



2023 TOUR HANDBOOK

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

MEMBER TOUR HANDBOOK

TABLE OF CONTENTS

Diversity, Equity & Inclusion.....	2
Youth Protection Statement.....	2
Mail, Insurance, Alcohol.....	3
What to Bring on Tour.....	4
Spring Training.....	5
Tour: Life on the Road.....	8
Expectations for Shows.....	10
Returning Home from Tour.....	14
In Closing.....	15
Acknowledgement of Receipt.....	16

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.

Mail, Insurance, Alcohol

Receiving Mail

During Spring Training, incoming mail is distributed on a regular basis. While on tour, incoming mail is distributed approximately every 7-10 days as the shuttles come from the office to tour locations. Please advise those sending you mail that packages SHOULD NOT BE LARGER THAN A SHOE BOX as we cannot guarantee there will be room to transport larger packages in our shuttles that come to meet us from the corps office. In addition, we reserve the right to open and re-package all packages to maximize the amount of mail we can transport out to the corps on each shuttle.

You should tell your friends and family to send your mail to:

Your Name	Carolina Crown 12255 Nations Ford Road, Ste. D Pineville, NC 28134	<input type="checkbox"/>
-----------	--	--------------------------

IMPORTANT: Your name must be in the lower left-hand corner!

Insurance

It is recommended that you have your own individual health insurance. You must provide us with a copy of your insurance card, both front and back. All members are expected to have a credit/debit card to cover any medical expenses and prescriptions.

DRUGS, SMOKING & ALCOHOL

- 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.

What to Bring on Tour

- **ONE SUITCASE OR MEDIUM SIZED DUFFLE BAG:** A medium-sized, hard suitcase or duffel bag is your best bet. (maximum size - 4 cubic feet – approx. 10”x24”x30”). The amount of space under the bus is limited so large hockey bags and footlockers are not permitted. Suitcases with damaged wheels or the dragging of suitcases will NOT be permitted in housing sites!
- **CARRY-ON BAG:** Remember that others must use the limited space available on the bus. Carry-on items are limited to one “backpack” sized bag, a pillow, blanket, jacket, and one “purse” sized bag. You should probably include the following items in your carry-on bag: toiletries, cell phone, books, one change of clothes, etc. This carry-on bag will also be used to carry valuables (cell phones, other electronics, wallets, etc.) to the rehearsal area each day, as Carolina Crown cannot be responsible for lost or stolen items left in unattended areas.
- **SLEEPING GEAR:** Bring a sleeping bag, a pillow and a blanket (for use on the bus). A **COMPACT AIR MATTRESS** or **SLEEPING PAD** (ex. 73”x26”x5”) will be permitted in most housing sites provided it does not require a plug-in or battery-operated inflator and deflates to a size equal to or less than a single sleeping bag. **NO COTS PERMITTED!**
- **CLOTHING:** Our tour is over 50 days long. Laundry days are scheduled every 11-14 days, so please plan accordingly. There are coin laundry facilities available on campus at Gardner-Webb University during Spring Training). Be sure to bring plenty of socks and underwear, shorts, t-shirts, a couple of sweatshirts and pants (for the evenings), a pair of jeans, your corps jacket and whatever else you like to wear. A light t-shirt and shorts is all you need for rehearsals because you are outside all day, however you should be prepared for it to get cool in the evenings. Also keep in mind the air conditioners on the buses can get chilly. It also rains periodically over the summer so make sure you’re prepared for the elements – some type of rain gear is recommended. An extra pair of shoes is also a good idea if the first pair gets wet. You must also bring appropriately colored socks (to be announced at a later date) as a required part of the uniform (brass and percussion only).
- **TOILETRIES:** This is up to you! Items to consider include: liquid soap, toothbrush, toothpaste, shampoo, deodorant, powder, shaving gear, towels, ample supply of prescription medicine (advise us of all medicines being taken), personal first aid supplies, Tylenol, sunscreen, bug repellent/antiseptic, prescription glasses/contacts and all supplies needed, etc. We make trips to Wal-Mart every two weeks or so for members to replenish their toiletry supply.
- **FOR FREE TIME:** There isn’t much free time during the day, so bring what you would use while traveling. Many people bring books, required reading for school, journals, etc. Any valuables should be kept in your carry-on bag at all times and will be required to be carried with you to rehearsals to prevent theft. **Do not bring expensive electronic equipment (or other valuables) as Carolina Crown is not responsible for their care when left in unattended buses or housing sites while you are rehearsing!**
- **MONEY:** There are not many opportunities to spend your money. You may need money for buying something to eat or drink at the occasional supermarket stop, for laundry, or when the corps has “free time”. A good guide is \$3-5 per day, but everyone has different needs. We have had members spend as little as \$75 for the full summer and others who spend over \$500. You will need to budget for 5-6 laundry days over the course of the summer. Also, depending on our plans, you’ll need personal cash for “free time” throughout the summer.
NOTE ON MONEY: Do not bring a lot of money! Having large amounts of money on the road is not a good idea (see above note regarding electronic equipment). We recommend you bring a debit card since they are accepted at most places, and allow easy access to cash in your account.

