
THE AGGIE WRANGLERS
SAFETY AND OPERATIONS MANUAL



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Article I – Crisis Management

Section I-General Crisis Management

This is a general crisis management plan documented in order of priority. This is a simplified outline of the sections that follow:

- i. Personal injury is the number one priority for the Aggie Wrangler Organization. The only thing that should be considered at this time is obtaining professional medical assistance. If there is no injury, or it has been taken care of, then move onto the next section.
- ii. Contact all pertinent officials as listed in Section III.
- iii. Communication and Documentation. This includes but is not limited to, completing the Aggie Wrangler Incident Report Form and informing the Advisor and Technical Safety Consultant.
- iv. Media Response. <http://marcomm.tamu.edu/toolkit/media/hints-for-media-interviews.html>

The Aggie Wranglers will cancel all operations if Texas A&M cancels its operations (for weather, emergency or other, received through a Code Maroon or notification from A&M), it is instructed to do so by the Texas A&M Department of Student Activities, or if an emergency situation causes it to be necessary to cancel operations.

Section II - Following the Chain of Command

One of the most important steps during any form of emergency is to determine who is in charge. The chain of command is established in the Constitution. It is the obligation of the person in charge to initiate the crisis response plan, and if they are not comfortable or capable of doing so, then they must appoint someone who is with the responsibility. Officers will work directly with the Health and Safety Representative to ensure all forms are properly completed, and steps are followed. If the current Officer is unable to perform the duties listed in the Crisis Response Plan, then it may be delegated to the most senior team member present.

Section III - Personal Injury

The number one concern will be personal injury. It is the organization's responsibility to provide the individuals participating in Aggie Wrangler activities with proper attention and respect during this time. See Article II for information about attending to injuries.

Section IV - Contact Information for University Officials

When the immediate needs of the injured individuals are addressed, the next step is to notify the necessary authorities. Not all of the following will need to be called, but below is a list of contact information that may be helpful to you in case of an emergency.

Organization Advisor - Steven Crudele

(516) 312-4913 (cell phone)

(979) 862-2842 (work phone; Monday-Friday 8am-5pm)

Advisor@wranglers.tamu.edu

Technical Safety Consultant - Sharon Toups

(979) 575-3044 cell

Sharonsdancecenter@yahoo.com
Sharon@Lil-Wranglers.com

Police - College Station Police Department

911 - (Emergency Number)
(979) 764-3600 (Non-Emergency Number)

Police – University Police Department

9-911 (dialed from an on-campus phone)
(979) 845-2345 (Non-Emergency Number)
<http://upd.tamu.edu>

Police – Bryan Police Department

911 – (In Bryan)
(979) 209-5300 (Non-Emergency Number)

Student Health Services – A.P. Beutel Center

(979) 458-8300

Dial-a-Nurse - Beutel

(979) 458-8379
Available 8:00am-5:00pm Monday through Friday, and 24 hours on Saturday and Sunday

Fire Department – College Station Fire Department

911 – (Emergency Number)
(979) 764-3705 (Non-Emergency Number)

College Station Medical Center

(979) 764-5100

St. Joseph’s Regional Medical Center

(979) 776-3777

Texas A&M Emergency Medical Services

(979) 845-1525

Texas Department of Public Safety

1-800-525-5555

Call to report accidents, grass fires, suspected intoxicated drivers and road hazards and to get assistance in case of a vehicle breakdown

Student Counseling Service

(979) 845-4427

Tell Somebody

(979) 845-3111

If a member of the University Community observes any behavior that is concerning and needs to be brought to the attention of the Special Situations Team, individuals may go

to <http://tellsomebody.tamu.edu> and provide detailed information on the online report form. The individual has the option to fill in contact information or submit the report anonymously. Once a report is submitted online a copy is emailed to the Special Situations Team for appropriate review and action. The website includes a reminder to contact 9-911 (on campus) and 911 (off campus/cell phone) in the event of an emergency.

Department of Student Activities

(979) 845-1133

Fall/Spring Semester Hours: Monday-Thursday 8am-11pm; Friday 8am-6pm; Saturday Closed (Fall); Saturday 11am-4pm (Spring); Sunday: 3pm-11pm

Summer Hours: Monday-Friday 8am-5pm; Saturday/Sunday Closed

[http://studentactivities.tamu.edu/about-us/ - location-and-office-hours](http://studentactivities.tamu.edu/about-us/-location-and-office-hours)

CIRT (Critical Incident Response Team)

(979) 845-2345 (This can be accessed 24 hours a day, 7 days a week)

Be prepared to provide the following information to CIRT:

- Name of caller
- Nature of Incident
- Names of injured or students involved in the incident
- Overview of what has occurred so far
- Telephone number(s) and who to call back

The purpose of CIRT is to provide assistance and support to Texas A&M University students involved in or impacted by a critical incident regardless of location. IRT supports Texas A&M

University students facing life threatening or serious situations throughout the year. The goals of CIRT are:

1. To support the University's response to critical incidents involving students, paying attention to the immediate needs of members of the University community.
2. To offer guidance and appropriate support to members of the University community, their families, and the University caregivers. The Critical Incident Response Team

CIRT is coordinated by Student Assistance Services (SAS). SAS is a functional area under the Division of Student Affairs. Student Assistance Services is an available resource for follow-up after an incident. Critical incidents include but are not limited to:

- Death of a student (on or off campus)
- Attempted suicide
- Life threatening injury/illness
- Sexual assault
- Mental health crisis
- Drug/alcohol overdose
- Campus disturbance/riot
- Contacting students in case of a family emergency
- Fire/explosion with injuries or significant property/personal damage
- Natural disasters
- Airplane, car, boat crashes
- Infectious disease
- Internal hostage situations or kidnappings

Section V – Public Relations Crisis Management

In the event of a public relations crisis, the President and Public Relations Officer will assess the situation, and refer to the following steps up to their discretion:

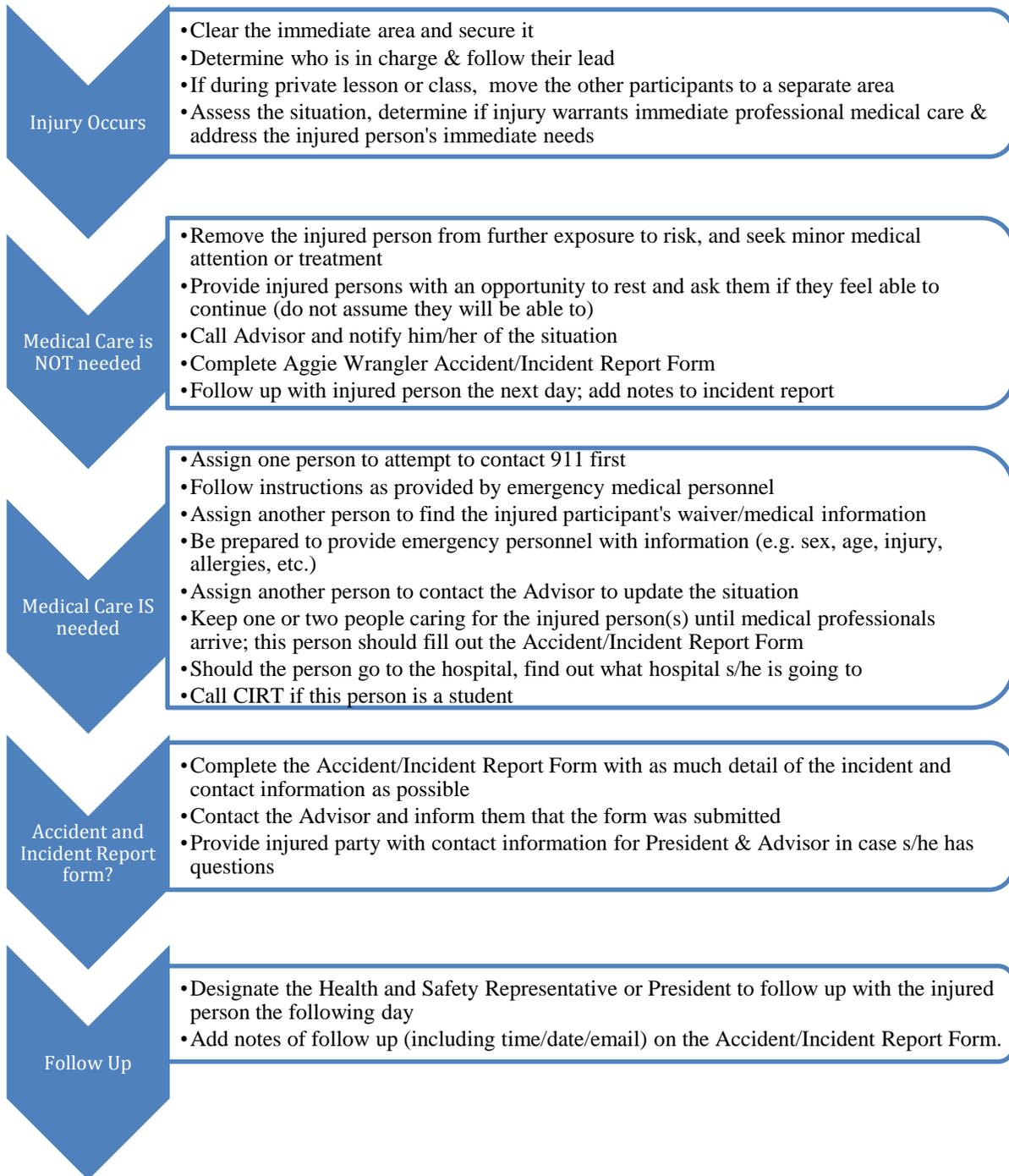
- No member of the team other than the President or Public Relations Officer in coordination with the President, will speak or give statements to any entity when a potential public relations crisis occurs.
- If asked to give a statement, a team member will respond with “I cannot comment on this incident at this time, but you may contact the President of the Aggie Wranglers with any questions you may have.”
- In the event of a public relations crisis, the President and Public Relations Officer will work together with the Officer Team, Advisor, and necessary A&M entities to develop a strategy for addressing the media.
- Gather all the facts regarding the event from witnesses and videos.
- Public Relations Officer will make an assessment of the facts and the following conditions
 - Where it took place?
 - Audience
 - Media presence
 - People affected where it took place
 - High profile to low profile impact
 - What happened?
 - Severe Injury / Bodily Harm to others / Death
 - Minor injury to team member / audience member
 - Insulting behavior to or from a team member
 - Team was placed in a controversial situation
 - Who was involved?

- Team
 - Audience
 - Other
- Why did this happen?
 - Could it have been prevented?
 - What would the perception be of the audience as to why this happened?
 - Is there any way to counter perceptions?
- When did it take place?
- How will this affect the team?
 - Negative / Positive impacts
 - How will it affect the image of Texas A&M University?
 - How will this affect the future of the team, and the other members of the team?
 - How can we make the situation look better?
- After the Public Relations Officer has assessed the situation and answered the questions of the Crisis Plan, then the officer may add outside questions or assessments from the Advisors, other officers, and team members that pertain to the specific event.
- The officer will then work with the Advisor from the organization to assess the impact from the Crisis in this order and how it affects each one:
 - The team members affected
 - The Officer Team
 - The Aggie Wranglers
 - Texas A&M University
- After a full assessment has been made, the President working with the Advisor may choose to address the event with the public in order to help protect the image of Texas A&M University, the Aggie Wranglers, and the members involved.
 - This may be done in a manner that the President and Public Relations Officer feels is most effective to correct the Crisis
 - Social Media
 - University Newspaper / Local Newspaper of where the event took place
 - Other avenues up to the discretion of the Officer
 - Depending on the impact and scale of the scope, the Public Relations officer may wish to address the Officer Team regarding their decision-making process.
 - When making a public statement regarding the event, the Public Relations Officer must reflect on the assessment, whom it affects, and the best way to ensure the image of the University, the team, and the individual is preserved.
- Properly document all steps taken, social media, and articles in order to allow the team to learn from the experience and apply it in future situations.

Article II - Emergency Response Guidelines

Section I - Basic Guideline

The following chart shows a basic emergency response guideline that can be followed in general situations. Following the chart, contingency plans for specific situations serve as a guideline for the actions that are to take place. Texas A&M University also has basic emergency guidelines, which can be found at <https://www.tamu.edu/emergency/procedures/index.html>.



Section II – Contingency Plans

The following contingency plans are proactive measures taken by the team to ensure that members know the actions that are to take place when the normal operations of the team cannot be followed. Contingency plans will ensure that any risk present at an Aggie Wranglers event is mitigated to the best of our ability, and the team can continue to function with minimal damage. Please refer to the follow contingency plans as the situations arise.

Major Injury Before 3 Couple Performance:

If a major injury of a team member occurs before a performance, the following steps will be taken:

- The injury that has occurred will be assessed by the Health and Safety Representative, President, or highest-ranking officer present.
- If the injured person has a severe injury, which may include the member being unconscious, head/neck injury, spinal injury, skeletal injury, or severe muscular injury, and emergency medical help will be needed, the highest-ranking officer present will decide if the performance will need to be cancelled or not.
- If necessary, call 911. Notify the Advisor and President. Notify the Critical Incidence Response Team (CIRT).
- If an injured participant may be suspect to a head, neck or spinal injury, **DO NOT MOVE THEM.**
- Keep the injured person calm, and let them know that emergency medical personnel are on their way.
- Follow all instructions of the emergency medical personnel.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- If the performance is not cancelled, the team will attempt to call another couple/member to fill in for the injured couple/member. The replacement couple/member will need to arrive no later than 30 minutes before the start of the performance in order to safely prepare for the performance.
- If the performance is not cancelled, and a replacement couple/member cannot be found, the other couples will modify the performance by either doing Jitterbug solos to fill an entire song, or not doing a Jitterbug line, and only perform “Tuckered Out”, as this is the only routine that can be done with only two couples.
- At the time of the injury, an Accident/Incident Report Form should be filed.
- The Health and Safety Representative should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative or President will follow-up with the injured member the next day to assess the progression of the injury.

Minor Injury Before 3 Couple Performance:

If a minor injury of a team member occurs before a performance, the following steps will be taken:

- The injury that has occurred will be assessed by the Health and Safety Representative, President, or highest-ranking officer present.

- If the injured person has a minor injury, which may include cuts, bruises, muscle strains, or other injuries that will still allow the team member to perform, the member will seek assistance from the Health and Safety Representative.
- If the Health and Safety Representative is not present, the highest-ranking officer will assist in the treatment of the minor injury.
- The member will rest if needed, to ensure that they do not reinjure themselves. They will then decide if they will still be able to perform or not. The member should not perform if there is a risk of aggravating the injury.
- If the member does not believe they should still perform, the highest-ranking officer present will decide if the performance will be cancelled or not.
- If the member does not believe they should still perform, the team will attempt to call another couple/person to fill in for the injured couple/person. The replacement couple/member will need to arrive no later than 30 minutes before the start of the performance in order to safely prepare for the performance.
- If a replacement couple/member cannot be found, the other couples will modify the performance by either doing Jitterbug solos to fill an entire song, or not doing a Jitterbug line, and only perform “Tuckered Out”, as this is the only routine that can be done with only two couples.
- At the time of the injury, an Accident/Incident Report Form should be filed.
- The Health and Safety Representative should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Major Injury Before Performance:

If a major injury of a team member occurs before a performance, the following steps will be taken:

- The injury that has occurred will be assessed by the Health and Safety Representative or highest-ranking officer present.
- If the injured person has a severe injury, which may include the member being unconscious, head/neck injury, spinal injury, skeletal injury, or severe muscular injury, and emergency medical help will be needed, the highest-ranking officer present will decide if the performance will need to be cancelled or not.
- If necessary, call 911. Notify the Advisor and President. Notify the Critical Incidence Response Team (CIRT).
- If an injured participant may be suspect to a head, neck or spinal injury, DO NOT MOVE THEM.
- Keep the injured person calm, and let them know that emergency medical personnel are on their way.
- Follow all instructions of the emergency medical personnel.
- If injured person is required to be taken to the hospital, a designated officer will go with the member.
- If the injured person has an injury that will disable him/her from performing, the team will adjust lines (formations of routines) to accommodate for the injured couple.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Minor Injury Before Performance:

If a minor injury of a team member occurs before a performance, the following steps will be taken:

- The injury that has occurred will be assessed by the Health and Safety Representative or highest-ranking officer present.
- If the injured person has a minor injury, which may include cuts, bruises, muscle strains, or other injuries that will still allow the team member to perform, the member will seek assistance from the Health and Safety Representative.
- The member will rest if needed, to ensure that they do not reinjure themselves. They will then decide if they will still be able to perform or not. The member should not perform if there is a high risk of aggravating the injury.
- Notify the Advisor and President.
- If the injured person has an injury that will disable him/her from performing, the team will adjust lines (formations of routines) to accommodate for the injured couple.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Injury During Performance:

If an injury of a team member occurs during a performance, the following steps will be taken:

- The injured person's partner will quickly assess the severity of the injury.
- If the injured person has a severe injury, which may include the member being unconscious, head/neck injury, spinal injury, skeletal injury, or severe muscular injury, and emergency medical help will be needed, the injured person's partner will signal to the highest-ranking officer that the performance will need to be stopped immediately.
- Clear the area. Give the victim and those assisting the victim the room they need. The highest-ranking member that is not assisting will politely and calmly move audience members away from the scene.
- If an injured member may be suspect to a head, neck or spinal injury, **DO NOT MOVE THEM.**
- Keep the injured person calm, and let them know that emergency medical personnel are on their way.
- If necessary, call 911. Notify the Advisor and President. If necessary, notify the Critical Incidence Response Team (CIRT).
- Follow all instructions of the emergency medical personnel.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- If the injured person has an injury that will disable him/her from being able to continue the performance, but not severe enough to stop the performance, the injured person and his partner will exit the performance whenever they can, and the team will adjust the performance lines (formation) to accommodate for them leaving.

- If the injury is not severe enough to cause the couple to leave the performance, they will continue performing, and the Health and Safety Representative or highest-ranking officer will assess the injury immediately following the performance.
- Immediately following the performance, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Inadequate Dancing Space and/or Lighting Conditions:

If the team arrives at a performance venue and finds that the space for dancing is inadequate or not well lit to safely conduct a performance, the following steps will be taken:

- It is the responsibility of the Public Relations Officer, Health and Safety Representative, or highest-ranking officer present to review the performance space and lighting conditions prior to a performance.
- The President or highest-ranking officer present will listen to the recommendations provided by the member who reviewed the performance space and lighting conditions, and will decide if the performance needs to be cancelled or not.
- If the dancing space or lighting conditions is deemed inadequate, the Public Relations Officer or highest-ranking officer present will address the concerns with the contact and explain to them that we cannot safely perform in the space provided, and ask if there is another space available for the team to perform in that is deemed adequate.
- If the performance needs to be cancelled, the Public Relations Officer or highest-ranking officer present will address the concerns with the contact and explain to them that we cannot safely perform in the space provided and will need to cancel the performance.
- If the ceilings are lower than the required height, but the performance will not be cancelled, attempt to modify the performance by only performing Jitterbug moves that stay low to the ground.
- If there is not enough space for all couples to perform, but the performance will not be cancelled, attempt to modify the performance by asking couples to not perform. Should this occur, the priority of which couples will perform will follow the Seniority guidelines in Article I, Section V of the Aggie Wranglers Constitution titled “Defining Seniority”.
- If the floors are found to be too slick to safely perform on, the performance will be cancelled.
- Notify the President and Advisor.

Major Injury of Participant at Lessons:

If a participant of Aggie Wranglers dance lessons suffers a major injury, the following steps will be taken:

- If the injured person has a severe injury, which may include the participant being unconscious, head/neck injury, spinal injury, skeletal injury, or severe muscular injury, and emergency medical help will be needed, the highest-ranking officer, Health and Safety Representative, or lessons teacher will delegate the following tasks:
 - Call 911
 - Notify the Advisor and President
 - Retrieve the participant’s liability waiver and medical information
 - If the participant is a student, call UPD to activate the Critical Incidence Response Team (CIRT) at (979)-845-2345

- Notify the participant's emergency contact
- Move the other lessons participants to an area that is away from the injured person and have the Lessons Coordinator or highest-ranking officer decide if the lessons will continue
- If an injured participant may be suspect to a head, neck or spinal injury, **DO NOT MOVE THEM.**
- Keep the injured person calm, and let them know that emergency medical personnel are on their way.
- Follow all instructions of the emergency medical personnel.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- If the other participants ask about the current state of the situation or participant, the highest-ranking officer present will address them by saying the situation is under control and being evaluated.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Minor Injury of Participant at Lessons:

If a participant of Aggie Wranglers dance lesson suffers a minor injury, the following steps will be taken:

- If the injured participant has a minor injury, which may include cuts, bruises, muscle strains, or other injuries that does not require emergency medical personnel, the participant will be directed to seek assistance from the Health and Safety Representative or highest-ranking officer.
- Allow the participant to rest, and provide the participant with the necessary materials according to their injury, such as ice, bandages, or other materials that can be found in the WEB.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative, President, and Advisor will be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Major Injury of Teacher/Team Member at Lessons

If a teacher/team member suffers a major injury at lessons, the following steps will be taken:

- If the injured person has a severe injury, which may include the participant being unconscious, head/neck injury, spinal injury, skeletal injury, or severe muscular injury, and emergency medical help will be needed, and emergency medical help will be needed, the highest-ranking officer, health and safety representative, or lessons teacher will delegate the following tasks:
 - Call 911
 - Notify the Advisor
 - Retrieve the member's liability waiver and medical information
 - Call UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345
 - Notify the member's emergency contact
 - Move the lessons participants to an area that is away from the injured member and have the Lessons Coordinator or highest-ranking officer decide if the lessons will continue
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.

