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Hazleton Area High School

Marching Cougar Handbook

2017 - 2018

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INTRODUCTION

We would like to welcome all students and parents/guardians to the 2017-2018 Marching Cougar Band!

We encourage all parents/guardians to actively participate and support the organization to better benefit our talented, energetic youth. The best way to insure an enriching, enjoyable experience for your student is to become personally involved. Volunteering, in the Concession Stand, helping with fundraising activities, organizing uniforms, chaperoning at band camp, parades, trips, and many other experiences, will be most welcome and appreciated. Proper clearances will be needed for specific positions and will be addressed later in this membership packet.

Enclosed are the medical form, uniform contract, fundraising letter, the volunteer questionnaire, information regarding clearances, membership dues and order forms for shoes, hat/shoe bag, and polo shirt. Please complete all necessary forms by June 30, 2017. Remit all payments, and return them in a sealed envelope to Mr. Stefanko.

Membership dues, new shoes, and optional shoe/hat bag are to be paid by June 30, 2017. Please see the enclosed order form for details. The \$80.00 membership dues are funds that provide a required red polo band shirt, gloves, rain poncho, uniform bags for each paying member, supplies for opening the concession stand, and field show supplies. For each additional sibling that is a member dues are \$35.00. All payments must be made in the form of check or money order made out to the HAHS Band Boosters with the student's name clearly indicated. A fee of \$40.00 will be charged on all returned checks. Please return to Mr. Stefanko (Hazleton Area High School 1601 W. 23rd Street Hazle Township, PA 18202). The initial membership dues of \$80 include a \$25 dollar volunteer incentive. If you work 1 football game \$12.50 is credited towards your students' trip. If you work two games \$25 dollars is credited towards the students' trip. There will be a rotation available for each game.

An open invitation is extended to all to attend our monthly Band Booster meetings, which are typically held the first Thursday of each month, at 6:30 p.m. in the Band Room. The first meeting of the new season will be held on Monday, July 31, 2017 and is mandatory for all parents/guardians and students to attend. We will be discussing important issues and upcoming events for the season. This meeting is on a Monday due to the DCI Housing.

What is Marching Band?

A marching band is a group of instrumental musicians performing outdoors for the purpose of entertainment and in competition. Instrumentation typically includes brass, woodwinds, and percussion instruments. Many bands have auxiliaries which add a visual component to the performance called color guard. The color guard of a marching band may contain sabers, mock rifles, and flags. In some bands, other props are often used: flags of all sizes, streamers, balls, hula hoops, custom built props and even tires.

Marching bands are generally categorized by function, size, age, and by the style of show they perform. In addition to traditional parade performances, many marching bands also perform field shows at special events like competitions. Increasingly, marching bands are performing indoor concerts that implement many of the songs, traditions, and flair from outside performances.

What do the Hazleton Area Marching Cougars do?

Perform at:

All home and away football games
Pep rallies, bonfires, and other school related functions
Parades, marching band competitions, and community events
Annual spring trip

The HAHS Marching Cougars are an ambassador for the Hazleton Area High School and attend functions with the goal of promoting music and visual arts in our area.

History of the HAHS Marching Cougars

The HAHS Marching Cougars consist of students from grades 8-12 and perform outdoors and indoors throughout the school year in parades, competitions, community and holiday celebrations, and public concerts. The Marching Cougars travel each year as ambassadors of the Hazleton Area School District to perform in such places as Chicago, Boston, Toronto, and Florida, to name a few. They have, in recent years, performed in the Disney Magic Kingdom Electric Light Parade, on the steps of our Nation's Capital in Washington D.C., and the National Memorial Day Parade in Washing D.C.

The members work hard on everything from marching skills, instrument technique, color guard technique, social skills, and team work. The group has earned many awards in Tournament of Bands Marching Competitions, Jazz Competitions, and was the featured guest Concert Band at Marywood University in 2013. Many students have also been recognized and accepted to perform by the Pennsylvania Music Educators Association, the National Association of Music Educator, The Tournament of Bands All-Star Marching Band, the Macy's All-Star Marching Band, and the Pennsylvania Lions All-State Marching Band. Members have participated in the Luzerne County, District 9, Region 4, All State, All Eastern, and National band and orchestra levels.

This year students from 8th grade will be welcomed into the ensemble on a nomination basis. Students must be nominated by their home school band director. Please refer to the additional student contract if you are a parent/guardian of an 8th grade student.

Requirements to Join

General requirements:

- ♦ Must be in grades 8-12
- Students in 8th grade must be nominated and sponsored by their home school director
- ♦ Students in 8th grade must also be invited to participate
- Must be willing and able to fulfill the time commitment
- Must be willing to try new things

Musician requirements

- ♦ Must have one year of playing experience on an instrument
- ♦ All musicians must remain in a performing ensemble throughout the entire school year in order to ensure musical development of the entire band program.
- ♦ Musicians who sign-up for marching band will be placed in their respective instrument section. Anyone wishing to switch to a different instrument or to color guard may do so only AT THE DESCRETION OF THE DIRECTOR.

• Color Guard requirements

- ♦ No previous color guard or performance experience is necessary
- ♦ Dance experience is helpful but not required
- ♦ Must be willing to be expressive and feel a little silly sometimes

What is a credit and how do I earn it?

- ♦ Each year your marching band participation and attendance has a direct impact on your academic success. Your academic grade is directly impacted by your attendance at rehearsals and performances, daily participation, quizzes, and exams.
- ♦ In order to earn the ability and attend the annual spring band trip, the student must earn at least 85% of the possible points assigned for the attending rehearsals and performances. Drum Majors and Color Guard and Band Captains are expected to earn at least 90% of the possible points. The student will not be allowed to participate in the spring band trip if their credits have not been earned. Refer to the attendance policy for more information on the point system.

