members should bring additional electrolytes for their personal use. Every member should be replenishing electrolytes at every meal as provided by the organization.
- All members should strive to complete 1-2 jugs every day at a minimum. Ice displaces water so make sure if you have ice in your jug, you are compensating for the water by increasing your total fluid intake

- Your urine should be straw colored to clear, if not, you are not drinking enough water.
- Regular bowel movements are essential for good health. If you are not having them, it is a sign of dehydration. Speak to a H&W member if you are experiencing this issue immediately.

## Heat

- Always make sure you have a hat, sunglasses, face coverings, sunscreen applied, and anything else you would need to stay protected in the sun.
- Always make sure to stay hydrated and eat sufficiently during meal times.
- Rest & recovery times should be taken in the shade & cooler areas whenever possible.

## Injuries

- If you are injured, please let a staff member know **ASAP**. We would rather have you sit out and heal quickly rather than have the injury turn into something more serious.
- Recovery plans created for you by the H&W team **MUST** be adhered to and followed. If you choose not to follow these plans, you are at risk for further injury.

## Medications & Medical Supplies

- Members are expected to manage their own medication supplies (prescribed and over the counter) at all times.
- H&W staff have limited access to some over the counter medications however, these are to be accessed only in urgent/emergent situations and **ONLY** under the direct supervision of an H&W staff member or its designee.
- H&W staff have limited access to medical supplies, i.e. athletic tape, bandages, braces. If a member requires these types of supplies it is the Corps members responsibility to pay for these supplies as needed. H&W will coordinate procurement of such supplies on behalf of the member.

# COVID Guidelines

The 2023 season will require an immense degree of focus, increased dedication, tremendous perseverance, and the ability to adapt to rapidly changing situations. Everything that we do or have done in the past will be reviewed and, quite possibly changed to adapt to our new environment. COVID-19 has forced us to revisit how we manage pretty much every aspect of the drum corps operations including:

1. There will be certain times where masks are required throughout the season.
2. Our expectation is that we will develop a drum corps bubble with limited access to and with the outside world. Laundry and “Wal-Mart” stops will be different as we work to minimize interactions with non-Mandarins bubble people.
3. Travel – we will still ride buses wherever we go. However, how we manage our rest stops and fleet fuel stops might be different.
4. At drum corps events – interactions with other drum corps, with the general public, and with family members may be kept to a minimum.
5. **Vaccinations for COVID are required for all participants of the Mandarins Drum Corps** who will be onsite with the drum corps *at any time*. All participants must be FULLY vaccinated. If you have questions, please reach out to the Health and Wellness team directly. \*
6. All participants will be required to show proof of vaccination prior to being allowed “on campus” and interacting within the Mandarins bubble going into spring training. Proof of vaccination means: electronic verification of vaccination. Either endorsed by your provider or your state’s “Smart Health card”. Vaccine cards are not proof of vaccination for the 2023 season.
7. ALL members may be required to show proof of a negative test within 48 hours of spring training move-ins and any time they leave the drum corps bubble and return. Additional testing may be done as necessary throughout the season.
8. Safety protocols may be updated as determined by the corps director and the Health & Wellness team as the season progresses. We will abide by all local, county, and state requirements as we travel throughout the season.
9. The Mandarins will continue to do everything we can to ensure the safety of those involved in our organization and activity. While currently the name is COVID-19, many of the steps we are taking and will continue to take are universal to ensure safety in the presence of any communicable disease.

\*vaccinations: The Mandarins recognize all who are eligible for the COVID vaccine booster receive it to be considered fully vaccinated. Should an individual not be eligible for their booster prior to move ins, every effort will be made to coordinate receipt of the booster in a timely manner.