- If the lesson will not be cancelled, but the teacher will be unable to continue teaching the lesson, the Lessons Coordinator, or highest-ranking officer, will choose another qualified member to teach the lesson in his/her place.
- The Lessons Coordinator, or highest-ranking officer will then address the class in order to explain the situation and calm the participants.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative and President will be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Minor Injury of Teacher/Team Member at Lessons

If a teacher/team member suffers a minor injury at lessons, the following steps will be taken:

- If the injured member has a minor injury, which may include cuts, bruises, muscle strains, or other injuries that does not require emergency medical personnel, the member will be directed to seek assistance from the Health and Safety Representative or highest-ranking officer.
- Allow the member to rest, and provide the member with the necessary materials according to their injury, such as ice, bandages, or other materials that can be found in the WEB.
- If the lesson will not be cancelled, but the teacher will be unable to continue teaching the lesson, the Lessons Coordinator, or highest-ranking officer, will choose another qualified member to teach the lesson in his/her place.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative, President, and Advisor will be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Missing Lessons Participant

If a lessons participant goes missing during a lesson, the following steps will be taken:

- The President, highest-ranking officer present, or lessons teacher will be notified that a lessons participant has gone missing.
- The Advisor and President will be notified that a participant has gone missing (if not already notified).
- Identify where participant was last seen (within 15 minutes of participant going missing). Other lessons participants, and the participant's partner, will be asked if they know where the missing participant might be.
- Common places will be checked for missing participant, such as bathrooms, other rooms at lessons, or participants' vehicles.
- Search the grounds of the lessons facilities (within 30 minutes of participant going missing).
- If participant is still not found, the President, highest-ranking officer present, or lessons teacher will retrieve the missing participant's liability waiver and attempt to contact the missing person via cell phone. Call 911, explain the situation to them, and follow all instructions given (within 60 minutes of participant going missing).

- If the participant is a student, call UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345
- An Accident/Incident Report Form will be filed.

Allergic Reaction of Participant at Lessons

If a lessons participant suffers from a severe allergic reaction during lessons, the following steps will be taken:

- The highest-ranking officer, Health and Safety Representative, or lessons teacher will delegate the following tasks:
 - Call 911
 - Retrieve the participant's liability waiver and medical information, to determine any allergies the participant has.
 - Notify the Advisor and President
 - If the participant is a student, call UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345
 - Notify the participant's emergency contact
 - Move the other lessons participants to an area that is away from the reacting participant and have the Lessons Coordinator or highest-ranking officer decide if the lessons will continue.
- The highest-ranking officer, Health and Safety Representative, or lessons teacher will look to see if the participant has an epi-pen, which is used to treat anaphylaxis (severe allergic reaction). If an epi-pen is found, the President, Health and Safety Representative, or highest-ranking officer will follow the instructions and administer the epi-pen treatment.
- During a severe allergic reaction, it is possible for a person to lose consciousness, go into respiratory arrest (stops breathing), or go into cardiac arrest (heart stops). If ever necessary, the highest-ranking CPR certified team member will begin administering CPR.
- The team will await the arrival of Emergency Medical Personnel, and will follow all of their instructions upon arrival.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- At the time of the incident, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative should be notified of the incident at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the incident.

Allergic Reaction (Anaphylaxis) of Team Member

If a team member ever suffers from a severe allergic reaction during a Wranglers event, the following steps will be taken:

- The President, Health and Safety Representative, or highest-ranking officer will delegate the following tasks:
 - Call 911
 - Retrieve the member's liability waiver and medical information, to determine any allergies the participant has.
 - Notify the Advisor and President
 - Call UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345

- Notify the member's emergency contact
- Move other people present away from the reacting member, to give room for necessary treatment and to not crowd the victim.
- The President, Health and Safety Representative, or highest-ranking officer will look to see if the member has an epi-pen, which is used to treat anaphylaxis (severe allergic reaction). If an epi-pen is found, the President, Health and Safety Representative, or highest-ranking officer will follow the instructions and administer the epi-pen treatment.
- During a severe allergic reaction, it is possible for a person to lose consciousness, go into respiratory arrest (stops breathing), or go into cardiac arrest (heart stops). If ever necessary, the highest-ranking CPR certified team member will begin administering CPR.
- The team will await the arrival of Emergency Medical Personnel, and will follow all of their instructions upon arrival.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- At the time of the incident, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative should be notified of the incident at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the incident.

Major Injury of Wrangler During a Workshop/Practice

If a Wrangler (or Wranglers alumni if at a workshop) suffers a major injury during a workshop or practice, the following steps will be taken:

- If the injured person has a severe injury, which may include the participant being unconscious, head/neck injury, spinal injury, skeletal injury, or severe muscular injury, and emergency medical help will be needed, the President, Health and Safety Representative or highest-ranking officer will delegate the following tasks:
 - Call 911
 - Notify the Advisor and President
 - Retrieve the Wranglers liability waiver and medical information
 - If current A&M student, call UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345
 - Notify the Wrangler's emergency contact
- If an injured member or participant may be suspect to a head, neck or spinal injury, DO NOT MOVE them.
- Follow all instructions of the emergency medical personnel.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- The President or highest-ranking officer will decide if the workshop/practice needs to be cancelled.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative and President should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Minor Injury of Wrangler During a Workshop/Practice

If a Wrangler (or Wranglers alumni if at a workshop) suffers a minor injury during a workshop or practice, the following steps will be taken:

- If the injured person has a minor injury, which may include cuts, bruises, muscle strains, or other injuries that does not require emergency medical personnel, the member will be directed to seek assistance from the Health and Safety Representative or highest-ranking officer.
- If the injured person's injury is not as severe, allow the participant to rest, and provide the participant with the necessary materials according to their injury, such as ice, bandages, or other materials that can be found in the WEB.
- The workshop or practice will continue with the Wrangler watching, and the Health and Safety Representative will periodically check on the Wrangler to ensure that they are okay.
- At the time of the injury, an Accident/Incident Report Form will be filed.
- The Health and Safety Representative, President, and Advisor should be notified of the injury at the time the Accident/Incident Report Form is filed.
- The Health and Safety Representative will follow-up with the injured member the next day to assess the progression of the injury.

Vehicular Accident (With Injuries)

If a vehicular accident occurs in which one or more persons is injured, the following steps will be taken:

- If able, move vehicle out of flow of traffic, always exit the highway/pull over to the right if possible, then turn off vehicle and put out safety reflectors.
- Turn on vehicle hazard lights.
- If a group of vehicles is travelling, make sure that the entire group stops where it is safe to do so, and is aware of the situation.
- Attend to any medical emergencies first and foremost.
- Call 911 if injuries require medical attention – give your location as well as a call back number.
- All passengers should stay at the scene but away from traffic, until police and/or emergency medical personnel arrive so that they can provide a statement if necessary.
- Notify the Advisor and President of the situation. Call UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345.
- Give injured member's medical information to emergency medical personnel, which should be found in the WEB.
- Do not make statements as to who is at fault, do not offer to pay for damages, and do not talk to the media.
- Contact the injured person's emergency contact and notify them of the situation.
- If injured person is required to be taken to the hospital, a designated member will go with the injured member.
- The Public Relations Officer, in consultation with the President and Officer Team, will determine if the performance will need to be cancelled.
- The Public Relations Officer or highest-ranking officer, will call the performance contact for local assistance, to inform them the performance will be delayed, or inform them that the performance will be cancelled.
- Complete an Accident/Incident Report Form at the time of the accident.

- The police should file an official report, and a copy should also be given to the Advisor upon return to Texas A&M University. Get a contact number from police, along with a case reference number.
- A copy of all the other involved drivers' information should be gathered, including vehicle insurance information. Witness phone numbers and addresses should also be gathered if possible.

Vehicular Accident (No Injuries)

If a vehicular accident occurs in which nobody is injured, the following steps will be taken:

- If able, move vehicle out of flow of traffic, always exit the highway/pull over to the right if possible, then turn off vehicle and put out safety reflectors.
- Turn on vehicle hazard lights.
- If a group of vehicles is travelling, make sure that the entire group stops where it is safe to do so, and is aware of the situation.
- Call the local non-emergency number for police and give location as well as a call back number.
- Notify the Advisor and President of the situation.
- The Public Relations Officer, in consultation with the President and Officer Team, will determine if the performance will need to be cancelled.
- The Public Relations Officer, or highest-ranking officer, will call the performance contact for local assistance, to inform them the performance will be delayed, or inform them that the performance will be cancelled.
- All passengers should stay at the scene but away from traffic, until police and/or emergency medical personnel arrive so that they can provide a statement if necessary.
- Do not make statements as to who is at fault and do not offer to pay for damages.
- Do not talk to the media.
- Complete an Accident/Incident Report Form at the accident.
- The non-emergency police number should be called so that a police officer can file an official report, and a copy should also be given to the Advisor upon return to Texas A&M University. Get a contact number from police, along with a case reference number.
- A copy of all the other involved drivers' information should be gathered, including vehicle insurance information.
- Witness phone numbers and addresses should also be gathered, if possible.

Lost While Driving to/from a Wranglers Event

If the team is lost while driving to a performance, private lesson, retreat, or any other Wranglers event, the following steps will be taken:

- Passenger should check a map and driving directions (it is recommended to have a hard copy of directions present during trips in case there is no cell service) and attempt to find the problem.
- If a group of vehicles is travelling, make sure that the entire group stops where it is safe to do so, and is aware of the situation.
- Contact the Health and Safety Representative and President to review the directions provided on the Travel Information Form (TIF) to attempt to find the problem, and how to get back on the route to the destination.
- Contact the Advisor for directions.

- If unable to contact the Advisor or an available team member, stop and ask for directions in a safe, well lit, public location.

Vehicle Breakdown

If a vehicle breaks down and is unable to continue being driven, the following steps will be taken:

- If able, move vehicle out of flow of traffic, always exit the highway/pull over to the right if possible, then turn off vehicle and put out safety reflectors.
- Turn on vehicle hazard lights.
- Call the DPS Non-Emergency roadside assistance at 1-800-525-5555.
- If a group of vehicles is travelling, make sure that the entire group stops where it is safe to do so, and is aware of the situation.
- Notify the Advisor and President of the vehicle breakdown, and explain to them the plan of action that is to take place.
- If it is necessary, coordinate with the President and Advisor for a tow truck to pick up the vehicle and assist with the breakdown.
- The Public Relations Officer or highest-ranking officer will determine if the team is still able to make it to the destination event, or if it will need to be cancelled/rescheduled.
- The Public Relations Officer or highest-ranking officer will notify the contact of the situation, if necessary.

Vehicle Being Pulled Over by Law Enforcement

If a vehicle is signaled to pull over by law enforcement, the following steps will be taken:

- Always pull over to the right/off the highway where it is safe to do so. If you are unable to pull over immediately because it is unsafe, turn on your hazard lights and slow down to notify law enforcement that you will be stopping, and pull over when you are at a safe place.
- Always stay together; if one vehicle is pulled over the other vehicle should do the same so as not to get ahead of the others. If this occurs, explain to the officers that the vehicles are a group, and that is why the other vehicles also pulled over.
- After talking with law enforcement agent, call the President and Advisor and inform them of the situation.
- Before taking off, switch drivers if the owner of the vehicle is comfortable with that.

Inclement Weather While Driving

If inclement weather is present while driving, such as heavy rain, snow, sleet hail, ice, or fog, the following steps will be taken:

- If the driver of the vehicle feels unsafe at any time, he/she reserves the right to stop the vehicle where it is safe to do so, and not resume driving until he/she feels safe.
- The President, Health and Safety Representative, or highest-ranking of present will make the decisions concerning driving in inclement weather.
- Notify the Advisor and President if inclement weather is present while driving, and explain to them the plan of action that is to take place.

- If the bad weather is causing poor visibility that is not safe for travel, stop at the next available well-lit, public area, such as a 24-hour grocery store, that is safe to do so.
- Take the appropriate measures to ensure that proper shelter is taken if necessary.
- If a group of vehicles is travelling, make sure that the entire group stops where it is safe to do so, and is aware of the situation.
- Never drive into high water, or into areas that are signified as a low-water crossing when there is a risk of flooding. Turn the vehicle around as soon as possible and proceed to a safe location.
- Never drive on ice. Stop when it is appropriate and safe to do so.
- If a tornado is spotted or heard, all vehicles are to pull over at the next safe place to do so, and seek shelter indoors, where there are no glass doors or windows present. Do not stay in the vehicles after they are pulled over. If there is not a safe place to pull over and seek shelter, attempt to alter the route to avoid the tornado (it is best to drive at an angle that is perpendicular to the path of the tornado, so if the tornado is heading East, you should head South or North).
- If you are headed into an area that is experiencing inclement weather, it may be necessary to alter the route, or cancel the destination event. If the event needs to be cancelled, the Public Relations Officer or highest-ranking officer will contact the event contact and explain the situation to them.
- The weather status for the state of Texas can be found at www.drivetexas.org

Inclement Weather Immediately Prior to Performance/Lesson

If an outdoor performance or lesson is being conducted, and there is a possibility of inclement weather or inclement weather is present prior to the performance, the following steps will be taken:

- The President, Health and Safety Representative, or highest-ranking officer will determine the actions to be taken.
- If there is a possibility of moving the performance indoors, the Public Relations Officer or highest-ranking officer should speak with the contact to discuss this option.
- If there is a heat-index of 105 degrees or higher, the performance shall not take place outdoors in an uncovered area, as there would be a high risk for heat related illnesses.
- If lightning is present in the area surrounding the performance area (within 6 miles), the performance will be delayed until lightning has ceased for at least 30 minutes.
- If rain were present or is forecasted to be present, which would make the performance area unsafe for dancing, the officers present and Health and Safety Representative will discuss the safety concerns of the performance, and then the Public Relations Officer or highest-ranking officer will address the concerns with the performance contact.
- If other inclement weather exists, such as snow, sleet, hail, ice, or tornadoes, the performance will be delayed until the inclement weather has ceased, and the conditions of the performance area are safe for dancing. The team will seek shelter in a safe place until the inclement weather has ceased (such as a low shelter with no glass doors or windows if a tornado is present).
- If the team will be performing in a covered area while inclement weather is present, it will be up to the discretion of the President or highest-ranking officer to determine the proper actions to take place.

Inclement Weather During Performance/Lesson

If an outdoor performance or lesson is being conducted, and inclement weather presents itself during a performance, the following steps will be taken:

- If it begins to rain lightly during a routine, the team will finish performing, and Jitterbug solos during a song will be only transitions.
- If it is raining lightly, but the President or highest-ranking officer does not call for the performance to stop, then the team will not do any Jitterbug since it is extremely unsafe.
- If it begins to heavily rain during a routine, the team will stop during a solo line, or when told to by the President or highest-ranking officer present, or immediately if it is unsafe to continue dancing at all.
- In the event of thunder, the team will continue to dance unless told to stop by the President or highest-ranking officer present.
- In the event of lightning, the team will immediately come to a stop, form a line, bow, and seek shelter.
- If other inclement weather presents itself, such as snow, sleet, hail, ice, or tornadoes, the performance will be called to a stop, and the team members will seek safety and shelter.
- The proper manner of exiting the performance in inclement weather will be the team forming one line quickly, and bowing before exiting. This is to ensure the reputation of the Aggie Wranglers is maintained.
- If the team is in a covered area while performing, it will be up to the discretion of the President or highest-ranking officer to determine the proper actions to take place.

Active Shooter (Run, Hide, Fight)

If an active shooter is present at any event in which the Aggie Wranglers are attending, the following steps will be taken:

- If the team is at an event in which an active shooter protocol has already been established, the team will follow the protocol already established, and the directions given to them by the contact/event coordinator.
- Each member should put his/her own safety as their highest priority.
- Remain calm and follow any directions given by the contact/event coordinator or officers.
- Attempt to call 911, only if it is safe for you to do so.
- Evacuate
 - If there is an accessible escape path, attempt to evacuate the premises
 - Evacuate regardless of whether others agree to follow
 - Leave your belongings behind
 - Help others escape, if possible
 - Prevent individuals from entering an area where the active shooter may be
 - Keep your hands visible
 - Follow the instructions of any police officers if they are present
 - Do not attempt to move wounded people
 - Call 911 when you are safe
- Hide out if evacuation is not possible, and find a place to hide where the active shooter is less likely to find you
 - Your hiding place should be out of the active shooter's view
 - Your hiding place should provide protection if shots are fired in your direction (i.e. an area with a closed and locked door)
 - Your hiding place should not trap you or restrict your options for movement
 - Lock the door
 - Blockade the door with heavy furniture

- If the Active Shooter is in your vicinity
 - Lock the door
 - Silence your cell phone and/or pager
 - Turn off any source of noise (i.e., radios, televisions)
 - Hide behind large items (i.e., cabinets, desks, or other items that will provide protection)
 - Remain quiet
- If evacuation and hiding out are not possible
 - Remain calm
 - Dial 911, if possible, to alert police to the active shooter's location
 - If you cannot speak, leave the line open and allow the dispatcher to listen
- Take action against the active shooter, as a last resort, and only when your life is in imminent danger. Attempt to disrupt and/or incapacitate the active shooter by:
 - Acting as aggressively as possible against him/her
 - Throwing items and improvising weapons
 - Yelling
 - Committing to your actions
- Attempt to call CIRT and the Advisor, only if it is safe for you to do so.
- Complete an Accident/Incident Report Form.

Emotional Distress

If a person is thought to be under serious emotional duress, the following steps should be taken:

- DO NOT leave the individual.
- Contact Advisor and President.
- The Advisor will make sure the situation has been handled, and that the individual is no longer at risk to causing harm to their self or others
- The Advisor will contact the Critical Incidence Response Team (CIRT) if it is a student
- Fill out an Accident/Incident Report Form.

Suicidal Ideation and/or Attempted Suicide

If a person has thoughts of suicide or is attempting/has attempted suicide, the following steps should be taken:

- DO NOT leave the individual.
- If suicide attempt is currently in progress, call 9-911 from a campus phone or 911 from a cell phone.
- If person is at risk to be of imminent harm through suicidal and/ or homicidal statements or actions, or is incapable of caring for oneself, call 911.
- Locate individual's medical waiver. Notify the caller of any allergies, medication they are taking, etc.
- Contact Advisor and President.
- The Advisor will contact the Critical Incidence Response Team (CIRT) if it is a student
- Fill out an Accident/Incident Report Form.

Sexual Assault or Sexual Harassment

If the sexual assault or sexual harassment is in progress, the following steps should be taken:

- If sexual assault behavior is currently in progress and is an imminent threat, call 9-911 from a campus phone or 911 from a cell phone.
- Witness will call the Advisor and President. The witness will then notify the highest-ranking officer present at the event if possible.
- Advisor will meet with witness at designated location to fill out an Accident/Incident Report Form and provide support and referral information for witness.
- Advisor will contact the Critical Incidence Response Team (CIRT) and TAMU Offices of Dean of Student Life and give details of situation so that a conversation can be coordinated.
- Advisor should identify whether or not alleged complainant would like to make a confidential report and should briefly inform about limitation of confidential and/ or minimal report information.

If the sexual assault or sexual harassment is not caught in progress, the following steps will be taken:

- If report is made by a third party, Advisor meets with witness at designated location to fill out an Accident/Incident Report Form and provides support and referral information for complainant.
- Advisor meets with alleged complainant to fill out an Accident/Incident Report Form and provide support and referral information for witness.
- Advisor will contact the Critical Incidence Response Team (CIRT) and TAMU Offices of Dean of Student Life and give details of situation so that a conversation can be coordinated.
- Advisor should identify whether or not alleged survivor would like to make a confidential report and should briefly inform about limitation of confidential and/ or minimal report information.

