

# **Brookfield Band and Guard Handbook**

2011 – 2012

[www.bhsBandandGuard.com](http://www.bhsBandandGuard.com)

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## **Brookfield High School Band and Guard Parent Association Handbook**

The BHS Band and Guard Parent Association (Bobcat Pitcrew) has prepared this information booklet to help students and their parents get acquainted with Band and Guard. It is our hope that some of your questions will be answered, even some that you didn't think of! It is also our hope that the information presented here will spark your enthusiasm and involvement in this exciting program.

The BHS music program is part of the core curriculum for all students. The value and benefits of music education has been highly documented. Instruction in the basic skills and content of the arts develop abilities that extend to careers and other areas of life. An education in the arts enables students to develop an appreciation for the arts, critical and creative thinking skills, self esteem and discipline. It is our mission to promote the benefits of a high quality music education for all students.

### **Performances**

Students will have many opportunities to perform throughout the year. Performance opportunities will include competitive marching band in the fall, community performances, parades, fall and spring school concerts, home football games, BHS musical, band and guard trips and music festivals. Jazz band, Winterguard and Winter Percussion are optional, separate courses with more performance opportunities. Dates and details for activities and performances will be distributed throughout the year.

### **Student Responsibilities**

Students must give advance written notice to the Band or Guard Director if that student will be unable to attend a rehearsal or performance. If written notice is not possible, notice should be give by telephone as soon as possible before the scheduled rehearsal or performance to 775-7796. Students are expected to treat their band and guard uniforms and costumes with care and respect. All uniforms and costumes should be kept clean and hung neatly on hangers.

**Fees**

**Uniform and Formal Wear Cleaning Deposit \$ 30 per student**

(This fee is one time per school year and will be refunded at the end of the school year upon meeting the conditions for uniform cleaning as explained in "Parent Responsibilities" section.)

**This amount is due in full by the night of the Parent's Meeting during the week of Band Camp (unless other arrangements are made with the President). Checks should be made payable to "Bobcat Pitcrew".**

**Band and Guard Parent Association – "Bobcat Pitcrew"**

The Brookfield Band and Guard Program cannot be successful without the commitment, support and involvement of the parents. The Bobcat Pitcrew is a registered 501(C)(3) nonprofit organization. The Bobcat Pitcrew is organized as follows:

Executive Board (elected positions):

President	Cindy Dineen
Vice President	Amy Plante
Treasurer	Diane Morrison
Recording Secretary	Evelyn Dahm

Standing Committees:

- Fundraising
- Uniform
- Chaperone and Pit
- Hospitality (To include Flags in Flight, Breakfast of Champions, and more)
- Scholarship

**Contact List**

**High School Personnel**

Scott Friend	Band Director	<a href="mailto:banddirector@bhsbandandguard.com">banddirector@bhsbandandguard.com</a>
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**Bobcat Pitcrew Personnel**

Cindy Dineen	President	<a href="mailto:president@bhsbandandguard.com">president@bhsbandandguard.com</a>
Amy Plante	Vice President	<a href="mailto:vicepresident@bhsbandandguard.com">vicepresident@bhsbandandguard.com</a>
Diane Morrison	Treasurer	<a href="mailto:treasurer@bhsbandandguard.com">treasurer@bhsbandandguard.com</a>
Evelyn Dahm	Secretary	<a href="mailto:secretary@bhsbandandguard.com">secretary@bhsbandandguard.com</a>
Cindy Dineen	Webmaster	<a href="mailto:webmaster@bhsbandandguard.com">webmaster@bhsbandandguard.com</a>

**Parent Responsibilities**

Parents are asked to pay all fees in full in a timely manner. Parents are asked to help move instruments & equipment into the school after rehearsals. This helps everyone go home as quickly as possible. Parents are asked to volunteer as chaperone &/or pitcrew at least once per season. This is especially important for our "Flags in Flight" Winterguard home Show in February. Parents are asked to assist with & participate in all fundraising activities. This could include being on a committee &/or volunteering at fundraising events. Everyone's involvement lessens the burden on all participants. There are many ways that parents can help. If you have a special interest or talent, please let us know

### **Fundraisers and Trip Credits:**

As mentioned previously, fundraisers are an important part of our organization and help defray the operating costs of the Band and Guard, and allow MB & Guard students to earn trip credits to defray the costs of Band and Guard trips. A portion of the money a student raises for the organization is put into their trip credit account.

