

# Policies of the Dragonfest of Colorado, Inc.

(Rev. May 22, 2006)

The following policies have been approved and adopted by the Dragonfest Directors (Directors) and are supported by the Dragonfest Board (Board). These policies apply to the operation of the Dragonfest of Colorado Corporation (Dragonfest), its governing bodies, and the membership at large. These policies are to clarify Dragonfest's position on applicable issues and establish guidelines for Dragonfest Festivals (Festivals), their operation, and related activities.

1. **Child Neglect or Abuse.** Dragonfest and the Board maintain a “zero tolerance” policy for incidences of child neglect or child abuse. Incidents of child neglect or child abuse SHALL BE REPORTED IMMEDIATELY to Safety, the Director of Operations (Operations) and the Directors for appropriate action.
2. **Legal Disputes Between Members.** All court orders, decrees, settlements, and decisions shall be honored by Dragonfest as fully as possible. When a court has ruled on a conflict between two members that affects attendance at a Festival, the Directors have determined that “first come - first serve” is the most objective and equitable method to resolve such issues. For example, if the existence of a valid restraining order between two members comes to the attention of the staff, a.) the restraining order terms that prohibit contact between the members must be verified by a board member and b.) only the first member that submits a completed registration form will be allowed to attend the Festival.
3. **Service Animals.** Service animals are allowed at Festival. Service animal means any guide dog, signal dog, or other animal individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items. The State of Colorado does not certify animals for service, however, Dragonfest holds the owner responsible for any injuries or damages caused by the animal. Operations may assess such damages, as necessary, and may remove the animal, and its owner, from Festival if the animal's behavior poses a threat to anyone's health, safety, or enjoyment of the Festival. (see para.8)
4. **Dragonfest Copyright/Ownership.** Upon submission, all material submitted to Dragonfest or produced by Dragonfest staff or volunteers becomes the property of Dragonfest. Such material includes but is not limited to newsletter articles, narratives, artwork, graphics, web page design, research, compilations, and instructional texts.
5. **Member Identification.** Members are required to wear wristbands at all times during the Festival. Adult members are also required to show valid photo identification when they present their Festival ticket for admission. No adult will be admitted to Festival without valid photo identification.
6. **Workshifts.** Members who do not sign up for and/or show up for a workshift, without a compelling reason as determined by Operations, will not be allowed to attend Festival for a minimum of one year after the offence is discovered, unless that individual pays double their adult registration fee.
  - a. **Second offences** may result in required payment of two additional adult registration fees.
  - b. **Third offences** may result in banishment.

7. **Festival Clothing.** "Clothing Required" areas, including the community pavilion, merchant space, kidspace, and any areas visible to non-members, shall have a "beachwear" minimum clothing standard. Application of this requirement should err on the side of caution (to include people with kids and conservative ex-spouses.)
8. **Member Removal from Festival.** Operations has the discretion to remove any individual or group from Festival for cause. If possible, the Directors should be informed prior to removal but, regardless, the incident must be documented through the safety reporting process. Banning people from future Festivals can only be accomplished by Director vote.
9. **Registration Fee Changes.** Changes to Festival registration fees must be approved by Director vote and documented in minutes. The intent of this policy is to operate the Festival in concert with our non-profit status and with full disclosure to the members. The Directors will do everything possible, within that scope, to maintain the inclusive nature of the Festival.
10. **Registration Fee Waiver.** The Directors allow for two categories of registration fee waivers: Exchanges and Scholarships.
  - a. **Exchanges.** Exchanges are trades of in-kind services, where the entry fee is waived in return for some service. These Exchanges must be coordinated with the Treasurer and documented (e.g., meeting minutes). All such Exchanges will be reported by Operations to the Treasurer as soon as possible where Festival related, or included in the July Treasurer's report to the Board, where Dragonfest related.
  - b. **Scholarships.** Scholarships are need based. The intent of scholarships is to allow those members with limited financial means the ability to attend Festival by subsidizing entry fees. It is to help those with a sustained need; planning and/or payment schedules should be used for temporary financial stress. To that end, scholarships shall not be awarded to the same individual more often than once every three years. The subsidy may be partial or full and is given at the discretion of the Operations and coordinated with the Treasurer and Registration. **There is no requirement for scholarship recipients to perform extra workshifts or other compensation.**
  - c. **Summary Report.** Exchanges and scholarships will be included in the Treasurer's report to the Board. A summary report, separate from the regular Treasurer's report may be called for by the board for the number of scholarships and their total value. Scholarships will be noted in the "comment" field of the recipient in the member database with the year waived and a short comment on the circumstances.
11. **Invasive Body Art.** Piercing, and tattooing are the only permitted invasive body art services allowed at Festival. Under no circumstances may invasive body art procedures be performed on a minor. "Invasive," in this case, means piercing the skin. Other state licenses are recognized by the State of Colorado under the Colorado Body Art Act. Only merchants are allowed to perform this service at Festival and only those merchants who have a state certification recognized by the State of Colorado. These merchants must observe the minimum requirements established by Colorado Department of Public Health and Environment (CDPHE) and proof of state certification must be presented to Operations before performing any piercing or tattooing. Non-commercial, uncertified practice of this service is not allowed at Festival. Violation of this policy can result in immediate and permanent expulsion from all Dragonfest events and

notification of the offending merchant's state certification agency. More information can be found at the CDPHE Consumer Protection Division website (<http://www.cdphe.state.co.us/cp/>).