ATTENDANCE POLICY

Attendance is required at all rehearsals and public performances. Any absence or lateness hinders the efficiency of the entire organization. Each rehearsal and performance is given a designated number of points. The point system begins at band camp in August and continues through the end of the school year. Students must understand that their marching band obligations do not end with football season. By the end of the school year, the student must earn at least 85% of the possible points in order to receive their credit for the year and to attend the spring trip. Drum Majors, Color Guard Captains, and Band Captains are expected to earn 90% of the possible points. By joining the Hazleton Marching Cougars you are making a commitment to the time required by the program. When turning in all proper forms and dues you are agreeing to adhere to the attendance policy and understand the consequences of not following said policy.

Points are earned as follows:

Rehearsals	2 Point Each
*Excused Absences	2 Point Each
*Incomplete Rehearsals Arriving Late	1 Points Each
*Incomplete Rehearsals Leaving Early	1 Points Each
August Band Camp Rehearsal (each day)	10 Points Each
Performances	10 Points Each
Absence (unexcused)	0 Points Each
Missing ANY Equipment	-10 Points

*All absences will be evaluated on a case by case basis at the discretion of the director. Please see Personal Days below. Involvement in multiple co-curricular or extra-curricular activities is encouraged. Please see Mr. Stefanko or Mr. Hofmann for details.

Roll Call

- Attendance will be taken promptly at the start of each rehearsal either in the band room or on our rehearsal field as directed by the staff
- The Drum Major(s) will call the band to Attention, and each Section Leader/Color Guard Captain will issue a verbal attendance report to the Drum Major(s)
- o A member who arrives after the band has taken roll call is deemed Late

Athletic Department Letter

If <u>more than three</u> unexcused absences are accumulated during the course of the marching band season students will become ineligible for receiving a varsity letter or subsequent awards from the Athletic department. For students who accumulate <u>more than six</u> unexcused incomplete rehearsals by arriving late or leaving early without proper requests students will become ineligible for receiving a varsity letter or subsequent awards from the Athletic department.

Missed Rehearsals/Performances

**New 17 – 18: Each member in good standing with the Marching Cougars will be granted <u>5 personal</u> <u>days</u>. Personal days will grant students the ability to miss rehearsal for any reason without consequences. Any absences outside of the 5 personal days <u>MUST</u> meet the criteria listed below for excused absences. Unless there is a documented educational/medical impediment students are expected at all rehearsals/football games/parades/competitions/performances.

If a student is going to miss a rehearsal, he/she must hand in a written excuse signed by a parent/guardian to the directors at least **one week** before that rehearsal. **DO NOT SEND A FRIEND WITH THE MESSAGE OF YOUR ABSENCE.** If a student is absent due to illness or emergent situation, a **parent** should notify the directors via email as soon as possible.

An excuse for missing a performance must be submitted at least **two weeks** in advance in order to allow the directors to make any changes necessary in the show.

Excused absences will be considered on a case specific basis. The director should be alerted about any conflicts at least <u>TWO</u> weeks prior to the event (parade, competition, football game) in question in writing from a parent or guardian. Documentation written by the student will not be accepted for any reason. The best method of communication would be via e-mail or written note. Absences that are excused will be subject to a make-up assignment. **NOTE:** Even if the director is informed about a conflict within the appropriate timeframe, it does not guarantee that the absence will be approved.

The following are <u>examples</u> of acceptable and unacceptable excuses. Anything not listed here will be considered and decided upon by the directors.

Acceptable Excuses:

- Documentation distributed by a medical professional
- Religious Observances
- Students may be excused from rehearsals for other organized activities such as sports, boy scouts, etc. only if agreed upon by the directors/coaches. Not accepted excuse for a performance.
- Students may be excused from rehearsals for employment only if agreed upon by the directors. All work obligations must be presented by the August Band Parent Meeting.
- Excused Absences from School will be Excused from Band
- Emergencies: CONSIDERED ON A CASE BY CASE BASIS.

Unacceptable Excuses:

- Family vacation please try your best not to plan family trips in August if you are planning on being a member of the marching band
- Going shopping
- Can't find a ride
- Babysitting
- Birthday party
- Unexcused Absences from School will be Unexcused from Band.

**If an excessive amount of rehearsals are missed, either excused or unexcused, the member may be asked to either perform their music/routine for directors and/or may be asked not to participate in a performance. Each individual case will be considered based upon given circumstances.

Withdrawal From Band:

If a student is absent for 3 or more consecutive rehearsals/performances without prior notice or medical excuse to the directors they will be considered to have withdrawn from the organization. Please notify the directors immediately if you decide to withdraw from band. You may do so through a written note, phone call, or email. **DO NOT SEND A FRIEND WITH THE MESSAGE OF YOUR WITHDRAWAL.

If a student voluntarily withdraws from Marching Band or misses 3 or more consecutive rehearsals/performances without prior notice or medical excuse, they will forfeit their Marching Band grade for the entire year. Students who withdraw from the ensemble without proper notification may be required to pay for any specific music, drill, uniform, costume, or supplies that were purchased for the student.

Part-Time Employment Conflicts:

Some students do have some type of regular part-time employment and are able to fulfill all their responsibilities as a band member. It depends on the job, the hours, the employer, etc. as to whether you will or will not have problems. Obviously, a job on the weekends in the fall will be impossible. Most people who employ school age help understand that there will be times when the student will need to be excused from work. You should be fair with your potential employer when you interview and be sure that he/she realizes that you do have band responsibilities. As a general rule, we must operate on the basis that absence from band because of employment is not excusable. Should you choose to work, you will still be expected to meet your 85% attendance requirement. There are some cases where exceptions are made - each case is judged individually. Exceptions from important rehearsals are infrequent; exceptions from public performances are extremely rare. For the band director and the employer it helps if the student is careful to keep track of future commitments and informs both of the problems as far in advance as possible. Nobody likes to hear, "I can't be here TOMORROW because..." Each individual case will be considered based upon given circumstances.

