



2023 CORPS POLICIES & PROCEDURES

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TABLE OF CONTENTS

Diversity, Equity & Inclusion.....	2
Youth Protection Policy.....	2
Background Check Policy.....	3
Contraband Policy including Tobaccos, Alcohol & Drugs.....	5
Harassment & Reporting.....	7
Sexual Harassment, Abuse and Fraternization Policy.....	8
Hazing and Bullying Policy.....	11
Nondiscrimination Policy.....	12
Whistleblower & Anti-retaliation Policy.....	13
Concussion Protocol.....	14
Lightning Protocol.....	15
Hydration & Heat Index Protocol.....	16
Pandemic/Infectious Disease Protocol.....	17
Food Safety Protocol.....	18
Acknowledgement of Receipt.....	20

Diversity, Equity & Inclusion

Carolina Crown complies with all applicable anti-discrimination laws and does not illegally discriminate against, or give preferential treatment to any individual or group on the basis of age, race, gender, color, economic status, ethnicity, linguistic heritage, cultural background, national origin, ancestry, religious creed, marital status, employment status, housing status, sexual orientation, gender identity or veterans status or distinction that is protected by law in the selection of participants.

Youth Protection Policy

Carolina Crown is committed to providing a safe and healthy environment for every constituent who participates in our organization. Crown takes harassment and misconduct very seriously and has been actively working for many years to put the very best practices in place to ensure the safety and well-being of everyone in our organization. We serve many young people of various ages and backgrounds, and we strive to be very clear about what is, and is not, acceptable behavior.

We have recently reviewed our existing policies and found they were completely relevant and up to date and being enforced to protect our students and staff as completely as possible. Since performing the audit, we have made additional changes and updates to our policies. We are committed to reviewing and updating policies as often as needed to make sure that our organization is as safe as it possibly can be for all of our constituents.

[View and Download Our Policies and Protocols](#)

All members of our organization, including Board members, staff and volunteers, must read and become familiar with these policies and expectations. Members and staff must sign and agree to these policies before they interact with our organization in any significant way.

Background Check Policy & Procedure

Participation and/or employment of members, staff, faculty and volunteers of Carolina Crown Inc. is contingent upon clear results of a thorough background check. Background checks will be conducted on all constituents as deemed necessary.

Background checks will include:

- **Social Security Verification:** validates the applicant's Social Security number, date of birth and former addresses.
- **Prior Employment Verification:** confirms applicant's employment with the listed companies, including dates of employment, position held and additional information available pertaining to performance rating, reason for departure and eligibility for rehire. This verification will be run on the past two employers or the previous five years, whichever comes first.
- **Personal and Professional References:** calls will be placed to individuals listed as references by the applicant.
- **Educational Verification:** confirms the applicant's claimed educational institution, including the years attended and the degree/diploma received.
- **Criminal History:** includes review of criminal convictions and probation. The following factors will be considered for applicants with a criminal history:
 - The nature of the crime and its relationship to the position.
 - The time since the conviction.
 - The number (if more than one) of convictions.
 - Whether hiring, transferring or promoting the applicant would pose an unreasonable risk to the business, its employees or its customers and vendors.

FAQ:

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 education music directors, all members of the Carolina Crown 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 of Business Operations or designate have the discretion to perform background checks for onetime 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 Carolina Crown will have access to the information from the background check?

Because it is confidential/privileged information between the Carolina Crown and the person checked, it must be reviewed and maintained by on custodian of records. The custodian of record shall be the Director of Business Operations of Carolina Crown 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 Carolina Crown include Improper Sexual Conduct (ISC) coverage in their insurance plan?

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

Contraband Policy including Tobaccos, Alcohol & Drugs

As used here, “contraband” includes any item or material that poses a risk of harm to any individual – whether or not associated with Carolina Crown.

“Contraband” includes but is not limited to weapons, flammable or explosive substances, firearms or ammunition, fireworks, controlled substances, and toxic substances. Contraband will be immediately seized, and appropriate disciplinary action will be taken in the sole discretion of the Executive Director.

