

**WASHINGTON TOWNSHIP  
HIGH SCHOOL**

**MINUTEMEN MARCHING BAND**



**MEMBER HANDBOOK**  
*2017-2018*

**EFFECTIVE JULY 1<sup>ST</sup>, 2017**

# **MINUTEMEN MARCHING BAND MEMBER HANDBOOK**

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# June 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
4	5	6	7	8 Full Rehearsal 6:30 – 9:15	9	10
11	12 Leadership Auditions 6pm	13	14	15	16	17
18	19 Full Rehearsal 6:30 – 9:15	20	21	22 Full Rehearsal 6:30 – 9:15	23	24
25	26 Full Rehearsal 6:30 – 9:15	27	28	29 Full Rehearsal 6:30 – 9:15	30	

# July 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday 1
2	3	4 4 <sup>th</sup> of July Parade RT - TBD	5	6	7	8
9	10 WTMB Carnival	11 WTMB Carnival	12 WTMB Carnival	13 WTMB Carnival	14 WTMB Carnival	15 WTMB Carnival
16	17 Full Rehearsal 6:30 – 9:15	18	19	20 Full Rehearsal 6:30 – 9:15	21	22
23	24 Full Rehearsal 6:30 – 9:15	25	26	27 Full Rehearsal 6:30 – 9:15	28	29
30	31 Full Rehearsal 6:30 – 9:15					

# August 2017

Sunday	Monday	Tuesday 1	Wednesday 2	Thursday 3 Full Rehearsal 3:00 – 9:15	Friday 4	Saturday 5
6	7 Full Rehearsal 3:00 – 9:15	8	9	10 Full Rehearsal 3:00 – 9:15	11	12
13	14 <b>Band Camp</b> 9:00 – 9:15	15 <b>Band Camp</b> 9:00 – 9:15	16 <b>Band Camp</b> 9:00 – 9:15	17 <b>Band Camp</b> 9:00 – 9:15	18 <b>Band Camp</b> 9:00 – 9:15	19
20	21 Full Rehearsal 3:00– 9:15	22	23	24 Full Rehearsal 3:00 – 9:15	25	26
27	28 Full Rehearsal 6:30 – 9:15	29	30	31 Full Rehearsal 6:30 – 9:15		

## September 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday 1	Saturday 2
3	4	5	6	7 Full Rehearsal 6:30 – 9:15	8 Game Vs. Hammonton Away RT - 4:00pm	9 Full Rehearsal Time TBD  Possible Preview Show @ Timber Creek
10	11 Full Rehearsal 6:30 – 9:15	12	13	14 Full Rehearsal 6:30 – 9:15	15 Game Vs. AC Home RT- 5:00pm	16  TOB Gateway
17	18 Full Rehearsal 6:30 – 9:15	19 Phillies Band Night  RT - TBD	20	21 Full Rehearsal 6:30 – 9:15	22 Game Vs. Shawnee Away RT - 4:00pm	23  TOB Collingswood
24	25 Full Rehearsal 6:30 – 9:15	26	27	28 Game Vs. RV Home Report Time 5:00pm	29  OFF	30  Rehearsal RT – 2:00pm

## October 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Full Rehearsal 6:30 – 9:15	3	4	5 Full Rehearsal 6:30 – 9:15	6 Bye Week No game	7 SAT Day TOB Clearview
8	9 Full Rehearsal 6:30 – 9:15	10	11	12 Full Rehearsal 6:30 – 9:15	13 Game Vs. Shawnee Away RT- 4:00pm	14  TOB West Deptford
15  TOB Deptford	16 Full Rehearsal 6:30 – 9:15	17	18	19 Full Rehearsal 6:30 – 9:15	20 Game Vs. Cherokee Home Report 4pm	21 TOB NJ State Championship  Toms River
22 TOB Region 1 Championship  Washington TWP	23 Full Rehearsal 6:30 – 9:15	24	25	26 Full Rehearsal 6:30 – 9:15	27 Game Vs. Bridgeton Away RT- 4:00pm	28  Possible Rehearsal RT - TBD
29	30 Full Rehearsal 6:30 – 9:15	31				



