



2023 TOUR HANDBOOK

Carolina Crown, Inc.
 12255 Nations Ford Road, Ste. D
 Pineville, NC 28134
 (803) 547-2270
 carolinacrown.org

FACULTY & ADMINISTRATION HANDBOOK

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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 Statement

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.

[Click Here for Crown Youth Protection Policies](#)

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.

SUMMARY

Welcome to “Team Crown”!

Carolina Crown is committed to securing and maintaining a faculty of the finest performance arts educators. Throughout our organization we attempt to create a “family” atmosphere, and our relationship with our faculty is no different. We promise, and expect, dealings characterized by class, truth, respect, dedication/loyalty, and open communication. We look forward to having you as part of our “family”.

As a member of the Carolina Crown “family” you are expected to act appropriately at all times. Remember, you are an “ambassador” of our organization and should act accordingly in all dealings with our members, parents, volunteers, other corps, adjudicators, and of course, our fans!

BACKGROUND INVESTIGATIONS

Carolina Crown may perform background investigations as part of our screening and selection process. This investigation may include inquires to gather legal information regarding your personal characteristics, mode of living, character and general reputation. This information, if gathered, is used to verify specific information that you provided on an application, resume or during an interview. You will be requested to authorize Carolina Crown to complete this investigation.

NOTIFICATION OF VIOLATIONS OF ORGANIZATION POLICY

EVERY member of the Carolina Crown “family” is required to immediately report incidents/violations of the following organizational policies if observed: Sexual Harassment and/or Misconduct; Use of Banned Substances; Serious Injury/Illness; and Significant Property Damage. Should you witness an incident/violation in one of these areas you should immediately notify a member of organization management. Except in an attempt to prevent imminent injury/illness/damage, do NOT try to handle such incidents on your own! If you are unsure, REPORT it!

POLICY STATEMENT ON HARASSMENT

Carolina Crown is committed to creating and maintaining a positive and healthy atmosphere for its 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 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.

Sexual Harassment

Carolina Crown has adopted the definitions and policies of the Equal Employment Opportunity Commission as to sexual harassment. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such is made either directly or indirectly a term or condition of participation;
- Submission to or rejection of such conduct is used as the basis for participation decisions which affects a Member, a Volunteer or Faculty
- Such conduct has the purpose or the effect of unreasonably interfering with a Participant's routine performance, or that creates an intimidating, hostile or offensive working or learning environment.

The following are some examples of conduct that may be considered sexual harassment and, therefore, are prohibited by this policy:

- Repeated unwelcome and offensive sexual flirtations, advances or propositions;
- Verbal or written abuse of sexual nature;
- Graphic verbal or written commentaries about a person's body or behaviors;
- Display of sexually suggestive objects or pictures;
- Continued or repeated suggestive sexual comments or remarks;
- Insults, humor or jokes about a person's sex, gender, sexual orientation or traits relating to sex;
- Continued or repeated touching, pinching or brushing a person's body;

Sexual harassment does not refer to occasional, socially acceptable compliments. It refers to behavior that is unwelcome, personally offensive or sufficiently severe or repeated so that it alters the conditions of employment or learning, or creates an abusive or unproductive environment.

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.

Relationships

The employee relationship is very important to insure good communication and respect for each other. Within this, it is the policy of Carolina Crown that employees must confide with management any personal engaging in romantic relationships with other employees, staff or volunteers.

In addition, it is the policy of Carolina Crown that members are prohibited from engaging in romantic or sexual relationships with employees, staff or volunteers. Violations of this policy will result in dismissal of all parties from participation in the organization.

Duty to Report Violations

It is the affirmative obligation of all members, staff, volunteers and management to immediately report in good faith any violation of the law or of the policies of the Carolina Crown to either the Executive Director, an immediate supervisor, or any other staff member with whom you are comfortable discussing the matter. Should circumstances prevent such immediate reporting, any violation shall be reported as soon as possible. For ease and clarity of reporting you may also complete the online report via the Carolina Crown web site under Membership Info Harassment Reporting.

Upon receiving any such report, 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.

COMPENSATION

As an independent contractor we expect that you will at all times faithfully, industriously and to the best of your ability, experience, and talents, perform all of the duties that may be required of you. In exchange, Carolina Crown has a proven track record of living up to our commitments in full, and on time, whether regarding compensation or some other area.

You will be compensated per agreement with the Executive Director based on your role, experience, training and commitment to Carolina Crown Inc. The majority of our faculty and administration receives compensation for camp participation as well the time they spend with us in the summer (Spring Training and while on tour). We will disburse payments via auto deposit to your bank around the monthly camps and bi-weekly during the summer. We also try to be flexible with regards to the break-down of your compensation, but for cash flow purposes and general good business reasons we would normally spread your compensation over the entire "year".

