

Hawthorne Caballeros



Membership Policies

and

Parent Handbook



Welcome to the Hawthorne Caballeros Drum and Bugle Corps! Our mission is to provide an environment for members of all ages that fosters continued education in the performing arts. We have won 49 State, 16 National, and 10 World Championships since our founding in 1946. Our world class and extremely talented staff is excited to welcome you or your child into our family. The Caballeros is a wonderful place for anyone to continue learning and growing in the marching arts outside of a scholastic setting. This handbook should serve as a guideline for you or your child's membership in the drum corps as well as set forth the expectations and commitment of all of the Hawthorne Caballeros members. For any questions you have that are not answered in this handbook you can reach out to the membership manager Michele Parrino at michele@hawthornecaballeros.org

What to expect?

We start our season in November with an open house where everyone is welcome to come learn and train with our staff to see the day-to-day operations of the drum corps. During the Winter season we meet about once a month for an indoor music rehearsal through March and twice in April depending on which section you or your child are auditioning to join. The Caption Heads and Staff of each individual section may send out virtual assignments or virtual meetings at their discretion during this time period. Starting in April outdoor rehearsals begin where members start honing their marching skills and start the process of learning the field show. In May and June full ensemble rehearsals begin where all sections practice together and the full production starts to come together. End of June through mid-August is competition season where we travel to different places along the East Coast and compete with other drum corps in our circuit. The Hawthorne Caballeros rehearse every Friday evening, Saturday and Sunday starting in May. **It is critical that every performer is in attendance at all rehearsals and performances.**

Attendance Policy

All scheduled rehearsals, performances, parades, competitions, and appearances are mandatory for every member of the Hawthorne Caballeros Drum and Bugle Corps. During the winter and spring season we believe scholastic commitments should take priority over drum corps commitments. However, we ask that starting in May the commitment to the drum corps takes priority over all else. All anticipated absences must be communicated to the Membership Manager and Caption Head a minimum of 2 weeks in advance through the absence request form. The request will be reviewed and approved by the caption head. If the absence is not approved and the member still misses rehearsal, it will result in an “unexcused absence” on the members record. Any absences that are not communicated to the drum corps in advance will automatically be unexcused.

Multiple unexcused absences will result in a change to “alternate” status, and excessive unexcused absences will result in termination of the members contract. Alternate status means that a member will still participate in rehearsal with the corps but their position could be filled by another member or recruit that is in good standing. Alternates are not guaranteed participation in competitions. Good standing may be earned back at the discretion of the Caption Head and approved by the Executive Board. Any member at risk of being placed on alternate status will be given fair warning.

Acceptable reasons for excused absences include: illness, death in the family, and academic commitments that are unavoidable. All personal time (such as work, vacations, family gatherings, birthday parties, etc.) must be scheduled to avoid conflicting with the drum corps schedule. Other requests will be evaluated on a case-by-case basis. Early and frequent communication about conflicts is appreciated.

Audition & Contracting Process

Each caption head will dictate the audition and contracting process for their section. There are a limited number of spots available in each section of the drum corps. Auditions are necessary to ensure that each member is given a position that is equal to their talent and ability. Once a member is offered a spot they will be given a contract to sign that includes our membership policies, the attendance policy, financial plan, equipment release, health forms, and member safety policy. For members under the age of 18 parents/guardians will have to review and sign this policy as well as the member. Some auditionees may be contracted as alternates. This could be due to an excess of auditionees in a given section, or other various reasons such as scheduling conflicts. Alternates are expected to rehearse with the drum corps equally as with the fully contracted members as they could be called upon to fill an open position at any given time.

Communication

All official corps information will be communicated either by email, or through the Band app. The Band app can be found in any app store, and it is free to sign up. Once the season is rolling all members will be required to be on the Band app so they can get important information like schedules. Parents are encouraged to join the Band app Parent & Volunteer group so they can also have access to all important information that is shared by the administration.