## November 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1	2 Full Rehearsal 6:30 – 9:15	3 Game Vs. Kingsway Home RT- 5:00pm	4 TOB Atlantic Coast Championship
5	6	7	8	9 Full Rehearsal 6:30 – 9:15	10 Game Vs. TBD RT –TBD	11
12	13	14	15	16 Full Rehearsal 6:30 – 9:15	17 Game Vs. TBD RT –TBD	18
19	20 Full Rehearsal 6:30 – 9:15	21	22	23 Game Vs. Williamstown Away RT – 8:00am	24	25
26	27	28	29	30 Full Rehearsal 6:30 – 9:15		

## December 2017

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday 1 Game Vs. TBD RT – TBD	Saturday 2
3	4 Full Rehearsal 6:30 – 9:15	5	6	7	8	9
10	11 Full Rehearsal 6:30 – 9:15	12	13	14	15	16
17	18 Full Rehearsal 6:30 – 9:15	19	20	21 Full Rehearsal 6:30 – 9:15	22	23
24	25	26	27	28	29 Trip to New Orleans	30 Trip to New Orleans
31 Trip to New Orleans						

# January 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 Trip to New Orleans	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

## POST-SEASON 2017

Friday, 12/1/17 Tentative Football Championship Game @ Rowan- TBA

### Please note:

Consult the attendance policies listed in the online handbooks regarding absences for both the Summer and the Fall Schedule. Please read them thoroughly for further clarification on absences. Additionally, playoff games and the Thanksgiving game are a part of our regular schedule. The same attendance policy and procedures applies for these performances.

Listed on the schedule are possible rehearsals and tentative times on performance days. Specific times will be given for these days as soon as our competition times are finalized. That information will dictate our rehearsal and report times as well as return times. Please understand that depending on the particular competition, this may not occur until the week of. That information will be given out in the weekly "MINUTES" and/or posted on our website: [www.wthsminutemenband.com](http://www.wthsminutemenband.com)

*\*This schedule is subject to change with adequate notice\**

## PHILOSOPHY

The art and activity of marching band is one that combines quality music with an effective visual presentation. Through consistent, effective and positive instruction, it is the goal of the staff to provide our students and audiences with both a highly competitive, yet equally entertaining marching band show. We want to teach students who want to learn. As one team of instructors, students and parents, we always work...

**Together With Pride.**

# CODE OF CONDUCT

All members of the marching band are expected to adhere to the code of conduct set forth in the Washington Township High School student handbook. In addition, all members of the marching band must adhere to the following conduct guidelines:

## REHEARSAL CONDUCT

All members of the ensemble will be taught and given specific details as to proper etiquette during music rehearsal, basics block, sectionals and field rehearsals. The staff member in charge of the specific rehearsal will define the etiquette. There are 3 basic behaviors that are not tolerated in Marching Band that will always be in effect during all activities:

1. SWEARING
2. CHEWING GUM
3. DISRESPECT TOWARDS STAFF, FELLOW STUDENTS & PARENTS

## UNIFORM CONDUCT

Please refer to the Uniform Procedures portion of this handbook for specific details on the care and maintenance of your uniform. The following is a list of behaviors that are NOT acceptable while you are in uniform. The reason for these strict guidelines is simply because when we are in uniform we are representing not only ourselves, but also *Washington Township High School*. Our conduct in the uniform is crucial to developing a strong sense of pride and uniformity in what we do:

1. "Rehearsal Conduct" as listed above
2. SITTING (without a raincoat)
3. SPITTING
4. RUNNING
5. SCREAMING
6. PUBLIC DISPLAYS OF AFFECTION

Eating or drinking while in uniform is also prohibited unless approved by the band director. You must wear your assigned raincoat when having anything other than water in order to protect the quality of our uniforms.

# ATTENDANCE

Attendance at all rehearsals and performances is very important for every member. All rehearsals and performances are graded (please see the grading procedures for more information). The director must approve all conflicts before they are considered to be excused. Please understand that any absence from the activity has a direct effect on the entire program. While we can never plan for illnesses, we must plan appointments and other business around the schedule. The following are explanations of the various types of absences:

1. Excused absences: These include, major family events (i.e. weddings), religious education classes and/or holidays, standardized tests (i.e. SATs), college visitations/placement exams and previously scheduled family business/vacation that cannot be changed. When submitting these absence requests, please include the specific reason as to why the student will be absent. Please be aware that submitting an absence request does not guarantee approval. In addition, e-mail or phone excuses will not be accepted for general absences. All potential excused absences for the **FALL SEASON** must be verified with a written note from your parents/guardians no later than **FRIDAY, AUGUST 18<sup>th</sup>, 2017**

2. Emergency excused absences: These will be granted on a case-by-case basis. Such excuses include but are not limited to: illness or a death in the family. In this case, please notify the director **IMMEDIATELY** of the situation by phone at 589-8500 x7161 and/or by e-mail at [cspencer@wtps.org](mailto:cspencer@wtps.org).