No state or federal taxes will be withheld from your compensation, and therefore you will have the responsibility to pay such income, self-employment or other taxes as may be imposed on such income (indicated on the 1099 we will supply you at the end of each calendar year). Contractor warrants and represents that he/she will pay such taxes and further agrees to indemnify and hold Carolina Crown harmless from any loss which Carolina Crown might sustain as a result of Contractor's failure to pay such taxes, including, without limitation, taxes, penalties or interest imposed on Carolina Crown by a federal or state taxing authority.

CAROLINA CROWN TRAVEL POLICY

Carolina Crown will provide and/or reimburse for appropriate and approved travel expenses of contractors. All faculty/administrators are required to make travel arrangements directly with the Executive Director or designee. All exceptions to the standard travel policy must be approved by the Executive Director.

Travel to/from the corps will be provided/reimbursed as follows:

1. Persons who are traveling from within 100 miles of the corps' location will be required to pay for all their own transportation expense; unless a different arrangement has prior approval of the Executive Director. The corps will provide transportation of the organization's choice from the location of World Championships immediately upon the conclusion of the tour.
2. Persons who are traveling between 100-300 miles of the corps' location will be provided with the organization's choice of either a) reimbursement for the cost of gasoline purchased for their personal automobile travel or b) air travel; to the corps' camps and to the start and finish of their summer assignment; unless a different arrangement has prior approval of the Executive Director. The corps will provide transportation of the organization's choice from the location of World Championships immediately upon the conclusion of the tour. All other transportation expenses over the summer will be the responsibility of the employee/contractor unless a different arrangement has prior approval of the Executive Director.
3. Persons who are traveling from in excess of 300 miles of the corps' location will be provided with the contractor's choice of either a) reimbursement for the cost of gasoline purchased for their personal automobile travel or b) air travel; to the corps' camps and to the start and finish of their summer assignment; unless a different arrangement has prior approval of the Executive Director. All other transportation expenses over the summer will be the responsibility of the contractor unless a different arrangement has prior approval of the Executive Director.

Persons who wish to upgrade travel accommodations to levels higher than those outlined in the above policy statement, will do so by accepting any increase in cost as a personal expense. The organization will also not reimburse any other expenses associated with faculty travel (e.g. parking, meals, etc) unless a different arrangement has prior approval of the Executive Director.

HOUSING SITES

The rules established by our host at our rehearsal/housing facilities must be adhered to. All facilities must be left in at least as good of condition as they were found. You are responsible for following all our host's rules and cleaning any area used/occupied during your stay.

PERSONAL BELONGINGS

Carolina Crown will not accept responsibility for lost, stolen, or damaged personal belongings of any faculty member/administrator. We highly recommend not carrying a large amount of cash or other valuables to camps or on tour. You should keep all cash and other valuables in your possession at all times.

DRUGS, SMOKING & ALCOHOL

There is NO smoking or use of any tobacco products on school grounds or on Carolina Crown buses.

The drinking of alcohol is also prohibited while at work with Carolina Crown and/or before, during, or around any rehearsal, performance or public appearance of the corps. "At work" includes that time period between the beginning of the day (or arrival at our facility), and the close of rehearsals or a performance/competition. Faculty/ administration will not drink to the point of public drunkenness at any time. Violation could mean suspension or other penalties including dismissal from Carolina Crown.

You may also not engage in the use of illegal drugs during the time of your activity with Carolina Crown. If drug use does occur, the Executive Director or authorized representative can enact immediate dismissal from Carolina Crown.

Remember that use of the above products on school property is a violation of the law in most States.

NON-EXCLUSIVE RELATIONSHIP: CONFIDENTIALITY

As an independent professional, you may perform similar services for or on behalf of other individuals, associations or entities, including entities or associations which might be in competition with Carolina Crown as long as that participation does not adversely affect the performance of your duties with Carolina Crown. In addition, although you are free to engage in such services, you are required to notify Carolina Crown of any and all such associations and keep confidential any and all proprietary information of Carolina Crown, including, without limitation, descriptions of proposed marching routines, music and any other information, procedures, or techniques that Carolina Crown designates as confidential.