Trip credits can be used to pay for any Brookfield Band and Guard Parent Association approved expense, such as: program trips, program jackets, program TShirts etc.

### **Marching Season:**

The BHS marching program is more than just music and marching. It is about teamwork, striving for excellence, working toward a goal, and going beyond the students' perceived limits. The BHS Marching Band and Guard is currently a member of the Musical Arts Conference (MAC). MAC is a local circuit for marching band and guard competitions based in Connecticut, Massachusetts, New York and New Jersey. MAC was formed in 2001. Prior to that, the BHS Band and Guard was a member of the Eastern Division Marching Band Association. Competition schedules, locations and directions can be found on our website: [www.bhsbandandguard.com](http://www.bhsbandandguard.com) or on the MAC website: [www.musicalartsconference.com](http://www.musicalartsconference.com)

**Drum Major:** Students are given the opportunity to conduct the band as the Drum Major. The Drum Major is chosen by the Band Director after an audition process is completed. The qualities taken into consideration when choosing the Drum Major include the student's confidence, leadership ability, musicianship, and dedication.

**Section Leaders:** Students are appointed as Section Leaders by the Band Director. These students are to act as role models, leaders and mentors to the other students in their section. They have the authorization to schedule additional rehearsals as needed for their section. The additional rehearsals are called "sectionals", and may take place either after school or just prior to a full band rehearsal. The Section Leaders will give advance notice of sectionals, and the sectionals will usually last 30 – 60 minutes.

**Color Guard Captains:** Students are appointed as Captains by the Color Guard Director. The Captains also act as role models, leaders and mentors to the other students, and assist the Instructor as needed in drills, rehearsals and performances.

**Rehearsals:** Rehearsals cover both music and marching drills. The music is also rehearsed during the scheduled band classes during the school day; however, the evening rehearsals put the music and the marching together. The students polish the performance during the season as well as incorporate changes to the performance as recommended by the judges at competitions. Rehearsals included Band Camp (see next section) during the week of August immediately prior to the opening day of school, band classes during the school days, Tuesday and Thursday evenings, and Saturday mornings.

**Band Camp:** Band Camp begins at 9:00 AM with a break for lunch at noon for one hour. Students may go home for lunch, but must return and be on the field ready to resume at 1:00 PM. Students will go home for a dinner break at 4:00 PM and return and be ready to resume at 6:30 PM. The day ends at 9:00 PM (or as soon as all equipment is put away). On Friday, band camp ends at 4:00 PM and is followed by a picnic at a location to be announced. Students are encouraged to bring water and snacks to have during the day, and are urged to use sunscreen, and dress appropriately.

**Competitions:** The competitions are usually held on Saturday on the football field at various high schools in Connecticut. Most of the competitions that BHS participates in are held in Connecticut. The performances are held outside unless the weather is especially inclement. In that case the judges would make the decision to hold the competition indoors.

The scoring in the case of an indoor competition is slightly different in that the bands are not scored for marching (because they perform standing still), and the scores are not announced. Instead only their ranking is announced. Rankings are Excellent for a score of 73.0-82.9, Outstanding for a score of 83.0-91.9, and Superior for a score of 92.0-100.

Admission prices are posted on the MAC website. Food and drinks are available for purchase. Also available for purchase are "Air Grams" which are announced messages that parents can send to their children. These messages can be silly or inspiring, or just a wish of good luck. Air Grams usually cost \$1-\$2.

As the season progresses into the fall, the weather gets cooler. Students should dress appropriately for the weather. Some students wear flannels under their uniform. You want them to be warm in their uniform, but not too warm! They can work up a sweat during a performance. Be sure your student has warm clothes to change into after their performance because they will be sitting in the stands watching the other bands perform. Parents often bring blankets, seat cushions, noise makers, hats, gloves, etc.

