



# MEDICAL, SAFETY & OTHER GUIDELINES AND POLICIES

Fusion Core is committed to providing a safe environment for all involved with Core. We have adopted the following guidelines. *The Executive Administration reserves the right to make changes at any time as it deems necessary.*

- Sneakers should be worn at all times during rehearsal by members.
- Zero tolerance for aggressive or hostile behavior (direct or indirect) that creates a reasonable fear of injury to another person or subjects another individual to emotion distress. Damage or theft to another person's property is prohibited.
- "Horseplay" or other conduct that may be dangerous to others is prohibited.
- Derogatory language or harassment of any kind is prohibited.
- Insubordination of any like or kind will not be tolerated towards staff, administration or board of directors.
- Overnight lodging &/or sleeping arrangements when provided or arranged by the corps shall be set by the administration taking into consideration age & gender. All members **under the age of 17** shall sleep in designated areas segregating boys and girls. Over the age of 18 there will be a separate designated area for sleeping which will not require the segregation of boys and girls, however, there will be no cohabitating of any kind at any age. This only means that male/female members do not have to be divided by male/female. If parents or guardians do not want their child over 18 in co-ed sleeping arrangements a written note must be provided to the Director signed by both parent and member. When hotel accommodations are provided at the expense of the corps or paid personally by members, the age for cohabitating is amended to 21 and over. Room checks and/or curfews may be implemented to ensure the safety of all members. This is non-negotiable. If a member should desire to sleep in a hotel vs. a provided school facility while traveling, the member and any member in the room **MUST BE 21 or over**. No exceptions.
- Fire/Emergency Safety Drills may be implemented to ensure that guidelines set forth under Fire Safety are familiar to the membership.

Anyone determined or suspected of violating these guidelines will be subject to prompt disciplinary action up to and including possible suspension or expulsion from corps.

## MEDICAL SUPERVISION

There will be a licensed/certified staff member present for Fusion Core during throughout the season including parades and/or exhibitions. While input from the instructional and administrative staff may be considered, the ultimate decision regarding rest, activity limitations, and return to full activity shall be that of this staff member and the member's personal healthcare provider.

## MEDICAL INFORMATION

Medical information shall be kept private. However, medical information may be communicated to the extent necessary to the provision of effective medical care by the healthcare provider and to ensure the health and safety of program participants. As a result, it may be necessary for the healthcare provider to discuss a corps member's medical information with the appropriate instructional/support staff. For example, providing our meal team with allergies/dietary restrictions.

## COVERAGE FOR MEDICAL CARE

It will be the responsibility of all corps members, staff, and volunteers to pay for any medical expenses that arise from care provided outside of the corps healthcare provider (e.g. emergency department or urgent care visits, prescription or over-the-counter medications, etc.).

## INJURIES OR ILLNESSES AFFECTING PARTICIPATION

If a corps member experiences an injury or exacerbation of a pre-existing medical condition, the certified healthcare staff member shall make the ultimate decision if that member must limit training/performing activities, cease all training/performing activities but shall remain with the Core, or leave the Core completely. Taken into consideration will



be any medical information and advice provided by an outside healthcare provider that has evaluated the corps member. If a member must leave rehearsal or mini-tour, it is the responsibility of the member to pay for transportation home.

### PRE-PARTICIPATION PHYSICAL

Fusion *recommends* that each participant have a pre-participation physical examination by a physician (MD/DO), physician assistant, or nurse practitioner, to verify that she/he contains no contraindications to participate in the activity. The ultimate decision about whether or not an individual is able to participate should be by a healthcare professional. However, the choice is ultimately the responsibility of the individual participant and is not mandatory for participation.

### MEDICAL FORM

Medical History Records forms must be completed by **corps members, staff, and volunteers**. Failure to complete form may result in suspension of membership until such form is turned in.

### MEDICATION

Individuals (corps members, staff, and volunteers) are responsible for providing, storing, and taking their own prescription and over-the-counter medications. Prescription medications must be declared on medical forms. If a medication requires a special storage environment, such as refrigeration, the individual must coordinate with the Director.

Individuals with inhaled medications for asthma (e.g. bronchodilators like albuterol, Ventolin, or Proventil) **MUST** bring two inhalers and spacers. One will be kept by the member, one will be kept by designated volunteer for back-up in an emergency.

Individuals with epinephrine auto-injectors (EpiPen) for allergic reactions **MUST** bring two Auto injectors. One will be kept by the member, one will be kept by designated volunteer for backup in an emergency.