TOBACCO, ALCOHOL & DRUGS

- Tobacco use is prohibited on school grounds and housing sites at all times. There is to be no tobacco use in or around Corps’ vehicles, rehearsal fields and camp locations.
- The possession, use, consumption, distribution and/or display of alcohol is absolutely prohibited in and around Corps’ vehicles, rehearsal fields, school grounds, housing sites and camp locations. Being under the influence to any degree in the vicinity of the Corps or its Members at any time is expressly prohibited.

Underage Members:

Zero-tolerance for possession or consumption of alcohol by members of Carolina Crown who are under the legal age.

Of-Age Members:

Of age members will not consume alcohol for the duration of a rehearsal day, show day or Carolina Crown related event day.

- The of age member agrees to consume only a reasonable amount, remain at a functional level, and never be deemed an embarrassment to the Carolina Crown organization.
 - The of age member will not wear any apparel that would identify them with Carolina Crown when they consume alcohol.
 - Of age members may consume alcohol in legal establishments
 - Of age members commit to eliminating underage consumption and possession of alcohol on the bus.
 - Of age members commit to hold individuals accountable under this policy (both of age and underage)
 - Of age members agree to release, indemnify, and hold harmless Carolina Crown (Crown), its Board of Directors, its Advisory Board, any subsidiary corporations, and its employees, agents and assignees, as well as any volunteers (Crown Indemnitees) from and forever promise not to sue them on any and all claims, demands, rights, causes of actions, liabilities, losses, damages, costs and expenses (including attorney’s fees), whether known or unknown, that the “of age” member, any other parent or guardian of the “of age” member may have, or allege to have against Crown, or Crown Indemnitees or which may be brought against Crown, or Crown Indemnitees arising out of or in any manner relating to the “of age” members consumption of alcohol under the Carolina.

Carolina Crown Administration reserves the right to enact appropriate consequences for any violation of the Carolina Crown Alcohol Policy. Drinking of alcoholic beverages is not allowed by any member

regardless of age at any time around Carolina Crown, at our housing/show sites or in our vehicles. Violations of these policies will be grounds for immediate release from the corps.

- The possession, use, consumption, or distribution of any controlled substances, including but not limited to marijuana, cocaine, amphetamines, tranquilizers, crack, barbiturates or “diet pills,” is strictly prohibited.
- The misuse of otherwise legally prescribed medications, or the distribution of them without a prescription, is strictly prohibited.
- These policies on tobacco, alcohol, and controlled substances are in place from your arrival at each camp through your departure from each camp. They are also in place continuously from the first day of auditions through the completion of the season with the Carolina Crown upon arrival back in South Carolina or upon your final departure from Carolina Crown for the season.

Policy Statement on Harassment & Reporting

Carolina Crown expressly prohibits harassment of any kind.

Carolina Crown is committed to creating and maintaining a positive and healthy atmosphere for its administration, members, staff and volunteers. Essential to this is an environment that is free from any form or threat of harassment. Harassment is a form of discrimination, and includes any conduct that adversely affects a positive working/learning environment, including but not limited to actions or comments that are sexual in nature, violent or threatening violence, hazing, or demeaning, that the perpetrator knew, or reasonably should have known, would be unwelcome. Harassment leads to adverse impacts to the person(s) experiencing harassment as well as those around them, and negatively impacts the camaraderie we value.

Harassment can take many forms, but generally involves conduct, comments, or display that is insulting, intimidating, humiliating, hurtful, demeaning, belittling, malicious, degrading or otherwise causes offense, injury or potential injury, discomfort, personal humiliation or embarrassment to a person or group of persons.

Carolina Crown expressly prohibits harassment of any kind under any and all circumstances.

Harassment Reporting

With regard to the protection policies outlined in this handbook, appropriate action shall be taken to protect the health, welfare and rights of the reporting parties, supervisors, witnesses, and any other individuals involved. The nature of the complaint, the identity of the reporting party, and any other individuals involved shall be kept confidential until the Executive Director reviews the matter. If the Executive Director is the subject of any report, then the President or another independent member of the Board of Directors shall review such report. Confidentiality shall apply and remain to the maximum degree possible.

