

# MHS Band Handbook 2021-2022

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# MHS Band Handbook 2021-2022

## Foreword

The purpose of this handbook is to provide valuable information about the band program. To consistently achieve and maintain the high standard of excellence desired by this organization, members should familiarize themselves with the regulations, procedures and traditions of the band. Band is considered a Full Year course and students are required to participate in band both semesters. The only exception is an academic conflict for a course needed for graduation. Students dropping out of band at the end of a semester will not be eligible to participate the following year. Auxiliary members will participate in Winter Guard or Symphonic Band during the football off-season.

This handbook was written to be a supplement to the Student Code of Conduct of Mobile County Schools, and at no time does it take precedence over or override school policies. It is hoped that some of the questions always prevalent with a band will be answered in this handbook. Given the complexity of human behavior, no publication of this nature can completely cover all situations, which affect the learning environment. Thus, the directors will reserve the right and responsibility to address any student behavior, which adversely affects the learning environment.

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## **I. Ensemble Overviews**

### **A. Marching Band**

The Murphy Marching Band enjoys a reputation for musical excellence that is aesthetically complemented by vivid visual images and movement reflecting the mood and character of the music. The band has been, and will continue to be, recognized as one of the top programs in Alabama. To continue this tradition of excellence requires a high degree of dedication, effort, and pride on the part of each person involved. The style of marching the Murphy Band replicates is that of Drum Corps International performance style. The Murphy Band will perform at football games, contests, festivals, parades, and other performance opportunities in the area that will arise. All students in the Marching Band must be present for any and all performances associated with marching for the entire year. All Students must have a recent physical on file that is not more than one year old.

The marching band is a musical marching unit organized during the summer for the duration of football season. Membership is open to any interested student who has successfully completed a sufficient amount of prior musical training in the middle school band or other acceptable musical training, per the Director's approval. Transfer students must pass an audition for membership. Membership requires total dedication and maximum effort and involvement in all aspects of marching, playing, and performance. Failure to do so will result in the removal from the ensemble.

### **B. Color Guard**

Membership in the MHS Color guard is by audition only. Membership is open to both Male and Female students. All students must have a clean citizenship and academic record (Must maintain a 2.0 GPA), as well as present three teacher recommendations. The audition will consist of learning flag and movement basic technique, as well as a choreographed combination of each. Membership selection is based on performance, attitude, and attendance during all audition sessions. The guard interprets the musicality of the band through dance, drama, and equipment performance. Members of the color guard use equipment such as Flags, Rifles, and Sabres. The student agrees to attend all rehearsals and performances, including summer activities. Students in Color Guard must be enrolled in the appropriate band class period for the entire academic school year, unless it is academically impossible to do so.

### **C. Symphonic Band**

This class will concentrate on the preparation and performance of the finest literature for the modern wind band. While students must already possess a high degree of ability to be a part of the ensemble, the further advancement of musical skills, both individual and ensemble will be paramount to the success of the student and the organization. This ensemble will perform in several mandatory concert programs, concert festivals, and other performance opportunities in the area. There will be after school time required for music pass offs, rehearsals and performances. Failure to meet expectations in this class will result in students not being allowed

to attend and perform the concert programs, concert festivals, and other performance opportunities discussed above. Auditions for the ensemble will generally take place during October and will consist of scales, sight-reading, and Alabama All-State audition music.

#### **D. Jazz Band**

Membership in the MHS Jazz Band is reserved for those students enrolled in the regular band class/program for the entire year. Students must be enrolled in the band class to participate in jazz band. Any instrument can participate in the jazz band as long as they are comfortable improvising and take solos in front of others; however, no previous improvising skills are required, they will be taught during the course of the class. Auditions for placement will be held during the first weeks of school during jazz band class.

## II. Grading

All band members are expected to take band for credit. All students will earn a grade of “A” provided that they follow the policies of the band. Grades will be based on attendance and punctuality, effort, memorization of music, marching fundamentals, care of equipment (instrument, music, uniform, etc.), and cooperation. All grading procedures are subject to change without notice, depending on updated Murphy High School and Mobile County Public Schools guidelines. Student’s who forget instruments at home or have an instrument in the repair shop may be given an alternative assignment.