### CONCUSSION (HEAD INJURIES) & OTHER MEDICAL ACCIDENTS/INCIDENTS

- Staff will immediately inform the Director of any member that sustains an injury during rehearsal that involves trauma to the head.
- The staff who witnessed the injury will obtain details, notify Director immediately and assess the member. If symptoms are noted then the member will be excluded from all participation, until such time as the member is medically cleared to return to participation. If the member is under 18, the Director, admin member, certified medical staff will contact the parents immediately.
- Staff member shall complete and file with the Director a Notice of Incident Report Form which will be provided.
- If the member is taken to urgent care or emergency room, the member will be accompanied by a volunteer on the premises.
- The member will then need to follow up with his/her own doctor before returning to physical activity/sports, unless clear guidelines are given by the licensed provider during the initial visit.
- The member cannot participate in any performance or events until they have provided a medical release from a licensed physician. Please note, in the event the physician recommends a prolonged recovery time, the Core reserves the right to find a replacement for his/her position.

If a participant suffers a head injury, she/he should stop the activity immediately and be examined by medical personnel (e.g. athletic trainer, nurse, urgent care provider, emergency department provider). If diagnosed with a concussion, the participant should not participate in activities until she/he is completely symptom-free for 24 hours. Symptoms of concussion include, but are not limited to:

- Physical symptoms: headache, nausea, dizziness, vision or balance problems, sensitivity to light or noise
- Cognitive symptoms: feeling mentally slow or foggy, trouble concentrating, trouble remembering
- Emotional symptoms: irritability, sadness, nervousness, feeling more emotional than usual
- Sleep-related symptoms: sleeping more or less than usual, drowsiness, trouble falling asleep



The participant may go to rehearsal to watch, but should not participate. If symptomatic just watching rehearsal, she/he should rest in a quiet area.

Once the participant has been symptom free for 24 hours, a gradual return to activities should be utilized:

- Day 1 – Low level activity. May participate in morning stretching and warm-up activities, including walking and slow jogging. Should not participate in music, drill or ensemble rehearsal (may watch from sideline as long as remains asymptomatic).
- Day 2 – Increased intensity of jogging or running during warm ups. May participate in non-moving music rehearsals or non-moving guard movements.
- Day 3 – Full participation

The participant should remain symptom free during this progression. If at any point concussion symptoms return, the participant should move back one day in the progression and remain there until symptom free for 24 hours, then move to the next day. Fusion shall not be liable for any injuries caused by a participant's failure to report a suspected concussion or concussion symptoms.

### **ATTIRE/DRESS**

Formal dress codes such as wearing uniforms or other performance attire, will be communicated by staff/admin in advance of performances or shows.

Corps members, volunteers and staff must wear shirts and appropriate footwear at all times. This includes on school grounds, while eating, at truck stops and other public places. At any moment the general public, parents and others may be at our rehearsals &/or show sites. That being said, Fusion requires appropriate clothing be worn at all times. Appropriate clothing includes; comfortable clothing to be able to move and stretch, yoga pants or capris, shorts (no booty shorts), t-shirts at all times, sneakers, sports bras are acceptable (regular bras are not), headwear in summer months. All shorts should be appropriate in length and cannot be folded up.

T-Shirts should not include offensive language, offensive signs, offensive logos etc. The administration reserves the right to ask you to change your clothing if they deem inappropriate and may ask you to leave rehearsal &/or event until such time you are able to change your clothing to meet the standard.

For sleeping, modest pajamas or clothes suitable to be seen in public are expected to be worn. In non- air conditioned locations, males may sleep without a shirt and females may sleep in an athletic top.

### **LOCKER ROOMS & SHOWERS**

When showers are provided at show sites, every effort will be made to schedule time in both male and female locker rooms and showers based on age /gender groups as follows;

- Staff/Admin age 18 & over
- Corps members age 18 & over
- Corps members age 17 & under

Cell phones and electronic devices are not permitted in locker rooms or showers. All corps members, staff and volunteers must be dressed when exiting the locker rooms; towels are not clothes.

### **BUS PROTOCOLS**

When traveling by bus, seat assignments will be arranged in accordance with buddy system age range/gender. No blankets shall be allowed on the bus. All coolers shall be kept out of the aisle and preferably stored under the bus. Drumming on the bus shall be limited to one hour before arriving at location in order to ensure everyone is able to rest as needed traveling to and from.

