



## **PHCMDC POLICIES AND PROCEDURES**

Dear Parents, Guardians, and Group Members:

As one of the longest operating traditional Majorette & Drum Corps in Bermuda, we not only want to keep the tradition alive, but we want to educate our youth of the importance in doing so and show them what can really be achieved in arts and culture. In the meantime, make sure you have read our Policies and Procedures that are necessary for a successful organization and its members, followed by you and your family signing up for momentous experiences with PHC Majorettes & Drum Corps (PHCMDC).

### **The Team – Directors, Management, & Leaders**

The PHCMDC Directors, Management & Leader Team will assist you throughout your term as a member of PHCMDC. The Directors, being the founders of PHCMDC, have selected individuals to fill the roles of the Management Team as managers for the administrative operations of the organization. The Directors also select Leaders, and those individuals must have experience in twirling or drumming, as well as experience in teaching individuals of all ages. The Drum Majors selected are also considered “Leaders” as they teach the members of the Drum Corps. Other individuals named as “Leaders” are responsible for teaching routines to every section that the group terms introduce.

You can view our Directors, Management, & Leaders on our “About Us” Page on our website [www.phcmdc.com](http://www.phcmdc.com). When new members of the team are promoted, we will update this page accordingly and inform members of changes to the organization structure. When a member of the Management and Leader Team must step down, they are to inform the Directors in writing of their decision so that we can, in turn, inform our membership of the change.

The entire team is required to be SCARS and CPR Certified. Those with expired certifications will be required to get recertified, either through PHCMDC, or have it done on an individual basis. This allows us to follow protocols to protect the members of the group from the time they arrive in our care, to their safe departure home.



For more information or any queries regarding any of the team members or the structure of the organization, please feel free to email [director@phcmdc.com](mailto:director@phcmdc.com) or [management@phcmdc.com](mailto:management@phcmdc.com) or call the following team members:

***Management Team:***

Leslena Outerbridge	Mobile: +44 7864 854866
Dennisha Simmons	Mobile: 705-1104
Onea Mills	Mobile: 703-3638
Tawana Lee	Mobile: 799-9891
Bettyann Nolan	Mobile: 734-9988
Shantaye Wolffe	Mobile: 799-1197

We aim to acknowledge all emails, phone calls, and text messages within 24 to 48 hours, and appreciate your patience with our response time.

## **PRACTICE REQUIREMENTS**

All members are required to attend practice on a consistent basis to reach the performance level required for performances for each term. We expect all members to try their best to attend EVERY rehearsal so that all sections of the group are at the level they need to be by parade/performance time.

- **Rehearsals** each term will be held every Tuesday for:

○ Dynamic Drummers	6:00 pm – 7:30 pm	BIU Hall
○ Junior Precious Pom Poms	6:00 pm – 6:45 pm	BIU Hall
○ Junior Cutie Majorettes	6:00 pm – 7:00 pm	BIU Hall
○ Senior Diva Majorettes	6:00 pm – 7:15 pm	BIU Hall
○ Divine Dancers	6:00 pm – 7:15 pm	BIU Hall

*NOTE: Saturday rehearsals for the Fall Term usually begin the 1<sup>st</sup> week in November at the T.N. Tatem Field, with 3-day rehearsals taking place the last week leading up to the Christmas Parade. Saturday rehearsals for the Spring Term usually begin the 1<sup>st</sup> week in March, with 3-day rehearsals taking place for the month of May, leading up to the Parade. Members will be given notification on Saturday start dates closer to these times.*

Once initial registration is complete, we assess the ability to continue operations of all sections listed above. Should any changes need to be made based on the availability of Leaders and/or participants for any of the sections, you will be advised by Management. If any section you apply for gets withdrawn for the term for these reasons of availability, those members will be



offered another section to join before withdrawing completely from the group. The Final Date to withdraw from the 2026 Spring Term is **February 10<sup>th</sup>, 2026**.

