



NORTHWEST YOUTH MUSIC ASSOCIATION / SEATTLE CASCADES 2023 YOUTH PROTECTION POLICY

1 PURPOSE

Music and the performing arts connect youth with their culture through a common language crossing all barriers. The activities that a young person pursues influence the type of person he or she becomes. The experiences that come with participation in a performing arts organization build discipline, character, pride, and self-confidence at a crucial age and form the springboard to even greater achievements in adulthood. Participating in The Seattle Cascades Drum Corps enriches the lives of young people through a commitment to youth development and performance excellence.

One of the developmental tasks for teens and young adults is to learn appropriate behavior. We are not born with an innate sense of propriety and thus need guidance and direction. The example set by instructors and administrative staff as adult role models is a powerful tool for shaping behavior and a tool that is stressed by NYMA

Northwest Youth Music Association (NYMA) has a zero-tolerance policy toward all forms of harassment and abuse, including but not limited to discrimination, hazing, bullying, sexual harassment and other forms of abusive behaviors.

This zero-tolerance policy means that NO form of discriminatory or harassing conduct by or towards any member, instructor, staff, volunteer, or other person within our corps activities will be tolerated. We are committed to enforcing this policy at all levels within the organization. Any member, staff, or volunteer who engages in harassment will be subject to discipline, up to and including immediate termination and removal from the organization for a first offense.

2 HOW DOES NYMA PREVENT HARASSMENT AND ABUSE?

NYMA, as the governing organization for Seattle Cascades Drum and Bugle Corps (Seattle Cascades), has adopted policies and procedures aimed at lessening or eliminating opportunities for harassment and abuse within the Seattle Cascades Organization. These policies and procedures target staff, volunteers and board of director selection, and the placement of procedural barriers to harassment within our sanctioned activities and educational programs.

3 HOW CAN PARENTS HELP PROTECT THEIR CHILDREN?

Parents participate in the protection of their children in a variety of ways. The most important thing is to maintain open lines of communication so that their children are encouraged to bring any troubles to their parents for advice and counsel. In addition, parents are encouraged to participate in all Seattle Cascades sanctioned activities and events. Parents are encouraged and expected to bring any potential issues to the direct attention of the Corps Director or NYMA Board of Directors.

4 CONDUCT COVERED BY THIS POLICY

This policy applies to and always prohibits, all forms of harassment and discrimination committed by or against any member, staff, volunteer, admin, director or other representative of NYMA or Seattle Cascades.

4.1 ZERO TOLERANCE OF HARASSMENT OR ABUSIVE BEHAVIORS

NYMA ABSOLUTELY PROHIBITS ANY FORM OF HARASSMENT, DISCRIMINATION OR ABUSE BASED ON SEX, AGE, DISABILITY, PERCEIVED DISABILITY, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, RACE, COLOR, RELIGION, NATIONAL ORIGIN, VETERAN STATUS OR ANY OTHER LEGALLY PROTECTED CHARACTERISTIC.

ANY MEMBER, STAFF, OR VOLUNTEER WHO ENGAGES IN HARASSMENT WILL BE SUBJECT TO DISCIPLINE, UP TO AND INCLUDING IMMEDIATE TERMINATION AND REMOVAL FROM THE ORGANIZATION FOR A FIRST OFFENSE.

4.2 SEXUAL HARASSMENT

Because confusion often arises concerning the meaning of sexual harassment in particular, it deserves special mention. By definition, **sexual harassment** is a form of sex discrimination that violates Title VII of the Civil Rights Act of 1964. Generally, it describes “unwelcome sexual conduct that either creates a hostile environment or is presented as a demand in exchange for gaining something (in the workplace or institution)”. **Such behavior is illegal.**

To some extent, what constitutes harassment is in the eyes of the beholder. Therefore, even if you don't believe your behavior crosses the line, if someone else could potentially feel threatened or intimidated, it's likely you have gone too far.