The assigned bus captain shall be age 21 or older and must sit in the back of the bus and serve as a monitor in addition to the bus driver. The bus captain may be an assigned marching, staff or admin member or assigned adult chaperone. The bus captains are responsible for;

- Ensuring that all people assigned to the bus are present before departure from any location
- Keep order and ensure responsible behavior on the bus in alignment with Fusions Code of Conduct
- Ensure the bus interior is kept clean and neat and free of trash and any hazardous material



## TWOS (BUDDY SYSTEM)

Everyone involved with Fusion must adhere to the rule of two or the buddy system at all times. Buddies must be of the same age range and gender as follows;

- Adults age 18 & over
- Program Participants Age 18-22
- Program Participants Age 23 & over
- Program Participants age 17 and under

Individuals should be alone in bathroom stalls and in their bed/sleeping bags. Refer to sleeping guidelines.

## HEARING PROTECTION

It is highly suggested that the battery and pit/front ensemble members wear appropriate hearing protection during all rehearsals. Fusion shall not be liable for any injuries caused by a participant's failure to use appropriate hearing protection.

## WATER STATIONS

The Corps provides water stations at all times for use. Members are required to bring a red water jug full of water to each rehearsal. Water jugs can be *replenished* at the water stations throughout the rehearsal.

## PRE-REHEARSAL HYDRATION

For many athletes, pre-competition hydration routines tend to be oriented around one main goal, avoiding dehydration. Drum corps is no exception to this. It is important to hydrate appropriately between rehearsal weekends to ensure optimal performance and health. Eating healthy and drinking fluids during the week prior to rehearsal weekends will allow you to be your best during long hot days.

## REHEARSAL HYDRATION

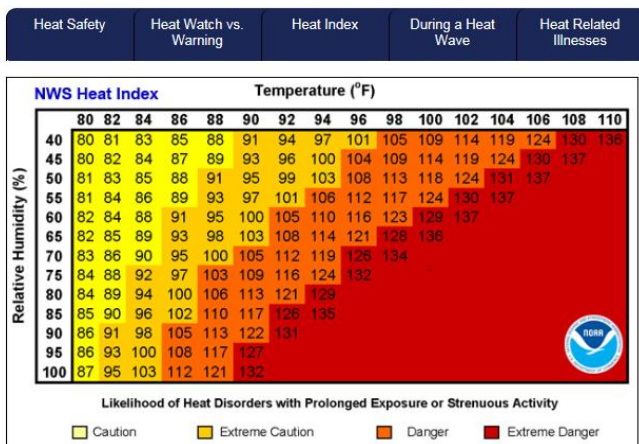
Participants should drink 8-12 fluid ounces of water, 10-15 minutes before exercise (exercise includes marching blocks, music blocks, ensemble blocks, or any other physical activity). Participants should drink at least 8 fluid ounces of water or a sports beverage such as Gatorade (5-8 percent carbohydrate with electrolytes) for every 30 minutes of activity. Hydration breaks must be given no less than every 30 minutes (but may be given more frequently as needed) whether rehearsing inside or outside. When the heat index is 90 or greater hydration breaks must be given every 20 minutes. When the heat index is 100 or greater hydration breaks must be given every 15 minutes. When the heat index is 105 or greater hydration breaks must be given every 10 minutes with fruit and/or Gatorade breaks every hour.

If at any point Admin, staff members or medical personnel determine that participants require more hydration than the above guidelines suggests, then her/his recommendations should be followed.

If the heat index reaches 115 or greater, outdoor rehearsals will be cancelled or moved indoors if available. Additionally, all local/facility rules regarding heat index and rehearsal/practice must be adhered to.

### Heat Index

[Weather.gov](http://Weather.gov) > [Safety](#) > Heat Index



The Heat Index is a measure of how hot it really feels when [relative humidity](#) is factored in with the actual air temperature. To find the Heat Index temperature, look at the Heat Index Chart above or check our [Heat Index Calculator](#). As an example, if the air temperature is 96°F and the relative humidity is 65%, the heat index--how hot it feels--is 121°F. The red area without numbers indicates extreme danger. The National Weather Service will initiate alert procedures when the Heat Index is expected to exceed 105°-110°F (depending on local climate) for at least 2 consecutive days.

\*Handbook may not be published without the written consent of Fusion Core



## HEAT RELATED ILLNESS

High temperatures can present a dangerous situation for members, staff and volunteers, but with reasonable precautions those situations can be mitigated. If necessary, the Director may direct everyone to move to shady/cooler area or she may shut down rehearsal early as a precautionary measure. Member safety will always be our priority.

Symptoms of dehydration as follows should be observed. If you experience any of these symptoms, notify someone immediately. Early detection of dehydration decreases the occurrence and severity of heat illness.