Symphonic (Concert) Band:

All members of the Hazleton Area Marching Cougars are members of the Hazleton Area High School Symphonic (Concert) Band. Regardless of student schedule, all members are required to participate in <u>all</u> symphonic band performances. **All performances are mandatory**. For specific grading policy please refer to the Hazleton Area School District Instrumental Performance Grading Rubric and Symphonic Band Class Syllabus. If no formal performance is available within a specific grading period playing exams will substitute the performance. Playing exams may consist of individual and/or section performances. Since an ensemble relates to a group project students will be evaluated using homogenous and heterogeneous group grading practices. **Excused absences will be considered on a case by case basis.**

Jazz Ensemble:

All members of the Hazleton Area Marching Cougars who play saxophone, baritone, trombone, trumpet, piano, bass, guitar, and percussion are eligible to audition for the <u>option</u> Hazleton Area High School Jazz Ambassadors. Rehearsals are in addition to marching band rehearsals.

Community Performance Ensembles:

Students involved in the Hazleton Area High School Instrumental Music Program are encouraged to seek additional performances opportunities through the various community performance groups available in the greater Hazleton Area. However, involvement in additional community groups does <u>not</u> substitute the student's responsibility in a Hazleton Area School District Performance Group. Performances of any Hazleton Area School District organization take precedent over community performances.

PMEA Sponsored Events:

In accordance with the Pennsylvania Music Educators Association all members wishing to audition for district band, orchestra, choir, or jazz ensemble must be an active member in their schools performance ensembles. The only exception(s) are: (1) the student's home school does not offer the performance ensemble the student wishes to audition for and (2) the student performs an instrument in high demand thus establishing a limited instrumentation in any performance ensemble (i.e. Jazz Ensemble 5-4-4). Students in high demand sections must actively seek participation in the desired ensemble.

Fundraising

Participation in fund-raising is optional, but is used for the general fund and the annual band trip for your child. Membership Dues must be paid in order for a student to participate on trips and have fundraiser monies apply to their trip account. Fundraising monies cannot be applied to a chaperone's trip, are non-transferrable, and nonrefundable. Monies earned in excess of the cost of the annual trip will be forwarded to the general fund to benefit the entire organization. Members should check their trip balance before sending in any payments other than the initial trip deposit-which is mandatory. Please be aware that the initial deposit is non-refundable for any reason. You may check at any time to verify the balance in your accounts. Books will be available at each monthly meeting, or you may call the chairpersons listed below.

This is the order in which accounts are calculated:

- 1. The non-refundable deposit is deducted from the cost of the trip.
- 2. Any payments you make are deducted.
- 3. Fund-raising monies are deducted.
- 4. Pay any remaining balance due.

This year all fundraisers will have a percentage of the profit placed into general fund. All profits will be split among the student account and general fund. Percentages may range from 10% - 30% (\$1 Dollar Minimum)

Banquet:

Each year the Hazleton Area Band Booster Association sponsors a winter banquet to honor each student involved in the marching cougar program. Banquet dates are selected around PMEA Festival and other performance opportunities. All members in good standing (membership dues & fundraisers completed) will attend the banquet free of charge. A \$5 dollar refundable deposit will be required to rsvp for the banquet. The \$5.00 deposit will be returned upon attending the banquet.

Membership Dues:

Membership dues are as follows:

Band: \$55 Membership + \$25 Volunteer Incentive + \$35 Shoes = \$115 **Guard:** \$55 Membership + \$25 Volunteer Incentive + \$35 Shoes = \$115

ALL MEMBERSHIP DUES MUST BE PAID BY June 30, 2017. Failure to pay membership dues may exclude participation in the spring trip. If the membership dues are late all fundraising profits / trip payments are split between the student account and general fund account until the membership dues are paid in full (60% General Fund / 40% Student Account). Students may also become ineligible for an Athletic Letter. If there are outstanding circumstances see Mr. Stefanko.

LEADERSHIP ROLES

Drum Major

The Drum Major will be chosen by an audition process. There will be one Drum Major for the 2017 – 2018 Hazleton Area Marching Cougars. The Drum Major will work with the leadership team to accomplish the goals of the band. The responsibilities include but are not limited to:

- Attending **ALL** band rehearsals, percussion sectionals, and band functions.
- Being responsible to the director for the conduct and actions of the band at all times.
- Being responsible to the director for the execution of all band duties assigned.
- Assisting the director and/or assistant director in maintaining discipline and order
- Assisting the band staff with marching drills, inspections, planning and special activities.
- Promoting band standards and pride.
- Participating in all Leadership meetings.
- Coordinating, monitoring, and supervising section leaders.
- Insuring that rehearsal begins on time.
- Insuring that at the end of the rehearsal the band room/practice field is clean.
- Organizing and maintaining the music and drill staff books and insuring that they are ready for every rehearsal
- Maintaining student respect, gratitude, and politeness. Some examples include but are not limited to: Thanking bus drivers, chaperones, staff members, waiters
- Conducting the band in all rehearsals and performances at the highest level of preparation and performance.
- Accurate Attendance Checks and Records
- Dot Book Checks

Color Guard Captain

- Attending **ALL** band rehearsals, percussion sectionals, and band functions.
- Being responsible to the director for the execution of all band duties assigned.
- Assisting the drum major with marching drills, inspections, planning and special activities.
- Promoting band standards and pride.
- Participating in all Leadership meetings.
- Insuring that rehearsal begins on time.
- Insuring that at the end of the rehearsal the band room/practice field is clean.
- Maintaining student respect, gratitude, and politeness. Some examples include but are not limited to: Thanking bus drivers, chaperones, staff members, waiters
- Insuring that all equipment is packed away/set up correctly and accounted for.
- Insuring that each student has the proper equipment for the performance/rehearsal.
- Checking in of equipment.
- Flag rolling after every performance/rehearsal
- Insuring all members of the color guard know their assigned work

Band Captain

- Attending ALL band rehearsals, percussion sectionals, and band functions.
- Being responsible to the director for the execution of all band duties assigned.
- Assisting the Drum Major in maintaining order
- Assisting the drum major with marching drills, inspections, planning and special activities.
- Promoting band standards and pride.
- Participating in all Leadership meetings.
- Assisting with coordinating, monitoring, and supervising section leaders.
- Insuring that rehearsal begins on time.