Sexual harassment may take many forms, including but not limited to the following:

1. Offensive and unwelcome sexual conduct whether or not the person submits to the invitation, and particularly when a spoken or implied *quid pro quo* demands for sexual favors is a benefit of employment, promotion, or membership or using a position of power to request dates, sex, etc.
2. Repeated requests for dates, questions about personal life, lewd comments/jokes, or whistling
3. Love letters, obscene letters, or lewd bumper stickers or cards
4. Offensive and unwelcome conduct of a sexual nature, including sexually- graphic spoken comments; offensive comments transmitted by e-mail, via social media, or another messaging system; offensive or suggestive images or graphics whether physically present in person or accessed over the Internet; or the possession of or use of sexually suggestive objects
5. Offensive and unwelcome physical or visual contact of a sexual nature, including ogling or staring, violating personal space, patting, grabbing, pinching, caressing, kissing, the touching of another's body, the touching or display of one's own body, or any similar contact, up to and including physical assault or rape

4.3 CONDUCT AND BEHAVIOR ONLINE

E-mail, voice mail, or other electronic messaging systems, social media or the internet, may give rise to harassment. All online interactions between staff members – including volunteer staff, staff and members, and between members themselves should always be professional or directly related to activities conducted or sanctioned by the activity. Staff are deemed to be instructors of members, not a friend or buddy.

1. All staff, volunteers, administrators or other designated representatives of NYMA or the Seattle Cascades are required to read, sign, and follow the Seattle Cascades Member Communications Policy.
2. There is zero tolerance for anyone associated with NYMA including but not limited to staff, members or volunteers using suggestive language, sexual innuendo or invitation, abusive language or intimidation, or inappropriate behavior or language in any communications associated with NYMA or Seattle Cascades sanctioned activities.
3. There is zero tolerance for electronically transmitting inappropriate messages or images that contain overtly or subtly personal or sexual content to Seattle Cascades members, staff or any other member of the NYMA or Seattle Cascades organization.

5 REPORTING YOUR ISSUES AND CONCERNS

NYMA is committed to taking all reasonable steps to prevent harassment and will make every reasonable effort to promptly and completely address and correct any harassment that may occur. However, NYMA cannot take prompt and effective remedial action unless everyone assumes the responsibility of reporting any incident of harassment immediately to the appropriate individual.

Every report of harassment will be investigated promptly and impartially, with every effort to maintain confidentiality. The complainant and the accused will be informed of the results of the investigation.

If NYMA finds that any policy has been violated, it will take appropriate corrective and remedial action, up to and including discharge of offending instructors, staff and/or similarly appropriate action towards offending vendors, volunteers, or members.

5.1 RESPONSIBILITY TO REPORT

ANYONE WHO BELIEVES THAT SHE OR HE HAS BEEN SUBJECTED TO UNLAWFUL HARASSMENT OF ANY KIND HAS THE RESPONSIBILITY TO REPORT THE HARASSMENT IMMEDIATELY.

5.2 REPORTING WITHOUT FEAR OF RETALIATION

NO ONE ASSOCIATED WITH NYMA OR THE SEATTLE CASCADES WILL BE RETALIATED AGAINST FOR REPORTING HARASSMENT. THIS NO-RETALIATION POLICY APPLIES WHETHER A GOOD FAITH COMPLAINT OF HARASSMENT IS WELL FOUNDED OR ULTIMATELY DETERMINED TO BE UNFOUNDED.

5.3 CONFIDENTIALITY

All reports made through any channel are considered confidential and private. We do not publicly disclose the details of any Report, Investigation or Corrective Action. All Reports, Investigations and Corrective Actions are reviewed by the Board of Directors in Closed Session. Only anonymized summary information appears in the Board's published Meeting Minutes.

However, Seattle Cascades may be compelled by law or policy to notify and/or disclose specific information to other organizations, agencies or law enforcement. Many staff are mandatory reporters and are compelled, by law, to report sexual misconduct involving minors to the authorities. There is no guarantee of confidentiality under these circumstances.

For example, if you report an issue involving another drum corps, we are going to contact DCI and that organization as part of investigating and resolving your issue. If you report an issue that constitutes illegal behavior, we are required to notify the appropriate law enforcement agency.

The following methods are the recognized channels for reporting an issue within the NYMA / Seattle Cascades organization.

5.4 REPORTING IN PERSON

5.4.1 DIRECT REPORTING

You are encouraged to **bring concerns and issues directly to any member of the corps Executive Leadership Team**. These individuals are obligated by the Board of Directors to investigate all issues brought to their attention, and to take appropriate corrective action when and where necessary.