- Dry Mouth
- Thirst
- Irritability
- General Discomfort
- Headache
- Apathy
- Weakness
- Dizziness
- Cramps
- Chills
- Vomiting
- Nausea
- Head or neck heat sensations
- Excessive fatigue and/or decreased performance

### Heat Cramps – cramps that occur during exercise

Treatment:

- Hydrate the member and replace sodium losses with sports drinking or other source of salt
- Relax, stretch, and massage the involved muscle to reduce acute discomfort

Prevention:

- Adequate conditioning, acclimatization, hydration, electrolyte replacement, and appropriate dietary practices.
- Move member to shaded or air-conditioned area to rest
- Remove extra clothing or gear
- Cool with cold water, fans, or cool towels. (Replace every 23 minutes)
- Lay with legs raised above level of heat
- Give member cool/cold fluids to drink if not vomiting
- If symptoms do not improve within 30 minutes, call 911 or send member, volunteer, staff member to hospital.

### Exertional Heat Stroke

High core body temperature along with organ dysfunction. The longer the body is at an elevated temperature, the more dangerous. Temperature is usually 104 degrees or above.

**Symptoms:**

Disorientation, headache, irrational behavior, irritability, emotional instability, confusion, altered consciousness, coma, or seizure.

- Hyperventilation, dizziness, nausea, vomiting, diarrhea, weakness, profuse sweating, dehydration, dry mouth, thirst, muscle cramps, loss of muscle function, and ataxia.
- Call 911. This is a MEDICAL EMERGENCY!
- In meantime, initiate cooling measures “cool first, transport second”.
- Move individual to shaded or air conditioned area to rest
- Remove extra clothing or gear ‘If available, put in tub with cold/ice water; place in cold shower; douse with water from hose.
- Cool with cold water and fans, or cool towels (Replaced every 23 minutes), lay with legs raised above level of heart
- Give individual cool/cold fluids to drink if not vomiting.
- Cool until individual begins to shiver OR for 1520 minutes of active cooling OR medical help arrives.



## LIGHTING PROTOCOL

It is imperative that all personnel are aware of lightning hazards and the specific safety shelter for their venue. If lightning is noted to be seven miles away or less, all outdoor activities must stop and participants must move to a safe area. If lightning is in the area members, volunteers and staff shall immediately put down all metal instruments of all types including, brass instruments, drums, flag poles etc. and seek shelter inside a building, vehicle or other available safe harbor. In the event of inclement weather with the threat of lightening, a dedicated staff member will be asked to monitor the movement of lightening with a weather app and he/she will keep all staff/admin updated and a decision will be made accordingly.

## MEALS

It is the responsibility of participants to provide their own meals and snacks. Members shall receive at least 45 minutes for lunch and dinner breaks. It is highly suggested for participants to pack a cooler with healthy foods and snacks.

## SMOKING/VAPING

Smoking and/or vaping is prohibited on school grounds which is where the majority of our rehearsals are held, furthermore smoking/vaping is prohibited within the vicinity of any rehearsal areas. Smoking is harmful to your health and can cause serious problems to any member who may be asthmatic.

## NO WEAPONS

No weapons or dangerous materials are to be brought to any Fusion program or activities. This includes, but is not limited to, guns, knives, pepper spray, mace, explosives, and similar items.

## NO BULLYING, HAZING OR RISKY BEHAVIOR

No bullying, hazing, or risky behavior at any time for any reason while participating in any Fusion program including off season. This includes reckless, careless driving (*i.e.* 360s in the parking lot, speeding into rehearsal, etc.)

Bullying is defined as unwanted, aggressive behavior that involves a real or perceived power imbalance to influence or intimidate someone, typically to force him/her to do what the bully wants. Bullying can be verbal, physical, or social in nature. Verbal bullying is saying or writing mean things, and includes, but is not limited to; teasing, name-calling, taunting, inappropriate racist or sexist comments, and threatening to cause harm. Physical bullying involves hurting a person's body or possessions and includes, but is not limited to; hitting/kicking/pushing, spitting, tripping, taking or breaking/damaging someone's belongings and making mean or rude hand gestures. Social bullying involves attempts to hurt someone's reputation or relationships and includes, but is not limited to: leaving someone out on purpose, embarrassing someone publically including online.

Hazing can be thought of as bullying with tradition. Hazing is defined as any action taken or any situation created intentionally with the intent to cause embarrassment, humiliation, degradation, harassment, ridicule, or mental, emotional or physical duress, risk of harm, or actual harm to members of a group, regardless of a person's or group's willingness to participate.