12. **Honoraria.** **As a rule, Dragonfest does not pay honoraria.** The Board feels that subsidizing celebrity guests would fundamentally change the character of the Festival if it became a common practice. However, the Board supports waiving fees or, in extreme cases, paying honoraria if it would significantly improve the quality of the Festival without changing that character. Taking such action can only be accomplished by Director vote.
13. **Festival Planning.** **Operations shall develop and present to the Board a plan for the upcoming Festival.** The Festival plan shall be provided to the Board no later than the April Board meeting for review and approval. The Festival plan shall include a staffing plan, a theme, a budget and an administrative plan, including wrap-up. The budget should specify requested and allocated spending for each major aspect of the festival, related to the Chart of Accounts. The plan, and especially the budget, is a living document and almost always changes as the Festival approaches. Its purpose is to inform all concerned what the money is being spent on and to ensure the Festival is self-supporting. Capital equipment investments (see para. 15) should be separated from recurring expenses. Typically the budget is prepared by examining the previous years' expenses, checking price changes (e.g., insurance, firewood), and adjusting for new, expanded or reduced needs (e.g., more port-a-potties, less firewood). Some amount should be identified and budgeted for contingencies.
14. **Festival Attendance Limits.** As determined by the Directors, a Festival will be limited to the number of attendees that the site can sustainably support and that will not undermine the character of the Festival.
15. **Approval of Capital Expenses.** **All capital expenses of \$500 or more, related to Festival activities, must be submitted to the Directors and receive documented approval.** Related expenses must be consolidated and itemized. Splitting related costs into purchases less than this amount is not allowed. For example, costs for a tarp system includes the related costs of poles, fittings, tarps, ropes and stakes and must be consolidated into one proposal. If in doubt, ask. The Directors will entertain all reasonable requests.
16. **Festival Financial Statement.** **Operations shall ensure completion of all Festival financial transactions to the greatest extent possible by November 1st of each year.** Operations shall submit a statement of Festival financial transactions to the Treasurer by that date. All transactions should be documented in the statement, to include outstanding or pending transactions (delayed bills, etc.), so the Treasurer can assist Operations.
17. **Registration Forms.** **Registration shall ensure all registration forms, including signed waivers, are given to the Dragonfest Board Secretary as soon as possible.** These are legal documents. It is the Dragonfest Board Secretary's responsibility to maintain these documents on file for a minimum of seven years.
18. **Festival Staff Applications and Code of Conduct.** Festival staff positions require the submission of a completed application to Operations. Operations is responsible for keeping the application process and forms current. Any changes to the application or process will be submitted to the board for approval after Festival but prior to selection of the new Director(s) of Operations. Changes will be posted to the Dragonfest.org website before the beginning of the next calendar year. Operations shall also ensure that application forms for all serving staff are given to

the Dragonfest Board Secretary as soon as possible. It is the Dragonfest Board Secretary's responsibility to maintain these documents on file for a minimum of seven years.

19. **Reserved Areas.** Festival camping in certain areas will be restricted at Operation's discretion for the good of the Festival and such restrictions shall be accomplished so as not to suggest favoritism. Use of such areas may be restricted to non-camping activities exclusively, camping which is clearly related to function (e.g.: drum circle hosts), or other uses as determined by Operations. Unauthorized members camping in such areas may be removed from Festival upon refusal to move their campsite.
20. **Festival Early-In List.** Those persons granted early admittance to Festival, must, a.) have a function directly related to Festival preparation and setup, and b.) be able to perform that function, or c.) must be an immediate family member of such a person. Operations has the discretion to include or exclude individuals based on such criteria. Board members and their immediate families, are automatically included on the Festival setup list for oversight and management. Board members may or may not also be on Festival staff or setup.
21. **Staff Transportation Costs.** Festival staff are expected to provide for their own transportation costs in fulfilling their responsibilities. In hardship cases, Operations has the discretion to authorize reasonable expenses to help defray costs directly related to that person's staff responsibilities. Operations must coordinate such expenses with the Treasurer in the form of a trip log for each occurrence. Trip logs will list mileage traveled and/or fares paid. This reimbursement is not a routine practice. It is only to be used as needed and only when other resources have been exhausted. Certain expenses might be tax deductible. Interested individuals should consult their tax advisors or other resources for further information.