Uninvited Guests

If a guest is present at a Wranglers event that is not invited/welcome, or is a danger to the participants at the event, the following steps will be taken:

- Witness should note as much information as possible, including description of person(s), automobiles, license plates, etc.
- Contact the President and Advisor and explain the situation to them.
- President, Advisor, or highest-ranking officer present will maintain visual contact until person(s) leave event.
- Intercept uninvited person(s) only when the safety of participants is immediately at risk and if the safety of interceptor will not be compromised.
- If safety of members and/or participants is of imminent concern, call 9-911 from a campus phone or 911 from a cell phone.
- Advisor will contact the Critical Incidence Response Team (CIRT) only if uninvited person(s) is a possible dangerous individual.
- Complete an Accident/Incident Report Form.

Alcohol/Substance Abuse

If a person or team member is exhibiting signs of alcohol poisoning or drug overdose, the following steps should be taken:

- Call 911 and UPD to activate the Critical Incidence Response Team (CIRT) (979)-845-2345.
- Never abandon a person who is suspected to be in danger of alcohol poisoning or drug overdose.

- Lay them on their side (not their back) using the Bacchus Maneuver so that if they vomit they will not asphyxiate (choke).
- Follow all instructions given by emergency medical personnel.
- The highest-ranking CPR certified officer present should be prepared to give CPR if necessary. Be wary of the victim vomiting during CPR. If this happens, move the victim onto their side and wipe the vomit from the mouth. Non-latex rubber gloves and a CPR barrier device are located in the WEB to assist with CPR.
- Do not attempt to give victim of alcohol poisoning or drug overdose any food, drink, or medication.
- Notify the Advisor and President of the situation immediately.
- Continue caring for the victim in this way until emergency medical personnel have arrived.
- Complete an Accident/Incident Report Form.

Area Evacuation

In the event that the Aggie Wranglers and/or participants will need to evacuate an area, due to reasons such as bomb threats, fires, or a Code Maroon, the following steps will be taken:

- Call 911, only if there is an immediate, life-threatening emergency.
- Remain calm and stay together. Complete a head count of all team members and participants to ensure everyone is present and safe.
- The President or highest-ranking officer present or law enforcement will direct team members and participants to a safer location, if in immediate danger.
- Follow all instructions given by the Code Maroon, the area manager, the President, or the highest-ranking officer present.
- Retrieve all medical information and liability waivers before exiting. Allow members and participants to gather necessary belongings, only if it is safe to do so.
- Exit the area, following the instructions given.
- Complete a head count of all team members and participants again, to ensure everyone evacuated safely.
- Notify the Advisor and President of the situation.
- Complete an Accident/Incident Report Form.

Inappropriate Behavior of a Lessons Participant

If a lessons participant is exhibiting inappropriate behavior, such as foul language, inappropriate humor, inappropriate sexual comments or actions, or other behavior that is deemed disruptive during lessons, the following steps will be taken:

- The teachers or assistants of the class will notify the President or highest-ranking officer of the inappropriate behavior, doing their best to not disturb the flow of class.
- The President or highest-ranking officer will privately discuss the inappropriate behavior with lessons participant and politely ask them to stop the inappropriate behavior.
- If the inappropriate behavior persists, the lessons participant will be asked to leave, and will not be given a refund for the lesson.
- If lessons participant refuses to leave, call 911 to notify the police of the situation, and follow their instructions until they arrive.
- Notify the Advisor and President (if not already notified) of the situation.

- Complete an Accident/Incident Report Form.

Inappropriate Behavior of a Performance Attendee

If an audience member or performance attendee is exhibiting inappropriate behavior, such as foul language, inappropriate humor, or other behavior that is deemed disruptive of the performance, the following steps will be taken:

- If the performance is being hosted by the Aggie Wranglers, the President or highest-ranking officer present will privately discuss the inappropriate behavior with the performance attendee, and politely ask them to stop the inappropriate behavior.
- If the performance is being hosted by a performance contact, the President or highest-ranking officer will privately discuss the inappropriate behavior with the contact, and let them handle the situation as they deem necessary.
- If the inappropriate behavior persists even after the contact has attempted to handle the situation, the President or highest-ranking officer will explain to the contact that the performance cannot be conducted until the inappropriate behavior has ceased.
- If the inappropriate behavior persists, the event attendee will be asked to leave.
- If the attendee refuses to leave, call 911 to notify the police of the situation, and follow their instructions until they arrive.
- If the behavior is so disruptive that the performance cannot be conducted, the team will wait until the situation has been handled to continue with the performance.
- The Advisor will be notified of the situation.
- Complete an Accident/Incident Report Form.

Property Damage

If property is damaged by the team or participant at an Aggie Wranglers event, the following steps will be taken:

- The President or highest-ranking officer present will be notified of the damage.
- The Advisor will be notified of the situation.
- No team member will make statements as to who is at fault and will not offer to pay for damages.
- The President or highest-ranking officer present will work with the Advisor to fact find, and work with the owner of the property to discuss what happened, and the actions that are to be taken to resolve the situation.
- Complete an Accident/Incident Report Form.

Power Outage

If a power outage occurs during a lesson or Aggie Wranglers event, the following steps will be taken:

- If the power outage occurs during a performance or lesson, all dancing will immediately stop.
- If the power outage occurs because of inclement weather, please see the plans regarding Inclement Weather.
- If on campus, the President or highest-ranking officer present will contact University Center and Special Events at (979)-845-8904 and notify them of the situation.

- If not on campus, the President or highest-ranking officer present will contact the facilities owner/manager.
- If at an event not hosted by the Aggie Wranglers, follow all instructions given by the performance contact or facilities manager.
- Complete a headcount of all team members and participants present. Check the facility for any missing persons.
- Remain in location unless it is unsafe to do so.
- A flashlight is located in the WEB for assistance during a power outage.
- If necessary, evacuate the facility in a calm manner, following all instructions of the facilities manager, President, or highest-ranking offer present.
- Notify the Advisor and President of the situation.
- Complete an Accident/Incident Report Form.

Article III – First Aid Materials

Section I – Wranglers Emergency Bag (WEB)

All Safety Documents, a copy of the Safety and Operations Manual, and First-Aid Kit will be kept in the WEB (Wrangler Emergency Bag), which will be kept by the Health and Safety Representative and brought to every event. If this person is not going to the event, then the officer next in command should be responsible for bringing the WEB.

In addition, if the WEB is not able make it to a performance or practice; there will be a mini-WEB in each sound bag.

Prior to any travel, pertinent local contact information should be updated and added to the WEB.

The WEB must include:

- Ibuprofen
- Acetaminophen
- Naproxen
- Antihistamines (Benadryl)
- Icy hot
- Alcohol swabs
- Non-latex gloves
- Antibiotic ointment (Neosporin)
- Bandages (all sizes)
- Two easy break ice packs
- Ace wrap
- Sterile gauze
- Mole skin (blister protectors)
- Scissors
- Barrier device for CPR
- Baby powder and rosin (safety for gripping)
- Feminine products
- Hair bands
- Hand sanitizer
- Medical tape
- Pre-wrap and wrapping tape
- Flashlight
- Bottle of Water
- Sewing Kit
- Protein bar (no nuts)
- Towel

The WEB will also contain a binder with all of the current team's medical and emergency information along with a pictured list of everything in the bag and its intended use. Additionally, a log will be kept with the WEB

to record the content usage, to be maintained by the Health and Safety Representative. The Secretary will also be responsible for maintaining a sewing kit that may not be kept in the WEB.

Section II – miniWEB

The miniWEBs must include:

- Ibuprofen
- Bandages
- Hairbands
- Antibiotic ointment
- Ice pack

It is recommended that a miniWEB be kept with each sound bag, to ensure that there is always a miniWEB present at lessons, performances, and other events. The miniWeb shall also contain the Basic Emergency Response Guideline, an emergency contact information sheet of all members and contacts, a copy of each team member's liability waiver, and a copy of each team member's medical form.

Article IV - Insurance

Section I - General Insurance

Aggie Wrangler Insurance is considered supplemental insurance. What this means is, should someone get injured who is taking our lessons/classes or is a member of the team, that person would provide his/her primary insurance (family, student, personal, etc.) and Wrangler insurance would act as secondary/supplemental; OR, should the person not have insurance, he/she would utilize Wrangler insurance as his/her primary medical insurance.

The injured party would go to the doctor or hospital and seek treatment. Following this, they need to have completed both an Aggie Wrangler Incident/Accident Report **and** an Insurance Claim form, with the assistance of the Advisor. Once the bill is gathered and all documentation is complete, this information is sent by the injured party to the insurance company. This must be done within 90 days of the injury/accident, otherwise the claim will not be considered for review. Once the information is submitted, the insurance company then decides whether or not this claim will be processed. There are some circumstances in which the claim will not be fulfilled.

Please remember, Wrangler insurance only comes into play on official Wrangler events, classes, lessons or workshops. This does not include personal time at dance halls.

Section II - Required Information

It is important to keep the following information on hand when conducting any events where an accident may occur (this includes all official Aggie Wrangler events such as workshops, retreats, End of Year, lessons, classes, etc.) In addition to officers having this information, the Advisor should have a duplicate and updated copy of this information.

Liability Waiver

Most of the information required in the event of an emergency should be included on a liability waiver form. It is extremely important that this information is readily accessible and current for all team members, all students involved in lessons, and any other participants in official Aggie Wrangler

functions. Due to University retention records policy, liability waivers must be kept in a secured file (password protected) or place for three years following the event.

It is important to have on record any medical conditions that a member may have, including but not limited to past injuries/surgeries, up to date medications and/or allergies should be documented and filed. There is an expectation that the members of the organization will update this information on the Membership Profile tab of Wranglers Online.

Documenting Medical Insurance

Personal insurance carrier and policy numbers should be documented on the liability waiver and on Wranglers Online as well in the participants' Member Profile.

Documenting Emergency Contact Information

Along with personal contact information for members, it is important to have appropriate emergency contact information. All emergency contacts should first be listed through your HOWDY account online through the University. These emergency contacts should also be listed on your Membership Profile on Wranglers Online.

An appropriate Emergency Contact is someone who:

- Is aware of any medical issues or conflicts that you might have. If someone is allergic to something and forgets to put it on their waiver the emergency contact might just be the last line of defense there is to prevent the emergency responders from giving them a potentially dangerous drug or drug combinations.
- Has phone numbers to your immediate family members rapidly available so they may inform your loved ones about any potential incidents that might have happened. At a minimum, your emergency contact should have the phone number to contact the person that you would want to be notified of your injury or death first.
- Is not at the event the same time you are
- Is able to initially handle receiving potentially devastating news about you. Choosing someone that is known to be extremely emotional over the phone might be a poor choice as a contact if medical teams need to ask questions of the emergency contact. Choose someone that will be able to calmly answer any potential questions after being informed that you are injured or worse.

It is important to have multiple ways of reaching your emergency contact. Emergency contacts should have at least one phone number, and if possible, list multiple phones. List every phone number in the order that they should be called. This should be done so that in a crisis situation, the emergency contact of a team member may be reached quickly.

Article V - Condition of Dancers

It is assumed that all dancers are in a healthy and functional condition that is appropriate and necessary for this level of activity. This means that members should have enough stamina to participate in both practice and performance dancing without suffering excessive fatigue leading to failure to dance safely. Members should also be mentally focused on the task at hand. If at any time a member or participant believes they cannot dance due to a physically or mentally weakened state, then it is the member or participant's responsibility to inform

the Officer Team or the instructor that they cannot participate. No member should ever dance with an injury that will knowingly hinder safe dancing techniques, their own safety, and the safety of others. If an Officer or the Health and Safety Representative feels that a dancer's performance will be a danger to themselves, other members, or the reputation of the organization, then they may ask a dancer not to perform. If a member agrees that performing is a safety risk, then they will approach an Officer or the Health and Safety Representative regarding their decision.

Section I - Alcohol/Substance

- Under no circumstance should any member of the Organization be intoxicated through methods including but not limited to consumption of alcohol, illegal drugs, or legal drugs which may inhibit the safety of him/herself, him/her partner or participants at any Wrangler event.
- No Wrangler should be under the influence of any mind-altering substance within 12 hours prior to a performance or practice.
- If a team member has been seen drinking, or has signs of drinking, the highest-ranking Officer or Health and Safety Representative will ask the member to not perform.

Section II - Physical

An organization member **MUST** submit an annual physical prior to any team participation. This includes practice, workshops, jitterbug, lessons, and all other physical Aggie Wranglers Events.

Section III- Attire

No jewelry may be worn at practice or performances, besides an Aggie Ring. The attire is also defined in the Constitution, and any deviation must be passed through an Officer present at practice or a performance.

Male Practice Attire

Men must wear jeans, a belt, t-shirt, boots (layer socks appropriately to prevent blisters), tennis shoes (only for Jitterbug moves), and be neatly groomed. Boots are required for dancing routines. Bowling shoes are acceptable for practice and for some performances that may require the team to wear them instead of boots that may mark up the floor. **NO** bare feet, flip-flops, or socks when dancing. Men are required to wear a hat for practice, and their cowboy hats for performances, unless told otherwise.

Female Practice Attire

Women must wear their performance skirt with spandex underneath, or jeans and a belt, or athletic (i.e. yoga) pants, or athletic shorts with spandex shorts underneath, t-shirt, boots (layer socks appropriately to prevent blisters), tennis shoes (only for Jitterbug moves), and be neatly groomed. T-shirts or tank tops may be worn to help mimic similarities of the uniform. No spaghetti straps or bare mid-drifts may be worn. Boots are required for dancing routines. Bowling shoes are acceptable for practice and for some performances that may require the team to wear them instead of boots that may mark up the floor. **NO** bare feet, flip-flops, or socks when dancing. Hair must be pulled back in a ponytail or pinned securely back away from face. Headpieces may only be worn with the approval of the Technical Safety Consultant.

Formal and Informal Uniform

The Aggie Wrangler formal and informal uniform is the image of this team, and must be properly maintained by all members. Each member will be issued a set of formal and informal uniform, and will be responsible for its care. Team members will take their uniform to the official Dry Cleaners set forth by the Secretary. A team member should not take his or her uniform anywhere else as this is the cleaners that has tested samples and exclusively knows how to work with the team's uniforms. If a team member takes their uniform to another

cleaner and it is ruined, then that team member will be responsible for the cost of the replacement uniform. Members will be in charge of keeping up with the schedule of performances and allowing two days for your uniform to be cleaned, especially if your uniform is noticeably dirty and dingy. Do not use a bleach pen at any time on your uniform, as it will cause it to turn yellow. Each month the team will only cover the cost of dry cleaning set forth by the Secretary and Treasurer, and anything over must be paid out of pocket.

Alterations to the uniforms will be done at the discretion of the Secretary, and it will be the responsibility of all Aggie Wranglers to follow their instruction, and complete it in a timely manner. Boots must be maintained properly, and only be fixed at the store set in place by the Secretary.

Article VI - Practice Requirements and Recommendations

Aggie Wranglers demands the need to maintain peak physical condition among team members. To take on various performance sites it is necessary to practice under all possible conditions that may arise, in order to condition themselves.

Section I - Practicing

Before You Dance (several hours before) Recommendations:

Fill a water bottle four hours before exercise and finish it before you start.

Plan to have something like pasta but pass on the cream sauce

Maybe have a bread-based breakfast. Fix a bowl of cereal with low-fat milk.

During your short practice (<60 min)

- Always bring a water bottle to practice and fill your water bottle with water.
- It is recommended to take a water break every 15 -20 minutes. Water breaks may occur between routines when couples are critiquing one another.

During your long practices (>60 min)

- Fill a water bottle with a sport drink AND a bottle with WATER (not an energy drink- you want something like Gatorade). Alternate drinking from these.
- It is recommended to take a sip of fluid at every sign of thirst or break to make sure you consume at least 6 ounces of fluid every 15-20 minutes.
- Bring snacks such as fruits, vegetables, and carbohydrates.

When you are finished

- Restore fluid losses after exercise and a member feels necessary. This could be water or a sports drink.
- Examples of good refuel options include but are not limited to: a sandwich, a plate of pasta, or a glass of chocolate milk.

Section II-Stretching

Stretching is a fun way to do something together as a team before practice, get everyone's blood pumping, stretched, and ready to dance. It is required for members to stretch before practicing or performing, to prevent any injuries, but a member is allowed to stop and rest if needed- this is meant to be a fun warm-up, that is still beneficial to the member's dance-ability!

This warm up should not last longer than one or two fun up-beat songs (about 10 min.)

Stretching will consist of what the President or Health and Safety Representative feel is beneficial to the team. There will be no set routine, however all members must stretch for 10 minutes, to ensure that they are ready to practice for an hour or more.

If the team is not properly stretching, then it will be at the discretion of the President to ensure a proper stretching procedure is followed.

These are some suggested dynamic stretches to help warm up team members for practice:

Abs (10 of each type)

- Crunches
- Bicycles
- Extensions
- Crunches

Girls

- Splits (1 8-count/spilt) then
- Close legs in crab position for dip warm up 4(right leg)-4(left leg)-4rt-4lf
- Dig-dig-cock-cock x4
- Dips

Guys

- Guys can do push ups
- Any other arm stretches guys feel is necessary

For performance, 10 minutes of stretching on your own is recommended. These 10 minutes are allotted in the hour that the team arrives before the performance.

Section III-Hygiene

Every Aggie Wrangler is expected to practice good personal hygiene, which may include: bringing extra deodorant, a change(s) of clothes, a towel.

Section IV-Outside Practices

The purpose of practicing outside is to condition for outside performances. It is necessary to practice outside for longer than a performance length to condition the body for outside performances. It is recommended that members use common sense in regards to weather and conditions for safe practices.

The benefit to practicing outside outweighs the risks that might happen at an outdoor performance. This includes practicing at higher temperatures, with sweaty partners and various floor conditions. As long as proper hydration is maintained, the risks are reduced. If a member becomes fatigued or needs water, they will be allowed to take a break.

When practicing outside, it is appropriate to do so, as long as the weather and conditions are safe for the allotted amount of practice time. Practice time should not exceed 6 total hours, with a mandatory break of at least one hour in the middle. When practicing outside, water breaks will occur every 15-20 minutes, and lasting no less than 5 minutes, where members rehydrate and rest their bodies. This is to mimic performance times that may range anywhere from 15-20 minutes. Members are also allowed to stop and rest, as they feel needed, just as they are with any practice. When weather conditions change or vary, practice should be moved to a different location.

As long as the surface is not slick, the area meets the special requirements for the group to dance safely, and the Officer Team and Advisor believe it is safe, then they can make this judgment call.

Sometimes the team will need to run lines prior to a performance, and they can do this in an area that is outside or in a garage. However, if they are running it full out, then they need to adhere to the safety rules of floor space and surface.

Section VI-Summer/Winter

Be prepared for fatigue, extended hours of practice, and emotional stress. Keeping yourself properly hydrated is required for summer/winter practices. Be sure to dress properly to prevent any blistering, rashes, cuts, or any other minor injuries. Also, have on hand at all Wrangler events, any personal medications or preventative measures that might be needed for pre-existing conditions affected by extensive practice or physical activity. The Health and Safety Representative needs to compile and keep available at all Wrangler events every members' medical release form; these should be kept in the WEB, but it is up to the individual team member to keep their medical release form up to date. The Health and Safety Representative will keep track of any injuries that occur during Wrangler time and inform the President of any issues. Health records are confidential, and may not be shared with any members on the team without the injured members' consent. At the beginning of each semester, each individual member will update their file to reflect changes to their medical condition.

Practice time should not exceed 6 hours total in a day, with a mandatory break of at least one hour in the middle. This still includes taking a water break every 20 minutes and allowing members to take a break, as they feel necessary.

New members practice where they can find ample space and will monitor their own needs for hydration and rest. They should also allow for off-days to allow their bodies to rest. Number of days rest is determined by the individual couple's needs, there is no set number of days of rest. It is recommended however, that after a workshop (practice of up to 6 hours total) they allow themselves one full day of rest.

It is recommended that team members practice 4 hours per month over the summer or as they feel necessary to maintain their dance-ability.

Section VII-Fall/Spring

Practice once a week, for 1-3 hours. Be stretched and ready by the time practice begins. You will warm-up Jitterbug before running routines. An additional practice per month may be scheduled at the President's discretion. 2 hours of Jitterbug a month is required per partnership.

Article VII - Jitterbug Processes

Section I - Technical Safety Consultant Rules for Safety Approval

In order to perform as an Aggie Wrangler in good standing with Texas A&M University, all members must have their moves approved by the Technical Safety Consultant (TSC) for the team. There are several ways to have moves approved, and all members must have this approval before they are allowed to perform any moves as a member of this incredible team.

New Member Approval: New Members are required to have ALL moves approved BEFORE they can perform them. See the list at the bottom of this section from Jitterbug 1 and Jitterbug 2, plus all other moves.

Returning Member Approval: All returning team members who have been approved previously as new members will only need to have new moves approved as they progress through the year.