- Insuring that at the end of the rehearsal the band room/practice field is clean.
- Maintaining student respect, gratitude, and politeness. Some examples include but are not limited to: Thanking bus drivers, chaperones, staff members, waiters
- In the event the Drum Major is incapacitated or not fulfilling leadership responsibilities, the Band Captain will be acting drum major.
- Insuring that all equipment is packed away/set up correctly and accounted for.
- Insuring that each student has a stand music folder
- Checking in of Uniforms after every game.

Brass/Woodwind/Percussion Section Leader(s)

- Assist with field setup and cleanup. Manage and help transport equipment as directed and assigned by the Drum Major / Captains. This means taking ownership for band property, equipment and facilities. Make sure that whenever you leave the band room or field that it is cleaner than you found it. Show up early and stay late.
- Section performance. You are responsible for the actions of those in your section. Please lead by example. It is your job to train members on expectations, instrument maintenance and care, what it means to be a part of the band and bring new members up to speed and understanding.
- Teaching technique. Teaching and making sure that your section members understand: Notes, Rhythm, Dynamics,
 Tone, Intonation, Articulation, Blend, Balance and Phrasing is your job. You are the staff for your section and it is
 your job to train and work with your members in advancing their playing ability. Make sure that a tuner is being
 passed through the section on a weekly basis and coach players who consistently experience intonation and
 technique problems.
- Track section attendance. It is your job to know where your section members are and to report this to the appropriate captain. Call members who may be missing and find out if there is anything you or the band can do to help get the person to rehearsal.
- You are responsible for music. Make sure that all parts are covered and that the section is balanced in both rehearsals and concerts. Determine which part the person prefers to play. Make assignments based on what would be best for the band, making sure that there are strong players on all parts of the music. Make sure that every member has music. You can ask the band captain to make copies or you can make them yourself. Retrieve music and folders from members who leave the band.
- Marching pass-offs. It's your job to make sure your section can march. Marching fundamentals need to be taught and understood. While new members will benefit and learn with the band as a whole, you need to take time with them so they understand marching details.
- Music pass-offs. It's your job to make sure your section can play. This means assisting and guiding them to memorize their music and accomplish by the required times. Your example determines if music pass-offs are treated lightly and if they happen or not.
- Hold and lead sectionals with the permission of the director. Sectionals are time when your section is the focus, not
 the entire band. Find the difficult passages and go over them with your section. Make sure your section knows
 exactly what they're trying to fix; if they don't know what they're trying to fix, it probably won't get fixed.

Enjoy what you are doing and make the most of the experience

*Please see the 2017 - 2018 Leadership Application Packet for Detailed application instructions. Requirements may change any time without notice.

**Students will be alerted to the audition requirements in writing, two - ten days before the auditions.

<u>REHEARSALS</u>

What to Expect

- Rehearsals will be held outdoors unless weather conditions prohibit effective practice, sunscreen & water are essential
- Rehearsals will consist of a combination of music rehearsals (in full ensemble & sectionals), color guard basics & routines, marching basics, and learning drill
- Marching band is a physical activity; be prepared by eating regular meals and staying hydrated
- o You will go home from many of the rehearsals sweaty, sore and tired
- o Be flexible, both physically and in your attitude
- o Be open to criticism and direction we're all here to create the best possible performance
- Short breaks are given for water; you are expected to be back in your places at the given time. Returning late will result in the student facing the consequences stated in the attendance policy section

Code of Conduct for Rehearsals

- o Be prepared = know your music/color Guard work, review your drill outside of practice
- o Be on time = we rehearse during a set time and if you arrive after that, you disrupt the rehearsal
- O Know you are there to work = the directors are not slave drivers (contrary to some opinion) and if you work hard, they will take note and reward you. Also, working hard tends to get things done quicker and allows for more time to enjoy what we do rather than review the same things over and over.
- o Respect those trying to help you. This includes directors, volunteers, drum majors, color guard captains, band captains, section leaders and upperclassmen.
- Ending times listed for rehearsals are when we finish the actual rehearsal on the field or in the band room/auditorium. All students are expected to clean-up their equipment and help with returning props and pit percussion instruments to the band room after that point.
- o Bring the following items to every rehearsal: drill book, instrument (s), color guard equipment, pencil, props, drill markers, yard markers, enthusiasm, great attitude
- o Chewing gum during rehearsal is not permitted
- o Bring water or Gatorade/Powerade to drink Energy drinks and soda are not permitted
- Cell phones and electronic devices are not permitted during rehearsals. Use of one of these devices during rehearsal will result in the item being confiscated and held by a staff member until dismissal.
- o Talking should be kept to a minimum. Questions and clarification are encouraged and is best achieved by raising your hand.
- o Public displays of affection are not appropriate at any time.

Dress Code for Rehearsals

- O Socks & Sneakers no flip flops or sandals
- Hair must be pulled back
- o Comfy shirts & pants wear clothing that allows you to move easily
- o Any clothing that is revealing is not permitted
- Large jewelry that interferes with performance must be removed this includes necklaces, earrings, bracelets, and scarfs
- o Hats and sunglasses, and SUNSCREEN are encouraged

Dates for Rehearsals

Please reference the Band Calendar

MARCHING BAND ON THE ROAD

General Policies and Expectations

The marching band will travel to many performances throughout the school year. Please note that SCHOOL HANDBOOK rules apply at all school related functions on and off school grounds. There are a few policies regarding travel that band/guard members should keep in mind.