Risky behavior or risk-taking behavior are those behaviors with a perceived uncertainty about their outcome and/or about possible benefits or costs for the physical, economic or psycho-social well-being of oneself or others. Risky behaviors include those that may cause harm to oneself as a result of peer pressure or the seeking of attention. Examples of risky behavior include distracted driving, sexting, hooking up with strangers, and engaging in various other peer pressure type challenges.

## TRAVELING/TRANSPORTATION

The Corps Director reserves the right to request written permission from parent/or guardian if a member chooses to travel with a fellow member to a core event rather than being on the bus. It is understood that Fusion and the Corps are not responsible for traveling to and from rehearsal and or traveling to shows in transportation in any vehicle other than that provided by the organization.

## TRANSPORTATION SAFETY POLICY

Fusion is committed to safe and efficient travel for its drum corps. Fusion complies with all federal, state, and local driving laws and regulations. Guidelines include but are not limited to;

- Obeying speed limits and bridge and tunnel limits and regulations.



- Ensuring proper licensing and background checks for all volunteer drivers.
- Ensuring proper registration and insurance for vehicles and trailers.
- Conducting preventative maintenance of vehicles and trailers according to the recommended manufacturer schedule and making repairs timely.
- Ensuring safe towing practices for trailers.
- Keeping/maintaining driving logs.
- Prohibiting distracted driving or driving under the influence of alcohol or drugs.
- Requiring drivers to be well rested.
- Making sure vehicles and trailers are loaded and unloaded safely, are within weight limits, and are appropriately balanced for travel.

## Driver Guidelines and Reporting Requirements

- Fusion vehicles are to be driven by authorized drivers only, except in the case of repair testing by a mechanic.
- Any driver who has a driver's license revoked or suspended shall immediately notify the Director &/or Transportation Manager, and immediately discontinue operation of the vehicle.
- All accidents in Fusion vehicles, regardless of severity, must be reported to the police and to the Director &/or Transportation Manager. Accidents are to be reported immediately (from the scene, during the same day, or as soon as practical if immediate or same day reporting is not possible. Accidents in personal vehicles, authorized by Fusion, while on Fusion business must follow these same accident procedures. Note, it is the responsibility of each vehicle owner while using personal vehicle for Fusion business to insure their vehicles in accordance with laws of registration state. Fusion is not responsible for any damage to person &/or vehicle in the event of an accident or incident involving owned vehicles.
- Volunteers who drive on Corps business must abide by all state or local laws prohibiting or limiting mobile device use while driving. Even if usage is permitted by law, the Company does not condone the use of mobile devices while driving. "Use" includes, but is not limited to, talking or listening to another person or sending an electronic or text message via the mobile device. Employees should never put themselves or others at risk in order to fulfill business needs, but if it is necessary to use a mobile device while driving, employees are encouraged to exercise caution and use a hands-free option. Employees who are charged with traffic violations resulting from the use of their mobile devices while driving will be held solely responsible for any liability that arises from such actions.
- Drivers must report all ticket violations received during the operation of a Fusion vehicle, or while driving a personal vehicle on company business, within 72 hours to the Director &/or Transportation Manager. All ticket violations &/or moving violations ensuing in fines &/or penalties are the responsibility of the driver and not Fusion Core.
- Fusion business is defined as driving at the direction, or for the benefit, of Fusion Core. It does not include membership or others transporting themselves to or from rehearsals, shows, parades or other events associated with the organization.

## TRANSPORTATION TO & FROM

Fusion Core does not arrange transportation to or from rehearsals, housing, select parades and select events. It is the responsibility of each participant to make their own arrangements for transportation. If you or your parents (if under the age of 18) choose to carpool to and from events it is the individual's responsibility to ensure adequate licensing. Insurance claims are the responsibility of owner and/or driver of the vehicle and not that of Fusion Core.

## DRUGS & ALCOHOL RESTRICTIONS

Use of illegal drugs is **STRICTLY** forbidden and is considered grounds for dismissal. Use of alcoholic beverages is forbidden by all members under the age of twenty-one (21); we reserve the right to search personal belongings in the event alcohol use by minors is suspected. Use of alcoholic beverages is forbidden by all members before and during rehearsal time, or prior to a performance. For those age twenty-one (21) and above, we expect members to be sensible and responsible. **DO NOT DRINK AND DRIVE.** Use of alcohol or tobacco is strictly prohibited at any schools the corps should use for rehearsals or any performances.



