

**CHIMERA**



**WINTERGUARD**

**HANDBOOK**

**2020**

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## Mission Statement

The goal of Chimera Winterguard is to provide a means for Middle Georgia high school and college students to have an opportunity to:

- Be exposed to cutting edge pedagogy and choreography provided by world class instructors in a nurturing yet challenging atmosphere.
- Consistently challenge themselves to grow as performers, leaders, teammates, and individuals.
- Build and develop self-confidence and self-esteem through a rigorous technique building program aimed at allowing a member's full potential to be reached.
- Perform at a championship level and represent themselves, their families, their schools, and Chimera with the highest levels of class, sportsmanship, preparedness, commitment, and effort.

The nature of group activities, such as Chimera, requires full effort and commitment from EVERY member as they are vital to the overall success of the group. Group activities require that an individual put aside their personal feelings, desires, and practices for the good of the group. What is required of one is required of all. When each individual gives up a part of themselves, the group can achieve far greater results. Personal sacrifice and understanding team dynamics will be crucial to becoming the best member possible and teaches valuable life lessons that will be invaluable in adult life.

And most importantly...

Understand and respect that membership in Chimera is a **PRIVILEGE**, not a right.

## POLICIES & PROCEDURES

### Attendance Policy

Each member plays an integral role in the color guard program. All other activities and appointments must be scheduled around rehearsal and performance dates and times. Social plans, dental/doctor/optometry appointments, jobs, group project meetings, and other appointments or commitments of this nature cannot interfere with rehearsals or performances.

1. Attendance at **EVERY** rehearsal and performance is **MANDATORY**.
2. Excused Absence Policy
  - a. Each member is allowed **THREE (3) EXCUSED** absences during any season.
  - b. An absence is excused if **BOTH** of the following criteria are met:
    - i. A member's parent notifies the staff **30 days prior** to a scheduled absence, or the member's parent notifies the staff of a sudden, serious family emergency.
    - ii. The absence is **NOT** related to any of the following events or activities: social plans, dental/doctor/optometrist appointments, jobs, studying, non-
    - iii. School concerts / plays, outside school extra credit events, family reunions/vacations/parties, and other appointments and commitments of this nature.

- c. Mandatory school events in which a member receives a grade are excused with a letter from the parent and teacher stating that the event in question is for a grade and is mandatory.
  - d. Illness is an excused absence.
    - i. If you attend school, you must attend rehearsal unless you are diagnosed as contagious or are too ill to sit and observe rehearsal.
    - ii. If you are too ill to go to school, you are too ill to come to practice and a doctor's visit is strongly encouraged to safeguard your health.
  - e. The staff reserves the right to make accommodations for members who are members of the workforce and have **OCCASSIONAL** work conflicts and communicate those in advance.
3. Unexcused Absence Policy
- a. All other absences not addressed in the excused absence policy are unexcused.
  - b. The staff reserves the right to make accommodations based on a case by case basis.
  - c. After **one (1) unexcused** absence, a call the member will be placed on *probation*.
  - d. Should a member incur an additional unexcused absence, **totaling two (2) unexcused absences**, the member may be *expelled* from the guard.

### **Rehearsal Policy**

1. Arrive **15 minutes** *PRIOR* to rehearsal beginning. This is the *MINIMUM* requirement.
2. **Floor Crew** arrives **30 minutes** *PRIOR* to rehearsal. This is the *MINIMUM* requirement.
  - a. 2 persons will be named *PRIMARY CREW* for each rehearsal.
  - b. 2 persons will be named *SECONDARY CREW* for each rehearsal.
3. ALL members **MUST** bring a container for drinking water
4. Members **ARE NOT** allowed to share drinking containers. Container should be full **BEFORE** rehearsal begins.
5. Gym Floor is to be swept and floor pulled **10 minutes** *PRIOR* to rehearsal.
6. Individual stretching is to be done **BEFORE** rehearsal begins.
7. Appropriate rehearsal attire is required. You should be in appropriate attire *PRIOR* to rehearsal and any pre-rehearsal tasks.
8. Appropriate rehearsal attire includes:
  - a. Comfortable **ALL BLACK** workout clothes.
  - b. No loose fitting clothing that would interfere with choreography or equipment work.
  - c. Hair pulled back and secured.
  - d. No jewelry shall be worn. Stud earrings are acceptable.
  - e. Appropriate athletic undergarments.
9. Members must have their "dot book" at EVERY rehearsal and on their person.
10. **Load Crew** will load and secure the floor, props, and all equipment and necessities after rehearsal prior to travelling.
11. Load crew will consist of 4 members and 1 captain. Adjustments may be made at staff's discretion.