- All members will ride the bus to and from the destination. Students may ride with their parents only when the parent notifies the director either over in writing. Students are not permitted to drive themselves. You must notify the director in writing by 2:35 pm the day prior to the event.
- While at our destination, all members will stay with the group unless told otherwise.
- All members are responsible for loading and unloading their own equipment from the truck and bus. All students are expected to help with props and pit percussion instruments.
- No messy foods are permitted on the bus. All beverages must be in a closable container. All wrappers, bottles, and other garbage are the responsibility of the member. All members are responsible for keeping the bus neat.
- No member will change into or out of their uniform on the bus. Uniform pants will be on before boarding the bus.
- Although a moderate amount of traffic in the aisle will be tolerated while preparing to perform, the general rule is stay seated. Please keep in mind that transportation regulations do not allow students to freely move around the bus while it is in motion.
- All members will keep arms, legs, and head inside the bus windows. Please refrain from shouting on the bus as it could distract the driver.
- Be prepared for various weather conditions depending on location.
- Public displays of affection are not appropriate at any time.
- While students are being supervised by a chaperone the must follow all directives give to them without conflict even if the student does not agree with the chaperone. If the student feels they were treated unfairly they must file a report in writing with the band captain, assistant director or director.

PERFORMANCES

- All members will march as a unit to and from every performance. All members will remain with the ensemble until dismissed by the directors for halftime or third quarter.
- For home football games, we will perform our show before the game begins. We will perform during half time for away games.
- Members will have a break during third quarter for home and away games. They should not leave for this break until dismissed by the directors. All members should be back in the stands no later than the time designated by the directors. Members should finish any food they purchase during third quarter before they return to the stands.
- No one may sit in the band/guard area except band/guard personnel. Any exceptions to this, for example former members, will be considered as "guests of the director."

Conduct

- Be courteous to other bands. Treat them as guests and as you would like to be treated during your performance. If they are performing at our field, we will stand at parade rest and watch their performance intently. Absolutely no talking! When they are finished, we will applaud their performance sincerely. At away games, be sure to be quiet and still while the other band is performing the "Star Spangled Banner" and their Alma Mater.
- We are there principally as an official representative of our school. We actively demonstrate good school spirit, good sportsmanship, and good taste. Cheering is part of your job. Do it well and enjoy it. Strive always to be a positive factor. Negative comments toward the team, cheerleaders, referees, etc. are not acceptable.

Uniform/Equipment

- Band members should remove their jackets, turn them inside out, and leave them neatly
 folded in the stands and color Guard members should cover or remove their tunics before
 eating any messy foods or drinking colored beverages.
- No jewelry is to be worn with the uniform. This includes watches.
- Hair must be pulled back and worn up inside your hat. All color guard members will wear their hair as instructed by the color guard instructor.
- Color guard members will be assigned specific equipment for the field show.
- Chewing gum while in uniform is not permitted.
- At the end of each performance, uniforms will be hung properly and placed in the uniform closet.

MUSICIAN RESPONSIBILITIES

Music

The better we play this music, the better we will be as an ensemble. (and yes, the sky is blue) We are asking that musicians learn the majority of their music on their own using practice tools such as recordings or metronomes. We can accomplish much more as an ensemble if we are not spending time learning the music one measure at a time.

Requirements of show music

- Memorize your music
- Learn music before rehearsals start
- Write music into dot book
- Seek help with music from staff or section leaders
- Continue to individually practice music through the course of the season

Musicians will also receive a warm-up or technique packet. These exercises are designed to both help you as a musician and to help you develop the skills needed to play our show. With this in mind, these exercises are as important as the show music and should be treated with the same amount of dedication.

Requirements of warm-up/technique packets

- Learn your technique packet before band camp starts
- Memorize your technique packet before the beginning of the school year
- Frequently practice your technique book along with your show music during

Instrument

Whether a school owned, or personal instrument, instruments must be kept in a functioning playing order. This requires good upkeep by you, the musician.

Brass

- Oil Valves
- Grease tuning slides
- Keep mouthpiece clean (if you can smell it, it's dirty)
- Frequently (every 3 weeks to 1 month) bathe horn.
- Keep horn free of dirt/mud/anything that doesn't belong on the horn.

Woodwinds

- Grease corks
- Keep pads clean
- Play with a good reed (yes that chip sounds bad.)
- Keep mouthpiece clean (no, that green mold doesn't make you play better)
- Frequently check screws/nuts/bolts/antennae on horn
- Keep horn free of dirt/mud/anything that doesn't belong on the horn

Percussion

- Frequently check all hardware on drum/harness/keyboards/racks
- Keep sticks taped (both pair)
- Keep drum/harness free of dirt/mud/anything that doesn't belong
- Keep check on wear and tear of mallets. Replace if necessary
- Check for pads around all cymbals daily.
- Keep anyone from using your instrument as a shelf

Uniform

- O Full band uniform consists of hat, plume, jacket, pants, <u>tall black socks</u>, and black band shoes. (Students will have the opportunity to purchase their own band shoes. See attached order form.)
- O Uniforms must be hung back on the hanger immediately after changing and placed in the garment bag.
- O Plumes will be given to members before every performance and must be returned immediately following the performance.
- O Items that can be worn under a uniform include that year's show t-shirt, long johns/thermals during cold weather. Any extra items under the uniform must not be visible while in uniform. Please refer to the attached/provided color chart for acceptable colors for under the uniform.
- All band and color guard members are responsible for keeping uniforms and equipment in good condition.
- o Uniform & Shoe Cleaning:
 - Brush loose dirt from the uniform once dry
 - Use mild detergent sparingly with a wet paper towel for small stains
 - DO NOT WASH PANTS OR JACKET IN WASHING MACHINE DRY CLEAN ONLY!
 - Shoes can be cleaned with Windex & buffed with shoe polish

<u>COLORGUARD MEMBER RESPONSIBILITIES</u>

Routine

- Color guard members will be taught the equipment work during sectionals and full rehearsals
- o All students are required to practice on their own time in addition to scheduled rehearsals
- If any color guard member misses rehearsal time for any reason, they are responsible for contacting another guard member and learning the missed work and drill outside of scheduled rehearsals
- o Please ask questions if you do not understand the routine given
- We may not be able to stop rehearsal to go over all routines step-by-step for a single color guard member, but you will always be given time to ask questions of others who are catching on faster and get extra help

