



Member Agreement

I. Introduction

Welcome to LINEA Percussion! You have been offered this contract because of your dedication to excellence and outstanding performance ability. In order to become a member of this ensemble you must read and sign this membership contract and turn in all accompanying forms. This contract is designed to make an agreement between the staff and members that will uphold the high standard of excellence and production of success that LINEA has worked so hard to achieve.

II. Age Policy

No member of the percussion ensemble shall be under the age of 12 as of 12:01 AM on 1 January, 2020 or over the age of 22 as of 12:01 AM on 1 April 2020. These policies reflect those of the WGI Eligibility requirements (see WGI Percussion Ensemble Contest Rules - 2019: 1.1)

III. Financial Responsibilities

Operational costs, competition costs, equipment transportation, storage expenses, and design costs are dependent on timely execution of member payments. Except on certain occasions, LINEA cannot provide meals for its members. LINEA will make every attempt to provide at least one meal on performance and camp days.

A. Payments

Members shall agree to pay the following required payments for the 2020 season:

Program payment: \$600.00

Shoe payment: \$50.00

Payments can be paid by credit card on the following dates of every month via online invoice. Invoices may be paid by cash or check at the rehearsal closest to the due date of the invoice. All money is directly provided to the LINEA Arts. Each family (or cast member 18 or older) can reduce their fee by \$100 through designated volunteer activities with the group. No money will pass through any instructional or support staff member. This ensures the highest transparency in how our payments are collected. The following payment schedule shall be honored by the cast member:

Date	New Cast Member Payment	Veteran Cast Member
15 Nov, 2019	\$250 (includes shoe payment if needed)	\$250 (includes shoe payment if needed)
13 Dec, 2019	\$200.00	\$200.00
10 Jan, 2020	\$100.00	\$50.00
4 April, 2020	\$100.00 (if volunteer requirement not met)	\$100.00 (if volunteer requirement not met)
Total:	\$650 (\$600 if shoes are already owned)	\$600 (\$550 if shoes are already owned)

B. Payment schedule

If members would like to pay in full, this may be done at any time. Cash for any payment will only be accepted in an envelope labeled with the member's name and payment and provided to the Director, Assistant Director, or Treasurer.

C. Exceptions, Waivers, and Alternate Timelines

We understand that things can sometimes provide a barrier for fulfilling the financial obligation. If you need a modification to the payment schedule, please make a request directly to the Director of Charitable Giving. All modifications to the payment schedule are agreed upon by the board to ensure fairness.

IV. Attendance Policy

A. Absence / Tardy requests

All rehearsals and performances of the LINEA season are mandatory. A missing or late member of the group unfairly effects rehearsal productivity for all personnel. Permission to miss all or part of a rehearsal must be requested in writing via email using the appropriate form. Submitting a request for absence does not constitute permission to miss a rehearsal or performance. Requests to miss a performance will be handled much more stringently. Out of respect for the group, members are urged to avoid performance conflicts at all costs and attempt to submit absence requests at the earliest possible date. Significant conflicts will have a direct impact on your role within the group. Written requests for absence or tardiness must be submitted in one or more of the following ways:

Long-term request: The member agrees to submit (in writing) a list of conflict dates throughout the season. These include conflicts related to academic obligations, drum and bugle corps camps, graduations, weddings, religious observances, and legal obligations. Vacations, most extra-curricular performance ensembles, and work are *very rarely* excused. Request should be made via email to the director. Visit www.lineaarts.org for contact information. The deadline for submission of conflicts shall be on 1 December 2019. Submitting a list of conflicts does not constitute permission to miss rehearsal. A staff member will contact you to discuss.

Short-term request: (Rehearsals only) Members may request absence from rehearsal via email no later than 48 hours before a rehearsal (for example, the deadline for a 5:30PM rehearsal on Friday is 5:30PM on Wednesday). This email must explain the nature and reason of the conflict as well as the extent of the conflict (late, leaving early, return time, etc.). Submit your request via email. Emails must be addressed to the Ensemble Director, Caption Head, section coordinator, and copied to the section leader. Again, sending an email does not constitute permission to miss a rehearsal.

Emergency request: In case of emergencies such as serious illness, a death, serious injury in the family, car accidents, and other unforeseeable issues, an emergency request for absence can be made via phone after the short-term request deadline (<48 hours before an event). To make an emergency request for absence, members must text/call Assistant Director Craig Harris at (623) 399-2608.