EMERGENCY PREPAREDNESS GUIDE

**FOR
LIFE THREATENING
EMERGENCIES,
CALL 911**

EMERGENCY CONTACTS

- Joe Roach – Director - joe@carolinacrown.org
- Ryan Brannan – Assistant Director - ryan@carolinacrown.org

EMERGENCY PROCEDURES

Have a general understanding of the emergency procedures, evacuation routes, and safe haven for the Corps. Anyone who finds themselves in an emergency situation should apply the following:

- Be Aware of what is safest First
- Evaluate Your Emergency Scenario
- Communicate the Emergency to Others
- Take Immediate Action

In the event of any emergency (weather, medical, or other), immediately contact 911 and state your full name, location, and emergency. Do not hang up the phone until instructed to do so by the Emergency Medical Dispatcher. After the call, contact the corps director or designated individual (Staff or Admin) as soon as possible to report the emergency. Many locations (performance sites, housing sites, etc.) may have other means of communicating emergency reports, such as alarm buttons or manual pull levers. Make sure you know which method is the best option to pursue accordingly to the case of emergency.

HEALTH TEAM

Health Team staff members ensure the physical and emotional well-being of corps members and staff throughout pre-season training and the traveling tour. The health team coordinator will be charged with facilitating scheduling for rehearsal days and tour. At least one health team representative should be present each day of spring training and tour.

All health team individuals must present valid credentials. Upon arriving to a rehearsal site, team members should report to the health team coordinator if present, or Operations Manager to exchange information. Team members should remain in centralized locations familiar to all corps members in case of emergency, and provide contact information to administrative representatives on duty.

Administrative team are to advise health team members on location of emergency cards and discuss any important member information, i.e. members with frequent injuries, chronic conditions, etc. Any physical restrictions from a member's medical provider or physician must be respected.

FIRST AID

The Kitchen truck has one storage bay dedicated to medical supplies. All health team members are to regularly check, stock and refill or request for refill as needed. Health team representatives should report any missing items to health team coordinator. In addition, first aid kits are to be located with the following people and/or in the following locations:

Traveling between site locations:

- Kitchen Truck (medical supply bay)
- Entertainment Coach

During rehearsal:

- Kitchen Truck (med bay)
- Health Team

Additionally, a defibrillator will be stored in Kitchen Truck med bay if needed. Health Team members are to carry medical team backpack at all times while on duty, during rehearsal or at shows.

Should a member need medical assistance, he/she should contact the Administrative Assistant or report to the Kitchen Truck to contact health team member by radio if possible. Instructional staff members should contact an Administrative Assistant if medical assistance is needed and individual is unable to move to the Kitchen Truck.

EMERGENCY PREPAREDNESS

AVOID PUTTING YOURSELF, CORPS MEMBERS, STAFF AND/OR VOLUNTEERS AT RISK AT ALL TIMES

In Transit

All vehicles traveling with the corps are to follow the same designated route between sites, except for Lead Support Vehicles and/or Merchandise vehicles who must travel earlier or later than the corps. Prior to departure, designated routes should be discussed with all drivers to examine all upcoming routes. Routes should be adjusted accordingly for any low clearances, highway alternates, windy roads, etc.

The Lead Support Vehicle should maintain awareness for any potential road hazards and/or inclement weather. All potential road hazards should be relayed to all other drivers. These hazards may include but are not limited to:

- Hanging wires
- Low clearance or tree branches
- Poor road conditions (i.e. construction, street closures, limited visibility, etc.)
- Traffic accidents

Discuss with housing site contact(s) local weather monitoring radio stations and resources. Continuously monitor all developing weather conditions surrounding current site or future sites which could affect driver's ability to operate a vehicle safely.

All weather warnings must be communicated to all other drivers immediately.

At Housing Site Locations

Safe haven (Meeting Place for Corps)

A safe haven is defined as a designated place of refuge or security. Safe havens per housing site are to be designated by the lead Administrative Assistant as advised by the housing contact.

If evacuated to a safe haven:

1. Take count of all members, staff members, and volunteers
2. If a member is missing, send a team of Admin or Staff members to search for member IF conditions are safe enough to do so.
 - a. Maintain constant communication and updates between search party and staff
3. If a member is injured, a staff member should remain with member until medical assistance arrives
 - a. Communicate situation to other staff members and make location known

Rehearsal Schedules

Administrative Staff will notify Instructional Staff if severe weather conditions will modify the designed rehearsal schedule.

Tear down and loading procedures will continue as normal unless otherwise noted by staff. Members and staff should report to safe haven location if necessary.