BHS marching band is a Class II band. Classes are determined by the number of band members. Classes are as follows:

- Class I – 35 members or less
- Class II – 36-50 members
- Class III – 51-70 members
- Class IV – 71-91 members
- Class V – 92 or more members

Depending on how many schools are performing in a particular competition, the awards can take place anywhere from 9:00 pm to sometimes as late as 10:30 pm. After the scores are announced, the directors must meet with the judges to discuss the tapes that the judges make while they are on the field during the performances for a more detailed explanation of suggestions to improve their show and improve their scores. The busses may not return to BHS until sometimes close to or after midnight. Usually though, the busses return to BHS around 11:00. When the busses are near the school, students are asked to begin calling their parents to meet them at the school. By that time many parents are tired, but their teenagers are not. Sometimes the kids go out for a snack after returning to BHS.

**Chaperones:** Parents of marching band and fall guard students are asked to chaperone the at least one competition during the competitive marching season. We need 2 chaperones per bus, and there are usually 2 busses. The chaperones ride on the bus with the students and stay with the students as they move from place to place before they take the field at competition, return to the bus with the students so they can change their clothes, stay with the students while they have some dinner, and sit with the students in the stands while the other bands perform. After the awards and scores are announced the chaperones return to the bus with the students for the ride back to BHS. Students must use the "buddy system" while at competition to use the restrooms, or go to the concession stand. Attendance will be taken on the bus both before leaving BHS and again before leaving the competition. Chaperones are to remain at BHS until all students are picked up. Chaperone policies are detailed on page 12.

**Equipment Volunteers ("pitcrew"):** Parents of marching band and fall guard students are asked to volunteer to help move equipment (instruments, props & scenery) for performances at least once during the competitive marching season. We need 6-8 volunteers for pitcrew for each performance. Transporting the instruments and scenery is done in three steps: (1) Load the equipment onto the truck at the school (2) Transport the equipment to the competition location, off the truck, onto and off of the performance field, and back into the truck (3) Unload the truck at the school.

**Uniform care:** A uniform cleaning deposit fee of \$30.00 is required from ALL students. This amount is due in full by the night of the Parent's Meeting during the week of Band Camp (unless other arrangements are made with the President).

Checks should be made payable to “Bobcat Pitcrew”.

Band Uniforms are distributed to students when school begins. Concert Band uniforms (tuxedo pants and jackets) are in stock and have to be matched to the size of each student. Sufficient hem material is usually provided in case there is a need to lengthen or shorten the pants. The complete formal Marching Band Uniform consists of black pants and a blue fitted jacket with sequined sash, hat with plume, black shoes and socks.

Plumes NEVER go home with the students. They are distributed at the show and collected after the students return to the trucks and busses. Shoes & gloves will be ordered by the band director and are the financial obligation of the student. Band Jackets and Pants must be dry-cleaned. They may NOT be washed, either by hand or by machine, because the colors will run.

The frequency of dry-cleaning depends on several factors; weather, mud, sweat, and how carefully the student handles the uniform all make a difference. Each student receives a garment bag at the beginning of the season to store the uniform in. Keeping a uniform hanging on a hanger in a uniform bag will extend its use. Piling it on the floor or in the bottom of the garment bag, however, does not.

Colorguard uniforms must NOT be dry cleaned. Colorguard uniforms are hand washable; care instructions will be given with the uniform. Costumes for the fall show will be provided and the care will be explained at that time.

In order to receive a refund of this deposit all of the exact items issued being complete Uniforms (including hats, hat boxes, sashes, jackets, pants, etc), Costumes and Formal Wear MUST be returned complete and in good condition, dry-cleaned and in the cleaner’s bag (unless otherwise specified by either the Band Director or the Guard Director). **Brookfield Cleaners offers a discount on the dry cleaning if you tell them when you are dropping off the uniforms that the garments are BHS Band uniforms.** A refund will be authorized as indicated on the list of accepted returns created by the Chairperson of the Uniform Committee. Please note that each student is responsible for the replacement of damaged uniform parts due to negligence and improper care. Any student returning an incomplete or otherwise damaged Uniform, Costume or piece of Formal Wear may be directly assessed the FULL value of the garment.