Music/Choreography Pass-Offs	10%
Daily Grades	30%
Weekly Performance/Contest/Major Grade	60%

### A. Pass Offs

Pass offs are performance-based tests given to students to check musical accuracy. These will be performed in front on the Section Leader, Band Captain, or other leadership.

### B. Daily Grade

25% - On time in concert arc  
25% - having appropriate materials (including a pencil)  
50% - participation

### C. Weekly Performance

25% - all equipment (uniform parts, flipbook, etc.)  
25% - on time for inspection  
50% - appropriate behavior

### **III. Attendance Policies**

Band members are expected to attend all rehearsals and performances. Students should also be on time to all band functions. A calendar of all upcoming events is at [murphyhsband.com](http://murphyhsband.com). Please note last-minute performances occasionally will happen; however, the Director will try to give as much heads-up as possible in these situations.

After the school year begins, there are scheduled after-school rehearsals. Students who work are reminded that **JOBS MAY NOT INTERFERE WITH BAND REHEARSALS AND PERFORMANCES**. Schedule Dental, medical, and other appointments at times other than scheduled band rehearsal days. Parents should call or email the Director and students should text or call section leaders when they know they will be missing or late to a rehearsal or performance in an emergency situation.

#### **A. Unexcused Absences**

Students with unexcused absences of an afternoon rehearsal will be allowed to attend the game but will not march at halftime. Grades for unexcused absence cannot be made up.

Examples of unexcused absence would be: Missing practice without filling out the appropriate form; Talking to a director and not receiving clearance for that missed practice to be excused. Missing practice/events because of a scheduling conflict with work is an unexcused absence.

#### **B. Excused Absences**

Students with excused absences of an afternoon rehearsal will be allowed to attend the game Friday, but may not be able to march, depending on their attendance and behavior record in the class. Students must fill out the appropriate form (found at [murphyhsband.com](http://murphyhsband.com)) before missing a rehearsal. Grades for excused absence can be made up.

Examples of excused absences would be: Doctor's Appointment of any type (Dentist, Eye doctor, General practitioner) with doctor note; Talking to a director and receiving clearance for that missed practice to be excused.

Only in case of extreme emergency or personal illness will a person be excused from a performance.

#### **C. Tardiness to Rehearsals**

Missing more than 15 minutes will be counted as an absence. Unexcused or excused status will depend on the reason for missing. To be considered an excused absence, the student must contact Mr. White or Mrs. Erdman at the time of the occurrence. Attendance will be taken by Section Leaders and submitted to the band Captain daily. For every minute late to rehearsal, the student must stay that amount of time after rehearsal ends.



## IV. Behavior Guidelines

To ensure a safe and productive learning environment, students must follow all Mobile County Public School rules, Murphy High School rules, and Murphy High School Band rules at all times. Section leaders do have to ability to assign the 1<sup>st</sup> Offense Penalty of 20 push-ups, but may not assign addition penalties. Penalties may be altered depending on the gravity of the situation.

### A. Penalties

Students and parents should understand that unsatisfactory behavior will also have a negative effect on the student's grade.

If you are called up, the following levels of discipline apply:

1<sup>st</sup> Offense – 20 push-ups during break/after rehearsal.

2<sup>nd</sup> Offense – 2 laps during break/after rehearsal.

3<sup>rd</sup> Offense – 4 laps during break/after rehearsal and (3 call-ups = one write-up)

1<sup>st</sup> Write-up - Sit out of 1 show/assist guard and or front ensemble.

2<sup>nd</sup> Write-up - Sit out of 1 show/assist guard and or front ensemble.

3<sup>rd</sup> Write-up - Taken out of band.

The following offenses constitute call-ups:

- Absence/Lateness due to rehearsal or event
- Bus Behavior Problems
- Classroom Disruption
- Cell phone possession during rehearsals or performances (the cell phone will also be taken up and given back and the end of the rehearsal or performance.
- Failure to have necessary equipment on continuous basis (horn, drill charts, music, accessories, etc.)
- Late to Rehearsal/Class
- Public display of affection between anyone
- Inappropriate Behavior in the Stands
- Talking at inappropriate times
- Use of school or others personal property without permission.
- Uniform Infraction
- Breaking Band Room rules including but not limited to food or drink in the band room, leaving equipment out, and touching other people's instruments.
- Poor behavior towards other students, chaperones, or staff
- Any other action the Director or Staff see as rule-breaking, even if not explicitly stated in the Band Handbook