EMERGENCY SITUATIONS

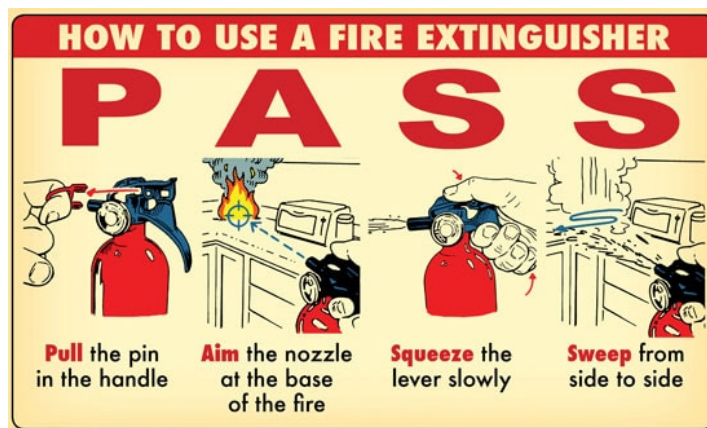
Fire Response

Maintain awareness of any fire hazards. This includes, but is not limited to:

- Flames or embers
- Visible grey smoke
- Abnormal amounts of heat
- Smell of smoke
- Dry grass, areas of potential brush fires

In the event of fire or potential fire, evacuate area immediately. Request assistance from other staff members and volunteers if evacuating the corps from the area. Report the fire immediately and monitor if safe to do so until fire officials arrive.

If fire erupts within a building, pull fire alarm easiest accessible.



Earthquake Response

Look around places where you spend time (rehearsal field, sleeping area, etc). Identify safe places so that when the shaking starts, you drop to the ground, cover your head and neck with your arms, and if a safer place is nearby, crawl to it and hold on. Before an earthquake occurs, secure items that could fall and cause injuries.

* If you are inside a building:

- Stay where you are until the shaking stops. Do not run outside. Do not get in a doorway as this does not provide protection from falling or flying objects, and you may not be able to remain standing.
- Drop down onto your hands and knees so the earthquake doesn't knock you down. Drop to the ground (before the earthquake drops you!)
- Cover your head and neck with your arms to protect yourself from falling debris.
- If you are in danger from falling objects, and you can move safely, crawl for additional cover under a sturdy desk or table.

- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as light fixtures or furniture.

* If you are outside when you feel the shaking:

- If you are outdoors when the shaking starts, move away from buildings, stadium lights, streetlights, and utility wires. Once in the open, “Drop, Cover, and Hold On.” Stay there until the shaking stops. This might not be possible in a city, so you may need to duck inside a building to avoid falling debris.

* If you are in a moving vehicle when you feel the shaking:

- If you are in a moving vehicle, stop as quickly and safely as possible and stay in the vehicle. Avoid stopping near or under buildings, trees, bridges, overpasses, and utility wires. Proceed cautiously once the earthquake has stopped. Avoid roads, bridges, or ramps that the earthquake may have damaged.

When the shaking stops, look around. If there is a clear path to safety, leave the building and go to an open space away from damaged areas. If you are trapped, do not move about or kick up dust. Tap on a pipe or wall or use a whistle, if you have one, so that rescuers can locate you. Be prepared to “Drop, Cover, and Hold on” in the likely event of aftershocks.

Tornado Response

* Listen to NOAA Weather Radio or to commercial radio or television newscasts for the latest information. In any emergency, always listen to the instructions given by local emergency management officials. Be alert to changing weather conditions. Look for approaching storms.

Look for the following danger signs:

- Look for the following danger signs:
 - Dark, often greenish sky
 - Large hail
 - A large, dark, low-lying cloud (particularly if rotating)
 - Loud roar, similar to a freight train.
 - If you see approaching storms or any of the danger signs, be prepared to take shelter immediately.

In case of a Tornado Evacuation, Go to a pre-designated area such as a safe room, basement, storm cellar, or the lowest building level. If there is no basement, go to the center of a small interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside. Get under a sturdy table and use your arms to protect your head and neck. In a high-rise building, go to a small interior room or hallway on the lowest floor possible.

If you are outside, lie in an area noticeably lower than the level of the roadway and cover your head with your arms and a blanket, coat or other cushion if possible. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries. Do not get under an overpass or bridge. You are safer in a low, flat location.

Hurricane Response

Learn community hurricane evacuation routes and how to find higher ground. Determine where you would go and how you would get there if you needed to evacuate. If in a high-rise building, when high winds are present, be prepared to take shelter on a lower floor because wind conditions increase with height, and in a small interior room without windows. When flooding may be occurring, be prepared to take shelter on a floor safely above the flooding and wave effects.