### **Winterguard**

Winterguard involves indoor Colorguard competitions held during the winter months competing with Colorguards from Connecticut, New York, Massachusetts and New Jersey. The BHS Colorguard will compete in the Musical Arts Conference and Winter Guard International. The guards perform on the gym floor to prerecorded music selections with a theme and a drill just as Marching Band does in the fall. Class placement is determined by ability level, which are then judged and scored.

### **Winter Percussion**

Winter Percussion involves indoor Percussion competitions held during the winter months competing with Percussion units from Connecticut, New York, Massachusetts and New Jersey. The BHS Winter Percussion will compete in the Musical Arts Conference. The Percussion units perform musical selections with a theme and a drill just as Marching Band does in the fall. Class placement is determined by ability level, which are then judged and scored. The Bobcat Pitcrew Parent Association will support this activity both financially and in spirit.

### **Concert Band**

Concert Band is part of the regular band class that meets during the school day. Extra rehearsals may be scheduled at the request of the band Director. Formal Concert uniforms consist of tuxedos for the boys and black velvet dresses for the girls. Uniforms are distributed to students in the first weeks of school. The Bobcat Pitcrew Parent Association supports this activity both financially and in spirit.

## Jazz Band

Jazz Band practices during the winter months on Tuesday and Thursday evenings. The Jazz ensemble performs at various venues and at the BHS Music Department concerts. Jazz Band is a credited course which a student must be registered for like all other classes. There are no uniforms for jazz band. The Bobcat Pitcrew Parent Association supports this activity both financially and in spirit.

## Chaperone Policies

### Requirements and Roles of an Adult Chaperone

**1. Minimum Age Requirement:** The minimum age for an Adult Chaperone is 21 years prior to the start of the conference you will be attending. This is a nationwide requirement for all High School Age Conferences.

**2. The Role of the Chaperone:** The primary role of the chaperone is to provide a safe and healthy environment for the youth participants. Adult Chaperones are the primary disciplinarians and are responsible for their youth at all times, during both sessions and free time. Chaperones need to be aware of the physical, emotional, & spiritual state of their youth during the conference. Being present and engaged with the youth during free time and practice time will greatly aid in this. Chaperones need to communicate any serious problems or issues to their group leader or conference staff. Chaperones will inspect hotel rooms rented for coaches and students for damage before check in and after check out. Any damage will be reported to Band Director with occupant's names.

**3. Providing a Safe Environment:** In order to protect both the students and the adult chaperones, hotel rooms should not be used during the day. If the need arises that a student needs to return to the hotel room, appropriate numbers should go in order to keep everyone safe. Adult chaperones should avoid any situation where they might be compromised. (i.e. alone with a student at any time, behind closed doors etc.)

**4. Appropriate Dress:** All participants (students and adults) are expected to dress in a fashion that represents modesty and good taste, respecting other participants. Clothing that displays profane or offensive messages or images are not allowed. Violators will be asked to change clothing at the discretion of their group leaders or conference staff.

**5. First Aid:** For any medical or health issue, all participants will be directed to First Aid. This includes migraines, asthma, and exhaustion.

**6. Drugs and Tobacco:** All state laws governing tobacco will be strictly enforced. Possession or consumption of drugs is not permitted at any time. All buildings are generally smoke-free. Outdoor smoking is allowed in designated areas, but only in compliance with local and state laws. The use and storage of 'illegal drugs' is forbidden by law and school regulations. Smokeless tobacco products are not allowed during any activities.

**7. Alcohol:** All state laws governing alcohol will be strictly enforced. Possession of alcohol is not permitted at any time. Drinking by persons under 21 years of age is strictly forbidden by law and school regulations. The serving and/or consumption of alcoholic beverages on school property or on school sponsored trips must be in full compliance with school, local, state and federal laws. At NO time shall a chaperone consume any alcohol or be under the influence of any alcohol while supervising any of the students.

**8. Student Insubordination:** All of the students and the adult chaperones are expected to follow the direction of security and conference staff. Any instances of lack of cooperation or insubordination will be subject to appropriate discipline. Disciplinary action will be directed primarily through interaction with the Group Leader.