The following offenses are very severe and will result in immediate removal from the program and referral to the administration following Mobile County Public Schools Behavior and Discipline policies:

- Alcohol – Possession/Use
- Drugs – Possession/Use
- Felony Acts
- Physical Fighting
- Cyber bullying
- Bullying
- Harassment – Sexual or Verbal
- Destroying, Defacing School/Personal Property – restitution for damages as well as referral.
- Any other action the Director or Staff see as rule-breaking, even if not explicitly stated in the Band Handbook

## V. Facilities, Instruments, and School Property

The Band will provide lockers for students to use for storing instruments and personal belongings. Directors and Staff may access the lockers at any point without student permission. **The Band is not responsible for any items stored in the lockers.** It is suggested to not leave valuables in the lockers. Each locker will come with an assigned combination lock; no other locks are permitted on lockers. Students must reimburse the band for lost or broken locks.

The Band will provide instruments and Color Guard equipment for those students who play large instruments and are a member of the Color Guard. An Instrument Rental and Care Agreement (found at [murphyhsband.com](http://murphyhsband.com)) should be filled out and signed by the student and their parents/guardians at the beginning of the school year. Each band member is responsible for the proper care, condition and repair costs of this instrument for the length of the agreement. Any damages or serious malfunctions should be reported to the Director at once. Damages due to the negligence of the student will be charged to the student. If the instrument is lost or stolen, the student must reimburse the band for the cost of the instrument.

A privately owned instrument is the responsibility of the student who owns it. Students should check with their parents to see that the instrument is included on their homeowner's insurance policy. Before purchasing an instrument, students **MUST** consult with the band director. If a student needs to bring their instrument in the a music store to get it serviced or repaired, you **MUST** show to the instrument to the Director before taking it, and bring a receipt proving it has been taken in for repairs.

All equipment should be kept in excellent playing condition and should be cleaned and polished before every performance. Inspections will be held periodically before the games and concerts. Never play another students's instrument. Instruments should always be stored in the assigned locker/storage area or taken home after rehearsals and performances. Failure to do so will result in diminished participation grade.

## VI. Travel Policies

1. A travel itinerary will be published before each trip. It is important that these instructions be followed so the band can move quickly and efficiently.
2. Each student is responsible for their own uniform once the band arrives at a location to perform.
3. Bus Captains will be responsible for calling roll and handling conduct problems. No bus should be permitted to leave a stop until the roll is checked.
4. Drinking alcoholic beverages and possession of drugs, cigarettes or narcotics are not permitted while representing the band in any manner. **Expulsion from the program will result from this infraction.**
5. Proper behavior is expected when on a school sponsored trip. Undignified conduct or reckless behavior may result in disciplinary suspension from school and dismissal from the band.
6. Buses are loaded in an orderly fashion. No pushing or running will be tolerated.
7. Remain in your seat while bus is moving. Do not kneel in seats or sit facing backwards.
8. No loud talking or profanity.
9. No horseplay.
10. No playing of instruments going to the bus, coming from the bus or on the bus. This includes drumming on the seats, hats, etc.
11. No switching buses.
12. Do not yell from the buses.
13. Hands, arms and other body parts inside the bus at all times.
14. Do not eat or drink on the bus.
15. Do not throw ANYTHING out of the bus windows.
16. Bus windows must go up at the end of the trip.
17. Leave no trash on the bus at the end of the trip.
18. Chaperones are in charge during the bus trip; students refusing to listen to chaperone instruction will be punished accordingly.

## **VII. Band Fees and Fair Share Assessment**

The band fee and fair share assessment pay for the day-to-day operations of the Murphy band program. The Mobile County School Board provides \$0 in funding for the band program. It is important that all families pay their band fee and assessment of around \$320. Band fees must be paid in full in order to participate with the Murphy band on any away trips, band banquet, All-State trip, and other activities that are based on band fee and assessment collection.

More information and specifics for 2021-2022 fees will be discussed at the end-of-band camp parent meeting.

### **A. Fundraisers**

Fundraisers are held by the band and the booster association to raise funds to support the band. All members are required to sell a minimum of \$75 worth of ads for the Murphy Football Program, or pay an additional \$75 fee. All members of the band, including Percussion and Visual Ensemble are expected to participate in support of these fund raisers. Instructors and equipment for all groups are paid for by these fund raisers. Profits from designated fund raisers may also be offered to students at times to offset the cost of trips.