For Rehearsals (REQUIRED)

- Back pack or similar bag to carry your valuables (cell phone, electronics, wallet, etc.).
- Hat to keep the sun off of your face.
- Insulated water jug to drink from (minimum size 1 gallon/consult section for specific color).
- Sunscreen to protect you from the sun.
- T-Shirt (required to be on hand at all times and worn when deemed by the corps administration to be a health/safety concern or a public rehearsal situation).
- Black rehearsal gloves (for brass players).
- All males must wear supportive underwear for rehearsals/shows to avoid injury.

ESSENTIALS		MISCELLANEOUS	
	Sleeping bag		Silver polish (brass)
	Pillow		Identification card
	Toothbrush		\$\$\$ misc. extras on the road
	Toothpaste		1-Gallon Water Jug (section specific color)
	Deodorant		Backpack or Similar Bag
	Towels		Pain medicine (Tylenol/Advil)
	Washcloths		Bug spray
	Soap		Blanket for bus (it gets cold!)
	Shampoo		Sweatpants
	Shower shoes		Long sleeve t-shirt
	Contact lens products		Pair of jeans
	Shaving gear		Nice outfit for free days
	Shirts		Bag for dirty clothes
	Shorts		Extra shoelaces
	Underwear		Batteries
	Socks (practice and show socks)		Safety pins (recommended)
	Undershirts		Nail clippers
	Sunscreen		Small Ziploc bags
	Shoes (2 pair recommended)		Scissors
	Hat		Quarters for laundry
			Detergent
			Dryer sheets
			Cell Phone/Charger
			Band-Aids
			Poncho
			Camera
			"Ace" bandage

Spring Training

Move-in for the corps will be on Saturday May 20th, 2023 at 10am (Percussion May 17th at 2pm, Leadership May 18th at 5pm). We will be staying at Gardner Webb University in Boiling Springs, NC. The address will be included in your Spring Training CrownDATA invitation. Registration will begin at 10am.

Our time at Gardner Webb will involve the use of dorm rooms (usually 2 members per room) and eating 3 meals per day during the week in the campus dining hall. The extra expense of our use of these excellent amenities is only partially offset by the tuition fee. **All tuition and balances are due before arrival at Spring Training as stated in the Member Contract. If they are not paid at that time, or you do not have an approved payment schedule on file with the corps, you will not be permitted to begin Spring Training and your position will be filled.** Please contact nancy@carolinacrown.org ASAP if you have questions/problems!

If a member is still in school when spring training begins, you are expected to make every effort to arrange for early exams and dismissal. We can provide you with a letter that explains what we are, what we do, and the honor it is to be a member. Please email nancy@carolinacrown.org if you need this letter. In most cases, members are able to work out a plan that allows them to be at the majority of spring training. Caption heads, section leaders and Crown admin should be notified of all conflicts.