Carolina Crown shall take any and all measures they feel appropriate to investigate any violation of law or the policies of the Carolina Crown, including interviews with the individuals involved and witnesses to any conduct, and review of written and electronic communications. Should a complaint be substantiated, disciplinary action in the sole and absolute discretion of the Executive Director shall be taken, up to and including termination of the individual's relationship with the Carolina Crown and reporting the incident to appropriate civil or law enforcement officials.

Similarly, false reporting will also not be tolerated. Should it be determined after appropriate investigation that an allegation was brought based upon revenge, anger, dislike or any other improper motive, the individual or individuals making the false report are subject to immediate disciplinary action as set forth above, in the absolute and sole discretion of the Executive Director.

Sexual Harassment, Abuse and Fraternization Policy

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 Carolina Crown member, staff or volunteer's ability to participate in Carolina Crown programs or activities.

Prohibited Conduct as Described Below:

Carolina Crown 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 Carolina Crown program or activity because of their sex.
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.
 - 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 talking 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 any 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.
- d. 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):
 1. Sexual voyeurism, or permitting others to witness or observe the sexual or intimate activity of another person without that person's consent.
 2. Indecent or lewd exposure, or inducing others to expose themselves when consent is not present.
 3. Recording any person engaged in sexual, private or intimate activity in a private space without that person's consent.
 4. 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.
 5. Recruiting, harboring, transporting, providing, or obtaining another person for the purpose of sexual exploitation.
 6. Inducing incapacitation in another person with the intent to engage in sexual conduct, regardless of whether prohibited sexual conduct actually occurs.
 7. 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.
 - b. Suffer substantial emotional distress.

Stalking includes conduct that occurs via electronic communications, including social media (i.e., cyberstalking). 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).

Prohibition on Consensual Relationships and Sexual Activity Between Carolina Crown Staff/Volunteers and Members

Carolina Crown 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.

Carolina Crown appreciates that members, staff and volunteers frequently develop deep and lasting personal bonds that are mutually meaningful.

Carolina Crown 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 Carolina Crown educational and performance driven environment, Carolina Crown 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 Carolina Crown related activities.

Prohibition on Sexual Activity with Participants Under 18

Carolina Crown's unique environment brings together talented young adult performers, some of whom are under 18 years of age. All Carolina Crown 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. Carolina Crown is a Mandatory Reporter and will report any criminal and/or sexual activity with participants under 18 to appropriate law enforcement agencies.

Hazing & Bullying Policy

Hazing

Hazing includes, but is not limited to:

- Any direct or indirect action or inaction that causes or poses a risk of harm to the mental or physical health or safety of one or more people;
- Subjecting or encouraging any person to commit an act or omission for the purpose of causing shame, abuse, insult, humiliation, intimidation or disgrace; or
- Any physical assault or battery, or threat thereof.

Carolina Crown expressly prohibits hazing under any and all circumstances and between and among our members, staff and volunteers.

Bullying

Bullying will not be tolerated. In this context, “bullying” includes actions, whether threatened or real, towards or against any individual or group, whether by actions, words, gestures, symbols, or verbal or physical intimidation of any kind. It is designed to intimidate, embarrass, coerce, or shame an individual or group. Bullying is utterly inconsistent with who we are and what we strive to be.

Nondiscrimination Policy

With the exception of any artistically-informed casting purposes, discrimination, or adverse treatment of an individual based on a protected status, and discriminatory harassment on such a basis are strictly prohibited. "Protected status" is defined as an individual's race, color, creed, ethnicity, ancestry, national origin, sex, gender, gender identity or expression, sexual orientation, age, religion, marital status, veteran status, disability or physical ability, or other legally protected classification.

Discriminatory Harassment

Harassment consists of unwelcome verbal, non-verbal or physical conduct that denigrates or shows hostility or aversion toward an individual or other member of Carolina Crown, including third-parties, because of a protected category. Harassment constitutes a form of prohibited discrimination if it denies or limits a person's ability to participate in or benefit from Carolina Crown's 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 with regard to a person's protected status 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)

Carolina Crown Statement of Inclusivity

The mission of Carolina Crown is Developing Lifelong Excellence. We ensure equitable care and concern for all constituents regardless of gender, racial, sexual orientation, religious and socio-economic diversity.