3. Illness: If a student is absent from school due to illness, he/she will not be expected to attend that day's marching band activity. **HOWEVER**, an e-mail or phone call to the director is appreciated from the student or parent out of courtesy. If students are in school on the day of an activity but become ill, a doctor's note or a hand written note from a parent will be needed to verify the absence upon return. Doctor's notes are also expected for all illnesses that will prevent the student from participating fully in the activity such as a physical injury.

4. Unexcused Absences- Rehearsals:

First Offense: Will result in a zero for that rehearsal and a possible suspension from the next performance. Students are still required to attend that performance in full uniform.

Second Offense: Same as above plus a zero for the next performance.

Third Offense: Will result in a "Withdraw/Failure" for the course and the student will not receive an end of the year participation award from the program.

5. Unexcused Absences- Performances: Will result in a zero for that performance and could jeopardize future performance opportunities. Any further unexcused absences will result in a "Withdraw/Failure" for the course and the loss of the end of the year participation award.

6. **Lateness:** Students are expected to be “ready to rehearse” at the assigned rehearsal time. Students who arrive late will be noted and will affect their rehearsal grade (see grading procedures). Excused lateness (no loss of credit) will be granted if a note from a parent with proper reasons is provided by the next school day. In addition, students who are late may also be asked to make up the time missed as determined by the director.

## **ADDITIONAL ATTENDANCE POLICIES**

1. Students are encouraged to attend all summer rehearsals (July & August). We begin in July and August to teach and/or review basic elements of marching and playing. Therefore, the policy for summer attendance is as follows: if you are in town, you are expected to be at rehearsal; if you are on vacation or have another conflict; notes are to be submitted to the director by **June 29<sup>th</sup>**. E-mails are acceptable for summer absences. For emergency summer absences, please e-mail the director ([cspencer@wtps.org](mailto:cspencer@wtps.org)) as soon as possible. You must be accounted for in order to receive a drill spot in the show (see audition policy). Realize that excessive summer absences and/or absence from band camp could place you on “alternate status” where the student will need to make an extra commitment in order to earn a drill spot in the show. Such excessive absences can have an adverse effect on the rest of the team.

2. A student who misses a rehearsal during the week of a performance, whether excused or for illness, may or may not be allowed to perform on that upcoming weekend’s show(s). This rule is strictly to ensure the safety of the student and the safety of other students on the field. The band director will make a decision on the day of the performance in these situations. The student will still be required to attend the performance in full uniform if these situations occur.

3. Students who work are encouraged to provide their employer with a copy of the band schedule in order to avoid conflicts. Additional copies of the schedule will be provided by request and will be on the website. Students will not be excused from any performance to work. In an emergency, students may be excused from only ONE rehearsal to accommodate the conflict. In this circumstance, the director must be notified in advance as soon as possible.

4. Students who participate in winter sports or other activities are expected to attend band performances at football playoff games should they coincide with a winter sport/activity. Coaches and advisors should make allowances for all students so that they may complete their commitment to the “fall” season of marching band.

5. Attendance records will be reviewed when students are being considered for awards, promotions within the band, recommendations and scholarships. Each year, all students will receive a participation award from the marching band program at the end of the year banquet. Failure to adhere to these attendance policies may result in a forfeiture of that award.

6. Students are at **NO TIME** permitted to leave the school grounds once a rehearsal or report time has started without the permission of the band director. This includes days when there is a rehearsal followed by a lunch or dinner break before departure for a performance. Students must bring everything they need for the day at the start of rehearsal.

7. Above all else, communication with the director about potential absences and emergency absences is very important. If possible, also notify the appropriate student leader/captain in your section so that you are accounted for. The director can be reached via e-mail at [cspencer@wtps.org](mailto:cspencer@wtps.org).

## GRADING PROCEDURES

Marching Band is a 2.5 credit, co-curricular course offered in addition to the Concert Band courses offered at Washington Township High School. It is completely optional to the student, but he/she must be registered in a Concert Band course in order to register for Marching Band.