### **B. Student Account Guidelines**

No withdrawals will be made from the Student Account until band fee payments are up to date. All withdrawals must be for Murphy Band related expenses:

- A. Murphy Band Fees
- B. Band Trips and Expenses
- C. Repair and maintenance of instruments currently used by the student in the Murphy Band.
- D. Allstate and Honor Band expenses where student is required to be a member of the Murphy Band.
- E. Uniform retrieval and replacement fees.

Student Account withdrawals end May 31st for seniors and non-returning students. Any balance will be rolled into the general fund or into a sibling account that immediate year.

Request for withdrawal of funds should be made in writing a minimum of 7 days before needed. Violations of the expectations and rules set forth in this handbook will result in disciplinary action that could include temporary or permanent removal from the Murphy Band program.

## VIII. Marching Band

### A. Overview

The Murphy Marching Band follows a regular rehearsal schedule; any changes are announced well in advance. This allows students to plan other activities and obligations around the schedule. Rehearsals are rarely, if ever canceled due to inclement weather. We will not usually rehearse outdoors in the rain, unless it is just a drizzle or intermittent light rain. In the event of steady rain, we will rehearse indoors and go out at the first opportunity. Students should dress for the weather. Not having the proper attire is not a satisfactory reason for having a poor rehearsal and can result in a grade of "0" for the rehearsal. Students should wear comfortable shoes (low-topped tennis shoes) and socks for rehearsals. This is important in that the style of marching step we use requires that the foot and ankle be permitted to move freely. Flip flops, sandals, and bare feet are not acceptable for marching. Jeans, inappropriate length shorts, and bare midriffs are not allowed at any time. Caps and sun block are recommended. Water will be provided but you may bring water, Gatorade, etc. for breaks.

Horseplay, throwing ice or water, and other such activities will not be permitted. Each member is expected to have all necessary equipment, in working order, along with all music and coordinate sheets at all rehearsals. Students are expected to have a flip folder with their name on it in which to keep music and coordinate sheets (one can be purchased from the Murphy Band Boosters). Not having all necessary equipment for rehearsal will result in a grade of "0" for that rehearsal.

The marching band rehearses Monday through Friday during band class. Mandatory after school rehearsals are as follows:

Day of the Week	Tuesday	Thursday
Time	Until 5:00pm	Until 5:00pm
Student Group	Full Band	Full Band

Rehearsal schedules are subject to change at any time.

The call time to be complete ready in concert arcs in the band room is as follows (times are subject to change depending on the game location and other events happening before the game):

- Home games – 5:00pm
- Away games – 4:30pm

Please note that only students, staff, and chaperones helping at the game are allowed free admission to games. Any parents/family/friends wishing to attend the game must purchase tickets. All attendees (including students, staff, and chaperones) may be asked to go through metal-detectors and security check-points, per Mobile County Public Schools rules.

## **B. Band Camp**

It is necessary for each band member to attend these rehearsals. Band Camp is held for around two weeks during summer. Students learn to work together in total dedication to producing a superior band. Band Camp gives the student the opportunity to get acquainted and develop the feeling of belonging. The goal of band camp is to learn the drill and music to an entire show. Students who are employed should make necessary arrangements with their employers to attend all rehearsals and band camp. There will be a performance for parents sometime following band camp.

## **C. Football Games**

### Entering the Stadium and Pre-Game

1. Students must be in full uniform upon arrival at the stadium.
2. The band will assemble in formation at the designated area to warm up. Students will form ranks immediately upon hearing the drum major's command.
3. The band will then march in single file line to their designated seats.
4. There will be no talking of any kind when waiting to be seated.
5. All extra equipment, music, etc. should be carried into the stadium by band parents and student delegated by student leaders.
6. Hats may be removed on the Drum Major's command.
7. Ranks and files should be kept in perfect alignment.
8. Students are allowed to stand and cheer during the game. However, they should be ready to play at any point.
9. No individual playing is allowed.
10. Non-band members are not allowed within the band section with the exception of visiting band students or special guests.
11. There will be no eating in uniform, other than the snack provided by the band. A snack and water will be passed out by the boosters and during 3rd quarter break drinks will be passed out. Keep bibbers zipped at all times.
12. No more than four students may go to the bathroom at one time. Students are not allowed to leave the band unless accompanied by a chaperone.