Whistleblower & Anti-Retaliation Policy

General

Carolina Crown requires directors, officers, employees, staff, contractors, volunteers, and members to observe high standards of business, participation and personal ethics in the conduct of their duties and responsibilities. As employees, participants, and representatives of Carolina Crown, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Reporting Responsibility

It is the responsibility of all directors, officers, employees, staff, contractors, volunteers, and members to report ethics violations or suspected violations in accordance with this Whistleblower Policy.

No Retaliation

No director, officer, employee, staff, contractor, volunteer, and member who in good faith report an ethics violation shall suffer harassment, retaliation or adverse employment/participation consequence. An employee/supervisor who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment/participation. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within Carolina Crown prior to seeking resolution outside Carolina Crown.

Reporting Violations

Carolina Crown has an open-door policy and suggests that employees and participants share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an immediate supervisor is in the best position to address an area of concern.

However, if you are not comfortable speaking with your supervisor or you are not satisfied with your supervisor's response, you are encouraged to speak to the Executive Director or anyone in management whom you are comfortable in approaching. Supervisors and managers are required to report suspected ethics violations to the Carolina Crown Board of Directors, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following Carolina Crown's open-door policy, individuals should contact Carolina Crown's President directly.

Executive Director

The Carolina Crown Executive Director is responsible for investigating and resolving all reported complaints and allegations concerning violations and shall advise the Board of Directors regarding all complaints and allegations. The Executive Director has direct access to the Board of Directors and is required to report at least annually on compliance activity.

Concussion 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. 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.

1. Signs and Symptoms:
 - A. PHYSICAL: headache, nausea, vomiting, balance problems, fatigue, sensitivity to light, numbness/tingling, dazed, stunned.
 - B. COGNITIVE: mentally foggy, slowed down, difficulty concentrating or remembering, forgetting recent information or conversations, confused about recent events, answers questions slowly.
 - C. EMOTIONAL: irritable, sad, more emotional, nervousness.
 - D. SLEEP: drowsy, sleeping more or less than usual, difficult falling asleep.
2. Hospital Transportation or 911 if unconscious over one-minute, repetitive vomiting, worsening mental status, or potential spine injury.
3. 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.
4. 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.

Lightning Protocol

“If you see it, flee it; if you can hear it, clear it.”

This slogan (Natl Lightning Safety Institute) 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 Carolina Crown 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. 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 resetting the 30-minute “return-to-perform” clock before resuming outdoor athletics activities.

“half an hour since thunder roars, now it’s safe to go outdoors.”

Hydration & Heat Index Protocol

Due to the typically hot and humid weather circumstances, it is important to provide plenty of water and breaks to maintain adequate hydration and health.

1. 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.
2. 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.
3. 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.
4. 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.
5. **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.
6. **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.

“cool first, transport second.”

Pandemic/Infectious Disease Protocol

This protocol will be implemented upon first indication of any possible viral infection/outbreak, including Coronavirus and Influenza. Similar response will be taken in the early stages of an evident food-borne illness.

Note: If the affected individual is diagnosed as having certain viral or other infections deemed by health officials as contagious or life-threatening, the affected individual may be required to remove themselves from the vicinity of the drum corps resulting in being sent to a medical facility or home.

General Protocol

- Affected person will contact the Corps Director or designate immediately upon experiencing symptoms of an illness, notably, runny nose and/or discharge, fever, headache, stomach ache, general lethargy or drowsiness.
- Admin/Staff will isolate the individual, take temperature and tend to any immediate symptoms as can be addressed at that time, for example, administer any appropriate over the counter medicines.
- Affected person will be required to maintain social distancing of at least 6 feet from others as possible.
- Masks will be worn at all times when social distancing cannot be maintained.
- Disinfectant wipes and hand sanitizer station will be available to all at check-in and throughout the day.
- Surfaces will be sprayed with a bacterial-preventative (Lysol) where appropriate.
- Due to the unique tour environment, the location of seating or sleeping may change based upon need to best quarantine the affected individual.
- Carolina Crown enforces sound infection-preventative practices such as frequent hand-washing, covering nose and mouth when sneezing and/or coughing and prompt reporting and attention to anyone displaying symptoms of any illness.