- Stay indoors during the hurricane and away from windows and glass doors.
- Keep curtains and blinds closed.
- Do not be fooled if there is a lull; it could be the eye of the storm – winds will pick up again.
- Take refuge in a small interior room, closet, or hallway on the lowest level.
- Stay alert for extended rainfall and subsequent flooding even after the hurricane or tropical storm has ended.
- Avoid drinking or preparing food with tap water until you are sure it's not contaminated.

Motor Vehicle Incidents

A car accident can be a traumatic and scary experience. It's important to act quickly to ensure that everyone involved is safe and that all legal steps are followed. Knowing how to take action after a car accident can also protect you from frivolous lawsuits and ensure that you receive the appropriate compensation for any injuries or damage to your vehicle.

Important notes:

- Stay on scene. Leaving the scene of any accident, whether you are at fault or not, can result in penalties ranging from having your license suspended to fines and jail time.
- Stay calm. Take a few deep breaths and steady yourself. The calmer you are, the better you will be able to handle the situation.

Immediately following an accident:

- Assess any injuries starting with you, then your passengers, and then anyone who may be involved outside of your vehicle. If necessary, call 911 and request an ambulance. Do not move anyone who is complaining of neck or back pain unless they are in immediate danger (i.e. fire, oncoming traffic, etc)
- Call the police. Even in a minor accident, calling the police will create an official report of the accident and protect you in the case the other party sues or disputes your account of the accident.
 - In some states, police reports are only created if there are injuries involved. If this is the case, file a state vehicle accident report, available at police stations or on the Department of Motor Vehicles website.
 - Write down the name and badge numbers of the police officers on scene in case they need to be reached at a later time.
- Move your vehicle off to the side of the road if possible. If you cannot move your vehicle, set up cones/flares and turn on your hazard lights.
- Exchange information with any other parties involved in the accident. Important information to include:
 - Name

- Phone number(s)
- Make/Model of any other vehicles
- License plate numbers
- Insurance info (company, policy number, and insurance agent contact info)
- Be polite, but do not apologize. If you say “I’m sorry,” you may be admitting guilt and legal liability for the accident.
- Talk to witnesses. Write down their account of the accident and their contact information with their permission.
- Take pictures. Take pictures of any damage on all vehicles or other objects that may have been involved with the collision.
- Follow communications protocol.

CONCUSSION MANAGEMENT PROTOCOL

A concussion is a traumatic brain injury that interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases. Although concussions are most common in contact and collision activities there is a high incidence of concussions in drum corps.

Our concussion policy and concussion management protocol have been developed over the past several years, and are derived from the most recent literature on sport-related concussion. Clinical research has shown that an athlete's balance and/or cognitive functioning are often depressed following a concussion - even in the absence of self-reported symptoms. It has been demonstrated that it takes anywhere from 3 to 10 days for an athlete to return to their normal state following a concussion. However, in some cases athletes can experience post-concussion syndrome in which the symptoms last beyond 3 weeks.

The Carolina Crown Drum & Bugle Corps medical staff utilizes a three-fold approach when determining a member's readiness to return to activity following a concussion. In the event of a suspected concussion, the concussion management protocol requires the evaluation of the member's symptoms, neurocognitive function, and balance, which provide the medical staff with the objective information necessary to return the member to activity safely. The findings of these post-injury assessments are compared to the pre-season baseline assessments, conducted on all color guard members and all members with history of traumatic brain injury.

The following concussion policy and concussion management protocol have been adopted by Carolina Crown Drum & Bugle Corps and are to be followed by all medical staff for managing members suspected of sustaining a concussion.

Concussion Policy

1. All Carolina Crown Drum & Bugle Corps members must read the Concussion Fact Sheet and sign the attached *member statement* acknowledging that:
 - a. They have read and understand the *Concussion Fact Sheet*
 - b. They accept the responsibility for reporting their injuries and illnesses to the medical staff, including signs and symptoms of concussions.
2. All Staff (Directors and Techs) must read and sign the attached staff statement acknowledging that they:
 - a. Have read and understand the Concussion Fact Sheet
 - b. Will encourage their members to report any suspected injuries and illnesses to the medical staff, including signs and symptoms of concussions; and that they accept the responsibility for referring any member to the medical staff suspected of sustaining a concussion.
 - c. Have read and understand the Concussion Management protocol.
3. All athletic trainers, medical personnel, and students/assistants must read and sign the attached medical provider statement acknowledging that that they:

- a. Will provide the members with the Concussion Fact Sheet and encourage the members to report any suspected injuries and illnesses to the institutional medical staff, including signs and symptoms of concussions.
 - b. Have read, understand, and will follow the Concussion Management Protocol.
4. The head athletic trainer for the corps will coordinate the distribution, educational session, signing, and collection of the necessary documents. The head athletic trainer will turn the signed documents into the members medical files. This session may be done in conjunction with the corps first meeting on move-in-day.
5. The Corps Director and Athletic Trainer Consultant will coordinate the signing of the aforementioned documents on an annual basis for the medical personnel and the staff. The Carolina Crown Drum and Bugle Corps will keep the signed documents, along with the established Concussion Policy, on file. A copy of the Concussion Policy will also be distributed through the Policies and Procedures for each of the medical staff.
6. The Concussion Policy will be reviewed annually each April. Any changes to the policy will be effective immediately.