Students enrolled in traditional, 5 credit courses receive grades each marking period. Due to the commitments required by the marching band course, grades are only issued during the first and fourth marking periods. All of the rehearsals and performances that occur before the close of the first marking period will be used to determine the first marking period grade. Any remaining rehearsals for the fall season and/or performances including football playoff games will be factored into the fourth marking period grade. In addition, any spring rehearsals and performances (i.e. Super Saturday) will also be factored into the fourth marking period grade. The final grade for the marching band course is an average of both first and fourth marking period grades.

The grading breakdown for each marking period is as follows:

Rehearsals:	35%
Performances:	50%
Music/Visual Assessments:	15%

**Rehearsals:** Students can receive a maximum of 5 points per rehearsal. This grade is based on: preparation, being on time, participation, effort, and conduct.

**Performances:** Students will receive a maximum of 25 points per performance. This includes all football games and competitions. In addition to those factors listed under rehearsals, this grade includes: performance, presentation, uniform conduct and travel conduct.

**Music & Visual Assessments:** Students will be tested by the music staff and the visual staff on specific concepts related to what we are doing on the field. Specific guidelines and point values for such assignments will be issued when these “quizzes” occur.

Students may be given make-up assignments to account for the point values of missed rehearsals and/or performances due to absences or other reasons. If necessary, they may also request assignments from the director in an effort to improve their grade.

Grades issued are the responsibility of the director with input from the rest of the staff. All grading concerns or questions should go through the director via phone or e-mail.



## MEMBER'S HEALTH

By nature, Marching Band is a physical activity that will exert the body both physically and mentally. Throughout the season our goal is to build strength and stamina in ways that may not be achieved in other activities. There needs to be some proper conditioning on the part of the student, in order to facilitate a strong performance and to prevent injury. Calisthenics, stretching and running will be advocated and supported at rehearsals. Additionally, this is an outdoor activity where the weather can affect the body's performance. We will experience a wide variety of weather conditions throughout the season, so it is your responsibility to be prepared for any possible weather. We will be required to be outside during uncomfortable conditions at times (i.e. heat and humidity, cold weather, rain, etc.).

As a result, it is the responsibility of every member to take care of their bodies before, during and after each rehearsal or performance. This includes dressing appropriately for the weather and wearing sneakers to every rehearsal. Also, students should come prepared to all rehearsals with **WATER**. Ample breaks for water will be given throughout each rehearsal and it is the student's responsibility to have this available to themselves during rehearsals. The staff will in turn make sure to balance the needs of the members along with the ensemble goals for day (i.e. planning appropriate breaks as necessary in heat, etc.).

The individual member is responsible for monitoring their personal health and take precautions before rehearsals (i.e. eating an appropriate meal, pre-hydrating, stretching, etc.). During rehearsals, should it become necessary to break for extra water than what is given by the staff or use the bathroom, members should do so as to stay healthy. If a member needs to sit out for an extended length of time, they **MUST** inform the nearest staff member and communicate their personal needs. Excessive sitting out in a rehearsal may result in parental contact and make-up time for the missed portions of the rehearsal. After rehearsals all members should continue to take care of themselves (i.e. stretching out and getting adequate rest).

In the case of a chronic medical illness or condition, both short term and long term, a doctor's note **MUST** be presented to the band director and/or the assistant band director so that they are aware of student health and can develop an alternative learning plan for the student. Please keep in mind that member's health is our collective priority that needs to be balanced with the rehearsal and performance goals of the ensemble. Remember, this season is a process of building ourselves individually and as a team; balancing our health is just as important for the good of the team as playing every note correctly, making every drill spot and catching every piece of color guard equipment.

## **REHEARSAL ETIQUETTE**

As we get into the rehearsals for the season, etiquette for various types of rehearsals will be clearly defined by the staff. It is expected that all members will adhere to the defined procedures. Failure to do so will affect their grade. Should a student demonstrate on a regular basis that he or she does not subscribe to the proper conduct at a rehearsal, the band director reserves the right to evaluate the student's performance, and to make a decision as to whether the student should perform in upcoming shows. The director also reserves the right to send such a student home from rehearsal and request a parent/student conference to determine future course of action.

It is the goal of the staff to provide a teaching atmosphere that is both positive and effective. As a student, please take the time to understand the rehearsal etiquette and speak to the individual instructors and/or director about such issues on a personal basis.