## **FIRE/EMERGENCY SAFETY**

In the event of a fire or emergency all members should **immediately exit the facilities** by the closest exit (closing any doors behind them) in an orderly fashion. **Gather directly across street adjacent to main entrance of building in order to make sure all traveling with corps are accounted for.** Use the shortest route and safest route to exit. If staying in a hotel, review fire exits provided in room immediately to be familiar with emergency evacuation plan posted and exit routes.

## **POLICY FOR MANDATORY REPORTING OF CHLD ABUSE, SEXUAL ABUSE & THREATS**

Fusion is committed to providing a safe environment for the people who participate in our programs. Administrative, staff and marching members over the age of 21 are required to undergo a background check and take a sexual harassment training course. We are also responsible to report suspected abuse, as well as threats of harm or danger to any of our members. Any Fusion staff member, contractor, independent contractor or volunteer who works in direct contact with youth is considered a mandatory reporter of child abuse, and has the responsibility to immediately report any suspected abuse of a child under the age of 18 to local Child Protective Services.

Staff, contractors, and volunteers who become aware of suspected child abuse are required to submit a written report to the Director who will take the necessary legal actions required by law.

There are no private or privileged communications between Fusion staff, contractors, volunteers, and minors under age 18 when such communications concern child abuse, sexual abuse or neglect; or a child presents a risk of danger to self or others.

Threats of danger to self or others includes, but is not limited to, threats of suicide, observed inability or unwillingness to protect oneself from known risks, statements of intent to inflict harm on another or others, observed actual or attempted harm to another, etc. CAPTA mandates “minimum definitions” for child abuse and sexual abuse. Abuse or neglect is any recent act or failure to act resulting in imminent risk of serious harm, death, serious physical harm, sexual abuse, or exploitation of a child (usually a person under the age of 18) by a parent or caretaker who is responsible for the child’s welfare.

Sexual abuse is defined as employment, use persuasion, inducement, enticement, or coercion of a child to engage in, or assist any other person to engage in, any sexually explicit conduct or any simulation of such conduct for the purpose of producing any visual depiction of such conduct; or rape, and in cases of caretaker or inter-familial relationships, statutory molestation, prostitution, or other form of sexual exploitation of children or incest with children.

If you are unclear about your reporting responsibilities or are in need of guidance or assistance, contact Core Director, Holly Marino or Shea Costello for more information.

## **COMMUNICATION WITH THE MEDIA/ MEDIA RELATIONS**

In order to ensure that all information about the organization provided to the media and other related parties is accurate, non-confidential and in compliance with all applicable laws, contact with the media and such other parties is restricted to such persons who may be designated as spokespersons for the organization. If a member of the press or an investor contacts you to discuss the Organization or any of its subsidiaries or vendors, please contact the Director before responding to any questions or requests for interviews. Note the person’s name, telephone number, the name of the publication or company, the applicable deadline and the nature of the inquiry. Once contacted, the Company will provide guidance regarding an appropriate response.

## **VIDEOTAPING/PHOTOGRAPHS**

Fusion, DCA and/or other associated persons or organizations may videotape or photograph your image for use on the intranet or internet sites, newsletters or client marketing materials or social media sites. Participants will not be informed in advance of the specific use of such image and no special compensation will be provided. Unless the employee specifically objects to such use, consent is presumed.

Videotaping of performances is allowed for educational purposes only and cannot be posted on any social media sites due to music rights. If videos are posted for other than educational purposes, sound cannot be included and permission must be granted to do such by the Director in writing





## HARRASSMENT & DISCRIMINATION POLICY

The treatment of all with respect and dignity are important to any organization. Harassment of any kind and any other form of discrimination is prohibited. The Fusion Core Organization has a zero-tolerance policy for harassment or discrimination on the basis of sex or gender of any member, volunteer or instructional staff or other 3rd party associated with or affiliated with the organization. These zero tolerances for harassing or discriminatory conduct also applies to harassment or discrimination on the basis of race, color, age, marital status, sexual preference, religion, disability or any other characteristic protected by law. Any conduct which is inappropriate, demeaning or disruptive will not be tolerated. We expect everyone to act with mutual respect and concern for each other and in compliance with our policy prohibiting discrimination. It is everyone's responsibility to avoid acts of harassment or disrespect. **This includes racial/sexual or any other derogatory comments.** Any violation of Fusion Core's non-harassment and alcohol/illegal drug polices will result in immediate expulsion from the corps. Expelled members are responsible for arranging their own transportation home regardless of the location of the Corps, and will forfeit all dues/fees paid. Also note, any sexual or romantic involvement between adult members, staff and volunteers less than 18 years of age is unacceptable and prohibited. Failure of any person to comply with this policy is grounds for immediate dismissal. In such cases, the Director will notify the parents/legal guardian of the minor.