Concussion Management Protocol

A concussion is a traumatic brain injury that interferes with normal brain function. Medically, a concussion is a complex, pathophysiological event to the brain that is induced by trauma which may or may not involve a loss of consciousness. Concussion results in a constellation of physical, cognitive, emotional, and sleep-related symptoms. Signs or symptoms may last from several minutes to days, weeks, months or even longer in some cases. Staff and fellow members can be helpful in identifying those who may potentially have a concussion, because a concussed individual may not be aware of their condition or potentially be trying to hide the injury to stay in the activity or practice. Although concussions are most common in contact and collision activities there is a high incidence of concussions in drum corps.

1. Concussion management begins with **pre-season baseline testing**. All color guard members must receive a pre-season baseline assessment for concussion involving a graded symptom checklist (GSC), Standard Assessment of Concussion (SAC), and Balance Error Scoring System (BESS). These data will be kept in the member's file
 - a. The athletic trainers will conduct the GSC, SAC, and BESS assessments for all new members and returning members of the colorguard.
 - b. The athletic trainers will keep a copy of baseline GSC, SAC, and BESS scores on file so they can have easy access for assessment.
2. A member suspected of sustaining a concussion will be evaluated by the head athletic trainer using the SAC, BESS, and GSC. Should a physician need to be involved, the athletic trainer will refer the member to a physician as soon as possible to develop an evaluation and treatment plan. Ideally, an assessment of symptoms will be performed at the time of injury and then serially thereafter (i.e. 2-3 hours post injury, 24 hours, 48 hours, etc). The presence or absence of symptoms will dictate the inclusion of additional testing.
3. Any member diagnosed with concussion **shall not return** to activity for the remainder of that day. The head athletic trainer or combination of a physician and the head athletic trainer will determine medical clearance.
5. The following **concussion assessment** and return to play plan will be used for all concussions:
 - Staff will immediately inform the athletic trainer of any member that sustains an injury

during rehearsal that involves trauma to the head.

- The athletic trainer will obtain injury details and assess the member. If symptoms are noted by the athletic trainer then the member will be excluded from all participation, until such time as the member is medically cleared to return to activity. If the member is under 18, the athletic trainer will contact the parents directly within 2 hours.

- The athletic trainer will notify the director, appropriate staff and include the status of concussed members in the daily injury report.

- If the member is taken to a walk-in medical center or emergency room the member will be accompanied by the athletic trainer or administrative staff. The member will then need to follow-up with the athletic trainer as well as the supervising physician for retesting and medical re-evaluation before returning to physical activity.

1. Residing state laws and policies must be followed. If the member must be seen by a physician b

NO MEMBER SUSPECTED OF HAVING A CONCUSSION IS PERMITTED TO RETURN TO ACTIVITY THE SAME DAY, AND NO MEMBER IS PERMITTED TO RETURN TO ACTIVITY WHILE SYMPTOMATIC FOLLOWING A CONCUSSION.

- Baseline testing: conducted prior to spring training
- Time of injury: clinical evaluation & symptom checklist
- 1-3 hours post injury: symptom checklist, referral if necessary
- Next Day: follow-up clinical evaluation & symptom checklist
- Follow-up evaluations daily to track symptom recovery
- Once the member becomes asymptomatic for 24 hours:
 1. Determine where member is relative to baseline on the following measures.
 - a. Symptom Assessment (Graded Symptom Checklist)
 - b. Mental Status Assessment (Standardized Assessment of Concussion)
 - c. Neuropsychological Assessment (CNS Vital Signs)
 - d. Balance Assessment (Balance Error Scoring System)
 2. If the measures a-d above are at least 95% of baseline scores and the member remains asymptomatic for 1 additional day following these tests, the athletic trainer may begin the 4 step graduated exertional return to perform (RTP) protocol (see below) with the member and to assess for increasing signs and symptoms. Symptoms should be reassessed following all exertional activities.