**9. Reporting of Incidence:** If you witness any youth or chaperone violating any policy in regard to Child Protection, you are required to report it immediately to a member of the Conference staff.

**10. Non-Chaperone Parent Participation:** Parents are welcome to join in with the students during 'Free Time' and when students are watching other performances. However, during this time the chaperone of that group is in charge. No parent may choose to make rules or give permission to their own child or any other student in the group without the chaperone's consent, but the new rule or permission must still comply with all standard chaperone policies.

**11. Non-Chaperone Parent Insubordination:** If a parent participating with the students is causing a problem or otherwise upsetting the balance of the group, they will be asked to leave and not return. In the event that the parent in question becomes belligerent, rude or otherwise uncooperative, the group leader will be asked to step in for assistance. If it is determined that the safety of any of the students, chaperones, staff members or other parents is in jeopardy, appropriate authorities will become involved. Parents who are not acting as chaperones of the current group must remember that they are included in the group as guests.

**12. Other items:**

- a. Chaperones must be parents of student Band/Guard Members or must be approved by the Executive Board.
- b. Chaperones have the responsibility to supervise and be of service to the students for the ENTIRE TRIP. Chaperone responsibilities do not end until ALL of the students have returned to town AND are reunited with a legal guardian.
- c. If a student is injured or sick, the chaperone is expected to remain with the student at all times.
- d. In the event of an emergency, a chaperone MUST accompany and stay with the injured party at the health facility.
- e. Chaperone permission is required for a student to leave the group at any time. Each student must have a buddy at all times, and never go anywhere alone. Chaperones must know where their students are at all times.
- f. Coaches will oversee students for the duration of the trip.
- g. Coaches will also oversee students at functions that chaperones do not attend.
- h. Coaches will be responsible for setting and conducting all team meetings, practice times and places during the competition.
- i. Coaches determine curfew times.
- j. Coaches work in close co-operation with the chaperones on all matters.
- k. Coaches will report any incidents likely to bring discredit to the Band or Guard. Together with the chaperones, coaches will decide disciplinary action to be taken and report such action to the parents of the students concerned and to the Band Director.
- l. The chaperone to student ratio will be determined at the discretion of the head Band Director, but shall not exceed ten students per chaperone.
- m. If a student must leave an event prior to returning back to the point of origin, the requesting parent or guardian must provide the Chaperone with a note indicating that request. This note MUST then be approved or rejected by the Band Director and Group Leader. Under NO circumstances will a student be released to a parent or guardian without following this procedure.

### Guidelines for Adult Chaperones

1. **Do** act as a role model
2. **Do** speak and act with respect and regard for the value, person-hood, and uniqueness of each student in your group.
3. **Do** maintain clear communication throughout the event with your Group Leader especially in regard to the interactions you have with any student in your care.
4. **Do** immediately report to your group leader any strange, embarrassing, or possibly compromising interactions you have with any student in your care.
5. **Do** listen carefully to the students you care for. Be aware of and report to your group leader conversations that reveal any self-destructive, suicidal, or harmful thoughts or behaviors.
6. **Do** use discretion with physical displays of emotion or care. This includes everything from hugging to simply touching someone on his or her arm or shoulder. We communicate more from non-verbal cues than through words. Hugs carry many different connotations for different people.
7. **Do** ask permission if you wish to hug a student. It may seem awkward but more than likely they will appreciate the fact that you respect their space enough not to intrude without asking. It also gives them the chance to say no if they are not comfortable (some students are uncomfortable being touched because of past abuse). Be sure that when offering a hug it is the student that needs the hug – not you! Use common sense in regard to the length, strength, posture, etc. of the hugs you give and receive.
8. **Do not** be alone with a student behind closed doors or any other place where you could possibly be compromised. If you wish to have a one-on-one conversation with a student, stay in a public place.
9. **Do not** try to be a buddy or pal to the students. You are there to help them grow, not to develop a social life around or with them.
10. **Do not** use suggestive jokes, stories, or language with students. What they hear from their peers and laugh off, could be devastating if it comes from your mouth.
11. **Do not** threaten, humiliate, or degrade a student as a form of discipline.
12. **Do not** discipline with physical contact.
13. **Do not** let your students roam without a buddy or supervision.
14. **Do not** share inappropriate information about yourself with your youth.
15. **Do not** allow your students to engage in sexually suggestive, vulgar, or abusive speech.