### Half-time and Post-Game

1. Band members should file from the stands in an orderly manner according to the seating arrangement. Running up and down stadium steps is prohibited.
2. The band should move quickly to form the proper line-up and instrumentation (pre-set formation) behind the stadium before half-time. The band will march by file(s) to a point near the sidelines, forming a pre-set for the entrance to the field. The band will remain at attention until the Drum Major gives the command to move onto the field.
3. After the half-time performance, students will move back into the bleachers and wait for the director to release students.
4. Following the game, the band will march out of the stadium back to the busses. If you are leaving the game with a parent, they MUST pick you up at your bus, provided you have

turned in your Student Riding Home with Parent Form at [murphyhsband.com](http://murphyhsband.com).

5. Uniforms are to be taken off and hung up after games. Instruments, music and equipment should be returned to their proper storage areas.

REMEMBER: WHILE IN UNIFORM YOU REPRESENT YOURSELF, YOUR FAMILY, YOUR SCHOOL, YOUR BAND, AND YOUR DIRECTORS

#### D. Uniforms

The Murphy Band Boosters provide a uniform for every band member. When in uniform, no baseball caps, sunglasses, headbands, do-rags, etc. will be worn. Uniforms are always to be transported in a garment bag. If you are riding home with a parent after a performance, you must request a garment bag before we leave Murphy's campus and give your uniform to your section leader when you leave. Shoes should not be placed in the bag with the uniform. Shoes should be placed in the shoe bag provided with the shoes. Any lost, damaged, or destroyed articles of the uniform must be paid for by the student. All band members must have black marching shoes and black socks for performance. Shoes are to be ordered through the band. Shoes will be clean for each performance. Band T-shirts MUST be worn at all performances (including pep rallies). The band uniform is as follows:

Band	Guard
1. Black bibbers	1. Blue and Gold Tunic
2. Band t-shirt	2. Blue leggings
3. Uniform jacket	3. Tan shoes
4. Shako (hat)	4. Tan no show socks
5. Black band shoes	5. Tan gloves
6. Tall plain black socks	6. Hair/makeup in perscribed manner

A formal uniform inspection will be conducted by section leaders and/or chaperones prior to every performance. Band members are expected to wear uniforms properly at all times. When the uniform is worn, a band member's personal appearance is to be impeccable. If a band member is missing an accessory, then they will be directed to the uniform room to collect the missing article (at cost). Band members will be expected to observe the following points to present a neat personal appearance.

Marching Band:

1. Shoes should be cleaned.
2. Hair should be properly groomed. Long hair must be worn up inside the hat (shako) during marching performances. Hair should not touch the coat collar. Do not wear makeup.
3. All buttons should be buttoned, all zippers zipped, and all hooks hooked.
4. Suspenders should be adjusted properly so the trouser length is correct.
5. Trouser bottoms should be worn no higher or lower than about two to three inches



from the ground.

6. Never wear an incomplete uniform in public.

7. Sunglasses, rings, earrings, facial piercings, baseball caps and other accessories may not be worn.

Colorguard:

1. Shoes should be cleaned.

2. Hair should be properly groomed in a fashion to be decided on for football games. Hair color must during football season must be a color of hair that occurs in nature.

3. Make-up should be "show(stage) make-up". This will differ for every show.

4. Uniform includes tan shoes, tan no-show socks, and tan fingerless gloves.

6. Never wear an incomplete uniform in public with the exception of the gloves.

7. Sunglasses, necklaces, rings, earrings, facial piercings, baseball caps and other accessories may not be worn.

8. Undergarments must not be visible while in uniform.

## **IX. Symphonic Band**

### **A. Lessons**

Private music lessons are highly encouraged and at times may be required for a grade in symphonic band. Any student wishing to work on scales/All-State audition materials/college audition materials/etc. may request FREE lessons with the Director. If students wish to work with someone who specializes on their instrument, the Director can give instructor recommendations when requested.

### **B. Chair Placement**

1. The Director and/or Section Leaders will assign students to parts or chairs to achieve proper balance. Generally, students will be placed on a part according to the student's ability. However, sections may be staggered to provide the best sound possible.
2. Students will be auditioned near the end of each semester. These auditions will determine chair placement. Seating is also determined by music check-off and the student's ability to play the music at rehearsals. The Director may reseal the student according to musical progress and preparation.