Member attendance is taken by the management team every week, and Leaders will at times be involved in the process. A WhatsApp Group Chat, as well as a Group forum on the website is available for all members to communicate their absence for any practice or event. Failure to attend rehearsals and communicate absences may lead to a forced withdrawal for that member for the current term along with completion of payment obligations listed in the Uniform Information Contract.

Additionally, we have given members the opportunity to view videos of lessons taught each week on our website should they be unable to attend a practice. It is a way of assisting you in review and should not be shared with non-members of PHCMDC. Therefore, each member should have their dues paid in full to be allowed full access to the online practice videos on our website. They can be found at the following link once your access request is accepted:  
<https://www.phcmdc.com/group>.

**Rehearsals scheduled each term are usually:**

**Spring Term: January – June**

**Fall Term: September – December**

*Dates are confirmed at the beginning of Registration which is usually 2 months prior to the start of the first practice..*

- **Time:** All members MUST be on time for their scheduled start of rehearsal. For children under the age of 18, Parents must ensure they bring them to the hall to have their attendance noted. They are also required to collect children under 18 by coming to the Hall for collection unless the Leader in charge of their section has decided to bring members down to the ground floor for collection. Please pick up your child/ren from practice NO MORE THAN 10 minutes after their scheduled end time. **There will be a \$5 charge Payable IMMEDIATELY** for parents who are late picking up their children without communication to the Management or Leaders. We ask that you be considerate of our request as our team also have families to attend to.
- **Tools and equipment:** Drummers will be required to purchase a pair of drumsticks for practice, and another pair for performances. Majorettes will be required to purchase a **majorette baton** for practice and one for performances. All other sections will be provided with equipment when necessary.
  - **Majorette Batons are available for purchase on our website.** Be sure to visit the "Shop" page on [www.phcmdc.com](http://www.phcmdc.com) where you will find the baton for purchase in



inches. Measure from the depth of your armpit to the tip of your middle finger and let us know in inches, what size baton you will require. E.g. 24", 26" 28" etc. Once the baton is paid for, you can collect it from our management team at the next practice. We would advise when batons are out of stock but will aim to provide your order as quickly as possible.

- **Drumsticks – Available for purchase at Music Box and Bermuda Drum Institute.** As a PHCMDC member you receive a 10% Discount if drumsticks are purchased from Music Box. We will be incorporating the purchase of drum sticks on our website, but for now, you are free to peruse the options to purchase from other local vendors. When selecting, we recommend that smaller drummers purchase size 2B, and the older drummers purchase S3 Core Masters. Whatever you choose, ensure that it is at your comfort and skill level. Speak with the Drum Majors should you require further clarification on size requirements.

**Please come prepared with practice drumsticks and batons in hand for every rehearsal.**

- **PHCMDC Rehearsal Attire:** Rehearsal Attire is **BLACK AND/OR WHITE**. Failure to adhere to the PHCMDC Rehearsal Attire will result in a \$5 fee to the PHCMDC Fundraising Fund, billed monthly to the offending members each time they are out of Uniform. Consistent offenders may be sent home by the Directors. The PHCMDC Rehearsal Attire is as follows:

- Summer: Black/White T-shirt with Black/White shorts and Sneakers.
- Winter: Black/White T-shirt with Black/White Sweat suit or Tights and Sneakers.

**SLIPPERS, SHOES, CLOGS, and FLIP FLOPS ARE NOT ALLOWED! GREY PANTS, GREY TIGHTS, and JEANS ARE ATTIRE ENEMIES AS WELL. PLEASE REFRAIN FROM SUCH ATTIRE FOR REHEARSALS.**

See the Management Team should you wish to purchase/order IN STOCK PHC Black and White Attire. You are also able to purchase new shirts on our website once the order time has been communicated.