## **BAND UNIFORM PROCEDURES**

While you are in uniform, you are constantly being observed. Your personal appearance and your actions represent not only you, but also your band, school, community and country. The uniform assigned to you is a valuable asset to the band. You will be responsible for its care and maintenance. If something needs to be fixed or adjusted on your uniform, simply report it to one of the uniform "moms". The desired goal is that the Washington Township High School Marching Band continues a tradition of excellence. The manner in which the band presents itself can leave either a positive or negative impression on its audience. The care of the uniform and the band member's behavior while wearing it, goes far toward creating pride and continuing tradition.

Your uniform consists of a jacket, bibber pants, black crew socks *without* colored stripes (no ankle socks), black shoes (Dinkles), white gloves, and a shako hat with plume. You will also be assigned a raincoat. You will be responsible for wearing it whenever assigned, keeping it clean, and placing it where it belongs in the raincoat room. Never leave items in your raincoat pockets.

All students are required to roll up or "cuff" their pant legs. This is done in an effort to keep pant legs clean. Pants will stay cuffed until the actual performance time as instructed by the staff. If your pants get excessively dirty, you will be asked to take your pants home to be cleaned. Instructions on how to do that will be issued when necessary.

Students must wear the provided TWP white tee shirt under your uniform. With the exception of thermal underwear and/or sweatpants, never wear jeans under the uniform pants.

Band members traditionally wear white “Dinkles” with their uniforms. Information will be given out at the band camp meeting and orders will be placed in late August. Students must write their full name inside each shoe for easy identification. **Shoes must be clean for each performance.** When the lights hit them, smudges will show. Make regular shoe-polishing/cleaning a habit. Shoes may be cleaned by using soft scrub, which sometimes works better than traditional shoe polish. However, NEVER, NEVER clean or polish shoes while in uniform. Shoes must arrive in the band room already polished. Using Armor-All prior to wearing can protect new shoes.

All musicians must wear white gloves (except percussion). They MUST be kept white. An initial order of gloves will be made through the booster’s uniform chairperson at the beginning of the season. Additional pairs may be purchased from a formal wear shop.

The Shako (hat) should always be worn squarely on your head, not tilted back or to one side. The visual judges partially base our visual score on whether or not your plume is sitting up straight. The strap should rest gently against your bottom lip. (NOT UNDER YOUR CHIN OR IN YOUR MOUTH.) It may feel awkward at first, but after some time, this will feel natural. When you are not wearing your Shako, it should be carried the proper way. It should be held squarely in the left hand, with the index and middle fingers and thumb clasped gently on the brim. ALWAYS carry the Shako in this fashion when not wearing it and NEVER wear it indoors. Do not place anything on top of the Shako because it will crush easily.

Hair should always be pinned up for the purpose of uniformity. A good guideline to use is that hair should not touch your collar and should not be seen beneath the brim of the Shako.

**NEVER wear any jewelry, including watches, earrings, and bracelets, while in uniform (from the time you put it on until the time you take it off). It is distracting to your audience and the visual judges by breaking uniformity of the ensemble.**

*These rules are in effect during the entire duration of a performance/trip. Students are not to undo jackets or let their hair down at any time unless directed by the director.*

**A student in violation of any of the uniform procedures will receive a low grade for the performance and will not be permitted to perform.**

**Procedures for retrieving your uniform and raincoat:**

1. Prior to entering the uniform and locker rooms, place backpacks, jackets, etc. away from the uniform room in a proper storage area (i.e. instrument locker) in the band room.
2. Enter the uniform room door next to Mr. C's office. Retrieve your uniform and shako.
3. Dress in the appropriate locker room. Place "street clothes" in either a lockable locker in the gym or in a secure place in the band room.
4. If a raincoat is required, obtain it AFTER dressing in full uniform by entering the far door of the raincoat room and leaving by the door closest to the instrument storage room.
5. You are to remain in full uniform from the time you leave the locker room until your return, unless otherwise directed by a staff member.

**Procedures for returning from a performance:**

1. **HELP TO UNLOAD THE EQUIPMENT TRUCK.** It is your responsibility to make sure that your instrument/equipment returns to the proper place. It is also encouraged to help other sections of the band with larger or multiple instruments (i.e. percussion/colorguard).
2. Return raincoat prior to changing out of uniform.
3. Go to the appropriate locker room to change back into "street clothes".
4. Always fold the pants along the crease to prevent wrinkling.
5. Always hang the jacket up neatly and straight to prevent wrinkling.
6. Make sure your Shako is in the box correctly, or it may be crushed.
7. Take gloves and shoes home to be washed and cleaned. Portions of your uniform may also be asked to be taken home for washing at the discretion of the uniform supervisors.