### **C. Challenges**

Students who feel they are deserving of advancement within the section may challenge the person sitting ahead of them. The challenge procedure is as follows:

1. Obtain a challenge form from the Director. Fill out the form completely and return it to the Director. Both participants in the challenge must sign the form.
2. The Challenger chooses the selection of music from approved music.

3. The challenge will be held approximately 2 school days after the challenge form is turned in to the Director. i.e. Turn it in Monday challenge Wednesday.
4. A challenger or challengee who loses must wait two weeks before submitting another challenge form.
5. A forfeiture will result if the person being challenged refuses to sign the form or if one of the participants is absent or tardy for the challenge.
6. In case of a tie, the players will remain in their original order.
7. No challenges may be held within one month of a contest festival.

#### **D. Music Festivals and Contests**

Announcements are made throughout the year as to which events the band will attend. Contest dates and times will be posted in the band room and announced at Band Booster meetings. A schedule of events will be posted on the band's website ([murphyhsband.com](http://murphyhsband.com)). The following is a list of mandatory and annual activities:

- Marching Contests
- District Concert Festival (held locally)
- State Music Festival (held locally)
- Solo & Ensemble Festival (held locally)

The band department pays all fees for entering band festivals and contests. However, students are responsible for paying fees to solo and ensemble festivals. Medals will be given to each student earning a Superior rating at district or state festivals. Medals are also awarded to students receiving a Superior rating at the solo and ensemble festival and are purchased by the students. Students are required to bring money for food/snacks at the festivals and contests.

#### **E. All State Band**

The All State Band is made up of students from high school bands throughout the state. Members are selected by auditions held annually in January. Music for auditions is chosen by the All State committee and is available at the beginning of school. All first chair symphonic players have to try out for All State. There is an audition fee paid by the students. Lodging and meals are paid for by the student with potential assistance by the band department if the student makes the band and pays their band fees in full. Each participant will receive an All State Band medal.

## **X. Band Banquet and Awards**

Only students that have paid their band fees in full may attend the band banquet free of charge. Parents and guests of the students will be charged accordingly. At the band banquet, the Director and Band President will give out multiple awards including, but not limited to:

- John Phillip Sousa
- Most Outstanding Section
- Most Improved Section
- Most Improved Player
- Band Letters
- E.B. Coleman Scholarship

### **A. Band Letters**

Band Letters are given when the following requirements have been met:

1. Participate in two extracurricular band events.
2. Perform two hours of band service. Those students meeting the requirements for a band letter will receive a band letter. Each subsequent year they receive a panther paw signifying another year's service and letter requirement. An unexcused absence from rehearsal or performance will automatically disqualify the student for band awards.

### **B. E.B. Coleman Scholarship**

The Murphy Panther Band Booster Club honors the memory of one of our previous directors by awarding college scholarships in the amount of \$1000.00 to graduating seniors who plan on majoring or minoring in music or music education. A minimum of one scholarship is awarded yearly. Applications and information on this are found at [murphyhsband.com](http://murphyhsband.com).

## **XI. Student Leaders**

### **A. Overview**

Students leaders are an important part of the band and help run all aspects of the band program. All student leaders MUST audition for All-State and MCPSS Bands. Student leaders must have a minimum of one-year experience in the Murphy High School Marching Band to apply. Students having non-emergency questions or concerns must go through the correct chain of command, starting with asking section leaders and working their way up:

Director

Staff

Drum Major

Band Captain

Captains

Section Leader

### **B. Leadership Positions**

#### **1. Drum Major**

Drum Major tryouts will consist of marching skills, voice commands, interview, speech, conducting, all scales and arpeggios, sight-reading, and any other requirements deemed appropriate by the director. The Drum Major should be able to run the rehearsals successfully and make sure that all materials are properly prepared for each rehearsal and oversee all discipline. The Drum Major should be the voice between the band director and student, so that the voices of both halves are appropriately represented. The candidate should realize BEFORE trying out the amount of responsibility which goes along with the position. That they are many times considered the personality of the band and that the band is judged on the merits of the Drum Major. Each candidate should remember that they are the leader of a first class band and should always conduct themselves accordingly.