Once Spring Training begins you are expected to be with the corps at all times through DCI Finals on August 12th. **Members are not to leave the corps at any time unless arrangements have been made in advance, and only for special circumstances.** You are NOT permitted to stay at home if we are in your town for a show, or stay with your parents at a hotel if they are in town for a show. This is for your safety, and because Crown is liable for you during the summer, and avoids interruption of tour duties and responsibilities. During spring training, all members MUST be in your assigned building by curfew. You are not permitted to stay at home or with friends (this includes before/after any free blocks). The emergency number for Spring Training is the corps office number – (803) 547-2270.

Shuttles will be provided from the airport (Charlotte-Douglas) to campus. Just like camps, a CrownDATA invitation will be sent and spring training arrival travel information should be entered. Members who are within driving distance are encouraged to have someone drop them off at Spring Training. If a member must drive, their vehicle should be picked up no later than the weekend before the drum corps departs on tour. **Members must check out with the Tour Manager before leaving Spring Training for any reason.**

Tour: Life on the Road

Traveling with a corps is a unique experience. We travel with coach buses, tractor-trailers, vans, and motor homes. Most traveling is done at night while you sleep. There are occasions when we stay an extra day at a housing site and you have a full night of “floor time.” We may stop once or twice at night while driving, but you will normally only be allowed off the bus for emergency restroom use (no food purchases). However, depending on the schedule, occasionally everyone will be allowed to get out and stretch, use the restroom, and/or buy something to eat.

We are under a strict schedule at night to get to our housing site. If you get off the bus at a rest stop it is your responsibility to know when the corps is leaving, and BE THERE! Drivers are not responsible for making sure you are on the bus at the proper time – you are!

Basic Daily Schedule

Once on the road we settle into a daily schedule. The times listed below are just an example of the type of schedule we often have, but will vary according to daily arrival times, performance times, etc.

9:00 AM	Wake, Breakfast, Stretch
10:30 AM	Marching
12:30 PM	Lunch
1:30 PM	Sectionals
3:00 PM	Ensemble
4:30 PM	Dinner, Shower, Load
6:15 PM	Depart for show
6:45 PM	Warm up / Show / Snack
12:00 AM	Depart for next site
4:00 AM	Arrive / Sleep
9:00 AM	Breakfast

Tour Schedule

An itinerary for the upcoming Summer Tour including housing sites and show information will be available as it becomes finalized in June. It will be posted on our website's calendar before the corps leaves for tour, and will be updated as changes occur to the schedule www.carolinacrown.org

Housing Sites

Remember, while at a housing site we are the guests. It is important that we treat all facilities with the utmost respect. The corps often stays at the same facility from year to year, and maintaining good relations with the school is essential. This includes keeping food and drinks out of the sleeping area, cleaning up immediately after "accidents" occur, being considerate to the students or sponsors at a particular facility, and leaving the school cleaner than when we arrived.

Tour Duties

Each member of the corps will have a daily job to aid in the operation of the corps on the road. The Drum Majors will assign these. A drum corps relies on every single person to help it run efficiently. Members are assigned a specific tour duty that they are responsible for. Here are a few rules set up for the safety and protection of our members and equipment while performing these duties:

- **CLOSED TOE SHOES** need to be worn when performing all tour duties. This prevents injury to the member's toes and feet.
- **PROPER TRAINING** for all members who are assigned to handle major drum corps equipment (e.g. scaffolding, gator & trailer, podiums, etc.) must be completed and checked off by administration.
- **EQ TRUCK KEYS** are to be used only by assigned student leaders and crew leaders
- **CORPS PROPERTY** is to be treated with respect and all tour duties are to be performed with the utmost care.

Rehearsals

While rehearsing, members must wear a shirt at all times, unless instructed otherwise by the administration. We often find ourselves in situations where a rehearsal turns into a public clinic with local band students, directors, and school administration watching. You are virtually "on-stage" and therefore representing the organization at all times during the summer!

Shirts must be worn at ALL meals and at all times inside buildings, and may be required to be worn at specific times by our housing host. Other types of attire may not be considered appropriate by some of our hosts so please be prepared to adjust to their requirements when asked to do so.