## SEXUAL HARASSMENT POLICY

Fusion is committed to providing a discrimination free environment for corps members, program participants, employees, contractors, volunteers, and alumni at every Fusion function, program, activity, and event. In keeping with this commitment, Fusion will not tolerate harassment of corps members, employees, contractors, volunteers, or alumni.

For purposes of all Fusion activities and programs, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature where:

Submission to such conduct is made either explicitly or implicitly a condition to participate in any Fusion participation, field operations, activities or programs: or

Submission to or rejection of such conduct is used as a basis for decisions affecting terms and conditions of employment or whether particular individuals will participate in any Fusion functions, activities or programs; or  
Such conduct has the effect of creating a hostile, intimidating, or offensive environment which may tend to interfere with a person's participation at Fusion or participation in and/or receipt of any intended benefit of Fusion participation, functions, activities, or programs.

For purposes of the foregoing definition, the term "participants(s)" shall include corps members, program participants, contractors, sub-contractors, volunteers, alumni, and/or anyone attending any Fusion functions, activities, or programs, or who have or seek to have an ongoing participation in any organization or program directly affiliated with Fusion by name.

For the purposes of this policy, the phrase "verbal or physical conduct of a sexual nature" includes, but is not limited to:

- Verbal conduct, including epithets, derogatory comments, or slurs, and
- Physical conduct, including assaults, impeding or blocking movements, or physical interference with normal activities in the context of any Fusion functions, activities, and programs, and
- Visual harassment, such as derogatory posters, cartoons, or drawings.

Fusion's sexual harassment policy is intended to apply to all "participants" as defined above as well as to all paid Fusion staff (sub-contractors, contractors) who interact with "participants" in the course of fulfilling their duties and/or as volunteers themselves.

Sexual harassment can occur male to female, male to male, female to male, and female to female.

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

- Repeated, unwelcome, and/or offensive sexual flirtations, advances or propositions;
- Continued or repeated verbal abuse or insults of a sexual nature;



- Continued or repeated graphic verbal commentaries about a person’s body;
- Display of sexually suggestive objects or pictures;
- Continued or repeated suggestive sexual comments or remarks;
- Continued or repeated insults, humor, or jokes about a person’s sex 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, and sufficiently severe and pervasive as to alter the conditions of the Fusion functions, activities, or programs, and creates an abusive, hostile, intimidating, or offensive environment.

## REPORTING PROCEDURE

Fusion asks that a report be made whenever a Fusion participant feels that he or she has experienced sexual harassment as defined in this policy, or whenever an individual believes she or he has witnessed sexual harassment of another individual. A report must be made if the victim of the harassment is a Fusion volunteer or staff member. The report shall be made to the Director, Holly Marino or Shea Costello. This report can be made orally or in writing and should contain all pertinent information. Following receipt of a report of sexual harassment, the Director is responsible for:

- Ensuring that a prompt investigation is conducted as set forth below.
- Determining the appropriate remedies as set forth below, if the behavior is determined to be harassment.
- Creating a written report which contains all pertinent information and sending a copy of this report to the Board of Directors and the Fusion staff member in charge of field operations if applicable.

## Investigation

The allegations of sexual harassment will be investigated in a prompt, thorough, and objective fashion assuring the most confidentiality possible. In most cases, an investigation will consist of an interview with the complaining party, the alleged harasser, any witnesses to the conduct, and any other person who may possibly have information relevant to the complaint. Refusal to participate or cooperate in an investigation of sexual harassment is grounds for the immediate suspension or termination of employment and/or dismissal from any and all involvement with Fusion events, activities, programs and functions.

## Remedies

Remedies for sexual harassment shall be designed to ensure that the harassment is effectively eliminated. Sanctions will be appropriate to the seriousness of the conduct and may include, but is not limited to:

- Putting an immediate stop to any activity which qualifies as sexual harassment;
- Limiting contact between the victim and the harasser;
- Reprimand to the harasser;
- Apologies from the harasser to the victim;
- Requesting the harasser to leave the Fusion event; suspension or probation of the harasser for a designated period of time; or terminating the harasser’s involvement with Fusion permanently.

## Non-Retaliation

Retaliation against any party involved – the accused, accuser, witnesses, and investigators – will not be tolerated and is a violation of this policy. Persons who violate Fusion’s non-retaliation policy will be disciplined or terminated from their association with Fusion.