## **MEMBERSHIP DUES, BENEFITS, AND UNIFORM REQUIREMENTS**

For all those that sign up to join PHCMDC for the **VERY FIRST TIME**, you will have to pay a one-time non-refundable registration fee of \$10. This is known as the New Member Fee. All members who register will have to pay membership dues for that term. Should you choose to withdraw before the withdrawal deadline, you will be able to receive your membership dues as a refund to your bank account, which should be provided in your withdrawal letter addressed to [management@phcmdc.com](mailto:management@phcmdc.com). All fees are available for you to book on the "Shop" page on our



website [www.phcmdc.com](http://www.phcmdc.com). The corresponding bank account is shared with you during this online process, however for your convenience, all dues payments should be made to:

Clarien Bank: **Account Name: PHC Majorettes & Drum Corps**  
**Account Number: 4010918561**

- **Dues** are **\$60 for the Spring Term, and \$40 for the Fall Term**. As a PHCMDC member, you are required to pay member dues for the whole term, regardless of if you are absent for any rehearsals during that term. Each member is required to pay their dues on time, as the money goes straight back to the group in the form of equipment, gifts, prizes, special events, snacks, treats, and ancillary costs. Please advise the Directors and Management Team in writing {email/letter} your intended leave of absence or decision to terminate your membership for that term. If nothing has been received in writing, you WILL be liable to pay dues for that entire term.
- **Uniform Costs:** Please refer to our Uniform Information provided for you in the Registration Package and on our website and various newsletters that are sent every month. Keep in mind that these costs are **APPROXIMATE COSTS** and can change from term to term based on manufacturer's prices. We confirm final prices with our members once we receive them from the manufacturer. Once Uniforms are ordered, every member is required to pay for it in full. However, your deposit is due upon registration, and the payment deadlines are shared with all members based on the deadlines for that term. A Uniform Contract will usually be provided for all members/parents to sign, before the uniform order has been placed for that term. All uniform payments should be booked on our website (under the "Shop" page), and then followed with direct online payment to our Uniform bank account number 4010046347. Should you have any questions, contact the management team.
- **Twirling & Drum Lessons:** As a member of PHCMDC, you will have the opportunity to receive discounted twirling lessons with T's Twirling Academy – a separate entity from PHCMDC that teaches individuals of all ages basic, intermediate, and advanced twirling skills that can assist with their development as a Majorette. Email [twirlbda@gmail.com](mailto:twirlbda@gmail.com) to book your private lessons when required.  
When PHCMDC receives sponsorship towards our Drum Program, Drum lessons are offered to PHCMDC members of any section, free of charge every Thursday for the term. Nick from Bermuda Drum Institute teaches the basics of drumming every Thursday from 6 – 7pm at the T.N. Tatem Classroom. If you would like to sponsor this part of our program, please feel free to speak with Director Tawana Lee. Anonymous sponsorship is also available, noting Drum Lessons are \$500 per month, and Twirling lessons are \$20 per one-hour sessions. Donations can be sent to our Clarien Bank Donation Account number 4010042051 noting the cause for your donation.



## **FUNDRAISING**

As a non-profit organization, we operate as a program under the Pembroke Hamilton Club. We seek assistance with certain projects from the Pembroke Hamilton Club Foundation which is a separate entity (charity) from the club that operates to award members of programs of PHC, scholarship opportunities that further their educational aspirations. We must be consistent in the way in which we fundraise as a group to meet our goals.

- **Fundraising:** As a non-profit organization, it is required that all members take part in the fundraising activities that are scheduled throughout the term. This is one of the ways we can pay shipping and duty to bring in our uniforms, accessories, and equipment from our overseas manufacturers. Sponsorship is not always guaranteed, therefore, considering we fundraise for member's financial benefit and for the ability for most to participate in the programme, we find it only fair that all members participate in **at least 50%** of the fundraisers we have. When fundraisers must be cancelled due to lack of assistance from members, we ask members to keep in mind that this will affect the group's ability to receive drum lessons, as well as performance uniforms on time. A Fundraising Committee has been formed in order to ensure we create fundraising events such as bake sales, car washes, walkathons and the like that will assist in the expenses each term. Should you wish to join the fundraising team, you can let us know by emailing [management@phcmdc.com](mailto:management@phcmdc.com) or clicking the option to join on our website: <https://www.phcmdc.com/group/fundraising-committee>