Financial Obligation

Our Registration/Audition fee is a non-refundable \$75 due prior to the member's first rehearsal camp. The tuition fee for the 2024 season is \$1900. This fee covers facilities, equipment, professional instruction, insurance, uniforms, all corps provided meals, bussing to the Landisville and Reading competitions, transportation and accommodations for World Championships in Indianapolis, and more. This fee does not include any accessory items that are required as part of a members uniform such as, marching/movement shoes, sombrero (hat), gloves, undergarments for underneath the uniform, or makeup for the colorguard. Prices and requirements for those items will be discussed after the member is offered a membership contract.

Tuition Payment Plans

- Pay In Full Up Front: \$1650
 - Receive a \$250 discount on total, payment due at time of contract signing
- Pay in 4 Installments: \$1700
 - Receive a \$200 discount on total, \$425 per payment
- Pay in 6 Installments: \$1800
 - Receive a \$100 discount on total, \$300 per payment
- Pay in 8 Installments: \$1900
 - No Discount, \$240 for the first 7 payments, and \$220 for the final payment

Once a member is contracted we will set up an invoice on Square which will be sent to the member and parent/guardian (if applicable) for payment. Members who have not signed a contract and committed to a payment plan will pay a \$75 camp fee to attend camps until a contract is offered. The camp fee will be applied to their tuition at contract signing.

Some fundraising opportunities to help raise money towards the tuition obligation will be available throughout the season. Scholarship opportunities will be explored for members in need who show

they are making every effort to participate in fundraising and fulfill their membership commitments. Financial hardship must be discussed up front and a payment plan or process should be decided AT the time of contract signing, not after failure to pay.

All fees or tuition paid to the drum corps are NON-REFUNDABLE.

Participation in fundraisers may be required for each member to fulfill a fundraising obligation to the drum corps' general fund on an as-needed basis.

Housing, Meals, Transportation

Whenever possible the corps will provide free housing to members traveling from a distance on Friday and/or Saturday nights. Members may also choose to stay with other members who live locally to the areas where we rehearse. The Caballeros will provide meals as frequently as possible and will communicate in advance if meals will not be offered. Any meals provided will be included in the membership dues. Buses will be provided at no additional expense for the Landisville, PA and Reading, PA competitions. **It is expected that all members will ride the bus from Hawthorne to these performances, and back to Hawthorne for rehearsal the next day.**

Member Leadership

The membership of the drum corps is led by the Head Drum Major and their team of assistant drum majors. Each individual section also has captains and section leaders who are responsible for the members in their section. These leaders are veteran members of the drum corps and have been selected by the staff as people who are responsible and capable of communicating important information with their respective sections. Members should first communicate their needs or issues with their section leader or captain. If the section leader or captain cannot assist, they will go to the drum major team. The drum majors work directly with the staff and administration to ensure that everyone is set up for success throughout the season.

Member Safety

We take the health & safety of our members very seriously. The Caballeros is a safe place for people of all walks of life and we continue to strive towards a happy and healthy environment for all our members. All staff, volunteers, and members over the age of 18 are required to complete a background check before participating in corps activities. In addition to background checks all members and staff will be required to complete SafeSport which covers Mandatory Reporting, Sexual

Misconduct Awareness, and Emotional and Physical Misconduct Awareness. More information about SafeSport can be found at: www.uscenterforsafesport.org. A full copy of our member and staff safety policy as well as an incident reporting form can be found on our website: www.hawthornecaballeros.org under the heading Member Safety Policies. Any and all sexual harassment complaints should be immediately reported to the membership manager or any member of the executive board. If you are uncomfortable making the report in person or the complaint is on behalf of something you witnessed, the incident report called "Whistleblowers Form" is available at www.hawthornecaballeros.org. Reports can be made anonymously.

Operational Guidelines

The Hawthorne Caballeros are excited to have become a member of the Drum Corps International (DCI) All-Age Division, and as such we will be participating and competing in the DCI circuit during the 2024 season including a final championship performance at Lucas Oil Stadium in Indianapolis, Indiana. The Caballeros are required to adhere to all policies and procedures set forth by DCI. More information about DCI policies, procedures, and by-laws can be found on their website www.dci.org/static/bylaws-policies-procedures

Parent Participation

Many hands make light work, and as such we are always looking for volunteers. Parents are always welcome to help out as much or as little as you would like. We are always looking for help in many areas including but not limited to: truck drivers, meals, uniforms, moving equipment, constructing props, and getting the corps on and off the field. There are some opportunities to volunteer hours in exchange for a reduction in your child's tuition. These opportunities can be discussed with the Operations Manager, Volunteer Coordinator, or General Manager.