Equipment

- All students will be taught how to properly store equipment and will be expected to maintain the organization of the color guard closet at all times
- Equipment must be taped properly and tape must be replaced as needed or as directed by the color guard instructor or color guard captain
- Hardware on weapons must be checked on a regular basis to ensure there are no loose objects that may cause injuries
- Any dirt or mud on flags must be removed before the next performance this can be done by brushing loose dirt off with a dry rag and if needed, using a wet rag with mild detergent
- o All end caps on the flag poles must be replaced as needed to ensure safe use of the flag

Uniform

- O Full color guard uniform will vary. *Example:* Sleeveless tunic, unitard pants, long-sleeved leotard, **tall black socks**, color guard gloves, and black band shoes.
- Uniforms must be hung back on the hanger immediately after changing and placed in the garment bag.
- O Items that can be worn under a uniform include that year's show t-shirt, long johns/thermals during cold weather. <u>Please refer to the attached/provided color chart for acceptable colors for under the uniform.</u> Any extra items under the uniform must not be visible while in uniform.
- All band and color guard members are responsible for keeping uniforms and equipment in good condition.
- o Uniform & Shoe Cleaning:
 - Brush loose dirt from the uniform once dry
 - Unitards & Leotards may be washed in cold water on delicate cycle USE MILD DETERGENT ONLY – DO NOT USE BLEACH
 - Tunics may be washed in cold water on delicate cycle TURN INSIDE OUT FIRST!!
 - Shoes can be cleaned with Windex & buffed with shoe polish

CONSEQUENCES

Failure to cooperate with the directors or to comply with any of the guidelines outlined in this handbook will result in the following disciplinary actions:

- 1: *Verbal Warning
- 2: Written Warning, Phone Call Home
- 3: Expulsion from the ensemble
- *Some immediate consequences may include a student being asked to leave a practice, sit out, or apologize to the ensemble.
- *Depending on the circumstance student may also be asked to "sit out" a performance, give a verbal apology to the band or affected parties, and/or may have their third quarter privileges revoked.
- * If the directors feel that the severity of the incident warrants immediate action or if the student remains uncooperative while being reprimanded, the directors maintain the right to surpass any of the above listed consequences.
- * Incidents of severe misconduct will be dealt with based on school handbook disciplinary policy.
- * Any incidents that require disciplinary action, including a <u>Verbal Warning</u>, may affect the student athletes' ability to receive athletic awards. This includes but is not limited to an Athletic Department Letter.

Uniform Regulations

Uniform

Musicians

- o If the student loses or misplaces the uniform or any piece of the uniform, he or she will be required to pay the Parent Association the full cost at today's replacement cost price.
- If alterations to the uniform are needed, please contact Mr. Stefanko for assistance. DO
 NOT CUT THE HEM!
- When uniforms are returned, they must be handed to an Association officer or Mr.
 Stefanko to be checked. DO NOT LEAVE THEM IN THE BANDROOM OR
 ANYWHERE ELSE!
- O Students are encouraged to purchase their own black marching shoes through the Band Parent Association. If well cared for, they will last a few years for the students.

 (Depending on how fast their feet grow, of course) Cost for the shoes is \$35 (2017 /18)

Color Guard Members

- Any student who chooses to withdraw from the organization before the end of the season will be responsible for uniform compensation.
- O Students will be provided with tunic tops and unitard pants for the uniform.
- If the student loses or misplaces the uniform or any piece of the uniform, he or she will be required to pay the Parent Association the full cost at today's replacement cost price.
- If alterations to the uniform are needed, please contact Mr. Stefanko for assistance. DO
 NOT CUT THE HEM!
- When uniforms are returned, they must be handed to an Association officer or Mr.
 Stefanko to be checked. DO NOT LEAVE THEM IN THE BANDROOM OR ANYWHERE ELSE!
- O Students are encouraged to purchase their own black marching shoes through the Band Parent Association. If well cared for, they will last a few years for the students.

 (Depending on how fast their feet grow, of course) Cost for the shoes is \$35

Spring Trip

- Every year, the HAHS Marching Cougar Band Parent Association plans various fundraisers
- o The cost of the trip can vary depending on the location and activities planned
- o The trips are three days in length & generally are held in early May
- The cost of the trip can be offset by participation in certain fundraisers throughout the vear
- o There is a payment plan in place for covering the cost of the trip
- If the initial deposit is not turned in by the publically available due date the administrative staff of the HASD Marching Cougars reserves the ability to deny the late deposit.

<u>COMMUNICATION</u>

School Information

High School Main Office 570.459.3221 ext. 81500

Staff Information

Mr. Joseph Stefanko - Director stefankoj@hasdk12.org 570.459.3221 ext. 81147

Contact information for additional staff and volunteers will be available on a separate handout.

Website

• The Hazleton Area Marching Cougars have their own website under the Hazleton Area School District. Please familiarize yourself with this website.

http://www.hasdk12.org/page/308

Remind Email/Text Message Alerts/Charms Office

The Hazleton Area Marching Cougar Staff uses *Remind.com* for issuing important communications to students. *Remind* is a one way communication system that delivers important information in the form of a text message or email alert. All students are advised to sign up. Standard text messaging rates will apply for cell phone providers. Please refer to the attached resource sheet on remind for instructions on enrolling.

The Hazleton Area Marching Cougars utilize the online office assistant called Charms Office. All students will have an account to view fundraising totals and monies due. Please refer to the separate Charms handout for instructions on how to access.

COMPETITIONS

What are Marching Band Competitions?

Marching Band Competitions are an opportunity for the students to perform for an audience who is there specifically to see them and for the students to see other groups perform their shows. This is a great chance for the students to meet others who have the same love of music and the art of Marching Band.

In competitions, bands are usually judged on criteria such as musicality, uniformity, visual impact, artistic interpretation, and the difficulty of the music and drill. In order to make competitions fair, bands are normally split up into different *classes* or *divisions* based on certain factors. Most often, the classes are based on the number of students in the band.