B. Schedule

Rehearsals typically begin on Friday evenings at 5:30PM. Saturday rehearsals last all day with breaks for lunch and dinner. Sunday rehearsals typically begin around 10:00AM and end at 5:00PM. Members should plan to dedicate their entire weekend to LINEA. Show weekends have their own schedules communicated as soon as performance times are available. Members will be given time to load, eat, and commute to the school. A detailed call sheet will be sent to all personnel prior to each weekend. Times and locations are subject to change. Members should make every effort to stay in contact with the group through email, the Hangouts stream, and text messaging. A season-long schedule can be found at www.lineaarts.org/schedule. The week prior to the WGAZ Championships is an important week for the ensemble. Generally, LINEA expects all members to remain dedicated to the ensemble that week. A schedule signed by the directors explaining the rehearsal week and the goals of LINEA will be provided to all members to give to employers, teachers, and other necessary persons. Any conflicts a member may see with this week should be discussed with the directors immediately.

C. Member responsibilities

It is up to the member to properly plan for adequate travel and meal time. If travel plans include carpooling, please plan accordingly to arrive on time. In case of inclement weather conditions, plan extra time to arrive safely on time. Except in instances where members travel from extreme distances or are academically obligated to leave at a certain time, tardiness will not be tolerated. In the event of unexpected tardiness members should always, out of respect for the group, call either the Ensemble Director or Caption Head (see 'Emergency request' IV. A. 3.)

Excessive tardiness or absence may result in punitive action such as removal from the group with no refund of cast member payments.

V. Rehearsal Etiquette and Performer Responsibilities

A. Attire

Appropriate attire must be worn at all times for rehearsal. Non-athletic shoes, sandals, and jeans are unacceptable articles of clothing. Any attire is subject to reprimand by the staff if deemed inappropriate. Aside from the necessity for a full range of motion during rehearsal, LINEA must also remain respectful to its host school. LINEA often holds open rehearsals to the public and family. In order to maintain our professional image, we ask for your cooperation in wearing appropriate clothing at all times.

B. Etiquette

LINEA institutes a "moment of silence" policy. No rehearsal repetition will begin without complete silence from all personnel. This policy is intended to provide the performer with adequate opportunities to mentally prepare for personal achievements. There is no expressed penalty for not following this policy. However, ignoring the policy will lead to fewer overall reps, and likely fewer competitive successes throughout the season. Attention to a proper hierarchy of individual responsibility is key to running a streamlined, efficient rehearsal. The responsibility of giving corrections and instructions is given only to staff and section leaders. It is vital that every member understand the importance of their own individual performance quality and accuracy. Attention to detail is an aspect of consistent improvement that is best handled internally. Trust must be given to the instructional staff in regards to their competence and assessment of the ensemble as a whole. We often implement "closed loop communication," which is very direct but in the best interests of efficiency.

C. Performance standard

Lastly, members agree to uphold the highest standard of performance throughout the entire season. The success of this group not only relies on the design and instruction of the show, but on the individual performance standards upheld by the members. Members are selected for this ensemble based on audition. However, members are required to not only uphold the standard they set at auditions, but to *continue to improve*. Members agree to consistently come prepared to rehearsal, having learned all music and choreography assigned from previous rehearsals, or via email or other communication outside of rehearsal. Finally, members agree to mentally and physically commit to every rehearsal repetition. Excessive violations of rehearsal etiquette or consistent failure to uphold a high performance standard can result in dismissal from the group without refund of payments.

VI. Uniform Policy

The uniform is an essential element in the general effect of a program. Members agree to meet the following requirements when wearing the uniform.

A. Proper wear

Typically, the uniform is worn properly in two ways:

Full uniform: The full uniform varies every season. Typically, this includes your assignment of Adidas HVC 2 shoes, black socks, custom tailored pants, custom uniform top, and any other accents such as jewelry and makeup.

Half uniform: (aka 'Halves') The entire uniform is worn with the exception of the uniform top which is to be zipped and folded over the arm or on the ground near the warm-up. In place of the uniform top the LINEA issued member t-shirt must be worn. Depending on the details of the finished uniform, these standards may change slightly. It is always best to be aware of how other members appear and adhere to the best practice. On cold days, members can wear a jacket over the uniform while in the lot before and after performances that conforms to other dress code requirements. When the uniform is worn incorrectly it reflects poorly on the group and affects the way the audience views the show. Members should take care to change in bathrooms, buses, and on the equipment truck(s) so they are not seen. Do not change in parking lots where you can be seen. (See VII. B. for proper uniform care.)