The Executive Leadership Team consists of the Executive Director, Corps Director, Operations Director and Tour Director for the Seattle Cascades Drum and Bugle Corps and all members of the NYMA Board of Directors. **At least one of the members of this team will always be on-site at any NYMA or Seattle Cascades sanctioned event.** While on tour, the "Officer of the Day" (OOD) and their contact information will be posted on the common schedule located in the Food Services area.

5.4.2 INDIRECT REPORTING

You may choose to bring an issue to the attention of your Caption Supervisor, Senior Staff, Educational Director, or any member of the Student Leadership Team (Drum Majors, Section Leads, Horn Sergeant). **Staff, Volunteers, Admins, Directors and Student Leadership are obligated to promptly report your issue or concern to the Executive Leadership Team.** The investigator may request to speak with you in a confidential setting or ask that you answer additional questions to aid us in validating your claims and taking corrective actions where warranted.

If you are uncomfortable reporting the potential harassment in person, there are two other channels available as described below.

5.5 REPORTING ONLINE

To ensure that anyone affiliated with the Seattle Cascades can confidentially report concerns, complaints and issues, we have published a public Whistleblower page on our website, enabling anyone to report issues directly to the Executive Leadership Team. You may also choose to send us an e-mail directly, and not use the online submission form. This capability is featured prominently on our website as is our Whistleblower Policy.

5.5.1 VIA EMAIL

You may choose to send an e-mail to whistleblower@seattlecascades.org to report your issue. Unless you use a throw away account or anonymous e-mail service, reporting via **this method is not anonymous.**

5.5.2 VIA WEB BROWSER

Visit <https://seattlecascades.org/whistleblower>.

This page provides instructions, guidance and a form for submitting your complaint and explains the procedures that will be followed once it is received by our Executive Leadership Team. **You may choose to remain anonymous using this form by not providing your name or e-mail address.**

5.6 ABOUT REPORTING ANONYMOUSLY

While the Seattle Cascades hope that all those who come in contact with the our organization feel unhindered and unthreatened in raising concerns, we recognize that it is essential to also provide for confidential and anonymous submission of such concerns to ensure our Board of Directors has a full opportunity and visibility to investigate and address any potential violations of policy, law, or regulation in the conduct of the Seattle Cascades activities.

The form located at <https://seattlecascades.org/whistleblower> allows anonymous submissions. You are not required to provide an e-mail address, and there is no way for us to determine your identity unless you choose to reveal other identifying information in the text of the complaint itself.

We value and respect your privacy and take all claims seriously. To help with our investigation please try to provide enough detail in your claim to allow an independent investigation to occur. For example, it is helpful to know when the event happened and if you spoke with anyone else regarding your experience.

If you choose to remain anonymous, we are unable to ask you any follow-up questions and can only investigate based on the information you provide.

5.7 REPORTING TO AN INDEPENDENT AGENCY

5.7.1 REPORT SEXUAL HARASSMENT OR ABUSE TO RAINN

<https://rainn.org> or +1 800 656-HOPE

RAINN (Rape, Abuse & Incest National Network) is the nation's largest anti-sexual violence organization. RAINN created and operates the National Sexual Assault Hotline, in addition to operating the DoD Safe Helpline for the Department of Defense. Support specialists are available by phone (+1 800 656-HOPE) and online chat in English and Spanish. The service is free, confidential, and available 24/7. The telephone hotline is operated in partnership with 1,000 local service providers.

5.7.2 REPORTING TO DRUM CORPS INTERNATIONAL

To report an ethics concern or alleged noncompliance, or to seek support from a DCI staff member in reporting such an issue, please email your concern to ethics@dcf.org, or fill out the online form at <https://www.dcf.org/static/ethics-and-compliance-reporting>

For reports submitted with a means of contact, a DCI staff member will reach out to you within 5 business days to discuss options and resources that may be available to you.

6 BARRIERS TO HARASSMENT AND ABUSE

We have adopted the following policies to provide additional security for all participants in the programs offered. These policies are designed primarily for the protection of our members; however, they also serve to protect staff and volunteers from false accusation of harassment abuse.

NYMA screens all instructors and staff. Applications for initial and continuing employment are strictly scrutinized, including all necessary and appropriate background checks, before an applicant is allowed to join our organization.

While no current screening techniques exist that can identify every person that could potentially commit harassment or abuse, we can reduce the risk by learning as much as one can prior to offering employment (experience with teens and young adults, reason for interest in NYMA, discipline techniques the applicant would employ, etc.).