A backpack or other similar bag will be required to carry your valuables (cell phone, electronics, wallet, etc.) to rehearsal. In addition, cell phones will only be allowed to be charged at night in designated areas that do not affect electrical power needed for the food trailer, motorhome, etc.

Most housing sites are public schools where smoking is strictly prohibited. Due to the physical nature of our activity, smoking is discouraged. There is **NO SMOKING OF ANY KIND AT ANY TIME AT HOUSING SITES, SHOW SITES, OR WHILE WEARING CROWN APPAREL.**

Food Truck/Dining

Being on tour and enjoying the experience has many components. Carolina Crown is extremely fortunate to have a tremendous crew of volunteers to support the corps each year. One of the main functions of our support staff is to prepare and serve four meals per day to the 200 people we have on tour. We try to make mealtimes as stress free as possible, and there are a few rules you need to follow to ensure the entire corps has a pleasurable meal:

- **Portion Control/Seconds – Why it matters?**
 - We prepare 200 servings 4 times a day. We usually have seconds for anyone who wants another serving. However, it is imperative that the ENTIRE corps eats before we can do seconds. When a food truck volunteer plates your food, we have calculated the portion size that is appropriate for that meal. It is always generous and must adhere to the portion-controlled servings so everyone is able to have firsts. Please do not pressure the volunteer to give you a larger serving – think about your fellow corps members who have not eaten yet. A Green Flag indicates you may go for 2nds.
- **Timeliness – Why it is important and why the food truck REALLY closes on time?**
 - Being on tour and arriving at our next destination on time requires closely adhering to the schedule provided daily by corps administration. The food truck will stop serving meals at specific times each day based on this schedule. IT IS YOUR RESPONSIBILITY TO KNOW WHEN FOOD SERVICE WILL CEASE FOR EVERY MEAL! A daily schedule is always posted on the board at the food truck.
 - You must be there BEFORE that closing time, not AT the closing time. You will need to budget your time for dinner, packing up, showering, and any other duties you have been assigned. It is imperative you know the closing times of the food truck! We need time to clean up and get the truck road ready. No one will be fed once the truck closes. If we are not on time, the corps is not on time. Again, it is YOUR responsibility to know the schedule and budget your time.
- **Cleanliness**
 - Hand sanitizer will be provided at every meal. Try to wash your hands before meals, however, that will not always be possible. Therefore, it is important to practice safe food handling. Please do not put your fingers in the food. If you do not see a utensil, tell one of the food truck support staff and one will be promptly provided.
- **Trays – Why?**
 - New members often do not understand why they need to take a tray. We use paper products and the trays support the paper plate, which will prevent you from spilling your hot food. It is also important to take a tray as it facilitates the smooth flow of the line at the food truck. It is much easier for the server to quickly plate your food if your plate is on a tray. This means you get your food faster and have more time to relax at meals. It also means the member at the end of the line also have some free time – please be considerate of the members behind you.
- **Special Dietary Needs – Allergies, etc.**
 - If you have any medical issues, allergies, etc., please inform us BEFORE Spring Training. We will try to accommodate to the best of our abilities within reason, but only if we know in time to adjust the menu and plan the food order to include what you may need. You may not use the food truck’s kitchen for any preparation due to insurance and safety issues.