If everyone follows these procedures, the result will be relaxed and organized transitions into and out of uniforms. Remember that it is up to you to take pride in yourself and your uniform.

**YOUR UNIFORM IS A SYMBOL OF DIGNITY,  
PRESTIGE AND STATURE. WEAR IT PROUDLY!**

## **BUS PROCEDURES**

1. Students will sign up for a bus prior to band camp. This will be the bus that the student will ride for the entire season. Any changes must be approved through the band director.
2. Backpacks and electronic devices including cell phones and i-Pods are allowed on the bus. However, no food of any kind should be on the bus unless pre-approved by the band director. Bottled water IS permitted but please understand that we usually do not make pit stops so please plan accordingly. The school is not responsible for any and all personal belongs left on the bus and students may not bring any these approved items off the bus when we arrive at a rehearsal or performance location.
3. Students are required to follow posted bus rules, as per Board of Ed. policies at all times.
4. Parent chaperones are responsible for taking attendance and are there to assist you and the staff. Treat them with respect at all times especially during roll call.
5. Students are to remain in their seat during the entire bus trip and are reminded to observe proper behavior especially if they are in uniform while riding on the bus.
6. All items and personal belongings are subject to search at any time by the staff. They have the right to confiscate any items until conclusion of the trip.

## **INSTRUMENT CARE**

School owned instruments are available for sign-out through the band director. Instruments are not to be used until the proper paperwork has been signed and completed. You are held personally responsible for the care and maintenance of your instrument (whether school or privately owned). Care must be exercised not to leave your instrument unattended. Repair to school instruments that are above normal “wear and tear” will be charged to the student.

Any instrument not in good working condition makes it more difficult to play. All instruments will be checked periodically to see that they are in proper working order. If an instrument must be sent into the shop for repairs, it is the student’s responsibility to secure a loaner instrument from the repair shop or the band director well in advance of the rehearsal. Students who have an inoperable instrument may jeopardize his/her opportunity to perform with the ensemble in upcoming performances, which will then affect your grade for the course.

Instruments may be stored in the band instrument locker room during the day. Students who use this facility must purchase and use a combination lock. The locker will be assigned and combination numbers must be reported to the band director. The district's insurance policy will not cover any instrument that is privately owned in any circumstance. Insurance for privately owned instruments may be purchased on your own.

## **FLIP-FOLDERS & LYRES**

Flip-folders will be issued to each student at the start of the season. Students are also responsible for any music that is issued throughout the season. Following the conclusion of the season, the director will announce a return date for all Flip-folders. The student must compensate for lost music and/or flip-folders. Unpaid fees will detain your final report card for the year. Students are responsible for providing their own lyre for their instrument in order to hold the flip-folders at all football games and/or parades. **Having flip-folders at all football games is part of your grade for those events!**

## **AUDITIONS**

During the previous school year, you auditioned and were assigned to a certain concert band class. That hearing also served as your eligibility audition for marching band. Based on your performance, you may be selected for a specific "dot" (position on the field) or as an "alternate" in the marching band. "Alternates" will be able to register for the course and will be given the opportunity to shadow other members of the ensemble during rehearsals. "Alternates" can have the potential to take over or to "fill" an empty drill spot based on his/her ability and work ethic during rehearsals.

## **MUSICIAN'S BINDER/DOT BOOKS**

All students are required to obtain a 3-ring binder (at least 2") with plastic sheet protectors. This binder will keep each musician organized, and will act as their reference for music, drill, and handbook procedures. The musician's binder is required at **EVERY** rehearsal as part of your preparation. Plastic sheets are necessary in case of rain or humidity during a rehearsal, to protect the pages throughout the season. Each musician's binder should contain the following:

**Handbook, Warm-Up Exercises, Show Music, Visual Guide, Drill, "Minutes"**

Section Leaders will begin to check binders at the first full-band rehearsal on **July 17<sup>th</sup>**. Any items handed out after July 17<sup>th</sup> will need to be placed in the binder ASAP.

Students must also obtain a small notebook (usually index card sized) to use as a drill reference book. This book is called the “Dot Book,” and is usually carried at rehearsals around the neck by attaching a shoe lace or something similar. Students will receive further instruction on how to complete their dot books, and they will become a requirement at **EVERY** rehearsal once we begin learning drill.