Food Truck Specific Protocol

- In the event of any outbreak, the following food service process is to be implemented immediately.
- All food will be served by a designated food attendant, there will be no self-service at this time
- All food handlers and servers must be in an approved mask, wearing appropriate gloves which are to be changed frequently, at a minimum between differing tasks, for example when changing from food prep to service.
- A bacterial preventative hand sanitizer must be available at food prep and service areas
- All who are being served must be in a mask and sanitize hands prior to touching any food, utensils, plates, etc.
- When possible, all serving plates, utensils and condiments should be individually wrapped and portioned as a one-time use
- Extra care will be required upon the cleanup of all meals and sanitation of any reusable serving utensils including trays, flatware, tongs, spoons, etc.

Food Safety Protocol

Carolina Crown serves an average of between 850-1,000 meals per day while on the summer tour. Though most of the product served is a “frozen or boxed to heat and serve” situation, great care is taken to ensure the safety of all persons fortunate to enjoy what is created in the traveling kitchen.

General Policies

A “Serv-Safe” or similarly certified individual must be on-tour at all times. This ensures that a qualified individual is available to maintain the many important safety inspections required of a mobile food operation.

Preparation & Cooking

All individuals involved in the preparation or cooking of any food will adhere to the food preparation basics of:

- Always wash hands with soap and warm water for 20 seconds before and after handling food.
- Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food. After cutting raw meats, wash cutting board, knife, and counter tops with hot, soapy water.
- Marinate meat and poultry in a covered dish in the refrigerator.
- Sanitize cutting boards by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
- Cook all raw beef, pork, lamb and veal steaks, chops, and roasts to a minimum internal temperature of 145 °F as measured with a food thermometer before removing meat from the heat source. For safety and quality, allow meat to rest for at least three minutes before carving or consuming. For reasons of personal preference, consumers may choose to cook meat to higher temperatures.
- Ground meats: Cook all raw ground beef, pork, lamb, and veal to an internal temperature of 160 °F as measured with a food thermometer.
- Poultry: Cook all poultry to an internal temperature of 165 °F as measured with a food thermometer.

Cooking		
Product	Type	Minimum Internal Temperature & Rest Time
Beef, Pork, Veal & Lamb	Ground	160 °F
	Steak, chops, and roasts	145 °F and allow to rest for at least 3 minutes
Chicken & Turkey	Breasts	165 °F
	Ground, stuffing, and casseroles	165 °F
	Whole bird, legs, thighs, and wings	165 °F
Eggs	Any type	160 °F
Fish & Shellfish	Any type	145 °F
Leftovers	Any type	165 °F
Ham	Fresh or smoked (uncooked)	145 °F and allow to rest for at least 3 minutes
	Fully cooked ham (to reheat)	Reheat cooked hams packaged in USDA-inspected plants to 140 °F and all others to 165 °F.

Serving

All individuals involved in the serving of any food will adhere to the food service basics of:

- Hot food should be held at 140 °F or warmer.
- Cold food should be held at 40 °F or colder.
- When serving food at a buffet, keep hot food hot with chafing dishes, slow cookers, and warming trays. Keep cold food cold by nesting dishes in bowls of ice or use small serving trays and replace them often.
- Use a food thermometer to check hot and cold holding temperatures.
- Perishable food should not be left out more than 2 hours at room temperature (1 hour when the temperature is above 90 °F).

Acknowledgement of Receipt

I, _____, acknowledge that I have received and thoroughly read a copy of the 2023 Tour Handbook. As a member of Carolina Crown, I agree to adhere to all the rules and expectations stated in the Member Handbook.

MEMBER SIGNATURE DATE PARENT/GUARDIAN SIGNATURE (if under the age of 18)

DATE