**Should you choose not to participate in any of the fundraising activities, please be sure to select that option upon online registration. There is an option to select “OPT OUT OF FUNDRAISING”, acknowledging that you will be charged separately for any shipping and duty costs related to your orders.**

- **Punch Cards, Walk-a-Thons, and Ticketed Fundraisers:** For various fundraisers, members may be issued fundraising Punch Cards, Dinner Tickets, Walk-a-thon sheets, etc, from the Management Team to raise money to go towards a specific cause. In these instances, please promptly return the proceeds and **ALL** unsold tickets, walk-a-thon sheets, and the like, to PHCMDC Management by the deadline date given so that the monies raised (or not raised) can be accounted for. Funds should be deposited into our Clarien Bank account 4010042051 either by no-wait deposit or direct online transfer. For both instances, please take a screenshot of the deposit and email it to [management@phcmdc.com](mailto:management@phcmdc.com) for verification and invoicing purposes.



## **MISCELLANEOUS POLICIES AND INFORMATION**

- **Cell Phones:** Please refrain from using cell phones during rehearsals. Phones can be used during break times when given, or in the event of an emergency.
- **Food/Gum Chewing:** **NO GUM CHEWING ALLOWED.** “What you do in practice, you are likely to repeat in your performance”. GUM is the enemy during practice and performance, not to mention a health hazard.
- **Refreshments/Snacks & Breaks:** We encourage members to bring their own snacks and water to rehearsal, as we will not be providing snack cards this term. When each section is awarded a break, we ask that all members remain in the building, or other practice location, as your break should usually be no longer than 5 minutes, unless instructed otherwise by your Leader.
- **Emails/WhatsApp/Notes:** are distributed with details of upcoming performances, fundraising events, changes in schedules, and other related activities. **Please read them!!** If you miss a practice, it is YOUR duty to find out if you have missed any pertinent information. If you are not receiving correspondence in any of these methods, please ensure that we have your up-to-date information. You can also check our Facebook, Instagram, and WhatsApp Chat group for up-to-date information.
- **Disrespectful Behavior:** will NOT be tolerated and WILL result in DISMISSAL. Negative attitudes, bullying, violence, and failure to adhere to rules will not be tolerated, and failure to adhere to the Policies and Procedures stated can result in dismissal. Problems, if any, should be addressed to the Directors and/or Management Team.
- **Personal Belongings:** PHCMDC Directors and Management will not be held responsible for any personal items that are left at rehearsals, fundraising events, or performance locations. Please ensure that you label and collect all your items before leaving rehearsals.
- **Performances:** When members decide to perform for an event, we start and finish together as a group by the sound of the Drum. At no point in time is the member to be removed or otherwise dismissed from the performance area until the appropriate dismissal signal or verbalization is given by Director Tawana Lee or one of the Group Leaders. If you have any questions regarding this, please address them to the Director.



- **Education:** From time to time, we may ask all school-aged children to provide a report from their teachers on their grades and behavior in school. We believe in ensuring that our members put their educational needs first, and as a village, we will continue assisting in the development of our members where we are allowed. In addition to this, those who have been members of PHCMDC or any Pembroke Hamilton Club programs for 4 consecutive years are eligible to apply for the Pembroke Hamilton Club Foundation Scholarship. Should you be eligible to apply, please do so as the applications are available as of February 1<sup>st</sup> of each year on the Bermuda Scholarships Website. Also, inform Director, Tawana Lee, of your intentions to apply for the scholarship so that pertinent information regarding your application can be shared with the Foundation Committee.

**This document was last updated on November 1<sup>st</sup>, 2025. Any changes to this document or to the organization structure will be shared with PHCMDC members and the Pembroke Hamilton Club Executive.**