Mismatched Approval (one performance only): If two members are mismatched for a performance, then they MUST get any moves approved BEFORE they can perform them. If they use the moves from Jitterbug 1 and Jitterbug 2 (that have been approved for both members), or if both members have been approved previously on the same move with another partner, then they can perform the move without another approval. For Example: if John was approved to do White Horse with his regular partner, and Jane was approved to do the same move with her regular partner, then they can perform it together for a mismatched performance, given they are reviewed by the officers present at that performance for both safety and performability (if there is a tie in the vote, the highest-ranking officer present will have the final say).

Mismatched Approval (new season): If two members lose their partners and join together to form a new partnership, then they MUST have all of their moves approved as a new partnership. If a current member brings on a new member, then they must be treated as new members and have ALL moves approved.

Jitterbug Probation:

In case of Jitterbug Probation for a safety reason, the move must be re-approved by the Technical Safety Consultant. **Couples must show the moves to the Technical Safety Consultant in person, unless told otherwise**, when they are ready to have the move re-checked off they will follow standard procedures follow for checking off moves. The Officer Team will vote for performability of the move, before the couple is allowed to perform it again.

Ways to get moves approved:

1. In person at beginning of the school year before first performance of the year or at the Winter retreat. (President will announce when Technical Safety Consultant is going to be present or Technical Safety Consultant will email to the team.)

2. You can video the move front and side view, including written safeties for both guy and girl, then send it to the Technical Safety Consultant contact information allowing 72 hours for written approval from TA. Best format is .mov. A move may only be submitted in video form if it is italicized on the following list.
3. Technical Safety Consultant can be reached with the information given in the contact information section.
4. If the move on the following lists has an asterisk, then the move must be safety approved **in person** with the Technical Safety Consultant.
5. If the move on the following lists has two asterisks, then the move must be safety approved **in person and in uniform**. If the member seeking safety approval is a new member, then the move must be performed with the girl in her formal skirt, and the man must perform it in a long sleeve shirt and jeans at minimum.
6. During the Semester, video submissions are preferred, unless stated otherwise.
7. The Technical Safety Consultant will be available at the beginning of the summer to approve the required jitterbug moves necessary to participate in workshops. No member will be allowed to participate prior to this approval.

Condition for Move Approval:

May submit in video form: (ITALICS)

360 Pull through
Aerial
Around the World
Barrel Toss
Booty
Cartwheel
Corkscrew
Ferris Wheel
Floor Sweep
Michelle
Pommel Horse
Rainbow Flip
Reisha
Shotgun
Shoulder Flip
Triple Cartwheel

Must be done in person: (*)

Airplane to Hip Dip*
Angel*
Bernie*
Bow Staff*
Can Opener*
Can Opener Flip Out*
Cliffhanger*
Guy Neck Flip*
Helicopter*
Hernando*
Jesse Flip*
Monkey Flip*
Monster*
Nutcracker*
Reverse Shotgun*
Sailor*
Sharon Flip*
Skate*
Stacy *

Must be done in person AND in formal uniform:

()**
Aerial Flip**
Aerial to Birth**
Angel to Birth**
Arc of Doom**
Australia**
Barrel Toss-Double**
Birth**
Deidra Dive**
Elevator to Shoulder Pop**
Gale force**
Headbanger**
Humiliation**
Humiliation Press**
Hurricane
Hurricane-Double
Jess Press
Kick Flip
Long Shaft
McTwist
Page Swing
Palermo
Redneck
Rico
Sailor Rolldown
Sheila flip/Double
Shoot the Moon
Split Flip
Starfish
Texas Angel
Throw Melinda
Tsunami
White Horse
Youngun

Aggie Wranglers Jitterbug Move List

Jitterbug 1:

Aerial
Can Opener*
Cartwheel
Ferris Wheel
Floor Sweep
Humiliation**
Jesse Flip*
Shoulder Flip
Windmill

Jitterbug 2:

360 Pull Thru
Airplane/Airplane to Hip Dip*
Around the World
Barrel Toss
Cliffhanger*
Michelle
Reisha
Sailor*
Sheila Flip**
Stacy*

TEAM ONLY Moves:

Aerial Flip**
Aerial to Birth**
Angel*
Angel to Birth**
Arc of Doom**
Australia**
Bernie*
Birth**
Booty
Bow Staff*
Can Opener Flip Out*
Corkscrew
Deidra Dive**
Double Barrel Toss**

Double Sheila Flip***
Elevator to Shoulder Pop**
Gale Force**
Guy Neck Flip*
Head Banger**
Helicopter*
Hernando*
Humiliation Press**
Hurricane**
Hurricane (Double)**
Jess Press**
Kick Flip**
Long Shaft**
McTwist**
Monkey Flip*
Monster*
Nutcracker*
Paige Swing**
Palermo**
Pommel Horse
Rainbow Flip
Redneck**
Reverse Shotgun*
Rico**
Sailor Roll Down**
Sharon Flip (Christi Flip)*
Sheila flip-Double**
Shoot the Moon**
Shotgun
Skate*
Split Flip**
Starfish**
Texas Angel**
Throw Melinda**
Triple Cartwheel
Tsunami**
White Horse**
Youngun**

Section II – Call Moves

Call moves is the process in which team members “call moves” to put into their Jitterbug Solos, also known as their “3 move”. Each couple should have 3 Jitterbug moves performable prior to the completion of call moves. Call Moves will be completed once per semester, typically at the Summer and Winter Retreats.

Procedures

- The order of turns will be determined using Article I, Section V of the Aggie Wranglers Constitution, titled “Defining Seniority”.
- Each couple is allowed to pass their turn one time during the call moves process.
- When it is a couple’s turn, they will stand and “call” a move they would like to include in their 3 move. *Any move a couple wishes to call must have already been safety approved by the Technical Safety Consultant.
- If any other couples wish to include the called move in their 3 move, they will stand and attempt to compete for the move.
- If a couple wishes to only get the called move performable, they must announce that they only wish to get the move performable. If a couple only wishes to get the move performable, they will demonstrate the move after the competing couples have demonstrated it.
- The partnership that called the move will then determine the order in which the competing couples will demonstrate the move.
- The move will then be done 2 times by each partnership competing for the move in alternating fashion.
- A couple is not allowed to perform the move in different ways on each attempt. For example, a couple may not do a single Hurricane on the first attempt, and then do a double Hurricane on the second attempt.
- A couple is not allowed to do transitions in or out of a move for the purpose of adding excitement or effect to the move.
- After the move has been demonstrated twice by each of the couples, the couples will leave the room and voting will commence.
- If a couple calls a move and then loses that move, they have the option to either call another move, or end their turn. If they choose to end their turn after losing a move, this will not count as using their one pass.

Voting

- Discussions among team members regarding Jitterbug moves shall not occur at any time during voting.
- When voting on a move for performability, the voting members should consider the team expectations of what a performable move looks like. When voting to determine the winner of a move, voting members should take into account the performability expectations of the move, as well as who does it best from an audience’s perspective.
- The safety of a move shall not be considered when voting, as any move that is called must have already been safety approved by the Technical Safety Consultant. However, if certain questions about safety affect the performability of a move, this should be considered (i.e. if a couple shuffles their feet while doing the move, they should not be judged on whether or not the move is safe, but if the shuffling feet affects how the move looks from an audience or team expectation perspective, this should be considered).

- Voting will be conducted by the highest-ranking officer present in the room. If no officer is present in the room (i.e. all officers are competing for the move), the highest-ranking representative will conduct the voting).
- The remaining members will first vote on whether or not they would like to see a move done a third time by the competitors. This requires a majority vote. If the vote is to see the move a third time, all competitors will be asked to demonstrate the move a third time before voting continues.
- The remaining members will vote on if each couple was performable or not. This requires a majority vote for each couple. If the move is voted not performable, the couple will be asked to come back into the room and join the voting.
- After the performable or not performable votes have been completed, the team will vote on who wins the move into their 3 move. If a member only wished to get the move performable, they will be asked back into the room and vote for the winner of the move.
- Voting for the winner of the move will be conducted similar to officer and representative elections outlined in Article IV, Section II titled “Voting”. Each remaining member will get 1 vote to vote on which couple performed the move the best. After the votes have been counted, the couple with the least amount of votes will be asked to come back into the room. This will continue until only 2 couples remain. When only 2 couples remain, they will be asked to demonstrate the move again so that the other couples competing for the move will get a chance to see the final 2 couples perform the move. A final vote will occur, and the couple that gets the majority of the vote will win the move.
- In the event of a tie vote between the 2 lowest vote count couples, when there are more than 2 couples competing for the move, all present members will be asked to vote for just those 2 couples, to see who is eliminated. If a tie occurs between just those 2 couples, they will be asked to demonstrate the move again, and then a revote will occur.
- If there is a tie between the final 2 couples of a move, they will be asked to demonstrate the move again, and then revote will occur. This will repeat until a winner is declared.

The procedures and voting will continue until every partnership has won 3 Jitterbug moves. Once a couple has won 3 moves, they will not be able to compete for any other moves to be added into their 3 move. The Secretary will keep a record of each partnership’s 3 move. After every partnership has 3 moves, each partnership, in order of seniority, will tell the Secretary which of their 3 moves they would like to make their “Call Move”. A Call Move is a move that cannot be challenged for until the next call moves. If a partnership has won a Jitterbug move into their 3 move through the call moves procedures, other couples may not perform that Jitterbug move if the couple that won the move wishes to perform the move. If the couple that has a move in their 3 move is not present at a performance, another couple may perform the move, as long as it has been voted performable. If the couple that has a move in their 3 move is not present at a performance, and there are 2 couples that have the move performable and wish to perform it, the 2 couples will demonstrate the move twice, and the members present at the performance will vote to see who will perform the move.

Transitions

After every partnership has their 3 move, transitions will be determined in order of seniority. The purpose of this is to ensure that no 2 couples are using transitions that are too similar. The Secretary will keep a record of each partnership’s transitions. The Officer Team will determine whether or not two transitions are similar if there is conflict.

Challenges

During the semester, a couple may challenge for another partnership's move, as long as it is not their Call Move. These procedures will be followed:

- Challenges will take place at the end of the weekly practices.
- The couple wishing to challenge for the move will notify the President no later than 72 hours prior to the practice in which they would like to challenge for the move.
- The President will notify the defending couple that their move will be challenged for at practice.
- The couple defending the move will decide the order in which the couples will demonstrate the move.
- The procedures outlined above will then be carried out to determine the winner of the move.
- If the defending couple loses the move, and therefore no longer has 3 performable Jitterbug moves, they may ask to get a new move performable as this time, as long as no other partnership has already called the move it into their 3 move.
- If the couple defending the move loses the move, they may not challenge another couple for a move without giving 72 hours notice to the President (i.e. if the defending couple loses a move, they may not challenge for another move on that same day unless they gave the President 72 hours notice).

Absenteeism

- If a couple was not able to attend call moves due to being on medical leave from the team (injured or sick with a doctor's note), they will be allowed to challenge for any moves at practice, even if that move is the couple's call move. Challenging for call moves may only occur once, at the first practice upon return.
- If a couple was not able to attend call moves due to being on consensual leave from the team (such as for personal reasons), they will be allowed to challenge for any moves at practice, even if that move is the couple's call move. Challenging for call moves may only occur once, at the first practice upon return.
- If a couple was not able to attend call moves due to another reason, the Officer Team will vote on whether or not that couple will be allowed to challenge for a partnership's call move. Challenging for call moves may only occur once, at the first practice upon return
- If a couple was not able to attend call moves for a reason that was not excused by the rules above, they will be able to challenge for Jitterbug moves, as long as it is not a couple's call move.

Section III – Performability Approval Outside of Call Moves

If a couple has a move they would like to perform, but did not get the move performable at call moves, they must get it performable at another time. In order to get a move performable outside of call moves, the couple must notify the President that they would like to get the move performable 24 hours prior to the next practice. At the next practice, the couple will demonstrate the move for the team in the same way moves are demonstrated at call moves. The team will then vote in the same way that voting is done at call moves. If the move is deemed performable, the secretary will be notified for his/her records. If a couple wishes to perform the move at a specific performance, they may get the move performable prior to the performance by the officers present. The couple will demonstrate the move in the same way moves are demonstrated at call moves, and then the officers present will vote on whether or not the move is performable (if there is a tie in the vote, the highest-ranking officer present will have the final say). If there are no officers present, the couple will demonstrate the move to all of the team members at the performance. If a move is demonstrated prior to a specific performance, the move will be performable for that performance ONLY.

Article VIII – Dancing Restrictions

Section I – Return from Medical Leave

Any member returning from medical leave of two months or greater must undergo a modified performability as determined by the Officer Team. This is to ensure the safety of that couple and other members of the team under performance conditions. Jitterbug safety approval will be at the discretion of the Technical Safety Consultant, and Jitterbug performance approval is at the discretion of the Officer Team.

Section II – Mismatched Dancing

Any couple seeking to dance mismatched for a performance must notify the Officer Team the week before the scheduled performance so that they can practice together at the weekly practice. This is to ensure the safety of that couple, and those around them. The mismatched couple may be asked to do a modified performability at the discretion of the Officer Team. If they are unable to do this at the weekly practice, then the couple may be asked to do so before the performance. In any extenuating circumstances, the discretion of the Officer Team may be used.

Article IX - Performance Considerations

Section I – Space Requirements

The minimum amount of space that each couple should have is a 6-foot wide by 4-foot deep rectangle with a 12-foot ceiling. There should always be at least a 6-foot buffer space from any audience member. When performing in close quarters, it is important that all performers have been trained ahead of time to angle dips, bend legs in cliffhangers, etc. This is taught by current team during workshops when new members are learning routines. All Officers and the Health and Safety Representative must uphold this danceable space requirement, and any variations to this must be carefully considered depending on the location.

Section II - Floor Conditions

In terms of safety, the conditions that are unacceptable include overly slick floors. For example, those include, but are not limited to: loose gravel, smoothed concrete, freshly salted wood floors, etc.

For outdoor performances, certain precautions must be put in place regarding weather.

- There will always be trash bags inside the sound bags to protect the cowboy hats, and uniforms.
- Ensure that the extension cord is protected from the weather, and there is no exposed wire.
- Safely place the sound equipment and WEB away from the weather, so that it will stay dry.
- The Health and Safety Representative will monitor the weather, and work with the highest-ranking officer to keep the team dancing in proper conditions.

There will be certain performances where inclement weather may arrive while performing. The following actions are recommended, but may be changed by the highest-ranking officer at a performance, or the Health and Safety Representative.

- If it begins to rain lightly during a routine, the team will finish performing, and Jitterbug solos during a song will be only transitions.

- If it begins to heavily rain during a routine, the team will stop during a solo line, or when told to by the highest-ranking officer at that performance.
- In the event of thunder, the team will continue to dance unless told to stop by the highest-ranking officer.
- In the event of lightning, the team will immediately come to a stop, form a line, bow, and seek shelter.
- If it is raining heavily, then the team will cancel the performance.
- The proper manner of exiting the performance in inclement weather will be the team forming one line quickly, and bowing before exiting to ensure the reputation of the Aggie Wranglers is maintained.
- If the team is in a covered area while performing, it will be up to the discretion of the highest-ranking officer to determine what the proper procedures are.
- In all situations, follow the Chain of Command, and remember to uphold the values and reputation of the Aggie Wranglers.

Section III - Lighting Conditions

The stage area must be lit well enough to ensure good visibility for all performers. Special effects lighting, such as strobes and laser lights, can create instantaneous brilliant light that may blind performers at a critical moment. These lighting systems should be disengaged prior to performing. The highest-ranking officer should notify the event host of this hazardous condition.

At least two team members, one an officer (if available) or the Health and Safety Representative, at a performance should verify that the following minimal dance space parameters and floor conditions are met upon arrival at the performance site. If the minimal safety parameters listed above cannot be met, try to adjust parameters to make conditions acceptable. If this is not possible, attempt to find an alternate location. If this is not possible, cancel the performance and offer an alternative date.

Section IV - Audience Considerations (Wranglers Introduction)

It is important to discourage the audience from trying Jitterbug moves on their own. Be sure to include the italicized wording to all audiences.

Howdy!

It is my privilege and my pleasure to introduce to you, just a few (or “all of the”) members of the (Current School Year) Fightin' Texas Aggie Wranglers. *Team Whoop*

There are two things we like to do down in Aggieland; the first is give dance lessons. Each year we teach over 2,000 students, faculty, staff, and community members how to two-step, waltz, polka, and even some of our very own Aggie-style Jitterbug. *Team Whoop*

The second thing we like to do is give performances like the one you are about to see today. We perform all over the city, state, nation, and world, spreading our love for Texas A&M through our distinctive style of country/western dance. We've performed in such places as, (Name of event being performed at) *Team Whoop*. All over the world in places such as Germany, Japan, Mexico, and the Texas A&M branch in Doha, Qatar. All over the nation in places like Hawaii, New York, Pennsylvania, Florida, California, Iowa - but mostly we like to stay right here in the great Lone Star State of Texas. We've performed in Dallas/Fort Worth, San Antonio, Houston, all over the Bryan/College Station area, you name it and we've probably driven through it, and yes, occasionally we get lost and head on down to that burnt orange city of Austin. *Team Hiss*

What you're about to see are (number of routines to be performed) of our high-speed polka routines as well as some of our “High Flyin', Death Defyin', Internationally Famous”, Aggie Style Jitterbug. *Team Whoop*

Now folks, this is the fun stuff. This is the stuff where if you see something you like, you see something you want to see again, or you see something where you're fearing for one our lovely lady's safety, *Girls step forward and Whoop* we want to hear about it! So, whoop, holler, clap your hands, stomp your feet, (slap your neighbor)- do whatever you gotta do to get excited, because the more energy you give to us, the more we give right back to you.

Now what we do is very dangerous, so we ask that you please don't try this at home without further assistance from us, but we do give lessons that you can find out about on our website, aggiewranglers.tamu.edu, as well as information about donations and sponsorships. We also have about every form of social media: Facebook, Twitter, Instagram, YouTube, so like and follow us on there. With all that being said, we hope you enjoy the show. Thanks, and Gig 'Em! *Team Gig 'Em*

Section V – Performance Requests

Performance Requests are sent into the Public Relations Officer through the form that is available online. The form will include information such as contact name, contact phone number, contact email address, location of performance, date and time of performance, directions to location if necessary, purpose of performance, expected attendance, and the space requirements of a performance.

Each week, the Public Relations Officer will compile all of the performance requests he/she received that week, and will send out a document requesting the team member's availability. This Performance Request document will be sent out immediately following the team meeting, and will be due no later than 24 hours prior to the next team meeting. If a team member fails to complete this document by the time specified by the Public Relations Officer, it could result in disciplinary action specified in the Aggie Wranglers Constitution.

After the availability document has been completed, the Public Relations Officer will see which performances will be made (have 3 or more couples available) and will send out a "Pending Performance Requests" document, which will list all of the performances that were included on that week's availability document. When the Pending Performance Request document has been sent out, member's will have 24 hours to drop a performance that they have said they were previously available for. This is to allow members a buffer time to retract their availability, if they are no longer available.

After the 24-hour window for dropping a performance has passed, the Public Relations Officer will send out a "Made Performance Requests" document, and will notify the contacts of the performances that their performance has been confirmed. At this time, no person may drop from a performance, unless they find a replacement dancer or receive approval from the Public Relations Officer.

After performances have been made, the Secretary will create a "This Week's Performances" (TWP) each week, which will include all of the details about the performances the team has confirmed for the week. The TWP will be presented at the team meeting, and be sent out to the team immediately following the meeting. The TWP will include information such as performance location, date, contact information time of performance, time of arrival, time of departure (if out of town performance), which member will be in charge of bringing the sound, and all of the members going to the performance.

If a member has signed up stag for a performance, they may drop from a performance no later than 2 hours prior to the arrival time (or departure time for out of town performances), by notifying the Secretary that they wish to drop from a performance. A couple may add to a performance no later than 2 hours prior to the arrival time (or departure time for out of town performances), by notifying the Secretary that they wish to add to a performance.