- **Vegetarians/Gluten Free**

- If you are a vegetarian/gluten free, you are a VEGETARIAN/GLUTEN FREE for the ENTIRE tour, not just when you do not like the menu. You must inform us before Spring Training if you want vegetarian/gluten free meals as the menu is planned and the food ordered well in advance of Spring Training and tour.
- **The “1 bowl or 1 cup” Rule**
 - New members sometimes misunderstand this rule. You may have as much cereal as you would like. It is always self-served. However, you may NOT use multiple bowls for every serving you have. Please refill your bowl when you decide to have more cereal. The same thing goes with drinks! The support staff will remind you of this because paper products are at a premium. Again, not wasting bowls and cups guarantees everyone gets one and keeps our expenses down. We are not always able to restock supplies on the road and usually have to wait for our food delivery to arrive. We plan carefully, but you need to be considerate. Just do the math... 1 cup X 4 meals X 200 people x 77 days of Spring Training & Tour = 61,600 cups!!!
- **The Green Flag**
 - We use a green flag system to communicate when it is time to get second servings at a meal. We put out the flag so you can easily see that you may come back for another serving. This makes it easier for you to know when seconds are served and will eliminate members going through the food line before everyone has eaten and asking the staff for another serving.
- **Self-Serving**
 - When we put out food to be self-served, please be considerate of your fellow corps members. For example, if cookies are put out, you may take 1 or 2, not 5. Again, remember there are 165 Carolina Crown members and everyone needs to enjoy the snack or meal provided. Look at what is available and do your own calculation of what’s your share!

NO MEMBERS ARE PERMITTED ON THE FOOD TRUCK! This is for your safety and the efficiency of the food service operation!

Expectations for Shows

Remember, while you are in uniform, **YOU REPRESENT CAROLINA CROWN**. We always want to portray an image of maturity, professionalism, and dignity. Your appearance and behavior while in uniform need to exemplify these qualities.

UNIFORM: Your tuition fee includes the use and maintenance of the uniform. Shoes are provided, and a full tour's supply of gloves (brass/guard), as well as the unitard that may be required beneath the uniform. Shoes, gloves and unitards will be yours to keep after the season.

HAIR: Unless the show designers have show-specific requests, you should plan for hair to be neat, clean and trimmed. Long hair should be securely tied back. Specific section hair requirements and facial hair determinations will be communicated before spring training.

Rules While in Uniform

These requirements have been established to create a look of uniformity throughout the corps.

- a. You are not to wear any jewelry while in uniform (watches, necklaces, bracelets, earrings, etc.) that is visible to the audience/public.
- b. You must wear the proper undergarments while in uniform. Crown will supply these items as part of your tuition and they must be worn at all times under your uniform.
- c. Your uniform hat/shako should be worn so that you can fit only two fingers between the brim of the shako and the bridge of your nose, flat on top, and right above your eyes.
- d. Shoes, horns, drums, and all equipment should be polished thoroughly before every performance.
- e. Gloves are also sometimes part of the brass member uniform. One pair of new gloves per show is provided by the corps. During the summer you will be provided with a set of gloves to cover the next group of shows. Old gloves should then be used during rehearsals. At spring training brass/guard will receive gloves upon check-in.
- f. Uniform jackets, accessories and plumes should never be placed inside the shako or left on the bus!

All members must exit the bus in FULL or HALF uniform (depending on your section and show circumstances). NEVER change into or out of uniform in public.

EXTREME CARE MUST BE TAKEN TO KEEP YOUR UNIFORM CLEAN AND FREE OF ANY DAMAGE! When you are in full OR partial uniform the following rules apply:

- a. At no time are you to eat, drink (except water), or smoke in your uniform. Accidents occur unexpectedly that may dirty, stain, or permanently damage your uniform.
- b. Running in uniform is strictly prohibited; it is out of character and shows a lack of respect for the uniform.
- c. Do not lean or sit on anything while in uniform unless instructed. In this instance you may sit on your gloves or a CLEAN towel to prevent exposure to any dirty surfaces. Be careful even when sitting in bus seats to be sure you don't stain your uniform on anything that may have fallen into your seat (candy, cookies, etc.)!
- d. Do not swear in uniform. This is disrespectful to the uniform and the beliefs of Carolina Crown.

- e. Do not polish your horn or your shoes while in uniform or while riding the bus. Again, accidents will occur unexpectedly, and you may end up spilling polish on the uniform or the bus seat resulting in costly cleaning bills.
- f. Shaving in uniform is not permitted.

The general rule is if you have any concerns whether you should or should not be doing something -- DON'T DO IT!

When you are wearing the uniform, you are not looked upon as an individual but as a member of Carolina Crown. The fans that see you behind the scenes form their opinion of the ENTIRE CORPS from your behavior. This carries over to when you are wearing your corps jacket or any time you are in public as part of the corps. You are always on stage!