6.1 TWO-DEEP INTERACTION

Either two instructional or administrative staff persons, or one instructional or administrative staff plus a screened volunteer, one of whom must be at least 21 years of age or older, are required to be present for every gathering (for example: rehearsal or performance), or outing (for example: camps or tour).

6.2 NO ONE-ON-ONE CONTACT

One-on-one private meetings or instruction between staff and members is permitted as long as it is conducted in view of other adults and/or members or is an open-door meeting.

Should an exceptional situation require one-on-one interaction (such as an individual instructor or staff driving an individual member to camp or to seek medical care), such contact may be permitted only with the clear and direct approval of the member's parent or legal guardian, or if the member is over 18, written approval by the member on file with NYMA.

6.3 SEPARATE ACCOMMODATIONS

When activities require overnight stays, no individual member is permitted to sleep in the same room as an instructor or staff, or volunteer, other than his/her own legal parent or guardian. Further, male and female members are required to have separate restroom and shower facilities. Every effort will be made if a student has special needs regarding shower accommodation. When separate facilities are not available, separate times for male and female member use of the common facility should be scheduled and posted.

6.4 PROPER PREPARATION TO MINIMIZE RISK

All activities involve inherent risk. All activities should be reviewed annually. No activity that involves increased risk should be undertaken without proper preparation, equipment, clothing, supervision, and safety measures.

6.5 NO SECRET ORGANIZATIONS/SOCIAL GROUPS

NYMA and the Seattle Cascades do not recognize any secret organizations as part of its program. All activities of the Seattle Cascades are open to observations by parents, volunteers, and staff.

6.6 APPROPRIATE ATTIRE

Proper clothing for all activities is required. For example, skinny-dipping is never appropriate.

6.7 CONSTRUCTIVE DISCIPLINE

Discipline used in Seattle Cascades should be constructive and reflect high values. Corporal punishment is never permitted. Please see Seattle Cascades Member Handbook section titled Corps Policies (page 6), for further explanation of policy.

6.8 HAZING PROHIBITED

Any kind of hazing and/or initiations are prohibited and may not be included as part of the Seattle Cascades.

6.9 TRAINING AND SUPERVISION OF INSTRUCTIONAL AND ADMINISTRATIVE STAFF:

Administrative staff and caption heads must monitor and guide the leadership/instruction techniques used by volunteers and staff to ensure that all policies are followed.

7 REQUIREMENTS FOR ACTIVITIES, EVENTS, AND TOUR

These requirements apply to all activities and events sanctioned by NYMA or the Seattle Cascades.

7.1 TWO-DEEP SUPERVISION

Either two staff and admin or one staff and one volunteer, one of whom must be of at least 18 years of age or older, are required for all activities such as shows, events, trips, tours, etc.

One-adult-to-one-member interaction is acceptable only so long as the interaction takes place at a location within reasonable common view.

Another member, over age 18 will accompany for large single-room or dormitory-type accommodations: Adults and members of the same gender may occupy dormitory or large single-room accommodations, provided there is a minimum of two adults and four members.

Further, a minimum of one of the adults must be a NYMA representative who is familiar with and has signed a copy of this NYMA Youth Protection Policy. Adults must establish separation barriers or privacy zones such as temporary blanket or sheet walls in order to keep their sleeping areas and dressing areas separated from the members.

7.2 TRANSPORTATION

For trips using transportation organized by NYMA to and from NYMA events, staff must do the following:

1. Clearly designate a meeting place, date, and time.
2. Establish a plan for making periodic check- point stops as a group along the route.
3. Plan and communicate daily destination points.

On tour, any vehicle carrying members must also include at least one Student Leadership member over the age of 18 or staff, volunteer, or Admin representative if there are no student leaders over the age of 18 available – **in addition to the driver**. Students should not enter or be present on the staff bus unless there is an emergency or under extreme circumstance. In non-emergency/non-medical situations, one-staff/adult-to-one-member travel is not acceptable unless the adult is the member's legal parent or guardian.

7.2.1 PARENTAL AND EMERGENCY EXCEPTIONS FOR ONE ON ONE TRAVEL

Should an exceptional situation require that a single staff member drive an individual member, such an arrangement may be permitted only with the signed approval of the member's legal parent or guardian, **or in emergency situations**, or when a member is over 18 and has provided Seattle Cascades with a signed Release of Liability.