## **LEADERSHIP POSITIONS**

Workshops for leadership positions will be held during the months of April and May. Members of the color guard or band-proper who wish to be considered for the positions listed below should plan on attending these workshops in their entirety. Final interviews and selections will be made by the end of May. A student may be relieved of the appointed position if, in the opinion of the director, he/she is not performing his/her duties in a proper way. The director may elect to appoint another student to fill the position.

### Duties and Responsibilities of Leadership Positions:

**DRUM MAJOR/FIELD COMMANDER(S):** Serve as the student leaders of the band on and off the field; Responsible for individual and group performances; represent the director and the staff with his/her leadership, showmanship, and teaching ability; communicate with all other members of the leadership team.

**CAPTAINS (Woodwind, Brass, Percussion & Colorguard):** Represent all members of those various sections; Coordinate combined sectional rehearsals; Serve as the liaisons between students, drum major/field commander(s); Oversee responsibilities in their respective caption; Communicate with all other members of the leadership team.

**BAND OPERATIONS MANAGERS:** Assist with the other section leaders and on the field as needed; Assist any members with marching or music as needed; Be available for any questions by students in any section; Promote a positive atmosphere at all times; Fully support other leadership members; Communicate with all other members of the leadership team.

## TRIPS

This is a trip year for the Minutemen Marching Band. Information will be given as to help everyone plan accordingly for travel. Once we get closer to the trip an itinerary will follow as well as specific instruction for when we arrive at our destination. This year Band Camp will not be an overnight Trip, however, here is some specific information about band camp which really kicks off the season:

**BAND CAMP 2017:** This is an opportunity for all members to learn the marching band show for the season while building teamwork and camaraderie between all members. This year's camp will be structured differently than you may be used to. We will first be holding some mini-camp days, which are just longer rehearsal times here on the high school grounds with the explicit intent of beginning to learn drill for the fall show. We will have Band Camp at the High School this year with the intent to complete the entire show. There will be opportunities for Team Building during portions of the band camp with the intent to further bond with members of the program. Specific details about band camp will be issued during the summer rehearsal season.

## Fund Raising

Fundraisers are planned throughout the year to help offset activities such as a band trip. It is always to the student's benefit to make a concerted effort to raise money for these activities. The fund-raising schedule will be issued over the summer and the assistant director will announce any changes.

Students should remember that they receive the total individual profit from their personal sales. The director keeps an itemized account of each member's credit. Accounts are brought forth each year pending continued membership. This money is to be raised for and **MUST** be used toward band activities only. In accordance with school policy, no funds will be refunded or transferred from one student to another, except in the case of two or more members within a single family.

## ADDITIONAL EXPENDITURES

At times, there will be the need for additional expenditures to be placed on the responsibility of the parents and students. These will include items such as dinkles (band shoes) and gloves. Both of these items can be purchased through the band director when the information for band camp is distributed. Other, more personal uniform items such as underwear, socks, thermal underwear, color guard unitards, etc. are the responsibility of the individual students and parents to receive on their own. Binders and dot books as mentioned earlier (see Musician's Binders and Dot Books) are also the responsibility of individual members to purchase and maintain.



Unfortunately, money raised through fund-raisers is not allowed to be used for these items. Please budget accordingly when information and prices are announced. We can be sympathetic to households with tight budgets, but your needs must be communicated with the band director so that a payment plan or some other alternative solution is reached. It is the goal of the staff to make sure money is not the only reason that prevents a student from fully participating in this worthwhile activity.

## **SPRING/SUMMER COMMITMENTS**

As of this writing, there is one “spring” commitment currently scheduled. This is the annual Super Saturday parade which will be on **Saturday, May 12<sup>th</sup>, 2018**. If the day is rained out on the 9<sup>th</sup>, all students must also keep the rain date of **Saturday, May 19<sup>th</sup>, 2018**. Also keep the Wednesday **July 4<sup>th</sup>, 2018** on your calendar. We will be performing in any 4<sup>th</sup> of July Parade in the future. We will rehearse for the event on the morning of the parade for Super Saturday. Keep in mind that these events are REQUIRED performances for all marching band members. Failure to participate without following the usual attendance procedures will result in a forfeiture of your annual participation award.

Additional performances may come our way throughout the rest of the school year. If such an instance occurs, students will be given ample notice about the performance and a deadline to submit absence excuses. Previously scheduled personal commitments will be honored in this case as long as the deadlines are adhered to.