## Performance Policy

1. You are never to be in “*partial uniform*”. The uniform is either entirely on or entirely off.
2. You are not to run in uniform.
3. You are not to eat in uniform.
4. You will be considered “*in public*” from the time we leave for a show until the time we arrive back home. Only the highest level of behavior, manners, class, and language is acceptable.
5. Disparaging remarks about another guard is not permitted.
6. Members **MAY NOT** leave a performance early unless previously approved by a staff member.
7. You may not go anywhere alone while at a show site. You will always be with another guard member, staff member, chaperone, or parent.

## Travel Policy – If there is not a rehearsal the morning of a performance

1. Arrive **20 minutes** *PRIOR* to scheduled departure. This is a *MINIMUM* requirement.
2. Load Crew will arrive **30 minutes** *PRIOR* to scheduled departure. This is a *MINIMUM* requirement.
3. Load crew will consist of 4 members and 1 captain. Adjustments may be made at staff’s discretion.
4. Load crew will be rotated among all members.
5. Load crew will account for all necessary items and ensure loading from previous rehearsal.
6. Pre-Departure meeting will take place **15 minutes** *PRIOR* to scheduled departure.
7. Every member **MUST** complete EMERGENCY CONTACT LIST and CAR POOL LIST *PRIOR* to departure.
8. Vehicles may drive at their own pace to show site unless staff determines it is necessary to convoy to show site.
9. Meals on show days will be “on your own” unless stated otherwise by staff.
10. All members **MUST** attend all staff mandated meals.
11. All members must be present at “UNLOADING AREA” **5 minutes** *PRIOR* to scheduled unload time.
12. All members will help carry in equipment unless specifically given an alternate task by staff.
  - a. Load crew will be responsible for *floor and props*. Members will be responsible for *equipment and necessary items* (equipment, speaker, med-kit, shoe basket, etc.)
13. Travel attire will consist of:
  - i. Chimera Tshirt for current year
  - b. Chimera Jacket
    - i. Black jogging pants or shorts
  - c. Easy off shoes (Load crew will wear athletic shoes for safety)

## Championships Travel Policy

1. All members **MUST** travel with the guard to championships.
2. All members **MUST** stay at housing site for duration of competition.
3. All members **MUST** eat with the guard for duration of competition.
4. Members may leave (with parent only) after awards ceremony.

## Financial Obligations

Each member will be responsible for paying their dues, in their entirety, by the due date set forth by the staff. Installments may be made in 4 equal payments. Each Dues installment payment is expected to be paid on time. In the event a member's dues are not paid by the mandated time, the member may be prohibited from rehearsing or performing until dues are paid. At the discretion of the staff, a member may be required to make full dues payment before being allowed to return to rehearsal.

Multiple fundraising opportunities will be made available for members to offset the cost of the dues. Members will receive a pre-determined profit percentage of fundraising that will be applied to their member account. If a member chooses not to take part in a given fundraiser, that student will be responsible for the full amount of dues or prorated amount in installments which will be paid according to the payment schedule set forth by the staff.

The full payment due date and installment schedule will be made available prior to the 1<sup>st</sup> rehearsal.

## ETTIQUETTE

### General

1. Arriving "on time" to rehearsal means arriving on or before the specified times listed in the "rehearsal policy" above.
2. If you are having difficulty keeping up or learning, it is the member's responsibility to enlist someone (staff, captain, or another member) to help them *outside* of rehearsal.
3. ALL members must commit to **30 minutes** of structured, private rehearsal time per day.
4. Never spin while staff is giving whole-group instruction.
5. If the staff is working with a group that doesn't include you, you should be silently working on your own work and choreography.
6. EVERYONE is required to do their "guard job". This is a non-negotiable task.
7. Hydration is MANDATORY. Members who do not have a means of hydration may be barred from rehearsal.
8. BE PREPARED. Don't waste others' time because you did not prepare.
9. Challenge yourself every day to be better than you were yesterday. This is often tiring and uncomfortable.
10. Follow all staff's instructions immediately and to the letter. If you have questions or concerns, the staff will be happy to discuss them with you **AFTER REHEARSAL**.
11. Be aware of your body language during rehearsal and when being given instruction as people often react to that more than your words. Consistent poor body language and facial expressions may lead to suspension from rehearsal and performing until corrected.

## **Technique**

1. The technique that you encounter at Chimera maybe different than what you were exposed to at other places. This is okay. This gives you a broader range of experience for the future.
2. The Chimera staff is a **HIGHLY DECORATED** group of very talented performers and educators, has decades of experience, and has developed the technique program to best fit our style, capabilities, and pedagogical philosophy...**TRUST THE SYSTEM.**
3. Questions of clarification and curiosity are always welcome. However, debating the technique program or staff's creative decisions will not be tolerated.

## **Equipment & Maintenance**

The maintenance and care of the Color Guard equipment is incredibly important. It is our medium of performance so it is vital that our equipment is handled with care and maintained throughout the season.