B. Hygiene and personal cleanliness

Proper hygiene is important for two reasons. First, it protects the uniform and keeps them clean, as well as free of smell and discoloration. Secondly, proper hygiene is important in maintaining an appearance of professionalism. When in uniform, members must be cleanly shaven or with any facial hair well kept and trimmed. Deodorant is required and members must shower the day of a show, no exceptions.

VII. Equipment and Facilities Maintenance Policies

LINEA endorses many companies which in turn sponsor the group with use of their equipment. Sponsorships include Renaissance Man Productions, North Valley Arts Academy, Vic Firth, and Midtown Music. With respect to the opportunities that they provide us, it is imperative to have a strong sense of personal responsibility for all ensemble equipment.

A. Instruments

Each member is responsible for the care and maintenance of their own instrument(s). This means keeping it clean, safe and in proper playing condition at all times. Battery and Front Ensemble instruments will be labeled. All members will be held financially responsible for the careful return of his or her drum/instrument and accessories (stand, carrier, cover, mallet bag(s), etc.).

B. Uniform

Each member is responsible for the proper care of his or her issued uniform. Like instruments, all uniforms will be labeled and members will be held financially responsible for their proper return. Uniforms should always be properly hung in a zipped garment bag. Shoes and any other items should never be placed inside the garment bag. Shoes should be cleaned often. Never use shoe polish or other cleaners on an Adidas HVC 2 shoe.

C. Facilities

LINEA spends most of its time as a guest at Shadow Mountain High School. The ensemble will most often rehearse in public school space. It is essential that all facilities are treated with the utmost respect. The reputation of LINEA as well as its members and staff is at risk when someone associated with the ensemble does anything to disrespect facilities. In addition, any damage, either physical or otherwise, done to a facility seriously jeopardizes the financial stability of the ensemble and could result in forfeiture of a season and all member payments.

VIII. Conduct Policies

A. Professionalism and Public Conduct

All members must adhere to any staff expectations concerning public and private conduct. Any creative design choices that include particular 'looks' (hair, jewelry, etc.) must be respected. Professional conduct at all group functions is expected for numerous reasons. Our actions as members make bold statements about who we are, and what we are focused on achieving.

B. Anti-Hazing Policy

LINEA also provides its membership with numerous opportunities for social interaction. Each member should at all times show respect for themselves, others, the organization, and the governing bodies that allow us to participate in this activity. Hazing of any kind will never be tolerated, and inappropriate conduct may constitute a permanent removal from the group without refund of payments. Please be aware that our members come from many locations and a variety of social backgrounds. Respect for the diversity we share as a family will ultimately help us enjoy achieving success.

IX. Confidentiality Agreement

In some instances it is beneficial for the ensemble to maintain a level of secrecy regarding show design, music, equipment purchases, etc. All members agree to maintain confidentiality regarding elements of the program before they are released to the public. This agreement extends especially towards social media platforms and video sharing. If at any time a member has a question regarding the confidentiality of something, he or she is advised to speak to a staff member.

X. Photography and Videography Release

All members give permission for the release of any photography, videography, or other recording of themselves in rehearsal or performance. Your image will never be sold or distributed by LINEA to other organizations, though performance images may also be taken by WGI and WGAZ for their personal use. Again, a member's image will *not* be distributed in formats that do not belong to LINEA, WGAZ, and WGI.

XII. Agreement

I, the undersigned, have read and understand the above agreement. I agree to pay the LINEA the amount of \$650.00, adjusted for volunteer work with the group (\$600 if new shoes are not needed, \$550 for veteran cast members). I agree to pay according to the above payment schedule (unless otherwise arranged). I also certify I do not have outstanding fees with another WGI/WGAZ organization.

Furthermore, I will pay any additional debts made with the ensemble surrounding uniform, jacket, earplugs, gloves and other costs. I understand that I am financially responsible for any damage I may cause to equipment that belongs to LINEA, or its partners, including instruments and uniform. I agree to follow the rules and procedures for attendance and tardiness, the confidentiality agreement, and the hazing policy. Lastly, I understand that any breach of contract may result in the above described nonnegotiable penalties, including dismissal from the group and forfeiture of payments made to the organization. I will prove to be a vital part of this organization.

Member signature

Name (please print)

Date: _____ / _____ / _____

Parent / legal guardian signature (if under 18)

Name (please print)

Date: _____ / _____ / _____

Director's Signature