7.2.2 TRAVEL BETWEEN THE AIRPORT AND CAMP LOCATIONS

For transportation between a camp location and local Airport arranged by the Seattle Cascades, a single staff, volunteer or admin is permitted to drive a single member under the following circumstances:

- a) **The trip is between the camp location and the airport with no side trips or other stops.**

- b) The driver is over the age of 21, approved by the Executive Leadership Team, and is familiar with and has signed this policy. All drivers must have a valid Driver's License, and Registration and Proof of Insurance for the vehicle being used.

7.3 SAFETY RULE OF FOUR

On unstructured or “free” days, members may not pair off or form social groups with fewer than four individuals. For free days at the discretion of the Executive Leadership Team, we require that all groups include at least one member over 18 years of age, or a staff member, volunteer or admin. Only in the event of emergency may a group of four separate into two independent groups.

7.4 SOCIAL GATHERINGS

Any staff participating in a social gathering that includes current members must recognize that such a function will be considered an official gathering of NYMA requiring notification to and permission from a member of the Executive Leadership Team.

All NYMA rules and policies will therefore be in effect at such a gathering, and staff behavior must conform to all work standards and expectations.

7.5 SLEEPING FACILITIES FOR MALE AND FEMALE MEMBERS

When possible, members under the age of 18 will be provided separate sleeping accommodations with the additional separation of male and female members. In most cases, the facilities will be a large single-room and will be divided into quadrants with a line one direction for over 18 vs under 18 and a line the other way dividing male and female students. In dormitory-type accommodations, rooms will be designated by male vs female and wherever possible by over vs under 18. There is a mandatory policy of ONE sleeping bag/blanket per ONE member.

7.6 SUPERVISION OF OVERNIGHT STAYS

Co-ed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older, and one must be a NYMA instructor or staff who is familiar with NYMA youth protection policies. No individual member will share sleeping facilities with one adult unless the adult is the member’s legal parent or guardian.

7.7 RESTROOM AND SHOWER FACILITIES

If separate shower and restroom facilities are not available, separate times for male and female use shall be scheduled and posted. Further, members should be encouraged to visit such facilities in groups of two or more. Finally, when possible, the doors on restroom stalls should provide privacy latches or display signs that say Occupied or Unoccupied. Faculty, staff, and parent volunteers need to respect the privacy of members in all situations where appropriate such as when members are changing clothes or taking showers understanding that at times the facilities do not have separate staff locker rooms.

7.8 OFFICER OF THE DAY

While on tour, either the Corps Director, Operations Director or the Tour Director is designated as the "Officer of the Day." (OOD) This person has the singular authority of being the person in charge. In case neither the Corps or Tour Director is available, a member of the NYMA Board of Directors will be designated as Officer of the Day.

The designated OOD and their contact information will be written on the common schedule board posted in the food service area at all times.

7.9 STUDENT LEADERSHIP

The Seattle Cascades Student Leadership team are considered member leaders within the Seattle Cascades Drum Corps and function as a liaison between instructors, staff, and the members while on tour or at events. Student Leaders must also be familiar with and sign the NYMA Youth Protection Policy.

Student Leadership has the same monitoring and reporting obligations under this policy as any other member of the staff, volunteer or admin team. Student Leadership positions within the Seattle Cascades are appointed by Caption Supervisors and the Executive Leadership Team, and are as follows:

- a) Head Drum Major, Drum Major, Conductor
- b) Percussions Section Lead, Guard Captain, Horn Sergeant
- c) Sub-section Leaders, student visual leads

8 STAFF, VOLUNTEER AND ADMIN RESPONSIBILITIES

NYMA and the Seattle Cascades take great pride in the high quality of their instructors and staff. Being an instructor or administrative staff is a privilege, not a right. The quality of the programs and the safety of the members call for exemplary adult leaders. Thus, NYMA works to recruit the best possible people.

8.1 MONITOR MEMBERS

All instructors and staff are responsible for monitoring the behavior of members under their responsibility and are required to intercede when necessary. The parents of underage members shall be informed and asked for assistance in dealing with their children's behavioral problems.

The Corps Director, Tour Director, and/or the Board of Directors will review repetitive and/or serious incidents of misbehavior.