Caballeros 2024 Schedule

SUBJECT TO CHANGE

Date	Location	Event
November 25, 2023	PCTI - Wayne	Open House
November 26, 2023	PCTI - Wayne	Open House
December 2, 2023	Ramsey, NJ	Camp Weekend
December 3, 2023	Ramsey, NJ	Camp Weekend (Parent Meeting in PM)
January 6, 2024	PCTI - Wayne	Camp Weekend
January 7, 2024	PCTI - Wayne	Camp Weekend
February 3, 2024	PCTI - Wayne	Camp Weekend
February 4, 2024	PCTI - Wayne	Camp Weekend
February 25, 2024	PCTI - Wayne	Sunday Only
March 9, 2024	PCTI - Wayne	Morristown Parade & Rehearsal
March 10, 2024	PCTI - Wayne	Rehearsal
April 6, 2024		Camp Weekend
April 7, 2024		Camp Weekend
April 27, 2024		Camp Weekend & Guard Auditions
April 28, 2024		Camp Weekend & Guard Auditions
May 3, 2024		Friday Sectionals
May 4, 2024		Camp Weekend
May 5, 2024		Camp Weekend
May 10, 2024		Friday Sectionals
May 11, 2024		Camp Weekend
May 12, 2024		Camp Weekend
May 17, 2024		Friday Sectionals
May 18, 2024		Secaucus Parade, Camp Weekend
May 19, 2024		Camp Weekend
May 24, 2024		Friday Sectionals
May 25, 2024		Camp Weekend
May 26, 2024		Parade & Rehearsal
May 27, 2024		Memorial Day Parades & Concert in Hawthorne
May 31, 2024		Friday Sectionals
June 1, 2024		Camp Weekend
June 2, 2024		Camp Weekend

June 7, 2024		AWAY Camp Weekend
June 8, 2024		AWAY Camp Weekend
June 9, 2024		AWAY Camp Weekend
June 14, 2024		Full Ensemble Rehearsal
June 15, 2024		Camp Weekend
June 16, 2024		Camp Weekend
June 21, 2024		Full Ensemble Rehearsal
June 22, 2024		Camp Weekend
June 23, 2024		Camp Weekend
June 28, 2024		Full Ensemble Rehearsal
June 29, 2024	Bridgeport, CT	Rehearsal & Barnum Festival Contest
June 30, 2024	Bridgeport, CT	Barnum Parade
July 4, 2024		4th of July Parades
July 5, 2024		Possible Full Rehearsal Day
July 6, 2024		Full Rehearsal Day
July 7, 2024		Full Rehearsal Day
July 12, 2024		Full Ensemble Rehearsal
July 13, 2024	Clifton, NJ	Rehearsal & Drum Corps Grand Prix
July 14, 2024		Full Ensemble Rehearsal
July 19, 2024		Full Ensemble Rehearsal
July 20, 2024	Landisville, PA	Rehearsal & Landisville Contest
July 21, 2024		Full Ensemble Rehearsal
July 26, 2024		Full Ensemble Rehearsal
July 27, 2024		Rehearsal & Mount Olive Contest
July 28, 2024		Full Ensemble Rehearsal
August 2, 2024		Full Ensemble Rehearsal
August 3, 2024		Full Ensemble Rehearsal
August 4, 2024	Reading, PA	Rehearsal & Reading Contest
August 6, 2024	New Jersey	Full Ensemble Rehearsal
August 7, 2024	New Jersey	Championships Rehearsal
August 8, 2024	Indianapolis, IN	Championships Rehearsal
August 9, 2024	Indianapolis, IN	Championships Rehearsal
August 10, 2024	Indianapolis, IN	Championships