Section VI – Uniform Maintenance

The following is information on how to properly maintain the Aggie Wranglers uniform. If a uniform is not properly maintained, it could result in the member having to purchase a new uniform for his/her self at full cost to the member. It is the duty of the Secretary to ensure that all members are arriving to performances with properly maintained uniforms. If the Secretary sees a uniform as unfit for performance, the Secretary may restrict the member from performing until a proper uniform is worn. Uniforms are recommended to be dry cleaned by the business appointed by the Secretary, which is currently:

Pride Cleaners

1800 Harvey Mitchell Parkway, College Station, TX 77845

Phone: (979) 695-8610

Hours: Mon - Fri: 7am - 6:30pm

Saturday: 8am - 1pm - No pickups

The recommendations for dry cleaning instructions are:

Guys:

- Formal/Informal Shirts: Laundered, medium starch
- Forman/Informal Jeans: Laundered, medium starch

Girls:

- Formal skirt: Dry clean
- Informal skirt: Laundered
- Formal Blouse: Dry clean **PREFERRABLY**. White material has polyester in it. Black has polyester in it. If a member has multiple performances in one weekend and the shirt stinks, one can machine wash it with cool water and hang it up. **DO NOT DRY**.
- Informal Blouse: **DRY CLEAN ONLY**. Maroon fringe bleeds extremely easily. White material has polyester in it.
- The official team dry cleaner is listed above. Please do not take your uniform anywhere else as this is the cleaners that has tested samples and exclusively knows how to work with our uniforms.
- If members take their uniform to another cleaner and it is ruined, the member will be responsible for all of the charges to replace the uniform.
- Keep up with your schedule in order to make sure you uniform will be done and available to pick up by your next performance.
- Plan to allow for a day or two for uniforms to be cleaned. They do not do pickups on Saturday so plan accordingly.
- If your uniform is noticeably dirty or dingy, please allow for extra time.
- Do not use a bleach pen or any other cleaning product on your uniform as it may turn it yellow quicker.
- If you take in uniforms for other Team members, make sure you give the cleaners the right directions for each uniform piece. Also, make sure you know when each person's uniform needs to be done.
- Each month, the team will pay for a specific number of garments to be cleaned. When you go over this budget, you are responsible for all dry-cleaning charges when you pick up your uniform.
- If you are using your team allowance, put it under Aggie Wranglers. If you are paying out of pocket put it under your name.
- The team will pay for each girl to have two skirts and two blouses cleaned per month.
- The team will pay for each guy to have two jeans and four shirts cleaned per month.
- Allowances do not roll over each month.
- All other necessary cleanings will be at the member's expense

The following are instructions for alterations:

MAIN:

The Silver Thimble
2018 South Texas Avenue, Bryan TX 77802
Phone: (979) 775-5600

OR

ALTERNATIVE:

EDT Tailor
103 Holleman Drive E #300, College Station TX 77840
Phone: (979) 402-1197

***EDT Tailor only takes cash, and they didn't custom make our uniforms so they aren't as familiar with us. They're good for taking in things or replacing buttons/zippers etc. If you need something more than that done, please use The Silver Thimble. Depending on what the alteration is / if it's already been altered before, the team may pay for a portion of it. Consult the secretary/treasurer before you go to see if you're eligible to get help with payment. Otherwise you will be responsible for it.

General Information

- Please keep your uniforms in clean working condition.
- If uniforms need alterations, try to get it done as soon as possible so that it does not turn into a bigger issue.

*If you have any issues/questions with Pride Cleaners or the tailoring services please contact the Secretary.

Article X – Lessons

Section I – Public Lessons

Public lessons are the way the Aggie Wranglers provides most of its funds necessary for operation. Currently, the team provides 4 different lessons: Country & Western 1, Country & Western 2, Jitterbug 1, and Jitterbug 2. The lessons are offered in the Spring, Fall, and Summer semesters, with 2 sessions of lessons in each semester. A session of classes will last 4 weeks long, with an hour and a half of instruction each week.

The Lessons Coordinator is responsible for the correct functioning and planning of lessons. The Lessons Coordinator will begin by booking facilities for lessons. Booking facilities will need to take place as soon as possible upon election in the Spring semester, as the availability of facilities usually diminishes quickly. Typically, the team has used Hurricane Harry's on Thursday nights, and the MSC Ballrooms and Expressions Dance and Music Studio for Sunday nights. Any facility that allows dancing, has a ceiling of at least 12 feet high, and can safely accommodate the dancing of 60-100 people will suffice for a facility.

After a facility has been chosen, dates will need to be decided on so that a contract can be completed with the facilities. Suggestions for dates can be found in the "Aggie Wranglers Master Calendar Reference" in the Appendices. After the dates have been picked, a contract with the facility will need to be signed. The contract for the facility will include information such as dates, the rate at which the team will be charged for the use of

the facility, liability information, and other information necessary. Even if the team is not being charged for the use of a facility, a “Zero Dollar Contract” will still need to be signed.

The schedule of lessons will be up to the discretion of the Lessons Coordinator, including which classes are taught, and when they are taught. Typically, two classes are taught on Thursday nights, and four classes are taught on Sunday nights. Thursday classes have been taught at Hurricane Harrys, with one class from 5:30-7:00, and the other from 7:30-9:00. There are usually two different locations used on Sunday (such as both MSC Ballroom and Expressions), so that four classes may be taught on Sunday. Classes on Sunday will also be taught from 5:30-7:00, and the other from 7:30-9:00.

To pay for lessons, a store on Market Place will need to be set up. The current price for lessons is \$60 per couple for 1 session of lessons (4 weeks of instruction). It is suggested that the store be up no later than 2 weeks prior to the first lesson of each session, however the soonest possible time the store can be set up is best. Instructions for setting this up will be included in the Market Place training, as well as any other information you will need for Market Place. If any special instructions are warranted, they will be included in the Lessons Coordinator transition documents. If the team wishes to sell lessons on campus, such as in the MSC, a Concessions Permit will need to be filed with the University.

There are several methods to advertise for lessons. Posts on social media, stating the dates, classes taught, and cost, are a great way to begin advertising for lessons. Radio or television commercials or interviews can also be used. The most effective form of on-campus advertising is banner holding and tabling. Banner holding can be done in Rudder Plaza. The Lessons Coordinator should send out a document to the team, for members to sign up to hold the banner. The minimum requirements for banner holding will be set by the Lessons Coordinator, as well as the time slots for banner holding. Flyers should also be handed out on campus, as well as at any recruiting events (MSC Open House, Informationals). The Lessons Coordinator can utilize The Association of Former Students for free black and white print copies.

The teachers chosen for lessons will be the responsibility of the Lessons Coordinator, however suggested criteria include: knowledge of classes, experience teaching, performability of moves, reliability and commitment, prior lessons evaluations, and having all necessary Jitterbug moves safety approved by the Technical Safety Consultant. Assistants will also be chosen by the Lessons Coordinator, taking into account the above factors as well as the future needs of teachers.

The Lessons Coordinator will need to create lessons binders before each session of lessons. The binders shall include enough syllabi for the entire class for all four weeks of instruction, liability waivers, media release forms (in case pictures are taken), and Accident/ Incident Report Forms. The binders will be created by the Lessons Coordinator who will then give the binders to the teachers of each class. It will then become the teachers’ responsibility to ensure that the binders are brought to each class, and kept in a secure location as liability waivers can have sensitive information on them.

Before a teacher can teach a class, they will need to get approved by the Lessons Coordinator to teach the material (this is different than the Lessons Coordinator choosing a teacher). The teacher will demonstrate everything taught in the class as if they were teaching to an actual class, and the Lessons Coordinator will review their performance. The Lessons Coordinator will correct any mistakes that are made (if any), and ensure that the teacher can adequately teach the class.

On the day of lessons, the team will arrive 30 minutes prior to the start of class, to set up the facilities and assist in the needs of the lessons participants. Teachers and assistants will listen to the instructions of the Lessons

Coordinator and the class teachers. There will need to be some assistants helping the lessons participants, some checking in participants, and others conversing with the participants. All team members should always be tentative of participants needs, and should not use lessons time to socialize. Customer satisfaction is the number one priority with Aggie Wranglers Dance Lessons.

The current syllabi for each lesson can will be kept by the Lessons Coordinator. The up keeping and updating (if necessary) of the syllabi is the responsibility of the Lessons Coordinator. The last week of each session of classes, it has been tradition for the team to perform for the lessons participants. This is usually exciting for the lessons participants, and also allows lessons participants to see a performance in case they might be interested in trying out for the team.

Section II – Private Lessons

Private lessons can be requested through the form available on the Aggie Wranglers website. Private Lessons are for those who request lessons at an event, for a specific purpose (such as a wedding), or those who cannot attend the public lessons. The Lessons Coordinator will receive the request, and send out an availability document to the team. The team members will state whether or not they are available for the private lesson, and the Lessons Coordinator will select the necessary teachers and assistants. The requestor will explain what kind of lesson they want and then the Lessons Coordinator will create a syllabus for the private lesson. The Lessons Coordinator will review the syllabus with the teachers.

The current rate for private lessons is:

1 couple - \$70/couple/hour

2-4 couples - \$35/couple/hour

5-10 couples - \$25/couple/hour

11-15 couples - \$20/couple/hour

16 couples & up - \$15/couple/hour

*Additional travel fees may apply for lessons more than 25 miles away.

** The ‘couples’ described above is the number of couples participating in the lesson, not the number of Aggie Wranglers couples teaching the lesson.

Section III – Liability Waiver

All lessons participants must have completed a liability waiver prior to their participation in Aggie Wranglers dance lessons. All information on the form must be filled in. If a participant states that they do not have personal medical insurance, they will still be allowed to participate in dance lessons. If a participant does have personal medical insurance, but does not remember the information (such as on the first week of class because they were unaware they needed this information), they will be allowed to participate but will be asked to bring the information the following week. The Aggie Wranglers insurance will serve as a supplement to the medical insurance listed on the waiver, should an accident/incident occur.

Article XI - Risk Management

Section I – Travel Risk Management

Student Travel Rule according to

<http://rules-saps.tamu.edu/PDFs/13.04.99.M1.pdf>

<http://rules-saps.tamu.edu/PDFs/13.04.99.M1.01.pdf>

<http://rules-saps.tamu.edu/PDFs/21.01.03.M0.02.pdf>

The opportunity to represent Texas A&M University throughout the state, nation, and world is one of the many benefits of being an Aggie Wrangler. The university has established a travel registration process to promote the health and welfare of students.

Specifically, these procedures are required when the intended travel is to an activity or event located 25 miles or more away from the university and any of the following circumstances apply:

- The purpose of the performance represents the Aggie Wranglers and Texas A&M University in a positive light.
- The travel is undertaken under the scope, direction or election of the Aggie Wranglers.

Having access to current information is an essential factor in the University's ability to effectively respond to critical incident involving Texas A&M students. In an effort to ensure individuals responsible for providing assistance during have the information needed, student organizations are responsible for completing the following steps prior to travel:

1. Your organization must submit a Travel Information Form (TIF) online, per the Student Travel Rule, no less than 48 hours prior to departure. This form will request information about the logistics of your travel plans and the names, UINs, and emergency contact information of all traveling participants. In the case of an emergency during your trip, staff members from UPD and the Critical Incident Response Team (CIRT) will serve as your on-campus liaisons for crisis management.
2. Each traveling member must sign a waiver and release form that specifies the risks associated with the organization's trip.
3. Students driving privately owned vehicles must have a valid Texas or other state driver's license and possess auto insurance coverage as mandated by the State of Texas. In addition, the vehicles must have a current state inspection and registration. In the event of an accident, it is the driver's insurance that may be used to pay for damages to the vehicle(s) involved in an accident and/or any injuries to a passenger or occupant of another vehicle. Drivers of personal vehicles, by choosing to drive, assume responsibility for the safety of those in their vehicle, not the organization or university.
4. Drivers of personal vehicles should complete a Driver Agreement Form.
5. Team members will arrive at a common location (such as a parking lot on campus or the Cambridge Apartment Complex Parking Lot) at the time listed on the TWP.
6. The Advisor or President will be notified at the time of departure to destination, time of arrival at destination, time of departure from destination, and time of arrival from destination, to communicate that the team arrived safely.

Means of Transportation

University rules require that drivers of large capacity vehicles (commonly referred to as 10-15 passenger vans) complete training prior to operating the vehicle even if they are rented from a commercial company. A minimum of two drivers per van is required to take the training. This training is valid for one year.

Finally, groups traveling outside the United States must have all the appropriate licenses, certificates and insurance that is required by the destination country. Please refer to the Foreign travel rule for more information.

Safety Guidelines

Student organization events involving travel are complex and risky activities, so they necessitate thorough planning and proactive risk management. The Student Travel Rule lists a few safety requirements and guidelines:

- Drivers and passengers must act responsibly and use sound judgment when traveling;
- Drivers must obey all traffic laws and regulations, including posted speed limits;
- Drivers must not drive under the influence of alcohol or illegal drugs, nor transport or possess alcoholic beverages, illegal drugs, unauthorized firearms, or other types of weapons;
- Drivers and passengers must wear seat belts at all times, and the number of occupants in the vehicle must not exceed the number of seat belts; and
- Drivers and passengers must avoid horseplay, racing, and other distracting or aggressive behavior.

Some additional safety suggestions and best practices include the following:

1. Drivers should begin the trip well rested, rotate every two hours, and divide the trip into segments to allow stops for rest,
2. Students should notify a designated contact person upon the group's departure and arrival,
3. Students should avoid driving when weather conditions are hazardous, and be prepared to pause the trip should travel conditions (or fatigue) warrant,
4. Drivers should plan their routes in advance, and carpool or caravan when possible,
5. Students should carry at least one cellular telephone or other two-way communication device, a flashlight, and an approved fire extinguisher in each vehicle for emergency purposes,
6. Students should establish reasonable departure and arrival times to and from the activity, avoiding driving between the hours of midnight and 6:00 a.m.,
7. Each vehicle should have at least one extra approved driver, and the second driver or another passenger should ride in the front passenger seat to remain awake with the driver and maintain alertness, and
8. Drivers should avoid taking medication prior to driving, especially if the label warns against operating a vehicle while under the influence of the medication.
9. Drivers should never send phone calls or text messages, or use his/her phone in any way. Use of cellular telephone and GPS devices should be given to a navigator or other passenger. These actions can result in severe consequences of the driver, passenger, vehicle as well as others on the road.
10. The Texas A&M Standard Administrative Procedure for student travel places the responsibility for ensuring compliance with these provisions on the student organization sponsoring the trip, so it is imperative that you are familiar with and follow these safety procedures.

Section II – Event Risk Management

Proper Risk Assessment

Event forms will be done through the Maroon Link website no later than 10 business days (two weeks) prior to the event. This will be done for all events that are open to the public, require facilities, or are of a great risk to the organization. This will ensure that we receive the appropriate accommodations from the University and are watching out for the future of the team.

Maroon Link event forms need to be submitted for all of the following events, including but not limited to: all lessons sessions, Reunion, End of Year, Tryouts, Workshops, Boot Camps, Summer Retreat, and any out of state or limited opportunity performances.

Internal event forms should be done for internal events including HATS, Ice Cream Social, Guy/ Girl Night, BOOTS, Harry's performances, etc.

The first step to successful event planning is a comprehensive assessment of the risk involved in the event or activity. The Aggie Wranglers must consider risks in the following five categories:

- Physical risks involve harm or injuries to the physical body. Examples: student organization events might include injuries from physical activity, equipment or materials, food-related illnesses, alcohol consumption, dangerous travel conditions, medical emergencies, etc. For the Aggie Wranglers, this will consist of physical risks at performances, practice or at lessons.
- Reputational risks apply to the reputation of the participants or attendees, individual officers and members present, the reputation of the student organization, and the reputation of the university as a whole. Examples of reputation risks might include poor conduct or behavior at lessons, a negative representation of the group, or hazing of members.
- Emotional risks pertain to the thoughts and feelings of the organization's members, participants or attendees, and any other constituents of the event or activity. Examples might include hazing of members, lack of accessibility to lessons, discrimination against constituents, controversy or disruption of the campus, adverse reactions of participants, sensitive subject matter, and the strain of planning the event.
- Financial risks involve both the budget for the specific event and the overall financial health of the student organization. Examples might include a lack of cost reduction where possible, poor budgeting, failing to meet fundraising goals, etc.
- Facilities risks include both the safety of the facilities used for your members/participants and the maintenance of the facilities used by your members/participants. Examples for us will be the proper care of the facilities we use, damage to any facilities we perform at, and ensuring that the facilities are safe for us to use.

Section III – CPR/First Aid Certification Requirement

It is required that all Officers of the team and the Health and Safety Representative become CPR/First Aid certified. This will allow the team to be prepared for an emergency during all Aggie Wranglers events, performances, lessons, and practices. The cost of the class to become certified will be covered by the team. The classes necessary are offered by both Texas A&M Rec Sports and Brazos Valley CPR & Training. The CPR/First Aid certification will need to be completed no later than the Ice Cream Social event held by the team.

Article XII - Hazing and Harassment

Section I - Hazing (Student Rule 24.4.5)

Any act that endangers the mental or physical health or safety of a student, or that destroys or removes public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization; or as part of any activity of a recognized student organization, student group, Corps of Cadets, Corps outfit, Corps unit, or Corps Special Activities.

Previously relied upon “traditions,” (including Corps, fraternity/sorority, or any other group or organization activity, practice or tradition) intent of such acts, or coercion by current or former student leaders of such groups, or former students will not suffice as a justifiable reason for participation in such acts. It is not a defense that the person (or group) against whom the hazing was directed consented to, or acquiesced to, the behavior in question.

Examples of such behavior include but are not limited to:

- Misuse of authority by virtue of one’s class rank or leadership position.
- Striking another student by hand or with any instrument
- Any form of physical bondage of a student.
- Taking of a student to an outlying area and dropping him/her off.
- Forcing a student into a violation of the law or a University rule such as indecent exposure, trespassing, violation of visitation, etc.
- Any form of "quadding.”
- Having firsthand knowledge of the planning of such activities or firsthand knowledge that an incident of this type has occurred and failing to report it to appropriate University officials (The Dean of Student Life and/or the University Police Department) is also a violation under this section.

Students who are recipients and/or victims of hazing (and who have not perpetrated hazing behavior on others involved in the fact pattern for which they are reporting) and who report the activities to the Dean of Student Life and/or the University Police Department, will not be charged with a violation of the hazing rule.

The hazing rule is not intended to prohibit the following conduct:

- Customary public athletic events, contests, or competitions that are sponsored by the University or the organized and supervised practices associated with such events; or
- Any activity or conduct that furthers the goals of a legitimate educational curriculum, a legitimate extracurricular program or a legitimate military training program as defined and approved by the University.

Hazing is also a violation of Texas state law. See the Texas Education Code, sections 37.151 and 51.936 and/or Appendix VI of the Student Rules.

Section II - Harassment

Behavior that is severe, pervasive or persistent to a degree that a reasonable person similarly situated would be prevented from accessing an educational opportunity or benefit. This behavior includes, but is not limited to, verbal abuse, threats, intimidation, harassment, and coercion. In addition, harassment may be conducted by a variety of mediums, including but not limited to, physical, verbal, graphic, written, or electronic.

Section III - Sexual Harassment (Student Rules 47)

Sexual harassment is a form of sex discrimination. Unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal or physical conduct of a sexual nature constitutes actionable sexual harassment when this conduct is so severe, persistent or pervasive that it explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work or educational performance, or creates an intimidating or hostile work or educational environment. The University will use a reasonable person standard to determine these elements.

Sexual harassment also includes sexual misconduct (non-consensual sexual intercourse and non-consensual sexual contact) and sexual exploitation.

Section IV - Racial and Ethnic Harassment (Student Rule 31)

Racial and Ethnic Harassment is discrimination based on race, color, or national origin and involves behavior that is so severe and pervasive and objectively offensive so as to interfere with or limit the ability of a student to participate in or benefit from the services, activities or privileges provided by Texas A&M University.

To rise to the level of Racial and Ethnic Harassment, behaviors must include something beyond the mere expression of views, words, symbols or thoughts that some person finds offensive. The conduct must also be sufficiently serious to deny or limit a student's ability to participate in or benefit from the educational program and/or experience.

Article XIII - New Member Activities

Section I – Team Informational

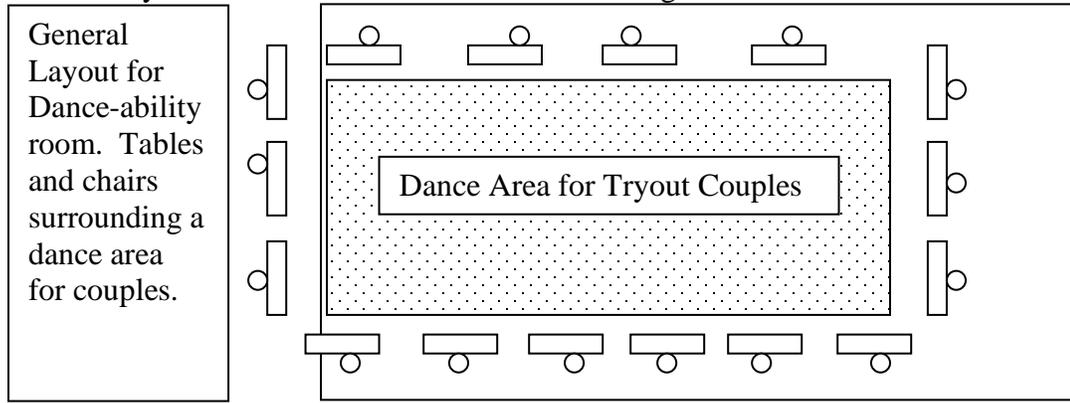
The Public Relations Officer will coordinate one informational session at the beginning of both the Fall and Spring semesters, no later than one week prior to the start of the Session 1 Lesson for that semester. The purpose of these informationals is to provide students at A&M information about the lessons the team has to offer, and about the functioning of the team. This is to recruit students to take our lessons and become interested in trying out for the team. The topics will be presented by the Officer Team (or those delegated by the Officer Team), and should include information such as types of lessons, duration of lessons, cost of lessons, FAQ's about lessons, how to try out for the team, eligibility requirements of the team, mission, vision and values of the team, what to expect while on the team, benefits of being on the team, and other information that would be appealing and necessary for a potential team member to know.