Behavior at Shows

AFTER DISMISSAL: Before you do anything after the show, you must change out of your uniform (on the buses), and put your uniform and your equipment away. Your uniform, shako and plume must be protected from damage. Each should be stored in their designated spot on the uniform trailer and covered by the garment bag, shako box, and plume tube that will be provided by the corps. USE EXTREME CAUTION IN HANGING UP AND/OR PUTTING AWAY YOUR UNIFORM (INCLUDING ACCESSORIES, SHAKO AND PLUME)!

You are responsible for the upkeep of your uniform and equipment throughout the summer. If there is any damage to your uniform or equipment, report it immediately to the uniform volunteer or one of the members of the administrative staff so it can be repaired as soon as possible. After you have taken care of your uniform and equipment, you may then speak with your family and friends and get something to eat at the food truck. The corps will normally pull out about 1 ½ hours after retreat or our performance if we are not involved in the Finale. It is your responsibility to know when the corps is leaving and be on time!

IN GENERAL: Never speak about other corps or other corps members in a demeaning manner. They are all people like you trying to do their best!

FINALS RETREAT: A retreat usually only occurs a few times during the tour and at Championships. While the corps is on retreat there is no talking or moving. Whether or not the corps wins, the reaction is the same - none. One of the senior members of your section will call you to attention to be recognized, and then you will return to parade rest. Ranks will not be broken until the corps has assembled and the final instructions have been given. When it is done, the drum major(s) will dismiss the corps. This is done because we feel it is demeaning to the other corps to celebrate our victory or their defeat. It is also a long-standing tradition that the corps displays a professional bearing at all times.

NOTE: All of the above rules are both part of Carolina Crown's organization philosophy as well as DCI's Code of Conduct that each corps is required to sign each season!

Returning Home from Tour

After DCI Finals, the drum major will dismiss members of Carolina Crown one last time. **Upon completion of checking in uniforms and equipment and loading the truck**, you will be released for the season. Your options at this point are:

- Leave with parents or friends (you can return Sunday morning for the banquet, or begin your journey home).
- Return to the housing site. This should only be if absolutely necessary and must be specifically pre-arranged with administration as there are very limited accommodations after finals.
- Make arrangements to ride home with another corps going to your area of the country.

THE ONLY AIRPORT SHUTTLE ON FINALS WEEKEND WILL BE THE BUS AFTER THE BANQUET. We will provide bus transport to the Indianapolis International Airport (IND) for those wishing to fly home. **We suggest reserving a seat on a flight departing no earlier than 5:00pm on Sunday, August 13th, as we will be dropping you off after our annual Age-out and Awards Banquet that day. The banquet typically concludes at about 2pm. Banquet details will be announced in early summer.**

Carolina Crown's buses will not be able to take you home after Finals since they depart for their bus garage immediately after finals. There will be very limited space in our vehicles returning to the Fort Mill area for those who made their own arrangements to leave cars in Fort Mill before tour. Please plan well in advance for your return home.

A "tip": It is often cheaper to book a multi-city ticket than to book two one-way tickets. So, if you are flying into Spring Training you may want to price a combined ticket like this:

May 20– Depart "My City", Arrive CLT (check-in begins 10am, opening meeting at 12 noon). Aug 13 – Depart IND (Indianapolis Int'l), Arrive "My City" (depart IND after 5pm).

Spring Training flight arrivals should be entered in CrownDATA after you receive your Spring Training CrownDATA invitation. Return flights after Finals should **NOT** be entered in CrownDATA as you are responsible for your own transportation to the airport unless riding the bus after the banquet. If you have any flights after spring training arrival, such as going home for graduation, they **MUST** be emailed to nancy@carolinacrown.org in order to be on the shuttle schedule.

In Closing

The administration and faculty of Carolina Crown are committed to providing all participants with the best possible experience. Please use this handbook to guide you through this experience. **HAVE A GREAT SUMMER!**

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