Note: We recognize there are situations where altering this timeline may be warranted. For instance, if an athlete has already been asymptomatic for 24 hours and remains asymptomatic during this period even after a full return to activities of daily living, the athletic trainer may begin the exertional return to perform on the same day the member achieves 95% of their baseline scores.

3. If the member remains asymptomatic on the day following the first step(s) of the RTP, the member will be reassessed using the measures above (#1), and continue with the next step(s) on the RTP.
4. All scores on the aforementioned assessments or exertional activities below will be recorded in the member's medical record by the head athletic trainer.

IF AT ANY POINT DURING THIS PROCESS THE MEMBER BECOMES SYMPTOMATIC, THE MEMBER SHOULD BE REASSESSED DAILY UNTIL ASYMPTOMATIC. ONCE ASYMPTOMATIC, THE MEMBER SHOULD THEN FOLLOW STEPS 1-4 ABOVE.

4-Step Graduated Exertional Return to Perform Protocol

This exertional protocol allows a gradual increase in volume and intensity during the return to perform process. The member is monitored for any concussion-like signs/symptoms during and after each exertional activity(*). The following steps are not ALL to be performed on the same day. In some cases, steps 1, 2, or 3 may be completed on the same day, but typically will occur over multiple days. Step 4 will be performed on a separate day.

Wind Instruments/Percussion

Step 1: Marching basics (Visual) w/o instrument and stand-still playing "on air", (no ensemble)

Step 2: Marching basics (Visual), w/instrument and stand-still playing "on air", (no ensemble)

Step 3: Marching basics (Visual), drill and stand-still playing, (no ensemble)

Step 4: Full participation

Color Guard

Step 1: Flag/Weapon basics, no equipment. Body warm-up and stretch, no across the floors, (no ensemble)

Step 2: Full basics block with equipment, no tossing. Dance with across the floors, (no ensemble)

Step 3: Sectionals, spinning on the move, dance with across the floors. (no ensemble)

Step 4: Full participation

*If the member experiences symptoms anytime throughout the four-day progression, the member will be removed from activity until symptoms subside. The member will then resume the progression on the following day with the same activity.

Staff will **never**, under any circumstances, override the decision of the Corps Director or athletic trainer to exclude a marcher from participation.

CONCUSSION

A FACT SHEET FOR STAFF

THE FACTS

- A concussion is a brain injury.
- All concussions are serious.
- Concussions can occur without loss of consciousness or other obvious signs.
- Concussions can occur from blows to the body as well as to the head.
- Concussions can occur in any sport or activity.
- Recognition and proper response to concussions when they first occur can help prevent further injury or even death.
- Performers may not report their symptoms for fear of losing their position or playing time.
- Performers can still get a concussion even if they are wearing a helmet.
- Concussions represent 5 to 18 percent of all reported injuries, depending on the sport.

WHAT IS A CONCUSSION?

A concussion is a brain injury that may be caused by a blow to the head, face, neck, or elsewhere on the body with an "impulsive" force transmitted to the head. Concussions can also result from hitting a hard surface such as the ground or floor, from performers colliding with each other or being hit by a piece of equipment such as a horn, flag, sabre, rifle, or prop.

RECOGNIZING A POSSIBLE CONCUSSION

To help recognize a concussion, watch for the following two events among your performers during both competition and practices:

1. A forceful blow to the head or body that results in rapid movement of the head;
- AND-
2. Any change in the performer's behavior, thinking or physical functioning (see signs and symptoms).