1. Equipment must be stored and cared for correctly.
2. Equipment should never be lent out, left out, or unattended for any reason.
3. Members are responsible for the care and maintenance of their equipment.
4. Only color guard members are permitted to practice with the equipment. No member should ever allow another person to spin their equipment.
5. Equipment will be checked out prior to usage. Equipment **MUST** be checked back in to staff on request.

## **LEADERSHIP**

### **Guard Captains**

Each season, the staff may choose a member or members of the color guard to serve as captain(s). Being chosen as a guard captain is a privilege and a responsibility. This privilege can be revoked at any time if the staff sees fit. It is a leadership role that requires self-discipline, sacrifice, and dedication and is often described as "a friendless job".

Captains will be selected based on observations by the staff over an undetermined amount of time, but will be announced prior to November 1<sup>st</sup> of each season. Captains will be chosen based on leadership, punctuality, dedication, self-sacrifice, and commitment. Captains are appointed based on these characteristics and not by member request. Leaders **WILL NOT** be chosen based on seniority, but seniority **CAN** be used as a tie-breaker.

## **SCHEDULE**

### **Rehearsal Schedule**

After auditions, we will rehearse on Sunday's only. After the high school competitive season ends, we will add Saturdays. Once the high school football season ends, we will add Friday evenings.

The rehearsal schedule will be kept as consistent as possible, but sometimes there is the necessity for a time or location change. It is up to each member to keep up with the schedule and check the group Facebook page to get the latest schedule updates if any are required.

The rehearsal schedule will follow the following template as much as possible:

**Friday**      **5pm – 9pm**

**Saturday**    **12pm - 8pm**

**Sunday**      **3pm – 7pm**

### **Competition Schedule**

Our competitive schedule will be released once S.A.P.A. and WGI release the show dates. We normally will compete in 3 to 4 circuit shows. We also will compete in 1 WGI Regional. We will finish the season with Championship weekend in Chattanooga.

For Championships, we will spend Friday-Sunday in Chattanooga. We will be housed at a local high school and will compete on either Saturday or Sunday depending on our classification at the time.

### **CODE OF CONDUCT**

Chimera has quickly gained a reputation of being a talented group of well-behaved individuals that presents entertaining, energetic, and meaningful shows. This is something that we wish to continue. Each member will be given a code of conduct at the beginning of the season that they will sign and return and be expected to follow for the entirety of the season. Failure to adhere to the code of conduct can result in performance suspension or expulsion.

### **SOCIAL MEDIA POLICY**

As one can easily judge based on the number of news reports of various athletes and politicians who encounter vociferous backlash for things that they say or post online, social media is a very fun, powerful, yet dangerous tool. Sometimes it is necessary to pause and rethink about what we are tempted to put online. We do not want to disparage any other guard, their staff, members, or parents. We also don't want to post anything that might not place Chimera in a less than positive light, because like it or not, YOU represent Chimera. Therefore, we will be handing out Social Media Polices at the beginning of the season that all members will sign and return and be expected to follow for the entirety of the season. Failure to adhere to the social media policy can result in performance suspension or expulsion.

### **PRACTICE CONTRACT**

It is VITAL that every student do their best to improve their skills and learn their work over the course of the season to ensure we reach our fullest potential as a group. Therefore we are instituting a practice contract with each member. It requires you to rehearse on your own at least 30 minutes a day. All members will sign and return the contract and be expected to follow it for the entirety of the season. Failure to adhere to the practice contract can result in performance suspension or expulsion.

**STUDENT AGREEMENT**

I, \_\_\_\_\_, understand that by accepting a cast position in Chimera Winterguard that I agree to abide by all rules and policies set forth in the 2020 Chimera Winterguard Membership Handbook and Membership Contract as well as the associated Code of Conduct, Practice Contract, Social Media Policy, and any other policies enacted by the staff after the signing of this agreement. I further agree to make all dues payments on time and in their full amount. I understand that any failure to abide by any of the above referenced policies may result in consequences including, but not limited to, performance suspension and/or expulsion.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**PARENT AGREEMENT**

I, \_\_\_\_\_, attest and affirm that I am the LEGAL parent and / or guardian of \_\_\_\_\_ who has been offered a cast position with Chimera Winterguard. I confirm that I support my child accepting this position and, by doing so, agree to follow and abide by all rules and policies set forth in the 2020 Chimera Winterguard Membership Handbook and Membership Contract as well as the associated Code of Conduct, Practice Contract, Social Media Policy, and any other policies enacted by the staff after the signing of this agreement. I further agree to make all dues payments on time and in their full amount. I understand that any failure to abide by any of the above referenced policies may result in my child being subject to consequences including, but not limited to, performance suspension and/or expulsion.

Signature \_\_\_\_\_ Date \_\_\_\_\_