# Mandarins Code of Conduct

1. Be on time to all rehearsals. If you are going to miss or be late to a rehearsal, inform your instructor well in advance. It is your responsibility to know when and where rehearsals are. 2. Arrive at rehearsals prepared and ready to rehearse. Know and understand the objectives/goals for each rehearsal. If you don't know, ask!
3. Swearing and abusive language will not be tolerated. Rehearse and perform professionally. You have the right to expect the same professionalism from the instructional staff. 4. You are a role model for other corps members. Remember that fact at all times. Other corps members will act and behave as they see you act and behave. This role model responsibility applies at all times — on the rehearsal/performance field and off.
5. Set high standards for yourself. Ensure that you know and understand the Drum Corps expectations of you for the year.
6. Smoking and / or vaping is not allowed at any housing or performance venue. This restriction includes rehearsals, performances, bus rides, and any other functions associated with the corps. 7. Consumption of alcohol by members over 21 is not allowed without approval of the Corps Director. A violation will result in dismissal from the corps.
8. Illegal drug use is not allowed at any time. A violation will result in dismissal from the corps. 9. Take care and respect your uniform, your equipment and your rehearsal/housing facilities. If something needs repair, please advise an instructor, a support staff member, or the director. Leave the premises *cleaner than* when we arrived.
10. Treat other corps members as you would like to be treated. Respect their personal needs and requests. This awareness applies to any situation where you are with the corps, i.e, rehearsal sites, sleeping areas, the bus, other public spaces, etc. Tolerance is paramount. Ensure that your relationships with others include **NO** inappropriate behavior. If you have a concern with someone, please advise the corps director for further support or action. Hazing and bullying will **NOT** be tolerated in the Mandarins.
11. Stealing is not tolerated in the Mandarins. Taking property belonging to other people, the Corps, or to our practice/housing sites, etc. will result in consequences.
12. Treat all members, staff, volunteers, parents and fans with **respect**. When you need help, be courteous and ask **politely**.
13. Remember that any unhappiness or anger with other corps' behavior is dealt with at the Director level. Don't dishonor the Mandarins' good name by posting negative comments that can be interpreted as representing the Mandarins organization's opinion. If you have nothing nice to say, then don't say it.
14. Leave nothing to the last minute. Plan ahead of time to get things done.
15. You represent the Mandarins **at all times**. It doesn't matter where you are — rehearsals, performances or other non-corps related functions. If someone knows you are a member of the corps, then you represent the entire organization. Make that action happen with **pride** and **class!**
16. Failure to adhere to the Mandarins Code of Conduct may lead to your dismissal from the corps and a forfeiture of your Tour Fees.

# DCI Code of Conduct

The DCI code of conduct can be found [HERE](#).

## Reporting Misconduct

For small issues, please go to a section leader/drum major, or a staff member if you are comfortable. If it is a vital report that you would feel more comfortable sharing anonymously, please use our online anonymous whistleblower form.

The Mandarins have a Whistleblower feature located [HERE](#) where concerns/issues relative to: harassment, bullying, hazing, embezzlement, safety related issues or inappropriate behavior of a sexual nature from one person to another regardless of age, sexual orientation or status within the organization can be reported. The Mandarins take this responsibility very seriously and we investigate every whistleblower submittal quickly in order to maintain the highest safety standards possible.

After completion of all whistleblower investigations a determination is made:

- Was there credible evidence of an incident?
- Was there no credible evidence of an incident?
- Was a crime committed?
- Was the Mandarins code of conduct violated?

Based on the specific determination multiple actions may be implemented, up to and including dismissal from the corps and possible criminal reporting to the appropriate law enforcement agency. Yes, submission of a criminal report may be required because the Mandarins are a Mandatory reporting organization. We are bound by California law to report any incident that breaks California or Federal law. And, it doesn't matter where the incident took place, e.g.; in another state that doesn't have the same laws as California. It doesn't matter, as we are required to follow California law at all times, in all places. All members of the organization are responsible to do the right thing at all times – if you know something, if you see something, if you hear something, you Must report it to a higher authority within the organization so that it can be investigated.

## Policies

The Mandarins Policy Handbook can be found [HERE](#).

The Sacramento Mandarins require all members, staff and volunteers to adhere to high standards of conduct in their duties and responsibilities. Representatives of the Mandarins must practice honesty, integrity and respect in fulfilling their responsibilities and comply with all applicable laws, regulations and policies.