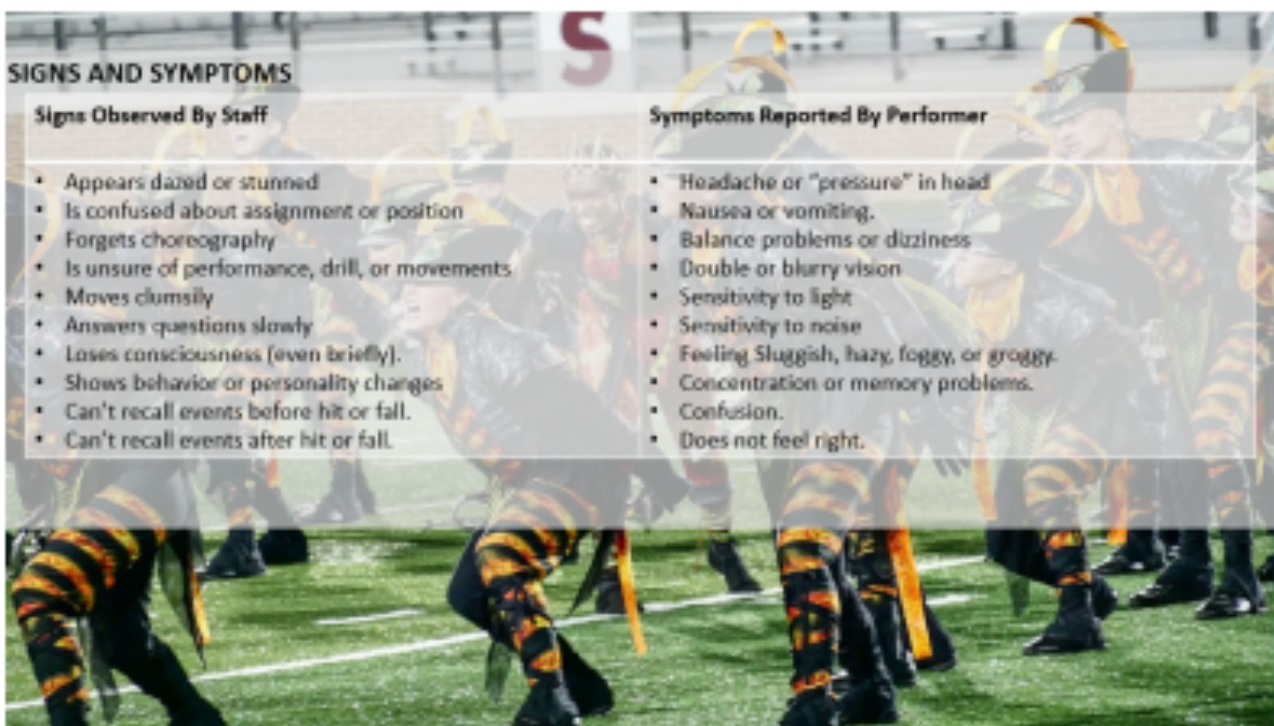
SIGNS AND SYMPTOMS

Signs Observed By Staff

- Appears dazed or stunned
- Is confused about assignment or position
- Forgets choreography
- Is unsure of performance, drill, or movements
- Moves clumsily
- Answers questions slowly
- Loses consciousness (even briefly).
- Shows behavior or personality changes
- Can't recall events before hit or fall.
- Can't recall events after hit or fall.

Symptoms Reported By Performer

- Headache or "pressure" in head
- Nausea or vomiting.
- Balance problems or dizziness
- Double or blurry vision
- Sensitivity to light
- Sensitivity to noise
- Feeling Sluggish, hazy, foggy, or groggy.
- Concentration or memory problems.
- Confusion.
- Does not feel right.



IF YOU THINK YOUR PERFORMER HAS SUSTAINED A CONCUSSION:

Take him/her out of practice or performance immediately and allow adequate time for evaluation by a health care professional experienced in evaluating for concussion.

A performer who exhibits signs, symptoms, or behaviors consistent with a concussion, either at rest or during exertion, should be **removed immediately from practice or competition** or should not return to performance until cleared by an appropriate health care professional.



CROWN

DEVELOPING LIFELONG EXCELLENCE

IF A CONCUSSION IS SUSPECTED:

1. **Remove the performer from activity.** Look for the signs and symptoms of concussion if your performer has experienced a blow to the head. Do not allow the performer to just "shake it off". Each individual performer will respond to concussions differently.
2. **Ensure that the performer is evaluated right away by an appropriate healthcare professional.** Do not try to judge the severity of the injury yourself. Immediately refer the performer to the appropriate medical staff, such as a certified athletic trainer, physician, or healthcare professional experienced in concussion evaluation and management.
3. **Allow the performer to return to activity only with permission from a health care professional with experience in evaluating for concussion.** Allow medical staff to rely on their clinical skills and protocols in evaluating the performer to establish the appropriate time to return to perform. A return-to-perform progression should occur in an individualized, step-wise fashion with gradual increments in physical exertion and risk of contact.
4. **Develop a game plan.** Performers should not return to activity until symptoms have resolved, both at rest and during exertion. Many times, that means they will be out for the remainder of that day. In fact, as concussion management continues to evolve with new science, the care is becoming more conservative and return to activity time frames are getting longer. Staff should have a game plan that accounts for this change.

**IT'S BETTER THEY MISS ONE PRACTICE THAN THE WHOLE SEASON.
WHEN IN DOUBT, SIT THEM OUT.**

STAFF CONCUSSION EDUCATION

I _____, acknowledge and understand the inherent risks of sustaining a concussion as a result of participation in drum corps activities.

My signature below signifies that I have received, read, and understand the Resource Sheet:

Concussion a Fact Sheet for Staff

Staff Signature

Date