8.2 RESPOND TO REPORTS OF HARASSMENT OR ABUSE

How the staff responds to a member when he/she tries to disclose harassment can influence the outcome of the victimization. By maintaining an apparent calm, the adult can help reassure the member that everything is going to be okay.

ALLEGATIONS BY A SEATTLE CASCADES MEMBER CONCERNING HARASSMENT OR ABUSE REPORTED TO STAFF, VOLUNTEERS, ADMINS OR OTHER REPRESENTATIVE OF THE ORGANIZATION MUST BE IMMEDIATELY COMMUNICATED TO THE CORPS DIRECTOR, TOUR DIRECTOR, AND/OR A MEMBER OF THE BOARD OF DIRECTORS.

It is important that all instructors and staff of Seattle Cascades understand that any report of harassment or abuse must be given only to these people. If a report is relayed to anyone else, and the allegations cannot be substantiated, the reporting instructor or staff could be sued for defamation of character.

8.3 MAINTAIN STUDENT/TEACHER BOUNDARIES

The integrity of the teacher-student relationship is the foundation of our organization's educational mission. This relationship vests considerable trust in the staff member, volunteer, admin or director (the teacher), who, in turn, bears authority and accountability as a mentor, educator, and evaluator. The unequal institutional power inherent in this relationship heightens the vulnerability of the student and the potential for coercion.

NO STAFF MEMBER, VOLUNTEER, ADMIN, DIRECTOR OR OTHER DESIGNATED REPRESENTATIVE OF THE ORGANIZATION MAY ENGAGE IN A ROMANTIC, INTIMATE OR SEXUAL RELATIONSHIP (EVEN IF CONSENSUAL) WITH ANY CURRENT MARCHING MEMBER, IRRESPECTIVE OF AGE.

In addition to creating the potential for coercion, any such relationship jeopardizes the integrity of the educational process by creating a conflict of interest and may impair the learning environment for other students. Finally, such situations may expose the organization and the staff member, volunteer, admin or director to liability for violation of laws against sexual harassment and sex discrimination.

9 MEMBER RESPONSIBILITIES

Misbehavior by a single member in the Seattle Cascades may disrupt the educational process. Further, misbehavior during activities may constitute a threat to the safety of the individual who misbehaves as well as to the safety of the other members. Therefore, as misbehavior places an unacceptable burden on all members of the Seattle Cascades, it cannot be ignored.

9.1 SOCIALLY RESPONSIBLE BEHAVIOR

All members of the Seattle Cascades are expected to conduct themselves in accordance with the normal principles of socially responsible behavior. Behavior while representing the Seattle Cascades as a member, staff member, volunteer, etc. is expected to be exceptional at all times. While contracted with the Seattle Cascades, behavior that is unbecoming – even while not officially representing the Seattle Cascades or at official events – may result in disciplinary action.

PHYSICAL VIOLENCE, HAZING, BULLYING, THEFT, VERBAL ABUSE, HARASSMENT OR PHYSICAL ABUSE OF OTHER MEMBERS OR STAFF, DRUGS, AND ALCOHOL HAVE NO PLACE IN THE ORGANIZATION AND ARE STRICTLY PROHIBITED. ANY MEMBERS FOUND GUILTY OF ENGAGING IN UNACCEPTABLE BEHAVIOR MAY BE EXPELLED FROM THE ORGANIZATION – even if it is not while representing the corps officially or at an official NYMA sanctioned event.

Further, instructors, staff, volunteers, and members of the Board of Directors are required to advise members that should they be confronted by threats of violence or other forms of bullying or harassment from other members, or from any other persons employed or associated with the organization; the members should **seek help from any instructor, staff, or volunteers.**

9.2 MAINTAIN STUDENT/TEACHER BOUNDARIES

The integrity of the teacher-student relationship is the foundation of our organization's educational mission. This relationship vests considerable trust in the teacher, who, in turn, bears authority and accountability as a mentor, educator, and evaluator. There is also a responsibility on the part of the student to respect the boundaries between themselves and the educator.

If a member makes inappropriate overtures of any kind toward a member of the staff, the staff member shall seek director participation in conducting a private, three-person meeting with the member in which more appropriate behavioral standards and expectations are defined and mandated.

Both the director and staff member shall immediately and individually write up a summary of the meeting and provide copies to the President of the Board of Directors.