#### **2. Band Captain**

Ensures discipline and quality standards within the band and takes care of any necessary concerns of the drum major and band director. Band Captain should also call meetings of all appointed band council to ensure that all discipline issues are taken care of. The Band Captain will also serve as Assistant Drum Major in the event the Drum Major is absent. The Band Captain helps maintain facilities and delegates organization and cleaning tasks, when appropriate.

### **3. Woodwind/Brass Captains**

Ensure that the section leaders are using correct protocol during rehearsal and performances, and to ensure that all section leaders are following through with the demands of the field and band captain. It is the job of these individuals to ensure that all field and stand music has been properly passed off. Weekly cubie checks for those cubbies with doors and do monthly inspections to make sure everything is in place.

### **4. Percussion Captain**

Maintains discipline within the percussion and carries out the instructional plans of the directors or staff. Ensure that all percussion is kept orderly and stored appropriately and demanding that they are prepared and focused at all times.

### **5. Guard Captain(s)**

Maintains discipline and quality standards within the color guard and carries out the instructional plans of the directors or staff. Make sure all equipment is stored properly and neatly. Make sure all equipment is packed and loaded, make sure the guard room is in order at all times, band room/guard room housekeeping, and assisting with warmup at football games or rehearsals.

### **6. Section Leaders**

Section Leaders are chosen by the Director for marching season. Section leaders for marching must display musicianship and knowledge of marching fundamentals. They lead their section during section music/marching rehearsals. They are also responsible for music and scale check-off during the marching season. Section leaders are responsible for setting a place where before football games each member of the section will meet and the Section Leader will check the uniform. Failure to do so will result in punishment of the individual first or the whole section. A Section Leader will be a good example at all times. Failure to do so will result in removal from the position. Section Leaders will make sure everyone in their respective sections know their music, if they don't they will have to report to the Director. Section Leaders have the authority to handle minor problems in the section, but will report all major problems to the Director. They will eliminate talking in their sections at both indoor and outdoor situations. Section Leaders may break attention at any time to handle their sections. Section Leaders will set up committees to contact section members in case of special announcements or changes in plans for events. All flip folders will be collected by the section leaders to be counted and turned into the librarians after every performance.

### **7. Librarians**

Librarians maintain the music inventory, keeping all music organized, and pull music from the library for directors/copies. Distribute music and drill sheets during field season. All copies should be made outside of rehearsal time! Helping out with flip folders over the summer and throughout the year and collecting flip folder bags from section leaders after every performance.

## **8. Bus Captains**

Bus captains take attendance before the bus moves or leaves that given location, assist people that are not on their designated bus, enforcing a professional behavior is kept on the bus at all times, and make sure chaperones are being heard and listened to.

## **9. Uniform Crew**

The Uniform Crew make sure the uniforms are being turned in properly and folded neatly. Uniforms are stored by class or in their designated area/rack.

## **10. Loading Crew**

The Loading Crew make sure everything is loaded and unloaded from the truck in a designated area assigned by the directors and/or chaperones.

## **11. Field Crew**

The Field Crew paint the field over the summer and throughout the marching season, fill water jugs for every outdoor rehearsal, make sure the water gets to and from rehearsals, yard line markers make it to and from rehearsal, yard line markers are set up correctly, clean the field (as necessary).

## **12. Band Historian**

The Band Historian compiles and takes photos/videos throughout the school-year and creates a PowerPoint for the Band Banquet.

## **XII. Band Boosters/Chaperones/Staff**

Everyone on the staff of the Murphy Band has been selected due to the skills and qualities they possess and for the benefit they can bring the band program and should be considered an extension of the Director. They are to be treated with the highest level of courtesy and respect. As a member of the Murphy Band staff they have as much authority as the Director. Chaperones are also extensions of the authority of the Director. Without the dedication of our chaperones and other adults that assist with the band, we could not travel or perform in the way we do. These people work hard, and the only payment they receive is our appreciation. Be respectful, polite, cooperative, and remember that the words "Thank You" cost you nothing but are highly valued by the recipient. If you disagree with something a chaperone asks you to do, you are not to argue with the chaperone. You are to do as you are asked and then inform a director as soon as possible. This policy will be strictly enforced. (In the extremely unlikely event that a chaperone's instruction would cause you to violate civil law or moral standards, the student should ask to be taken by that chaperone to the Director immediately) If a chaperone has to report a student for being uncooperative or for any other reason, that student is subject

to removal from the band.