Section II – New Member Tryouts

Tryouts for new members are typically held annually in late April on a Saturday. Once a date for tryouts has been determined, the President will send an invitation to the Alumni of his/her choosing to attend and judge the dancing portion of tryouts. Honorary Wranglers may also be asked to judge at the team's discretion.

Approximately the first 20-30 Alumni who respond to the invitation will be permitted to attend and participate in tryouts.

The President should find a location for the dance-ability portion of tryouts and a holding room for tryout participants. This room must meet the following criteria: adequate space to seat roughly 50 people, 15 tables, and a dance floor large enough to accommodate 4 couples at the same time. The floor plan for the dance-ability portion of tryouts should look similar to the following:



As tryouts can last around 12 hours, it may be necessary to reserve a separate location for the second round of tryouts. In addition to reserving rooms, the President should obtain enough chairs, tables, and additional supplies for the entire day. The purpose for having tryouts in one day is to allow students to manage their school and work schedules and not have to commit multiple days to this process.

Two weeks prior to tryouts, the tryout participants will not be allowed to seek help with their dancing from the current team. The current team will refrain from helping tryout participants with dancing, and will cease from communicating with tryout participants other than necessary communication, such as questions about tryouts or the team. The purpose of this is to provide some space between the participants and the team, so that there is minimal bias during tryouts, and to allow for the tryout couples to grow without the help of the team.

Two “Mock Tryouts” should be held prior to tryouts, which will consist of only the first half of tryouts (the dancing portion), and be facilitated by the President. This will allow tryout couples the opportunity to see how tryouts will be structured. Alumni may be invited by the President to offer critiques to the tryout couples so that they may improve before the New Member Tryouts. Current team members will also watch the mock tryouts and offer their critiques on how to improve. The Mock Tryouts will be function as closely as possible to the actual tryouts, so that participants will feel more comfortable and prepared for the real tryouts. These tryouts will typically be held no later than 4 weeks prior to tryouts and 2 weeks prior to tryouts, to ensure that the team is not offering help later than 2 weeks prior to tryouts. The mock tryouts are typically held during practice time a little bit more than 2 and 4 weeks prior to tryouts.

Applications are due one week before tryouts, with a picture attached. The applications will be reviewed by the team at a meeting (such as during/after the weekly team meeting, or the day before at a team member’s house) prior to tryouts. This meeting will be exclusive to current team members and Advisor, if available, and run by the President. Team members are required to read all applications prior to this meeting and to make notes about the application and write any questions, comments, and/or concerns (QCCs) to aid in the discussion.

The outline of the meeting is as follows:

1. Discuss each individual application and QCCs.
2. Discuss each partnership using Pro/Con format.

3. Taking into account the available funds for the next team, provided by the Treasurer, discuss the maximum number of couples the team can afford to take. *Factors are not solely limited to finances. The team may choose to take less than the maximum they are capable of.*
4. Review concerns regarding each tryout couples' availability and additional commitments.

The night before tryouts, there will be an optional 'get to know the team' dinner. All potential new members will be invited to come and meet and talk to the current team and alumni. It is also tradition to go dancing that night, with the tryout participants and the alumni attending tryouts, but everyone will be prompted to leave early enough to get a suggested minimum of 6 hours of sleep. The purpose of these events is to allow tryout participants the chance to meet the alumni who will be judging them, and allow them to feel more comfortable with the team before the tryout. In no way will a tryout couple or individual be penalized for not attending.

The following is a short overview of the day of tryouts:

7:00am	<ul style="list-style-type: none"> • Current Team arrives at Tryout Location and begins setting up the room for dance-ability • Alumni may also begin arriving at this time
7:15 am	<ul style="list-style-type: none"> • Doors open for tryout couples to begin check-in
7:45 am	<ul style="list-style-type: none"> • All alumni who wish to judge dance-ability must have arrived. • All tryout couples must have checked in at this time
8:00 am	<ul style="list-style-type: none"> • The dance-ability portion of tryouts begins
After Dance-ability	<ul style="list-style-type: none"> • Alumni are required to leave • Team meeting to make first cut • President and his/her partner inform tryout couples of their results • Tryout couples have 1.5 hours for lunch • Current team will remain on campus for lunch and begin setting up for interviews
After lunch	<ul style="list-style-type: none"> • Interviews followed by team discussions • Teach-ability • Final ranking and cut
After final cut	<ul style="list-style-type: none"> • New members will meet current team and alumni at Taco Cabana

Current team must arrive no later than 7:00am. The Treasurer will provide breakfast with team funds for team and alumni. Others who wish to contribute, either money or food, are welcome to do so.

In order for the invited and confirmed alumni to be privileged a vote, they must arrive by 7:45am. If they arrive late, they may stay, but will not be given a ballot.

The President with the assistance of the Membership Development Representative will act as a liaison for tryout couples. The President will be the point of contact for extenuating circumstances (over-sleeping does not count) regarding check in, will check in couples, assist in tryout couples' needs (location of bathrooms), and lead them to and from each tryout location and holding. The President and Membership Development Representative's

contact information will be posted on the Facebook Tryouts page, the tryouts link on aggiewranglers.tamu.edu, and on the application.

Doors for tryout couples will open at 7:15am. Check-in ends at 7:45am. The entire couple must be present to check-in. If an individual misses check-in, without prior approval from the President, the couple will not be allowed to tryout. Couples will draw numbers at check-in, in the order that they arrive. The President will record the number associated with each try-out couple as they receive their number.

Dance-Ability

Any individual(s) trying out with a current team member will be in a separate group for the dance-ability portion of tryouts, and will be the last group to participate in each of the three rounds. After the dance-ability portion has been completed, the tryout individual will stay with the remaining tryout couples throughout the rest of the day. The current team member will participate with him/her in teach-ability and parts of the interview regarding partnerships, but will remain with the team to judge all other tryout couples.

The remainder of the couples will be split into groups with a maximum of four couples per group.

There will be three rounds to the dance-ability portion of tryouts, which will be judged only by alumni. These rounds will include two-step polka and Jitterbug, in that order. Each round is the length of one song, which are chosen by the President.

When couples enter the room, they will line up before choosing a corner, and each person will introduce themselves and display and announce his/her number to the alumni.

Two-Step & Polka

Lap 1

Side 1: Dance in a straight line NO MOVES

Side 2: Clockwise turns

Side 3: Dance in a straight line NO MOVES

Side 4: Counterclockwise turns

- The President will determine the sides of the room before any dancing begins and will inform tryout couples of the specific sides of the room before they dance.

Lap 2

After completing the first full lap and returning to their original corner without transitions, couples should demonstrate their dance-ability with floor moves and transitions for the remainder of the song. The song should be ended in an appropriate manner with a defined finish, facing the audience.

Jitterbug

Couples will be spread out by the President in the room to allow for ample space during Jitterbug

A funny song involving current team may be included. Current team and alumni will dance in a silly manner in front of tryout couples (approximately 30 to 45 seconds) to help ease their tension before Jitterbug. A Jitterbug song, lasting approximately 3 minutes, will be played.

Couples are expected to fill the entire song with Jitterbug moves and transitions.

During the Jitterbug song, couples must demonstrate four required moves. These moves are required because they are the Jitterbug moves that are performed in the team's routines. These include:

- Can-opener
- Cliffhanger
- Air-plane to Hip Dip
- Jesse Flip

The song should be ended in an appropriate manner with a defined finish, facing the audience. After each group finishes they will be escorted back to the holding room.

After the final group of tryout couples have completed the Jitterbug round and have been escorted back into the holding room, all alumni will turn in their score cards and are required to leave. The current team will meet in a location separate from alumni and tryout couples. Incorporating prior discussion over applications, pros/cons/, availability and tryout couples' dancing ability, the team will make a first initial cut of tryout couples. The entire team will see the average scores given to the couples by the alumni, however ONLY the Advisor will know which score belongs to which couple. After the team decides how many couples will be cut, the Advisor will tell the team which couples will be cut.

Once the first cut has been decided by the team, the President and his/her partner will address each couple individually, away from other tryout couples, of their first-round result. The previous year's President and his/her partner, along with the Technical Safety Consultant, will be available in a separate location to offer constructive critiques for all couples. After a couple has been informed, they will not return to the holding room with other couples, but will head towards lunch. Couples that are invited back for the second round will be informed of when and where they need to meet the President after lunch. Couples that do not make it past the first round are dismissed but still encouraged to go to lunch with all couples. Couples will have an hour and a half for lunch. If all couples return early, we will have the option to start the interview process early.

The team will stay on location for lunch to set up for the second half of the day and may order lunch while the President and his/her partner are talking to tryout couples. All couples that have been invited back for the second round will return and meet the President as previously instructed. Any late couples will not be allowed to participate in the second round. Again, tryout couples must call the President for extenuating circumstances.

Interviews

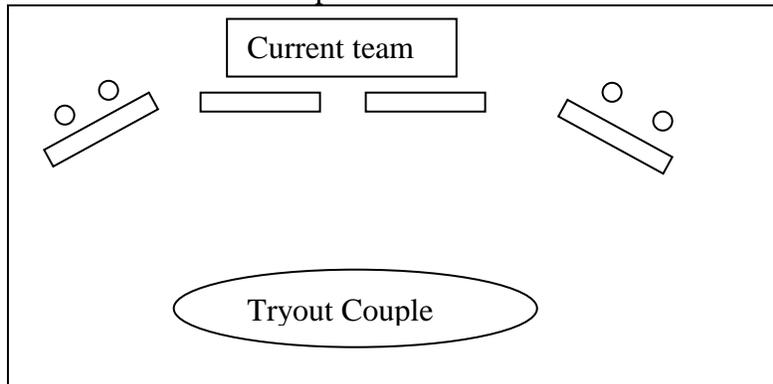
The purpose of the interview is to ask in depth questions that relate to important parts of being an Aggie Wrangler. This portion of the process is in place so that the team gets a chance to interact with the tryout couples and to gauge the answers that are provided in a personal setting. To ensure that interviewed couples do not share questions with couples still to be interviewed, two holding rooms will be necessary. The President will escort couples from the initial holding room to the interview room and any current team volunteer will escort couples to the second room after their interview.

Inside the interview room, the team will sit at tables with interview questions printed for each member and questions are asked one at a time in order from left to right of the team so that questions are asked at random. The team may also choose to print out couples' applications if desired.

Couples will be seated in front of current team. Each couple will be brought into the room according to number. As tryout couples enter the room, the team should present themselves in a professional manner while keeping a friendly atmosphere. After the tryout couples walk in, each couple will be asked a series of questions. Follow up

questions are permitted at the discretion of the President but should be kept to a minimum. Each interview should last a maximum of 30 minutes. Team members will take notes on each interview for later discussion.

The general layout for interviews is shown in the picture below:



The following are some standard interview questions used previously:

Partnership:

1. How have you developed trust in your partnership? What are challenges you have faced in this development?
2. What does effective communication look like to you in a:
Partnership?
Team?
3. What is the Best/Worst thing about partner?
4. Have you had a conflict with your partner? How did you resolve it?

Commitment:

5. With being involved in these other organizations and school, how do you plan to manage your time effectively?

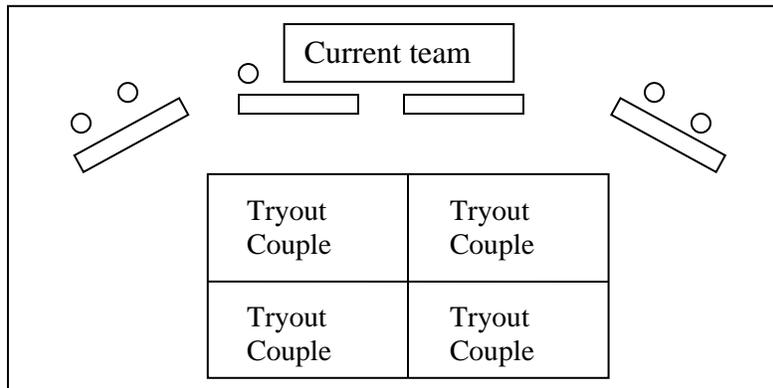
Other Questions:

6. One to two questions from team after reading the applications.

Teach-ability

The purpose of the teach-ability portion is to simulate a workshop environment (stressful, fast paced, see how couples do under pressure, gauge personality in high pressure situation, etc.), not to see how well they learn the routine.

The President will escort groups of 4 couples (including any individuals trying out with a current team member) into the room in front of the team. The following diagram shows a general layout the room during teach-ability:



The previous year's President will perform a routine with their partner. Each teach-ability session will last approximately 35-40 minutes. During this time, the current team is seated at tables watching and judging the couples interact with each other. The team is not allowed to speak when tryout couples are in the room and should give tryout couples their full attention. It is important that the team does not interrupt this process; this is not an opportunity to mock the tryout couples.

The teach-ability round consists of 5 parts:

1. First the routine will be demonstrated ~ 3 min.
2. Couples will be instructed on the routine, but no questions are allowed during this 9-minute period.
3. Couples will be allowed to practice the routine for 9 minutes and ask any questions they like. During this time, no music may be played for couples.
4. Couples will have 9 minutes to practice on their own and with each other, but no questions to the President are allowed. During this time, music may be played.
5. Couples will dance the routine to the best of their ability ~ 3 min.

These five parts of this round will work to mirror aspects of what a workshop will be like with the limited time that is available during tryouts. While it cannot provide an exact insight, it serves as a good chance for observation.

The purpose of each round is as follows:

- Part 1. How does the couple initially respond in a high stress situation?
- Part 2. How is the couple's ability to focus on instructions? Are they observing?
- Part 3. How does the couple work together? What is the quality of questions asked?
- Part 4. How does the couple interact with the rest of the group? How does the couple work to problem solve as a couple/group? Is leadership demonstrated?
- Part 5. How does the couple react under pressure? Do they become self-focused? Are they aware of the group? How does the couple work together?

After each teach-ability session, couples in the group will be escorted back to the holding room, by the President and the next group will be brought into the room. If there are more than two groups for teach-ability, it will be necessary to have two holding rooms.

Final Cut/Decisions

After the conclusion of the final round, the team will have one final discussion and select final couples. There is no ranking of the tryout couples above one another, however they will be individually ranked on a scale of 1 to 5 by each individual current team member.

5: I think this couple will be a good for this team.

4: I think this couple is alright for the team.

3: I have a comment that I would like to make about this couple before they make the team.

2: I think there are better options; lets come back to this couple.

1: I do not think this couple will be a good fit for this team.

The team will select the couples that they want to take, based off of the results from the second round, up to the maximum number of couples the team can financially afford. The team will then decide a meeting place (Taco Cabana) to have new members come and receive a welcome to the team, and initial instructions on meetings and obligations.

Although it has historically been the case that the team must be unanimous on a decision regarding a couple before the decision is final, it is recommended that if all members on the team cannot be unanimously in favor of a couple after 30-60 minutes of discussion of a single couple, then that couple should not be considered for membership. It is also recommended that if the team cannot come to a decision within the first 20 minutes of discussion, then the team should move on to other couples and revisit the couple in question after a decision on other couples has been made. This is for the sake of timeliness as well as to keep the current team members calm and objective.

After the decision has been made on who makes the team a list will be made and placed in a visible location outside the holding room within sight distance of only the Membership Development Representative. The President and Membership Development Representative will acknowledge the participants in their holding room and inform them of what to do if they do or do not make it on the team and then the President will leave the room. The Membership Development Representative will then release the couples in numerical tryout order one couple at a time to go and view the list. At the bottom of the list there will be instructions for where the couples who make it are to go next. For those couples that do make it, they will be greeted outside the location by the President and his/her partner (and the previous year's President and partner if this year's President and partner would like). For those couples that do not make it, they will be asked to leave. After the last couple has viewed the list the Membership Development Representative will ensure that every couple has seen the list and take it down. Once all couples and the Membership Development Representative have joined the President outside of the location the President will instruct the new members to go inside the room and find their name on a canvas board. Inside the room each new member will have a canvas board that has their individual name on the back and artfully displays the names of every new member on the front. After this welcoming of new members and pictures being taken, current team members will drive the new members to the decided meeting place (Taco Cabana) where they will be greeted by alumni and enjoy more of a welcoming celebration. After this is completed current team will return the new members to their cars.

Please see the Constitution for more information on New Partner Tryouts.

Alumni Children

Due to the active role our Alumni play in the Tryouts process, as well as the strict timeline we strive for to maintain efficiency throughout the day, the team does not allow children at Tryouts. Alumni should talk to the President about a possible exception if they cannot attend tryouts without their children being present.

*Regarding these procedures in Section II, “President” refers to the President elect or upcoming year’s President, while “Previous year’s President” refers to the ‘current’ President.

Section III – Guy/Girl Night

Guy/Girl Night is an event for new members to bond with both the outgoing and returning members of the team. This social event will take place one or two weekends follow the new member tryouts, not to interfere with finals, graduation, or the team’s end of year trip. The guys and girls of the team will meet at separate locations, and spend the evening together. The guys will go to a restaurant to eat (historically Koppe Bridge), and will eat dinner and socialize. The dinner will be paid for with team funds. After the dinner, the guys may go to a member’s house to play games such as dominos, a sport like volleyball, or other activity that the group chooses. The girls will go make crafts (historically at U-Paint-It), and will then go to a team member’s house and eat pizza and socialize. The pizza will be paid for with team funds. After dinner, the girls may engage in a physically competitive activity (such as minor wrestling) for the purpose of team building and to allow members to become familiar with the physically competitive nature of the dancing requirements of the team, if the group wishes. Alternate activities for the girls include other sports such as volleyball, board games, or other activities that the group chooses.

The purpose of this event is to allow the team to better carry out its mission of spreading our love for Texas A&M through our dancing. Dancing and friendships usually go hand-in-hand. A more unified team usually leads to better dancing as a team. Because the Aggie Wranglers is a physically competitive environment (members competing against a defined standard in a physically demanding activity that is dancing), this event allows members to begin to grow accustomed to the environment of the team, but also allows the members to socialize and bond together so that we all understand that we are in fact a team. No alcohol will be allowed at this event whatsoever.

Section IV – Ice Cream Social

Ice Cream Social, also known as New Member Orientation, is where the new members will learn about the organizational side of the team. The new and returning members will fill out all of the forms that are necessary, and learn about the Aggie Wranglers Constitution, the Safety and Operations Manual, risk management processes and the Lessons Workshop which may also be included in this event. The President will facilitate the education of the Aggie Wranglers Constitution and Safety and Operations Manual. The Advisor and Health and Safety Representative will educate the team on risk management procedures and the Advisor will also give other information necessary for the new members to know at this orientation. The Lessons Coordinator may choose to have the Lessons Workshop during the Ice Cream Social, in which he/she (in coordination with the Technical Safety Consultant) will review lessons behavior, teaching techniques, and how to ensure safety of all parties during lessons. To add a fun social aspect to the orientation, the team will provide ice cream to the members, and the members will bring their favorite toppings. The Health and Safety Representative will check the allergies of all participants to ensure the safety of the team, as well as complete an internal PREFF form for the event.

After the orientation has completed, the dance training of the summer will begin, and the team will move to a location suitable for the Teaching Couple to begin teaching (typically two hours, in which the Teaching Couple reviews: counts for turns, points, travelling, and anything else they deem necessary to learn).

Ice Cream Social is typically held the day after the last day of finals in the Spring semester, which is also the day before the “Fundamentals Workshop.”

Section V – Workshops

Workshops are held on Saturdays throughout the summer (with the exception of the first one, ‘Fundamentals’ which is held the day after Ice Cream Social). The Teaching Couple will teach the new members the dancing routines that the team currently performs. The Officer Team will create the schedule of the workshops during the period of transition between officers, and the dates of the workshops will be communicated to the Teaching Couple and new members. Fundamentals will not have alumni present, will involve all current team members, and is the first workshop that new members will participate in. During Fundamentals, a routine will not be taught, but instead the Teaching Couple will teach and review basic fundamentals of dance including but not limited to: lines, points, travelling, required jitterbug, and basic floor moves required for routines. The President, in coordination with the Teaching Couple, will invite alumni to assist in the teaching of the routines, but will not exceed a one to one ratio of alumni to new members.