The following are Mandarins policies that have been reviewed and approved by the Board of Directors of the Mandarins of Sacramento, Inc.

Policy 1: Background Check Policy

Policy 2: Contraband Policy

Policy 3: Sexual Harassment, Abuse and Fraternalization Policy

Policy 4: Hazing and Bullying Policy

Policy 5: Nondiscrimination Policy

Policy 6: Whistleblower Policy

Policy 7: Concussion Policy

Policy 8: Lightning Policy

Policy 9: Hydration and Heat Index Policy

## Social Media Policy

This policy provides guidance for member and staff use of social media, which should be broadly understood for purposes of this policy to include blogs, wikis, message boards, online chats, electronic newsletters, online forums, social networking sites, and other sites and services that permit users to share information with others in a contemporaneous manner.

- The following principles apply to professional use of social media on behalf of the Sacramento Mandarins as well as personal use of social media when referencing the Sacramento Mandarins. Mandarins expect all members of the organization: instructional staff, members, volunteers and drivers to be responsible and respectful regarding all postings made on any/all social media platforms.
- If Members encounter a situation while using social media that threatens to become antagonistic, members should disengage from the dialogue in a polite manner and seek the advice of a staff member.
- Members/Staff should get appropriate permission to use a third party's copyrights, copyrighted material, trademarks, service marks or other intellectual property. Social media use shouldn't interfere with members' responsibilities at the Mandarins.
- Any social media account representing the Mandarins (or a section of), must be sanctioned and approved by the Corps Director or Social Media Manager.
- It is required that members/staff keep Sacramento Mandarins related social media accounts separate from personal accounts. Any media posted on behalf of the corps must be posted on official corps owned accounts and will be owned by the corps.
- Media created specifically for use for corps media will be owned by the organization and must be given to the corps for archiving purposes.

## Relationships

The Mandarins **DO NOT** condone adult-minor relationships within the corps and adheres to **ALL** state and federal regulations adhering to adult-minor relationships. Any relationship cannot negatively impact/interfere with your corps responsibilities.

## Acknowledgement Agreement

By signing my member contract with the Sacramento Mandarins, I acknowledge that I: (i) have received; (ii) have fully read, understand, and accept; and (iii) agree to comply with, all of the policies and procedures found in this Sacramento Mandarins Member Handbook for the 2023 season. I understand that strict adherence to all of these policies and procedures is considered to be a requirement for participation in the Sacramento Mandarins, and that any violation could result in termination of the membership process. I understand that the policies, rules, and regulations contained herein may be changed or modified from time-to-time by notice to me in writing. No statement or representation by any corps directors, staff member, volunteer, director, member, or other representative of Mandarins of Sacramento Mandarins, Inc. whether oral or written can supplement or modify the policies contained herein.



# **Appendix**

## **Packing List**

### **Personal Items**

Be careful with what items you bring on tour. The corps is not liable for anything stolen, and in most cases if something is left at a previous site, we are unable to go back and get it. Make sure to label or distinctively mark important items. Be mindful that if you are flying out of Indianapolis (IND) after the season, you will need to take all these things on the airplane.

### **Lost and Found**

At housing sites, as we are leaving and cleaning up, any found items will be placed at the center of the gym to be claimed by their rightful owners and will be thrown out if not claimed 10 minutes before departure time.

### **Caption Items**

As we get closer to move-ins, your caption might require additional or specific items, so be sure to check on the Members Group and Slack for the latest updates.

Please print the next three pages for your reference!