If the situation is not resolved as a result of this process, then the President of the Board of Directors and Corps Director will determine the level of consequence required to protect the staff and corps from any escalation, **up to and including expelling the member from further participation.**

10 HOW TO CONTACT SEATTLE CASCADES

An **Emergency Call Down List**, to be in effect while the corps is on tour will be provided to all participants and their designated Emergency Contacts prior to the first movement of the corps on Tour.

10.1 EXECUTIVE LEADERSHIP TEAM

SEATTLE CASCADES EXECUTIVE LEADERSHIP:

- **MICHAEL LEONE**, Executive Director
michael.leone@seattlecascades.org
(425)870-0238
- **RAY SEVERNS**, Corps Director
ray.severns@seattlecascades.org
(503)999-9606
- **JEREMY BENNETT**, Operations Director
jeremy.bennett@seattlecascades.org
(509)366-0472
- **MICHAEL LEWIS**, Tour Director
michael.lewis@seattlecascades.org
(360)640-4114

NYMA BOARD OF DIRECTORS:

- **BRIAN FISHER**, Chairman of the Board
brian.fisher@seattlecascades.org
(727)460-6431
- **LETHA NELSON**, Compliance Officer
letha.nelson@seattlecascades.org
(360) 961-0879
- **SUZANNE SEXTON**, Treasurer
suzanne.roman@seattlecascades.org
- **GARY LYNCH**, Secretary
gary.lynch@seattlecascades.org
- **ROD NELSON**, Director
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- **ED PETKAVICH**, Director
ed.petkavich@seattlecascades.org
- **BRIAN TOOLE**, Director
brian.toole@seattlecascades.org
- **DAVID HAINING**, Director
david.haining@seattlecascades.org
- **DR. TROY BENNEFIELD**, Director
troy.bennefield@seattlecascades.org
- **DR. CLIFFORD A. LIPSCOMB**, Director
clifford.lipscomb@seattlecascades.org

10.2 CONTACT US ONLINE

You can reach us online in a variety of ways and we will respond promptly to all questions or issues.

E-MAIL:

- info@seattlecascades.org
General questions and inquiries
- whistleblower@seattlecascades.org
All reports of harassment, abuse, unethical or illegal behavior.
- board@seattlecascades.org
The NYMA Board of Directors

WEB & SOCIAL MEDIA:

- <https://seattlecascades.org/contactus>
Lists all up to date forms of contact and provides a form to submit questions.
- <https://www.facebook.com/SeattleCascadesDrumCorps>
You can send us a private message through Facebook at any time.
- <https://twitter.com/sCascades>
Our Twitter account is **@sCascades**
- <https://www.instagram.com/seattlecascadesdrumcorps/>
Our Instagram account is **seattlecascadesdrumcorps**

Northwest Youth Music Association / Seattle Cascades Youth Protection Policy

ACKNOWLEDGMENT OF UNDERSTANDING

All Marching Members, instructors, Staff, Volunteers, Directors and other designated representatives of the Northwest Youth Music Association / Seattle Cascades (the Participants) are required to read and understand this written policy statement on youth protection. Any questions should be directed to the Corps Director, President of the NYMA Board of Directors, or a member of the Board of Directors. When instructors, staff, or volunteers are satisfied that they have read and understand this policy, they must sign the attached form and return it to administrative staff for inclusion in their file.

I, _____, (*printed name*)

ACKNOWLEDGE RECEIPT OF THE NYMA/SEATTLE CASCADES YOUTH PROTECTION POLICY.

I HAVE READ AND FULLY UNDERSTAND THIS POLICY.

PARTICIPANT SIGNATURE: _____ DATE: _____

TO BE SIGNED BY PARENT/GUARDIAN IF THE PARTICIPANT IS UNDER 18 YEARS OF AGE

The undersigned parent and/or legal guardian and participant understand that this activity involves certain risks to the participant which the organization attempts to mitigate through this policy. We also understand there are potential risks of which may presently be unknown, and therefore not included in this policy document.

The undersigned parent and/or legal guardian and the participant recognize the importance of this policy and the participant agrees to fully comply with the applicable laws, policies, rules and regulations, and any staff, volunteer, admin or directors instructions regarding participation in this activity.

PARENT SIGNATURE: _____ DATE: _____