Workshops will typically begin at 8:00am and end no later than 5:00pm. The workshop participants should not dance more than 6 hours in one day, and will be given a 5-minute water break for every 30 minutes of dancing. A lunch break lasting at least one hour will also be scheduled. Physical training may also be included in a workshop, but will NOT be used as a punishment. Instead physical training should be used only for the building of strength that is necessary for dancing success. The Teaching Couple may consult the Technical Safety Consultant for appropriate physical training.

Section VI – Boot Camps/Fish Camp Performances

In the month of August, the team has traditionally been invited to perform and teach a lesson at Fish Camp. Fish Camp is an extended orientation program offered by the Fish Camp organization at Texas A&M for incoming freshmen. If this is the case, the team will conduct a boot camp in the morning, and then the Fish Camp activities in the afternoon. Boot Camps will start at 8:00am, and will end no later than 12:00pm, run similarly to a workshop. The first boot camp, a Mock Call Moves will be held to determine which Jitterbug moves each couple will perform at the Fish Camp performances. All of the following boot camps will be used to practice and polish the routines learned in the workshops.

The President, in coordination with the Teaching Couple, will invite alumni to assist in the practicing and polishing of the routines, if they wish to do so. The first half of the boot camps will be facilitated by the Teaching Couple, and the second half of the boot camps will be facilitated by the President, in order transition the new members into how the semester practices will be run by the President and also to incorporate the returning team members into the practicing and polishing of the routines.

Upon the completion of the Boot Camp, the President will announce the time given for lunch (typically one hour), and then the team will meet back up and travel to Fish Camp. At Fish Camp, the team will perform one Jitterbug song with both returning and new members, to allow the new members a chance to practice in front of a live audience, practice counting the beats of a Jitterbug song, and practice Jitterbug moves. Following the performance, the President and Lessons Coordinator will select a couple to teach a “Fish Camp” style lesson, which will generally include Two-Step, the Pretzel, and Seal-the-Deal, with songs in between to practice.

Following the lesson, the President will facilitate a question and answer session with the Fish Camp attendees, to answer any questions they may have about the team, tryouts, or lessons.

Section VII – Performability Tryout

Before a new member can perform the routines of the team (or if it is deemed necessary by the Aggie Wranglers Constitution for a member of the team), they must pass a performability tryout. The first performability tryout for New members is held on the last morning of the Summer Retreat. All of the new member couples will dance the routines alongside the Teaching Couple for comparison. The routines will be video recorded, and the Officer Team will watch the videos and judge the couple based on their performance. The Officer Team will judge based on timing (correct counts, dancing with group), clarity/cleanliness (footwork, dips, pointed toes, belt buckles, hat drops, details), lines/points (points when turning, sharp points, spacing, formation movements), performance (smiling, energy, audience awareness), memory (composure when a mistake happens), and overall dancing proficiency. If the Officer Team agrees that the couple meets the dancing standards set by the Officer Team and Teaching Couple, then the new member couple will be awarded the privilege of performing the routines to the public. The members dancing will complete the tryout according to the following structure:

- Warm-Up Time
- Practice Routine 1 (not recorded)
- Two Minute Break
- Routine 1 (recorded)
- Three Minute Break
- Practice Routine 2 (not recorded)
- Two Minute Break
- Routine 2 (recorded)
- Three Minute Break
- *This will continue until all routines have been completed
- Fifteen Minute break (also used for warming up Jitterbug)
- 1 Jitterbug Song to test Jitterbug proficiency (clean/safe Jitterbug, smooth transitions, and ability to count a Jitterbug song) (recorded)

If it is necessary to complete a performability tryout outside of Summer Retreat (for reasons such as procedures in the Aggie Wranglers Constitution, or if a new member couple does not pass their tryout at Summer Retreat), then the couples in question will dance alongside the President and his/her partner for comparison, and the above structure will be used. If a couple is having to complete a performability tryout for a certain routine, due to performance probation of a certain routine, only that routine will be danced and judged according to the above structure.

Article XIV – Team Events

Section I – BOOTS

BOOTS (Bringing Our Organization To Success) is the summer education program for new and returning members to learn about the team, and how to be a successful member, student, and person. BOOTS is facilitated by the Membership Development Representative in coordination with the Advisor and President. BOOTS are

typically held 3-5 times per summer, usually on the Sunday following a workshop, and can last from 2-5 hours. The topics for education may include but are not limited to: the history of the organization, risk management procedures, student and University rules, leadership development, diversity and inclusion, alcohol awareness, individual goals, partnership goals, team goals, time management, suicide awareness and prevention, financial management, accountability, public relations, and team building activities designed to build up the individual and the team.

Section II – Summer Retreat

The purpose of Summer Retreat will be for bonding of the team, review of the Aggie Wranglers Constitution and Safety and Operations Manual, practicing dancing as a team (new members and returning members together), team building activities, and for the new members to complete their performability tryout. Retreat will be planned and facilitated by the President, and is normally 3-5 days long during the week before the start of the Fall semester. Retreat is typically held out of town, at a member's house or ranch. Retreat will include adequate time for practicing routines, meeting time for going over the above topics, and team building activities. The second to last morning, the returning members have traditionally cooked breakfast for the new members, and then Call Moves for that semester will be completed. That night, the team will go out to a "fancy" restaurant and have a nice meal together. The last morning of retreat, the new members will complete their first performability tryout.

Section III – Reunion

The Aggie Wranglers Reunion is held once per year during the Fall semester. The reunion is planned by the Alumni Liaison, and the purpose is to raise funds for the team while also enjoying the company of the organization's alumni. It is also to communicate with the alumni and reunion guests how the team is doing, the goals of the team, and what the attendees can do to help the team achieve those goals. It has also been the case that the team's sponsors and member's family have been invited as well, in order to spread the love of dancing and A&M to a bigger audience, while still maintaining the family environment of reunion.

The planning process begins by picking a date and venue. The Alumni Liaison will look at the calendar and decide on the best day to hold the reunion. The best day is typically a bye week during the football season, so that there is no chance of a football game interfering with the event, and causing lower attendance. The venue will be one that has adequate space for both dancing and dining, and fits the danceable space requirements found in the Safety and Operations Manual. When deciding on a venue, the Alumni Liaison will consider space, cost, relative distance to campus, parking, availability, etc. Recommended venues include the Thomas G. Hildebrand, DVM '56 Equine Complex, the TAMU Agricultural and Life Sciences Building, MSC Ballroom, or Hilton Hotel Ballroom.

During the event, the activities will include a silent auction, live auction, dinner, current team performance, alumni performance, presentation from the Alumni Liaison, and presentation from the Officer Team regarding team progress and goals. The silent auction gifts will be collected by the Alumni Liaison and displayed for the viewing of the attendees. A time will be set for the silent auction to start and end, and the bid sheets will be collected for review. The live auction will have the auctioneer display the live auction item(s) one at a time, and having attendees raise their hand to express a bid. The current team performance will function the same as any other performance, with adequate warm up time. It is encouraged for all the team's routines to be showcased. Alumni will be allowed to participate in their own performance, where they will do the routines that they wish,

only if they have filled out the liability waiver required by the Health and Safety Representative. The presentation from the Alumni Liaison often includes a welcome speech, a “Jitterbug fails” video, and a slideshow showing pictures from past and current teams and events. Dinner is typically served during reunion, and it is the responsibility of the Health and Safety Representative to ensure that all food allergies are accounted for.

Section IV – Winter Retreat

Winter Retreat is similar to the Summer Retreat, and takes place during winter break, typically a week before the beginning of the Spring semester. The Winter Retreat will be planned and facilitated by the President, lasts 3-5 days, and the purpose is for team bonding, practice, and review of the progress and goals of the team. This retreat usually takes place close to College Station, to avoid high travel or lodging expenses. The members will typically lodge in their places of residence in College Station, and the team will meet at a set location to begin the day. Activities of Winter Retreat will include practicing of Jitterbug and routines, call moves for the Spring semester, team bonding activities meant for building up the team, a meeting to review team procedures, and to assess the progress and goals of the team, and a “fancy” dinner for bonding. The dancing will take place in the team’s normal practice space, which could include a dancing room in the PEAP Building, or Expression’s Dance and Music Studio. The meeting typically takes place in a meeting room on campus, such as in the MSC or the Koldus Building. The restaurant for the fancy “dinner” will be picked by the President, who will take into consideration cost, location, and the allergies and tastes of the members.

Section V – HATS

HATS (Helping Achieve Transition and Success) is the current officer and representative transition method. The purpose of HATS is to ensure that incoming officers know everything they need to know to give the incoming officers and representatives success in the coming year. HATS is a 3-5 day “retreat” in which the outgoing and incoming officers and representatives will get together for the education of the upcoming officers and representatives. HATS will take place after officer elections, but before new members are accepted to the team through the Aggie Wranglers Tryouts. HATS will be planned and facilitated by the incoming President and Advisor.

The following is a basic outline of what is discussed during HATS. HATS can last from 3-5 days, so it may be necessary to spread the following topics out to allow for better discussion. If more days are needed, typically the first day is a ‘transition retreat’ where the outgoing members will share their knowledge with the incoming members. The second and third days, the incoming officers and representatives will discuss the topics listed below for day two. The third and fourth days, just the incoming officers will discuss the topics listed below day three.

The first day, the outgoing officers and representatives will share their knowledge with the incoming, and provide insight as to what might they expect the following year. Topics for this first day could include the state of the organization, progress and goals of the outgoing members, what they have learned from their position, what they wish they would have known when they first began their role, evaluating the structure of the organization, the vision of the team, and reviewing the calendar of when things should be done.

The second day will have only the incoming officers and representatives in attendance. The purpose of this day will be for the incoming officers and representatives to review what they learned from the previous day, and

make decisions about how they want the next year to go. The topics could include the state of the organization, the organization vision, safety and operations, risk management, crisis response, history of the organization, a SCOT analysis of the team, goals for the team, goals as an officer and representative team, goals in individual positions, expectations for each other, review of the budget, and how to ensure everyone is actively involved in their roles.

The third day will have only the incoming officers in attendance. The purpose of the third day will be to have the incoming officers set their own goals and expectations for the year, as well as further education about their roles. Topics for this day could include state of the organization, team goals, Officer Team goals, individual position goals, transparency, commitment, academic success, trust, risk management, history of the organization, time management, communication, and other topics necessary for success in an officer position.

The topics to be discussed are at the discretion of the President and Advisor, with the consideration of the goal of successful transition.

Section VI – End of Year Trip

The End of Year (EOY) trip takes place once per year, sometime during May, after the day of graduation. The purpose of EOY is to spread the love of Texas A&M to a place that the team does not normally reach (such as another state or country), and also to reward members for their hard work throughout the year. The EOY trip will be planned by the End of Year Coordinator, with the assistance of the necessary resources (Advisor, President, Treasurer, Health and Safety Representative).

The planning will begin by picking a location with the vote of the team. The EOY Coordinator will choose several locations he/she believes the team should go to perform, and provide the team with information about the different locations. The team will vote on the location that it thinks is best, taking into consideration the audience, expenses, methods of travel, lodging, and food. It is recommended that the location be confirmed no later than Thanksgiving break.

After the location has been chosen, the EOY Coordinator will research travel, lodging, and food at the location. The EOY Coordinator will book flights if necessary, reserve lodging, and plan the meals of the team, taking into consideration the budget and the allergies of the team members. The EOY Coordinator will also book performances, taking into account the constitutional requirement of 1 performance per every non-travel day of the trip.

The EOY Coordinator will consult with the Health and Safety Representative, to ensure all the necessary forms are completed. The forms necessary include a MaroonLink Event Form, Travel Information Form, Behavior Agreement, Liability Waiver, and Commitment to Pay. After the forms are created and completed, the team will hold a briefing meeting, where the EOY Coordinator will review the trip, and answer any questions. The Health and Safety Representative will present to the team how to remain safe during the trip, and the President will cover the expected behavior of the trip. The Treasurer will ensure that all members have paid or set up a payment plan prior to the departure of the trip.

Please see the Aggie Wranglers Constitution for more information regarding the payment of EOY, the behavior expected during EOY, and the consequences of misbehavior. During the trip, the President in coordination of the EOY Coordinator will be in charge. The team will follow all directions given, and behave in a manner that

will positively represent Texas A&M, the Aggie Wranglers, and themselves. The team will always embody the core values of A&M, and the core values of the Aggie Wranglers.

Article XV – Sponsorships and Donations

Section I – Sponsorships

The Aggie Wranglers sponsorship program is to be facilitated by the Secretary, and to be assisted with by all members of the team. Sponsors are a great way to earn money for the team, form relationships with the businesses of the community, and further carry out the mission of the Aggie Wranglers. The Secretary will begin by creating a sponsorship packet, which will be handed out to potential sponsors. The packet will include information about the team, the common expenses of the team, the financial goals of the team, the benefits of sponsoring the team, and a form the sponsors to fill out. After the packet has been created, the Secretary will create a list of businesses the team will visit for potential sponsorship. The Secretary will assign each couple on the team businesses to visit, so that all the businesses on the list are met with. The couples will dress in no less than business casual attire, and take sponsorship packets to the businesses they have been assigned. The couple will explain the packet to the businesses, in hopes that they will see the benefits of sponsoring the team.

After a sponsor’s donation has been received, it is the responsibility of the Secretary to ensure that the sponsor receives the promised benefits for the specific level of sponsorship.

Section II – Donations

The team currently offers the ability to make both tax deductible and non-tax deductible donations. For non-tax deductible donations, the team will receive 100% of the funds donated. Non-tax deductible donations can be in the form of both cash and check.

Non-tax deductible donations will be made out to: Aggie Wranglers.

For tax deductible donations, the team will receive 95 percent of the funds donated, with the Texas A&M Foundation using the remaining five percent to process the gift and give the donor a record of their donation.

Tax deductible donations can be made online directly through the Texas A&M Foundation website by following these instructions:

- Donate online through the Texas A&M Foundation and click “Give Now” to be directed to our donation page
- In the “Designation” section, please select “Contribute to a fund not listed (enter data below)”
- In the “Additional Comments or Instructions” box, type “Aggie Wranglers SOFC #954450”
- In the “Gift Fund Name or Number” section, type “Aggie Wranglers SOFC #954450”
- All other fields should be completed as prompted.

Tax deductible donations can also be made in the form of a check made out to: Texas A&M Foundation. Please indicate “Aggie Wranglers (SOFC #954450)” in the memo line.

Appendices

Governing Documents Acknowledgement

This acknowledgement stating an agreement to abide by all Aggie Wranglers Governing Documents must be signed by each member each year to be eligible for membership.

Aggie Wranglers Master Calendar Reference

A reference of when Aggie Wranglers events are typically held.

Aggie Wranglers Liability Waiver

The standard liability waiver required for participation in Aggie Wranglers Dance Lessons and other events. The waiver will be retained for a minimum of 2 years.

Aggie Wranglers Accident/Incident Report Form

This form is used whenever an accident/incident occurs, and documentation is required. An online version of this form can also be found on MaroonLink.

Physical Examination and Statement of Good Health

The standard physical examination form required for each team member prior to participation in physical activities with the Aggie Wranglers. Must be renewed yearly.

Aggie Wranglers Medical Form

A medical form for each team member to fill out, stating basic medical information not necessarily explained in the Physical Examination and Statement of Good Health. Also a record of accidents/injuries/incidents.

Driver Agreement Form

This form is required each time a member is driving to a team event further than 25 miles from Texas A&M, to ensure safe driving practices of members.

Driver and Vehicle Information Form

This form is required from each member, and states basic driver and vehicle information to prove valid license, insurance, etc. This form should be renewed yearly, or whenever a member's information changes.

Recommendations for Safe Driving

Lists some recommendations to keep all members safe while driving for the purpose of Aggie Wranglers events.

Behavior Agreement

This agreement will be signed by each member each year, and states that the member agrees to abide by the behavior expectations stated.

Child Protection Training (CPT) Instructions

Basic instructions for completing Child Protection Training, which must be completed every two years. This training is required to participate in performances and lessons.

Aggie Network Profile Instructions

Basic instructions for creating and updating an Aggie Network profile with Aggie Wranglers affiliation.

Governing Documents Acknowledgement

Acknowledgement:

I, _____, have received and read The Aggie Wranglers Constitution and The Aggie Wranglers Safety and Operations Manual and agree to abide by the rules and regulations in place. These documents include team values, expectations, conduct code, penalties, and operations and risk management procedures.

I am aware that these documents are also available on the member portion of the Aggie Wranglers website and can access them any time I need.

Signature: _____

Printed Name: _____

Date: _____

This is a binding document that must be signed each year to maintain membership. This document will be held by the Advisor.

Aggie Wranglers Master Calendar Reference

- Day After Finals – Ice Cream Social/ Lessons Workshop
- Day After Ice Cream Social – Fundamentals Workshop
- Mid May – EOY Trip
- 4 Weeks Beginning Early June - Summer Session 1 Lessons
- 7 Saturdays in Summer – Workshops
- 3-5 Sundays After Workshops - BOOTS
- 4 Weeks Beginning Mid July - Summer Session 2 Lessons
- Every 3 Days Beginning Early August - Boot Camps & Fish Camps
- Week Before Fall Semester - Summer Retreat/ New Member Performability
- First Week of School – First Practice/Meeting of Fall Semester
- Second Sunday of Fall Semester – MSC Open House
- Beginning Mid-September (2 weeks after MSC Open House) - Fall Session 1 Lessons
- Mid October (Football Bye Week) – Aggie Wranglers Reunion
- Beginning Late October (3 weeks after end of Session 1) - Fall Session 2 Lessons
- Week Before Fall Finals – Last Practice/Meeting of Fall Semester (Christmas Party)
- Mid-January (week before Spring Semester) - Winter Retreat
- First Week of Spring Semester – First Practice/Meeting of Spring Semester
- Second Sunday of Spring Semester – MSC Open House
- Early Spring Semester – Philanthropy Event
- Beginning Early February - Spring Session 1 Lessons
- 3 Weeks Prior to Spring Break – Officer Elections Process Begins
- 4 Weeks Before Tryouts – First Mock Tryouts
- Beginning Late March - Spring Session 2 Lessons
- Early April – HATS (Officer Transition Meeting/Retreat)
- 2 Weeks Before Tryouts – Last Mock Tryouts
- Saturday in Late April – Aggie Wranglers Tryouts
- Week Before Spring Finals – Last Meeting/Practice of Spring Semester

Aggie Wranglers Liability Waiver

STUDENT ORGANIZATION WAIVER, INDEMNIFICATION, AND MEDICAL TREATMENT AUTHORIZATION FORM

EFFECTIVE DATES: May 1, 2016 to June 1, 2017

1. EXCULPATORY CLAUSE. In consideration for receiving permission to participate in any and all activities of Aggie Wranglers (herein referred to as "activity"), which is sponsored by the Aggie Wranglers, a Recognized Student Organization of Texas A&M University, (herein referred to as "organization"), I hereby release, waive, discharge, covenant not to sue, and agree to hold harmless for any and all purposes organization, The Texas A&M University System, the Board of Regents for The Texas A&M University System, Texas A&M University, and their members, officers, servants, agents, volunteers, or employees (herein referred to as RELEASEES or INDEMNITEES) from any and all liabilities, claims, demands, injuries (including death), or damages, including court costs and attorney's fees and expenses, that may be sustained by me while participating in such activity, while traveling to and from the activity, or while on the premises owned or leased by RELEASEES, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory fault, or strict liability of RELEASEES. I understand this waiver does not apply to injuries caused by intentional or grossly negligent conduct.

2. INDEMNITY CLAUSE. I am fully aware that there are inherent risks to myself and others involved with this activity, including but not limited to specific risks/hazards involved in dance performances and practices including but not limited to the following:

1. Activities involving moderate to high physical exertion, such as lifting participants off the ground, rapid and constant movement involved in dancing, etc.
2. Use of specific hand-grips and body postures, which if done improperly, may result in serious skeletal and/or muscular injury.
3. Possibility of falling during acrobatic moves, which may lead to serious bodily injury particularly to the neck and head.
4. Driving to or from the facilities where performances and/or rehearsals are held.
5. Loss or destruction of property.

The likelihood of such hazards may be lessened by adhering to these safety rules or procedures:

1. Ensure that you are comfortable with your partner, and that both of you are aware of the dangers associated with certain dance maneuvers and positions.
2. Be aware of your individual limitations, whether they are physical, mental, or emotional, and do not push yourself beyond what you believe to be a limitation. It is strongly recommended that participants seek the consultation of a doctor on any question in this regard.
3. Always listen carefully to facilitators. Do not attempt a dance maneuver that you for any reason do not completely understand the mechanics and complexities of.
4. Promptly notifying Aggie Wrangler leadership of any dangerous or potentially dangerous condition, which you become aware of during the performances and/or practices, including dance maneuvers that you feel you are unable to perform safely for any reason.