## Things to Remember

### Buddy System

The student's are required to adhere to the Buddy System, there are NO exceptions. If the schedule allows, (Please speak with Group Leader first regarding the schedule upon embarking on the trip) the student's may take off for the cafeteria, gym, or bathroom in groups of two or more, but NO student is to be left alone for any reason. Students are not allowed to "wander" by themselves even if it is to "Just run down to the cafeteria to get a drink". Try to spend your time with the greatest number of students in your group, and remember that it is ok for the chaperones to split up.

### The "Backpack"

The backpack holds the medical forms, two MAC passes (if applicable), the walkie-talkies (if applicable), and some assorted generic items that you can replenish or add to as you see fit (i.e. tissues, pens, pencils, etc.). Feel free to carry your own personal belongings in it for the day if you like. You must carry both the Backpack and First Aid Kit at ALL times; they are the Chaperone's responsibility.

### The "First Aid Kit"

The first aid kit lives at the high school and one of the students is responsible to make sure it arrives on the bus. Please double check that this is fact early in case that student forgets and we need to send someone back to the High School to retrieve it. Remember, the First Aid Kit MUST go wherever the students go as a team. Therefore it can stay in the room with the students until they go to their warm-up areas, then it is carried through the performance and back to the room.

### Bus Policies (just like for school)

No Standing

Quiet at railroad crossings

The bus driver is in charge at ALL times

Departure – Headcount must be taken before leaving Whisconier

Return - Headcount must be taken before leaving the competition school

Remember some drivers don't like cell phone use when it's dark (the lights are distracting)

### Bare Feet (Winter Guard ONLY)

At least two of the schools, Masuk and Naugatuck are set up so the girl's are required to go outside after their performance. That's a problem if they are performing in their bare feet or have those little leather slippers on. Check out the gym floor layout to determine if the girls have to go outside or not. If they do, use the gray "garbage" pail that they use to put their flags in as a receptacle for their shoes before they go on. Then they can put their shoes on just after the performance before they go outside. Bare feet are not recommended anywhere, but they tend to take their shoes off in the classroom. See if you can get them to put them on for trips to the bathroom, etc.

### Changing

Males are not allowed in the classroom when the girls are changing their clothes. Females are not allowed in the classroom when the boys are changing their clothes. Pull shades if possible, and guard the door (this is a chaperone responsibility). Try to get the male students and then the female students to each all change at the same time so this little hassle is as short as possible. But you will usually have one or two students who will stretch things out.

### Clean up

It is the responsibility of each student to clean up after themselves and not forget any of their own belongings. You must also make sure that the students pick up the trash they leave behind. Please remind ALL students to avoid "doodling" on the blackboard, but if it happens, erase before leaving. There is also a "Tool Kit", and while you are not officially responsible for it, just make sure it gets on and off the bus.

**BHS Band/Guard Directory Information sheet**

Parent /Guardian: please complete one for each child in your family who is in band and/ or guard. Staple together. Return with participation fee(s).

**Band/Guard Member Info:**

Grade entering Fall: \_\_\_\_\_

- Marching Band    Concert Band    Fall Guard    Winterguard    Winter Percussion  
 Jazz Band

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Nickname: \_\_\_\_\_ Instrument(s) Played: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers where you can be reached:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ other: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Parent/Guardian Info:**

**Mother**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address if different than student:

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers where you can be reached:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ other: \_\_\_\_\_

**Email** \_\_\_\_\_

**Father**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address if different than student:

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers where you can be reached:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ other: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Other Guardian**

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address if different than student:

Address: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Numbers where you can be reached:

Home: \_\_\_\_\_ Cell: \_\_\_\_\_ other: \_\_\_\_\_

**Email:** \_\_\_\_\_

**Email is the most commonly used means of communication.**  
**Please check your email daily.**