## **PARENT SUPPORT and RESPONSIBILITIES**

The participation of your student in this program will hopefully prove to be not only rewarding for your student but for you the parents and guardians as well. Please help us in establishing the proper attitude toward music at home. Also, support what your child is doing by attending regular performances of the band and encouraging your son or daughter to practice at home.

The band booster organization is a great way to get involved with your child’s activity. Their purpose is to boost the overall band program through fund-raising and other means of support so that our students can have the best experience possible in this activity. It is *expected* that all parents will regularly participate in booster activities. The organization meets regularly during the season and more information, please contact a member of the executive board.

If at any point you have a concern about any aspect of the program, please communicate with the director. Our staff has been selected on their qualifications to do the job asked of them and share many years of “field” experience between them. Immediate communication with the director is KEY is solving any student to staff issues that may occur during the season.

## **SOCIAL MEDIA/ONLINE POLICY**

The development of social media for communication within an organization has been both extremely helpful and exciting. We are pleased to announce that the band program has established a Twitter account (@TWPBands) in an effort to foster that communication. This Twitter account currently serves as the ONLY sanctioned social media account for the program. Anyone may “follow” this account, but out of respect for privacy and responsible usage, students and parents of the program will not be “followed”.

Additionally, a Remind101 account has been set-up as a one-way text messaging system between Mr. Spencer and the members. Please text 81010 @ cb3g7gh to sign-up. Standard text messaging rates may apply.

The other online sources – [www.wthsminutemenband.com](http://www.wthsminutemenband.com) are official internet resources for this program. With that said, students in leadership positions may create Facebook groups or other social media accounts to communicate information about the program as they see fit. Please understand that anything published on those venues are not necessarily approved by the marching band staff. As with all online communications, we strongly advise all students to use these resources responsibly. The school district’s acceptable use policy as well as the student code of conduct policy regarding the appropriate and safe use of the internet and social media is applicable to all marching band activities. Students who choose to make negative, disrespectful or other inappropriate remarks in any of these forums may be subject to the school’s student code of conduct. When in doubt, do not post anything online that could be viewed in a negative light as all online posts are public and permanent. Tweet responsibly!

## **DIRECTOR’S INFO**

Please feel free to contact us at any point during the season to discuss any concerns or questions you may have. We personally believe that communication between parents, students and the directors is crucial to the success of the program.

Director – Calvin Spencer

Assistant Directors – Anthony Graves  
Niki Williams

E-mail: [cspencer@wtps.org](mailto:cspencer@wtps.org)

E-mail: [littleddrummerboy122@hotmail.com](mailto:littleddrummerboy122@hotmail.com)  
[NikiLynnWilliams@gmail.com](mailto:NikiLynnWilliams@gmail.com)

In addition, this handbook along with most of our other information will be posted on our website ([www.wthsminutemenband.com](http://www.wthsminutemenband.com)) or texted via Remind101. Please continue to check these resources frequently for updates about the schedule and the program.

# CONFIRMATION OF STUDENT HANDBOOK

Please read through the contents of the Member Handbook very carefully . Questions regarding any of this material should be directed to Mr. Spencer by e-mail at [cspencer@wtps.org](mailto:cspencer@wtps.org).

If you agree to the contents and policies contained in the handbook, please sign the statement below. This contract is due by **Monday, July 17<sup>th</sup>, 2017.**

## STUDENT STATEMENT

I hereby certify that I, \_\_\_\_\_ have read and understand the contents of the musician or color guard handbook as posted on the website. I recognize and fully understand the rules and regulations by which I may participate, and I am prepared to accept the consequences for any violation of them.

In an effort to promote our students and our activities, we may post pictures or performances of the band on our website or other media. I acknowledge that my picture may be available for public access as a member of the Washington Township High School Minutemen Band.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

(Y/N)\_\_\_\_\_

Will you be 18?

If yes, birthdate is:\_\_\_\_\_

## PARENT/GUARDIAN STATEMENT

I hereby certify that I have read and understand the contents of the musician or color guard handbook as posted on the web. I recognize and fully understand the rules and regulations by which my child may participate, and I acknowledge that he/she will have to face the consequences of violating the contents of the handbook. I also give my child permission to participate in all marching band activities for the 2017-2018 season.

In an effort to promote our students and our activities, we may post pictures or performances of the band on our website or other media. I acknowledge that my son or daughter's picture may be available for public access as a member of the Washington Township High School Minutemen Band.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

***This form must be returned by July 17<sup>th</sup>, 2017***