## CONFIDENTIAL INFORMATION

Information regarding Fusion received by staff program participants, or volunteers prior to release to the general public should be kept confidential until an official public release is made. This means refraining from sharing the information verbally or in writing including on the internet and via social media.



## FUSION CORE'S LGBTQ STATEMENT OF INCLUSIVITY

Fusion Core strives to create a fully inclusive culture and environment that values equality and fosters respect for all people. In alignment with our values, vision and mission, Fusion Core welcomes all persons, regardless of their sexual orientation or gender identity, as members and as full participants in our program.

Youth is a time of exploration and identity formation. We encourage our members to develop self-confidence, embrace their creativity, explore their surroundings and create relationships with those that may be different from them.

During childhood and adolescents, deeply held aspects of identity like one's gender or sexual orientation can be questioned. Children and youth's exploration of their identities and interests is a normal part of their development. Fusion Core embraces diversity and we welcome all members and hope that through their experience, they will discover more about the person they want to become.

### **Is it required for a parent/guardian to disclose to Fusion Core Director upon registering that their child is transgender?**

It is not required that a parent/guardian inform us that their child is transgender. However, being made aware of a transgender member will allow our staff to be prepared so we can put forth our best effort to aid the member so he/she can have a positive experience at Fusion Core.

Staff will not discuss the gender of a member in any situation where it is not pertinent or appropriate to do so. (Calling attention to something that is particularly EXCLUSIVE is not in keeping with the INCLUSIVE nature of the Core environment we create.) Only the admin, health personnel and key staff if needed will be made aware a particular member is transgender and this information will remain confidential, as would specific medical information for any member.

### **Which bathroom do members use?**

Members/Staff use the bathroom that corresponds with their stated gender. Any member/staff who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single user restroom. However, no member/staff shall be required to use such a restroom because they are transgender or gender nonconforming.

### **What is the sleeping arrangement for transgender members?**

Members typically sleep in lodging areas according to their gender. Note: There is not a "one-size-fits-all" housing policy for transgender or gender non-conforming youth. It is vitally important to openly communicate with the members about their needs and desires in order to create the best solution. Some transgender members may feel more comfortable housing with the gender that correlates with their full-time presentation and identity, others with their biological sex. Some may want to room with a few select friends and some, if given the option, may prefer their own room, unfortunately, it is not Fusion Core's policy to permit any member under the age of 21 to be in their own room so in that case, the member may choose to stay in a room with an adult chaperone.

### **What about locker rooms and showering?**

Some venues may be "open" locker rooms in which members change clothes in open areas. Should any member feel uncomfortable in this situation and no private area is available, the member can change in a shut stall or in a private classroom if available (i.e. bathroom/bus stall).

Members may be subject to open showers. Should the member feel uncomfortable, we suggest wearing swimwear. If the member is still uncomfortable in the open shower scenario, we suggest bringing gallon sized water jugs and a wash cloth so they can wash up after the long hot day.



**Will Fusion Core inform parents of members if their children are assigned to the lodging area with a transgender member?**

Simply put, no. Fusion Core takes member privacy very seriously and this would be in breach of the transgender member's privacy.

**How will staff be informed of this policy and be prepared to host a transgender member?**

While we do not have formal training in place at this moment, it is our goal to have staff training which will include a session regarding transgender members. This policy will be discussed, along with rationale and training for providing transgender members with an emotionally and physically safe environment.



## INCIDENT REPORT

Use this form to document injuries, medical situations, or student behavior incidents. Report should be completed within 24 hours of the event if not sooner. Submit completed form to safety person and director.

INFORMATION ABOUT PERSON(S) INVOLVED IN THE INCIDENT			
Full Name			
Home Address			
Student	Staff	Visitor	Volunteer
Phone #	(Home)	(Cell)	(Other)
INFORMATION ABOUT THE INCIDENT			
Date of Incident	Time	Police Notified	Yes No
Location of Incident			
Description of incident (what happened, how it happened, factors leading to the event, etc.) Please be specific as possible.			
Were there any witnesses to the incident?		Yes	No
If Yes, please list names, addresses & phone numbers			
Was the individual injured? If so, describe the injury (laceration, sprain etc.) the part of the body injured, and any other information known about the injuries or incident.			
Was medical treatment provided?		Yes	No Refused
If yes, where was treatment provided: On Site Urgent Care Emergency Room Other			
What was the name of the facility injured individual taken to?			
REPORTER INFORMATION			
Individual Submitting Report (Print Name)			
Signature			
Date Report Completed			
REPORT RECEIVED BY			
Individual Receiving Report (Print Name)			
Signature			
Date Report Received			