There are a number of different organizations in our state that run marching band competitions. Each of these organizations has their own set of rules and regulations for competing. Some of these

groups are Cavalcade of Bands, Tournament of Bands, and Bands of America. We currently compete in the Cavalcade of Bands (COB) circuit.

Competitions are held at various locations around the area. Some local schools that host competitions are Pittston Area High School and Wyoming Area High School.

What is Cavalcade of Bands?

The Cavalcade of Bands is a non-profit organization composed of over one hundred member schools coming together to compete on the interscholastic level. Their motto is "Education Through Musical Involvement." COB provides competitive opportunities with marching band field competitions in the fall and indoor guard and percussion units during the winter. Non-competitive Jazz Band activities also occur throughout the winter and spring. Membership in COB is open to any elementary, middle or high school wishing to compete and/or participate along with any college or university wishing to participate in exhibition or supportive roles.

Cavalcade of Bands has been in existence since 1959 and has grown to include schools from Pennsylvania, New Jersey, Delaware, Maryland, Virginia and New York. They currently host over eighty contests or performing opportunities a year. COB also has established a scholarship for students continuing their music education at West Chester University and to date, they have given over \$30,000.

For more information on Cavalcade of Bands, go to www.cavalcadeofbands.com

Championship Information

Marching band contests are held each weekend throughout the fall, concluding in four championship classification contest, which are held at the end of the marching season. The championship contest is held at two separate locations in November, Hershey Stadium and Millersville University. The championship contest is divided by classification as well as score grouping throughout the season. This allows for groups of comparable size and ability to compete directly with each other for the championship title.

The Hazleton Area Marching Cougars are currently listed in the _____ Class with Cavalcade of Bands and will be performing their 2017 championship show at Hershey Stadium. The date for the championship contest is Saturday, November ____, 2017. We will not know the exact times until the week before the championship competition.

JUST FOR STUDENTS

Basic Marching Information

- o 8 TO 5: Step size used for marching basics 8 even steps to every 5 yards (22.5 in)
- o LINE: A line of members standing one in back of the other, or side by side
- o INTERVAL: Space between two members (example: 2 step interval)
- o DRESS/GUIDE: Correct and straighten lines to either side of you (center, left, and right)
 - Shoulders should be in line with the person next to you, making it impossible to see the rest of the line other than that person.
 - o *Call "Dress center dress"
 - o *Call "Ready front"
- o COVER DOWN: Fall in line behind the person in front of you; lining up your sternum with their spine; making it impossible to see anyone in front of you, other than that person
- o PARADE REST: Feet are hip width apart, head angled slightly downward and eyes fixed on the ground in front of you at about a 45 degree angle
 - o *Call "Band, parade rest"
- o ATTENTION: Feet together, stomach in, chest out, shoulders back, chin up, elbows frozen, eyes with pride! No moving or talking at attention'
 - o *Call "Band ten hut"
- o STANDBY: Feet apart, instrument/color guard equipment in resting position, head up, not talking, waiting for instruction
- o AT EASE: Relax in place, can talk quietly, stay in position & do not leave the field
- o ¼ TURN LEFT: Four count turn to the left; beginning with left toe
 - o *Call "Quarter turn to the left"
- o 1/4 TURN RIGHT: Four count turn to the right; beginning with left heal
 - o *Call "Quarter turn to the right"
- o ABOUT FACE: 3 Count 180 degree turn
 - Count 1 Place the left foot 22.5 in in front of the right foot
 - o Count 2 Turn 180 degrees to the right on the balls of both feet
 - Count 3 Snap the left foot to attention position
 - o *Call "Crossover about face"
- o MARK TIME: The left heel is raised to the ankle, followed by the right heel to the tempo given
 - o *Call "Mark time mark"
- o FORWARD MARCH: Step forward with the left foot, rolling from the heel through the ball of the foot to the toe. Keep the heel low to the ground to give the appearance of gliding. Exaggerate the roll step by pointing your toes upward on each step.
 - o *Call "Forward march"
- BACKWARD MARCH: Raise to the toes on count four. Take 22/5 in step back with the left foot, followed by the right, etc. Remain on your toes, keeping the knees slightly bent to appear as though gliding backward.
 - o *Call "Backwards march"

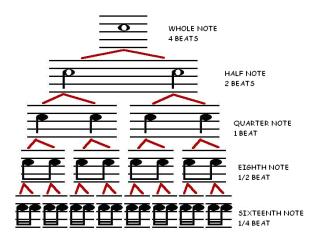
- o HALT: Halt is given as the left foot strikes the ground on count three. Take one more step and bring the left foot against the right; both heels and toes together.
 - o *Call "Band halt"
- o SLIDE: Marching either left or right with the shoulders facing square with the sideline
 - o *Call "Slide left slide" or "Slide right slide"

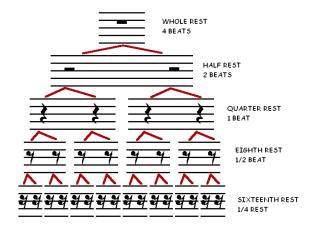
Musician Information

Terms & Symbols

- o f (Forte) Loud
- o p (Piano) Soft
- o mf (Mezzo-Forte) Medium Loud
- o mp (Mezzo-Piano) Medium Soft
- o ff (Fortissimo) Very Loud
- o fp (Forte Piano) Start Loud, then get soft immediately
- o sfz (Sforzando) Forcefully Accented
- o Andante moderately slow, smooth flowing, in a walking tempo
- o Allegro lively, brisk, rapid
- o Presto very fast
- o Maestoso majestically, with dignity
- Staccato separated, disconnected, short note but tone must still be present
- o Rit. (Ritardando) gradually slower
- o Accel. (Accelerando) gradually faster
- o = Tenuto sustain notes full value
- - repeat the preceding measure
- o // Caesura grand pause
- o (Cresc.) Crescendo gradually louder
- o Checresc.) Decrescendo gradually softer
- O Allarg. (Allargando) gradually slower and broader
- o Rall. (Rallentando) gradually slower
- > Accent Mark accent or stress the tone
- Fermata hold or pause, watch the conductor
- Slur smooth and connected, no break between notes
- Tie a curved line connecting notes of the same pitch indicating that they are to be played as one