I choose to voluntarily participate in said activity with full knowledge that the activity may be hazardous to me and my property, and to the person and property of others. I acknowledge there may be physically strenuous activities. I know of no medical reason why I should not participate. I agree to indemnify and hold harmless INDEMNITEES from any and all liabilities, claims, demands, injuries (including death), or damages, including court costs and attorney's fees and expenses, which may occur to myself, other participants, and third-persons as a result of my participation in said activity, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory fault, or strict liability of INDEMNITEES.

3. NO INSURANCE. I understand that RELEASEES may or may not maintain any insurance policy covering any circumstance arising from my participation in this activity or any event related to that participation. As such, I am aware that I should review my personal insurance coverage. Organization may not carry general liability insurance to cover claims arising from this activity so it seeks a waiver of claims as additional consideration for the right to participate so organization, can (a) provide the activity at the lowest possible cost to participants; and (b) provide access to a greater number of participants by expending limited resources on program materials rather than on liability insurance.

4. BINDS HEIRS. It is my express intent that this agreement shall bind the members of my family and spouse, if I am alive, and my heirs, assigns and personal representatives, if I am deceased, and shall be governed by the laws of the State of Texas.

5. MEDICAL AUTHORIZATION, INDEMNITY FOR MEDICAL EXPENSES, and WAIVER. I understand RELEASEES cannot be expected to control all of the risks articulated in this form and RELEASEES may need to respond to accidents and potential emergency situations. Therefore, I hereby give my consent for any medical treatment that may be required, as determined by a medical professional at the medical facility, during my participation in this activity with the understanding that the cost of any such treatment will be my responsibility. I agree to indemnify and hold harmless INDEMNITEES for any costs incurred to treat me, even if an INDEMNITEE has signed hospital documentation promising to pay for the treatment due to my inability to sign the documentation. I further agree to release, waive, discharge, covenant not to sue, and agree to hold harmless for any and all purposes, RELEASEES from any and all liabilities, claims, demands, injuries (including death), or damages, including court costs and attorney's fees and expenses, that may be sustained by me while receiving medical care or in deciding to seek medical care, including while traveling to and from a medical care facility, including injuries sustained as a result of the sole, joint, or concurrent negligence, negligence per se, statutory fault, or strict liability of RELEASEES. I understand this waiver does not apply to injuries caused by intentional or grossly negligent conduct.

6. VOLUNTARY SIGNATURE. In signing this agreement, I acknowledge and represent that I have read it, understand it, and sign it voluntarily as my own free act and deed; organization has not made and I have not relied on any oral representations, statements, or inducements apart from the terms contained in this agreement. I execute this document for full, adequate and complete consideration fully intending to be bound by the same, now and in the future. I understand I can choose not to sign this document and free myself from its terms and the associated risks of the activity by simply not participating in the activity and choosing some other activity available to me that has a lower level of risk to me. I further understand this is a voluntary, extracurricular activity; therefore, it is not required for me to obtain college credits and not participating in this activity will in no way hinder my ability to obtain a degree from the university. While I understand alternative activities are available to me that do not have the risks associated with this activity I still desire to voluntarily engage in this activity.

SIGNING THIS DOCUMENT INVOLVES THE WAIVER OF VALUABLE LEGAL RIGHTS. CONSULT YOUR ATTORNEY BEFORE SIGNING THIS DOCUMENT.

Signed this _____ day of _____, 20____ TAMU ID#: _____

Printed Name: _____ Participant Signature: _____

Date of Birth: _____ E-mail address: _____

Local Address: _____ Local Phone: _____

Parent or Legal Guardian Name: _____

In case of emergency, please contact _____ at following number: (____) _____

Relationship to emergency contact: _____

Parent/Legal Guardian Signature (required only if participant is under 18 years old): _____

Health Insurance Carrier: _____ Policy Number: _____
(Please indicate "NONE" if you are not covered by a health insurance plan)

Allergies: _____

Please list any special services you may require due to an existing medical condition or physical disability:

FOR OFFICIAL USE ONLY: Reviewed and accepted by TAMU agent, _____, on this date of _____

Aggie Wranglers Accident/Incident Report Form

Aggie Wranglers Accident/Incident Report Form		
The following information relates to an (circle): Accident Incident Injury Illness		
The following information relates to a (circle): Group _____ Individual _____ Property		
Name of individual involved: _____		
Address: _____		City: _____ Zip: _____
Phone #: Day (____) _____		Evening (____) _____
Describe in detail what happened (please attach any extra pages):		
What activity was occurring at the time of the incident (attach pages as necessary)?		
Where did the incident occur? (Give address/location and describe the area). Attach pages as necessary		
Date: _____		Time: _____ am pm
Please list any witnesses. An additional list may be attached		
Name: _____		Name: _____
Address: _____		Address: _____
Daytime Phone #: _____		Daytime Phone #: _____
Complete the Following Information As Appropriate (attach additional pages as needed):		
Vehicles Involved:		
Driver #1 Name: _____		Driver License # _____
Address: _____		Phone Number: (____) _____
Insurance Company _____		Policy #: _____
Vehicle Type _____		Vehicle License # _____
Driver #2 Name _____		Driver License # _____
Address _____		Phone Number (____) _____
Insurance Company _____		Policy # _____
Vehicle Type _____		Vehicle License # _____
Accident or Injury to Person (s):		
Describe the nature of the injury: _____		
Describe any treatment given: _____		
Were the police notified? ___ Yes ___ No		What agency? _____ Officer name _____
Badge _____ Report File # _____		Emergency Personnel summoned? ___ Yes ___ No
# _____		
Was the person taken to hospital/clinic? ___ Yes ___ No		Hospital _____
Attending physician _____		Phone # (____) _____
Parent Notified ___ Yes ___ No		Time _____ am pm Person Making Contact _____
Additional information regarding parent: _____		
Property Related:		
Did damage occur to property? ___ Yes ___ No		Describe Damage: _____
Owner of Property _____		Notified ___ Yes ___ No
Date: _____ Time _____ am pm		
Method of Contact: Phone ___ Letter ___ In Person ___		What additional follow-up action is Needed?
Signature _____	Phone (____) _____	Date _____



Physical Examination and Statement of Good Health

Health History _____

Current Medication _____

Medication Allergies _____

Vitals: BP _____ Temp _____ Pulse _____ Height _____ Weight _____

PHYSICAL EXAM:

	Normal	Abnormal	Comments
1. Head			
2. Eyes			
3. ENT			
4. Heart			
5. Lungs			
6. Abdomen			
7. Hernia			
8. Reflexes			
9. Neuro			
10. Extremities			
11. Back			
12. Skin			

CONCLUSION:

1. Patient appears to be in general good health. YES _____ NO _____
2. Patient may participate in all physical activities. YES _____ NO _____

LIMITATION _____

COMMENTS/RECOMMENDATIONS: _____

Physician's Signature Date

Aggie Wranglers Medical Form

Name _____ Gender: Male Female		
Birth Date _____ Phone Number _____		
Local Address _____		
Emergency Contact Info:		
Name _____ Phone Number _____ Relation _____		
Name _____ Phone Number _____ Relation _____		
Pre-existing Injuries: _____ _____		
Allergies (to medication or other): _____		
Do you use/need/have any of the following:		
Epi-pen	Yes	No
Inhaler	Yes	No
Diabetic	Yes	No
Asthma	Yes	No
Hypoglycemic	Yes	No
Hyperglycemic	Yes	No
Vision Impairments (contacts, glasses)	Yes	No
If yes, explain _____		
Hearing Impairments	Yes	No
If yes, explain _____		
Heart Conditions	Yes	No
If yes, explain _____		
Hospitalized within the last 2 years	Yes	No
If yes, explain _____		
Surgical Operations within the last 2 years	Yes	No
If yes, explain _____		
Any additional medical information _____		

Name of Health Insurance Carrier: _____	
Group Number _____	Policy Number _____

Driver Agreement Form

By signing below, I affirm that:

I have voluntarily agreed to drive myself and other people to _____ (name of event or establishment) in _____ (city & state of event), on _____ (date(s) of event).

Initial

_____ I am at least 18 years of age, have a valid Texas or other state driver license, and possess personal automobile insurance coverage as mandated by the State of Texas.

_____ I have not exceeded two at-fault accidents/violations within the last 18 months or have any violation in the last 18 months for drunk driving, driving under the influence of drugs, or reckless driving, or have a reinstated license in effect less than one year after revocation.

_____ While driving, I agree to obey all local, state and federal traffic laws, agree not to drive under the influence of alcohol or any illegal drug, agree not to possess or transport any alcohol, illegal drugs, firearms or weapons, agree to wear a seatbelt and require all passengers to wear a seatbelt, and agree to avoid horseplay, racing or other distracting or aggressive behavior.

_____ I will not permit any unauthorized persons to drive the vehicle.

In addition, if voluntarily agreeing to drive a personal vehicle, by signing below I affirm that:

_____ I understand that by using my personal vehicle to drive myself and other students to this event, should there be any damage to my vehicle or injury to passengers in my vehicle, that my personal insurance will be used to cover any claims made. Neither the State of Texas, nor Texas A&M University, nor **the [ORGANIZATION NAME]**, nor the **[Department if applicable]** will be responsible for damages or injuries. I also affirm by signing below that my vehicle has current state inspection and registration.

Vehicle Info:

Personal Vehicle: _____ Make: _____ Model: _____
Licensing State and Plate Number: _____

List all passengers who will be riding in your vehicle:

Print name: _____ **Date:** _____

Signature: _____

Driver and Vehicle Information Form

PLEASE READ CAREFULLY AND COMPLETE ALL INFORMATION.

Name: _____

Vehicle

Make/Model: _____ Year: _____ Color: _____

License Plate: _____ VIN#: _____

Driver's License

Driver's License#: _____ DL State: _____ DL Exp: _____

Vehicle Liability Insurance

Insurance Company: _____

Member#: _____ Effective Date: _____ Exp Date: _____

Registration

Vehicle Registration#: _____ County: _____

Inspection

Is your motor vehicle inspection current? Yes _____ No _____ Exp: _____

I, _____, have completed this form truthfully and to the best of my knowledge. I understand that this information is collected for my own safety and the safety of my fellow team members.

By signing this form, I voluntarily confirm that I have a valid driver's license, have not exceeded two at-fault accidents/violations within the last 18 months or have any violation in the last 18 months for drunk driving, driving under the influence of drugs, or reckless driving, or have a reinstated license in effect less than one year after revocation, and that I have not had my driver's license suspended or revoked in the past 18 months. I understand that I must notify the Aggie Wrangler officer team and advisor of any change in the status of my driver's license and vehicle.

I understand that by using my personal vehicle to drive myself and other students to this event, should there be any damage to my vehicle or injury to passengers in my vehicle, that my personal insurance will be used to cover any claims made. Neither the State of Texas, nor Texas A&M University, nor the Aggie Wranglers, nor the Department of Student Activities will be responsible for damages or injuries.

I grant permission to the Aggie Wranglers and the Texas A&M University staff to determine when and if the release of this information is necessary for my own safety and well-being.

Signature

Date

Recommendations for Safe Driving

- o Begin the trip well rested.
- o Notify a designated contact person upon departure and arrival.
- o Avoid driving when conditions are hazardous (this includes but is not limited to fog, heavy rain, snow or ice conditions). Be prepared to stop the trip and check into a motel when fatigue or travel conditions warrant.
- o Plan routes in advance, and carpool and caravan when possible.
- o Divide the trip into segments, stopping for rest as necessary.
- o Carry at least one cellular telephone or other two-way communication device in each vehicle for emergency purposes.
- o Establish a reasonable departure and arrival time to and from the activity or event.
- o Avoid driving between midnight and 6 a.m.
- o Whenever possible, on extended trips using University vehicles, have at least one other approved University driver in the vehicle. It is recommended that drivers rotate every two hours. A passenger or second driver should ride in the front passenger seat and remain awake at all times to help the driver maintain alertness.
- o Carry a flashlight and approved fire extinguisher.
- o Avoid taking medication prior to driving, especially if the label warns against operating a vehicle while taking the medication.

Recommended items to check if driving a personal vehicle

- | | |
|--|---|
| <input type="checkbox"/> Brake system | |
| <input type="checkbox"/> Brake fluid capacity | <input type="checkbox"/> Washer fluid capacity |
| <input type="checkbox"/> Steering operation | <input type="checkbox"/> Battery condition |
| <input type="checkbox"/> Steering fluid capacity | <input type="checkbox"/> Engine belts and hoses |
| <input type="checkbox"/> Engine oil condition | <input type="checkbox"/> Exhaust system condition |
| <input type="checkbox"/> Engine oil capacity | <input type="checkbox"/> Headlights |
| <input type="checkbox"/> Transmission operation | <input type="checkbox"/> Tire condition |
| <input type="checkbox"/> Transmission fluid capacity | <input type="checkbox"/> Tire inflation |
| <input type="checkbox"/> Radiator condition | <input type="checkbox"/> Parking brake operation |
| <input type="checkbox"/> Radiator and overflow tank capacity | <input type="checkbox"/> Horn operation |
| <input type="checkbox"/> Wiper blade condition | <input type="checkbox"/> Rear view mirror condition |

Behavior Agreement

As a member of the Aggie Wranglers there are certain guidelines and expectations pertaining to the behavior of its members. The behavior agreement's purpose is to put measures in place that will prevent team members from tarnishing the reputation of the Aggie Wrangler Organization and Texas A&M University. The behavior agreement is aimed at protecting the organization from reputational risks should not be simply seen as a list of prohibited actions. The following list represents what is expected of each team member while on the trip:

- All Texas A&M Student Rules are to be followed. Violation of these rules will be reported to Texas A&M University.
- Members should follow all Alcohol related rules in the Aggie Wranglers Constitution while in the organization.

Guidelines for Safe Travel

- It is the University's expectation that all federal, state, county, and city laws, as well as University policies will be obeyed at all times during official university related travel, including but not limited to posted speed limits.
- While traveling, every Aggie Wrangler should wear a seat belt at all times. The number of occupants in the vehicle must not exceed the number of seatbelts.
- Avoid horseplay, racing, or other distracting or aggressive behavior.
- The Aggie Wranglers will always travel in groups of at least three. At least one passenger in the vehicle should remain awake at all times to engage the driver in conversation and keep the driver alert. Aggie Wranglers should not exceed 8 hours of driving in a 24-hour period.
- Aggie Wranglers should avoid driving between the time of 12:00 a.m. (midnight) and 6:00 a.m.
- Aggie Wranglers should begin the trip well rested and schedule regular stops (every 2 hours). If drowsy, change drivers. If all Aggie Wranglers in a car are too drowsy to safely drive, check into a hotel for the night and notify the Aggie Wrangler Advisor.
- Notify designated contact person upon departure and arrival.
- Under no circumstances will Aggie Wranglers drive after consuming alcohol or after taking medications (prescription or over the counter) that might cause drowsiness or impair performance.
- While traveling, the Aggie Wranglers should always have access to a charged, functioning cell phone and charger. Driver should not use a cell phone when driving.
- The Aggie Wranglers should insure that the vehicle in which they are traveling is properly maintained and has updated registration, license, and inspection, and possess personal automobile insurance coverage as mandated by the State of Texas.
- The Aggie Wranglers must notify the Aggie Wrangler Advisor of any moving violations received during university travel. These violations are the financial responsibility of the individual Aggie Wrangler.
- Avoid driving when conditions are hazardous.
- The Aggie Wranglers must immediately notify the Aggie Wrangler Advisor of any emergency situation.
- Drivers should complete a Driver Agreement form prior to departure listing all passengers in their vehicle.

Use of Alcohol while on University-related Travel

The Aggie Wranglers, as an organization and as individuals, are responsible for understanding and complying with all federal, state, and local laws, as well as the regulations in the *Texas A&M University Student Rules*, the Aggie Wrangler Constitution, and the Safety and Operations Manual, including those related to alcohol.

In accordance with the *Student Rules*, the Aggie Wranglers adopt the following policies related to the consumption of alcohol on University related travel:

- Aggie Wranglers will follow all instructions provided verbally or in writing by the officers or Advisor regarding alcohol consumption.
- Under no circumstances should an Aggie Wrangler that is under 21 years of age to consume alcohol.
- Aggie Wranglers are prohibited from the purchase or consumption of alcohol while in performance uniform or team exclusive apparel.

- While on University related and approved travel, 12 hours before an event, all Aggie Wranglers 21 years or over will discontinue their consumption of alcohol. Under no circumstances will an Aggie Wrangler operate a motor vehicle after consuming any amount of alcohol.
- At any point, while at an event, if the ranking officer feels that an Aggie Wrangler is under the influence of drugs or alcohol, the officer is entitled to suspend the member from the event. “Under the influence” is considered to include both the immediate effects of the drugs or alcohol as well as any residual effects, commonly referred to as a “hangover”.
- Under no circumstances will it ever be acceptable for an Aggie Wrangler, while on University related travel, to consume enough alcohol to become legally intoxicated or to impair judgment to a point where he/she are unable to represent the University in a manner that does not reflect positively upon the Aggie Wranglers organization and Texas A&M University.

A student found responsible of noncompliance with these rules or the local, federal, or state laws has committed a violation of University Student Rules and is subject to sanctions proportionate with the offense and mitigating circumstances.

Recognized student organizations have a responsibility to abide by all conditions of these rules and University Student Rules. Actions of all recognized student organizations are subject to review by the Director of Student Activities or his/her designate. Failure to comply with the rules and/or University Student Rules may lead to the revocation of recognition privileges or any lesser sanction.

The team should hold each other accountable and notify the Advisor or President of any team member violating the behavior agreement. Team members should note that this is an anonymous process.

By signing this behavior agreement, you agree to be held accountable for everything listed on the behavior agreement, the Aggie Wrangler Constitution, Safety and Operations manual, and Texas A&M University Student Rules.

Signature: _____

Print: _____

Date: _____

Child Protection Training (CPT) Instructions

To complete the Texas A&M University System Child Protection Training through the External Gateway, please follow the directions below.

1. Visit the training portal website:
 - a. <https://apps6.system.tamus.edu/TrainTraq/web/External/ExternalGatewayLogon.aspx>
2. Type in your email address and the password
 - a. The certificate of completion will be sent to this email address
 - b. Please do not use email addresses with underscores in them, i.e. Joe_Aggie@tamu.edu. The system does not recognize these types of addresses.
 - c. The current password is (Must be printed as is): [Contact CPM Coordinator]
3. Click “Submit”
4. Find the course – ***Child Protection Training (Course # 2111652)***
5. Click “Start”
6. Please enter the following information in the blanks:
 - a. First Name:
 - b. Last Name:
 - c. Employer:
 - d. TAMUS Member: M – Texas A&M University
 - e. Work Address:
 - f. Work City:
 - g. Work State:
 - h. Work Phone:
7. Click “Save”
8. Click “Start Course”
9. Upon successfully completing the course, an email will be sent to the address used to log in. The email will contain a link to the completion certificate. **Click this link.**
10. **You must download the certificate as a .pdf**, save it, and submit it to the Lessons Coordinator and Health and Safety Representative. Please do **not** forward the email with the link!

Aggie Network Profile Instructions

1. Go to <http://www.aggienetwork.com/>
2. In the top right corner next to the search engine click "**Login**"
3. If you forgot your account information, click "I forgot my login info." If you need to create an account, please click "I need to register."
4. Once logged in, it will take you back to the main Aggie Network page. Click on the drop down menu "**My Account**" located to the left of the search engine at the top of the screen.
5. Click "**View/Edit Profile**" at the very top right corner of the drop down menu.
6. Please scroll down to the box that says "**Student Life & Activities**"
7. Click "**Edit**" to the right of the title. This will take you to the page where you add the Aggie Wranglers to your profile as a past student organization.
8. Under the section "**Add Activities**", please type in Aggie Wranglers in the search engine.
-"Aggie Wranglers (Arts and Culture)" should drop down from the search engine. Click on that link.
9. Now you can edit the "Position Held" if you were an officer or representative, what year you were on the team "Starting from" etc.
10. After you are done editing the information above click "**Add Activity**". You are now listed as one of our alumni in the Aggie Network!
11. To update your contact information, please click on the drop down menu "**My Account**" located to the left of the search engine at the top of the screen.
12. Click "**View/Edit Profile**" at the very top right corner of the drop down menu.
13. Next scroll down to the box "**Contact Information**" and then click "**Edit**" to the right of the title.
14. When you complete the information above, please scroll to the bottom of the page and click "**Update Contact Information.**"