# What to bring

## Sleeping and Travel

- 1 Suitcase or Duffle Bag for clothing (dimensions L+W+D, not to exceed 80")
- 1 Duffle Bag for your sleeping gear (do not combine everything into a single large suitcase / duffle bag)
- Air mattress, sleeping mat, or cot
  - Air mattresses cannot be larger than a twin sized bed. Cots must be approved by the admin team to ensure we are not damaging the housing site floors.
- Blanket or tightly rolled sleeping bag
- Pillow
- Rehearsal backpack

## Toiletries

- Shower bag to keep all items in
- Shower shoes (flip-flops)
- Shower towel
- Shampoo/ Conditioner
- Soap/ Body wash & Loofa
- Toothbrush/ Toothpaste/ Floss
- Deodorant
- Lotion
- Chapstick
- Razor (electric or manual)
- Shaving cream (if needed)
- Hairbrush &/or Comb
- Glasses/ Case; Contacts/ Solution
- Menstrual products
- Gold Bond (recommended)

## Bus

- Bus box (Plastic w/ lid, and must be small enough to fit underneath a bus seat)
- Wet wipes
- Extra deodorant

## Clothing

\*Prepare for cool/ wet weather & cold housing sites/ bus nights

- 2 pairs of *approved* rehearsal shoes
- Rehearsal shorts
- Rehearsal shirts &/or tank-tops
- Rehearsal socks
- Rehearsal undergarments (underwear, sports bras)
- Sweat/ Track pants, Leggings, and Jackets/ Sweatshirts (1-2)
- Baseball cap & face coverings
- Sunglasses
- Face masks
- 1-2 "*nice*" outfits for free days/Banquet

## Block Items

- Water jug (Coleman 1-Gallon Jug (RED) for Brass)
- Dot Book
- Ear Plugs
- Rehearsal backpack
- Sunscreen (30/45+ SPF) & Aloe
- Equipment accessories (valve oil, sticks, tape, etc.)
- Muscle/joint braces
- Pencils

### *Hornline:*

- Black towel the size of your horn
- Jupiter Instrument and Approved Mouthpiece
- Tuner and/or metronome
- Black Three-ring Binder with clear sheet protectors
  - Printed manual, audition packet, as well as YOTD and any other music
- [All-Black Mechanix Gloves](#)

## Other

- Phone charger/Portable Charger
- Laundry supplies (e.g., tide pods, dryer sheets)
- Power Strip/Extension Cord
- Free day/Laundry money
- Reusable cup
- Headphones
- Extra Medical masks
- Hand Sanitizer

## What not to bring

- Laptop/Computer
- Valuable items
- Other Corps/sponsors merchandise

## Current Schedule

<b>May 31:</b> Spring Training move-in day	<b>July 18:</b> Wichita Falls, TX
<b>May 31 - June 28:</b> Spring Training	<b>July 19/20:</b> rehearsal days
<b>June 24:</b> Mandarins Family Day	<b>July 21:</b> Houston, TX
<b>June 29:</b> Depart for Southern California	<b>July 22:</b> San Antonio, TX <b>(DCI Southwestern Championship)</b>
<b>July 1:</b> Pasadena, CA (Rose Bowl)	<b>July 25:</b> McKinney, TX
<b>July 2:</b> San Bernardino, CA	<b>July 26:</b> Monroe, LA
<b>July 3:</b> Tempe, AZ	<b>July 30:</b> Winston-Salem, NC
<b>July 4:</b> TBD	<b>Aug 1:</b> Annapolis, MD
<b>July 7:</b> Fresno, CA	<b>Aug 3:</b> Lawrence, MA
<b>July 8:</b> Palo Alto, CA (Stanford)	<b>Aug 5:</b> Allentown <b>(DCI Eastern Classic)</b>
<b>July 9:</b> – <b>Sacramento, CA</b> <b>(Capital Classic, our home show)</b>	<b>Aug 7:</b> Cincinnati, OH
<b>July 9:</b> Depart on National Tour	<b>Aug 8/9:</b> Rehearsal days
<b>July 12:</b> Ogden, UT	<b>Aug 10:</b> Indianapolis, IN
<b>July 14/15:</b> Rehearsal Days	<b>Aug 11:</b> Indianapolis, IN
<b>July 15:</b> Ft Collins, CO	<b>Aug 12:</b> Indianapolis, IN
<b>July 17:</b> Canyon, TX	<b>Aug 13:</b> Indianapolis, IN - <b>BANQUET</b>

Visit [Mandarins.org/events](http://Mandarins.org/events) for up to date schedule