Note & Rest Trees



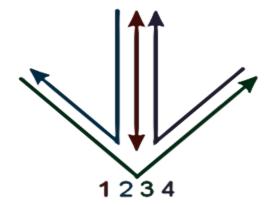


Conducting Information

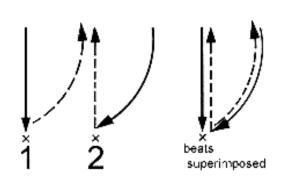
Ictus

The ictus is the conducting plane. It is essentially an imaginary line that is in between the belt line and shoulders. When conducting, the hands hit this plane on every count. This helps with the clarity of the conducting pattern.

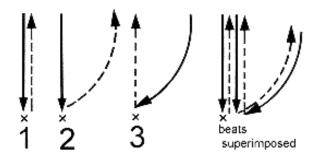
Basic Four Pattern



Basic Two Pattern



Basic Three Pattern



Check out these sites for some more:

http://www.onlinedrummajor.com/info_center.html

http://method-behind-the-music.com/conducting/intro

Color Guard Member Information

Body Basics

Stretches

- It's very important to stretch before and after each rehearsal. What we do is a physical activity.
- Below are some stretches we will do on a regular basis:
 - Neck Rolls
 - Arm & Shoulder Reaches (pizza pie) and stretches (behind the back, stop)
 - Plie` = leg stretch where the knees are bent over the toes
 - Tondue = foot/leg stretch with pointed toes
 - Wrist & Hand Stretches
 - o Full Body Stretch

Foot Positions

- Students will learn basic ballet foot positions: Open/Closed First, Second, etc,
- This will help with movement on the field and in coordination with the equipment routines

Jazz Walk/Jazz Run

- This is a form of movement used primarily in ballet that uses pointed toes
- It is a graceful way to get from one spot to the next
- Jazz Running allows for the students to cover great distances quickly

Flag Basics

Parts & Care of the Flag

- Students will be taught terms for the parts of the flag such as endcap, grip, butt.
- Students will be shown proper ways to maintain the equipment such as rolling the flag, storage, taping

Exercises

- The flag basics will be the letters of our alphabet the guard will use to put together our show
- These basics include Windmills, Crazy Eights, Drop Spins, Angles, Flourishs, Starts & Stops, Cranks, and Helicopter
- These exercises teach the students how to move the equipment properly through various planes

Tosses

- Students will be taught a variety of tosses. (Yes, the flag leaves their hands and goes into the air!)
- Some basic tosses include Cranks, Horizontals
- Advanced tosses include 45 degree angle tosses & those with more difficult catches

Rifle & Saber Basics

- Students who excel in body movement & flag basics will be given an opportunity to use "weapons" such as a rifle or saber
- These items are not real weapons but replicas without the working mechanics or sharpness of the real things
- Students will be taught Parts & Care of the weapons specific to each
- The basic exercises are similar between the two, but do vary slightly
- Some of the basic exercises include Tick-tocks, handrolls and windmills
- Yes, we do also toss these items and students will be taught the proper way to handle the weapons for a variety of tosses
- Some of the basic tosses include single, double, and triple tosses from the right & left sides
- Advanced tosses include rock toss, horizontals, and flips

<u>JUST FOR PARENTS</u>

Help Wanted!

Each parent can and should support the band. Here's how you can help!

- These are some of the best memories of your child's high school years.
 Encourage them to make the most of it, even when the work seems long and tough and the weather isn't cooperating
- Be sure band/guard members attend all practices, football games, competitions and special events
- Keep all dates on your calendar: practices, football games, competitions, meetings, etc. Your very "enjoyable" busy season will be from August through November
- o Help students keep track of all uniform parts and keep the uniforms clean
- o Provide miscellaneous items as needed (socks, gloves, long underwear, etc)
- o Pack lunches and snacks (and/or money for such) for practices, games and events
- o Allow for time & space for your child to practice at home
- o Be a chaperone for the spring trip
- Work in the Concession Stand during home football games
- Attend Band Parent meeting
- o Participate in fundraisers
- O Become involved with the band in any way you can. It's your opportunity to stay connected to your budding young adult. It's your opportunity to make new friends. Volunteering isn't work it's FUN when you do it with friends and we all belong to one big, happy band family!

Hazleton Area Marching Cougar Band Parents Association

- o The Band Parent Association supports the activities of all the instrumental groups at Hazleton Area High School, including the Hazleton Area Marching Cougars.
- Their support is found in the form of uniform organization, funding for trips and equipment, organizing and running the concession stand at football games, and planning special events like the family picnic/preview show and the end of season banquet.

- Meetings are held the first Tuesday of each month at 6:30pm in the High School Band room
- Officers for the 2015/2017 school year:
 - President
 - Vice-President
 - Secretary
 - Treasurer

Supporting Your Child at Performances

- o Be an Audience!! Attend performances, sit with other band parents and cheer for our students and all those who go out to perform
- Arrive early to the performances so you can get a good seat. This is especially important for competitions, plus we encourage everyone to show their support for all the hardworking students involved in this activity; not just ours
- Check out the booths at competitions. Many offer not just food and drinks, but also a chance to give a little gift surprise to your student in the form of an "air-gram" or "candy-gram"
- o Bring noisemakers to competitions so the kids know just where you are and that you are there for them
- o Praise your student after the performances; they all need to hear if you enjoyed what they have accomplished and that all the hard work paid off

FORMS

Commitment Contract

*Please return signature paperwork and medical form with signatures by June, 30, 2017. Paperwork is in separate attached packet.

You may return to:

Mr. Joseph Stefanko Hazleton Area High School 1601 West 23rd Street Hazle Township, PA 18202
