

ABSENCE & TARDINESS POLICY

INTRODUCTION:

The Troopers Drum & Bugle Corps is a highly athletic and musical program. Members are expected to arrive at Spring Training in peak physical and mental condition. Drum Corps is not easy. It is specifically designed to be hard. The activity will push individuals beyond their perceived limits and teach them how to soar to new heights. It is not for everyone. Understanding the challenges, risks, and requirements are very important before choosing to accept a contract for membership.

While the organization will do everything it can to provide an environment that takes care of its membership, it is important to understand that we are not a hospital and we are certainly not a luxury vacation destination.

Injuries, illness, and other obstacles may arise during the course of a tour. Understanding the difference between discomfort and a real problem is very important. Everybody on the road will be uncomfortable. That is the reality and the nature of road life. Early mornings, long days, hot locations, occasional cold showers, a sub-par housing site and even a bus breakdown or two are all a part of what goes on in drum corps. Pushing through these obstacles is part of the experience. Life will always throw challenges your way. The drum corps experience will teach you how to overcome adversity. That is why we exist. That is part of what you are signing up for.

The reward is being able to perform for thousands of people in some of the biggest stadiums in the world, and to create memories and friendships that will last a lifetime. Nothing worth having should be easy to achieve.

Please review the following attendance policy.

SECTION 1: EXCUSED ABSENCE

An excused absence from camp, summer time rehearsal blocks, performances, and any other Trooper function may be granted by the Troopers Executive Director, Corps Director, Corps Manager, the Troopers Health and Wellness Team, and/or a Caption Head.

SECTION 2: EXTENDED EXCUSED ABSENCE

As it is critical to have 100% participation for the advancement of the overall team, it is imperative that excused members return to activity as soon as possible. In the event that a member has fallen ill, or has suffered an injury that prevents participation for an extended period of time (over one week), a member will be required to return home to receive the proper medical care that may not always be available in the drum corps environment.

In the event that a member is sent home for recovery, an alternate understudy will replace the member on the field.

Any remaining tuition balance will be prorated based on the departure and discharge date of the member.

Question: Can a member reclaim their position after completing an off site recovery?

Answer: No. However, if an individual is cleared for return to activity, the Caption Head in conjunction with the Corps Director will have the authority to assign a returning member to alternate understudy status. This may or may not give the member the opportunity to return to the field. There is no guarantee that this option will always be available and will be determined on a case by case basis.

SECTION 3: UNEXCUSED ABSENCE

If the Troopers Executive Director, Corps Director, Corps Manager, the Troopers Health and Wellness Team, and/or a Caption Head have not excused a member from participation, the following procedures will be in effect:

This chart is not intended to be read in consecutive order. The chart represents the total accumulation of unexcused absences.

Absent for one block	Member will be encouraged to seek health and wellness guidance. If the health and wellness team does not certify an excused absence, this will be considered a first strike.
Absent for two blocks	Member will be required to seek health and wellness guidance. If the health and wellness team does not certify an excused absence, this will be considered a second strike. A warning will be issued that the member could be moved to alternate status.
Absent for three blocks	<p>Member will be required to go to urgent care to be checked out by a physician. This will be at the member/parent's expense. Member will be moved to alternate status and the field position will be filled.</p> <p>If the physician certifies an excused absence, the member will be considered an excused absence for this block. If all of the unexcused absences have occurred in consecutive order leading to this certification, all of the previous blocks will be reset.</p> <p>Following the recovery plan laid out by the physician, the member can reclaim their field position unless this is in contradiction to SECTION 2.</p>
Absent from Performance	Unexcused absences from a performance will lead to the immediate removal and discharge of a member and there

	will be no pathway to reclaim your member status in the current season.
--	---

SECTION 4: UNEXCUSED ABSENCE DUE TO VIOLATION OF POLICY OR CODE OF CONDUCT

The Executive Director, Corps Director, Corps Manager, and Caption Heads have the authority to remove a member from rehearsal if the member has violated corps policies. Any absence from rehearsal due to forced removal will be deemed an unexcused absence. Depending on the severity of the violation, the Executive Director and Corps Director have the authority to discharge an individual from membership. Forced discharge due to policy violations will be permanent and may result in a report being filed with Drum Corps International and applicable law enforcement.

SECTION 5: TARDINESS

Being late to rehearsal or any other corps scheduled activity or event is never okay under any circumstances. If a member is utilizing the services of the health and wellness team, they are to have those services performed prior to the start of scheduled activity (on their own time). Waiting until the very end of a meal break to be seen, resulting in tardiness, is not acceptable. During rehearsal blocks, the Health and Wellness Team’s primary responsibility is for emergency situations or caring for individuals with excused absences.

NOTE	Anything later than thirty minutes will be considered an absence, not tardiness. Please refer to SECTIONS 1-3 to learn more about excused and unexcused absences.
First time being late	Missed time must be made up through individual practice during meal breaks, after they have eaten. <i>EXAMPLE: If a member is ten minutes late to rehearsal, they are required to practice individually for <u>ten</u> minutes the same day.</i>
Second time being late	Missed time must be made up through individual practice during meal breaks, after they have eaten. Because this is the second time being late, they are expected to double the amount of individual practice time. <i>EXAMPLE: If a member is ten minutes late to rehearsal, they are required to practice individually for <u>twenty</u> minutes the same day.</i>
Third time being late	Missed time must be made up through individual practice during meal breaks, after they have eaten. Because this

	<p>is the third time being late, a member is expected to triple the amount of individual practice time.</p> <p><i>EXAMPLE: If a member is ten minutes late to rehearsal, they are required to practice individually for <u>thirty</u> minutes the same day.</i></p> <p>In addition, a member will be warned that further tardiness may result in placement into alternate status.</p>
Fourth time being late	<p>Member will be removed from a field position and moved to alternate status. Their position on the field will be filled.</p> <p>Member will also receive a warning that further tardiness may result in discharge from the drum corps.</p>
Fifth time being late	<p>A member may be discharged from the drum corps and sent home at their expense.</p>

“To be early is to be on time. To be on time is to be late. To be late is unacceptable.”

SECTION 6: USE OF HEALTH & WELLNESS SERVICES

The Troopers prides itself on having fantastic health professionals working within our ranks. These individuals play a critical role in the health and wellness of the organization. However, their primary role is to administer controlled medications, to act in emergency situations, to care for those with excused medical issues, and to assist with general health and wellness issues. The medical stations are not hospitals, and they are not waiting rooms. Inappropriate use of their services as a way to create excused absences and tardies, negatively impacts those with serious issues.

For non-emergencies, those that are in need of the health team’s services for minor medical issues and/or medication distribution MUST adhere to the health team’s daily schedule and see them at a time that does not impact your ability to be present at rehearsal and other Trooper activities.

We do not want members to be afraid to seek health team services. However, they do need to be aware of the difference between general discomfort and a serious medical issue.

SECTION 7: EXECUTIVE OVERRIDE

As certain extenuating circumstances may arise, the executive director and/or corps director has the authority to override this policy if necessary.