Santa Cruz High School

Langley

Cardinal Regiment Handbook

2012-2013

Vires, Artes, Mores

Skill, Strength, Character

1. Go to cardinalmusic.org and register for the Yahoo news group
2. Go to eScrip and register your Safeway club card with the band
3. Use Goodsearch as your search engine
4. Fill out all the forms at the back and return them by Monday September 10th
5. We are working on a SCHS Band shirt and sweatshirt for parents. Look for the order form soon.
6. You can choose to order a Jacket as a parent if you want to.
7. Motto shirts are for the students only.

SANTA CRUZ HIGH SCHOOL • CARDINAL REGIMENT
BAND EVENTS • 2012-2013

9/12	Band Parent Meeting 7PM New Parents • 7:45 Returning Parents
9/14	Home Football Game
9/18	Back to School Night
9/20	Paper the Band Review Parade Route
10/5	Home Football Game
10/17	Paper the Parade Route
10/20	**Santa Cruz Band Review**
10/26	Home Football Game – Homecoming
10/27	**Foothill Band Review, Pleasanton**
11/9	Home Football Game – Stump Game
11/10	**Central California Band Review, Merced**
11/17	**Tournament of Champions, Fairfield**
12/1	Downtown Holiday Parade
12/6	**Jazz Band Concert**
12/13	**Concert Band and Bagpipes Concert**
1/18-20	NCBA Honor Band, Stockton, Ca
1/24-26	CCS Honor Band, Santa Cruz, CA
2/??	Red and White Fair
2/23	Chinese New Year Parade
3/1	Wilcox Winter Show
3/2	Armijo/Fairfield Winter Show
3/9	Vallejo Winter Show
3/15-16	Santa Cruz Jazz Festival
3/23	Foothill Winter Show
3/30	Championships – depending on location
4/13	Operations Canvas - Fundraiser
4/20 or 27	**Concert and Jazz Festival**
5/5	Spring Auction
5/30	**Concert Band and Bagpipes Concert**
6/6	**Jazz Band Concert**
6/13	Band Awards

Revised 9/5/12

Dear Santa Cruz High School Band Families: 2012-2013 School Year

Santa Cruz High's Cardinal Regiment Marching Band has a proud history and tradition of excellence. As your Band Director, it is my goal to continue adding to that history and tradition. My standards for excellence are high, just as each individual's potential as well as the bands potential for achievement and success is high. We have Spirit and Pride! Look at what we have accomplished together in the past. The magic formula is that we all work TOGETHER, united as ONE, working toward mutual goals. Success doesn't just happen—we plan and prepare for it! We set our goals together and strive all year to reach or surpass them.

To offer the band activities we have, we rely almost exclusively on fundraising and a strong supportive Booster organization to help us cover the expenses. Let me add that being a parent or guardian of a band student makes you a band booster. **Money, however, should not be a barrier to participation in this organization.** Students will never be prohibited from performing due to financial reasons. Work has been done to present a budget with clear definitions of need and income. Band participation donations cover a portion of your expenses for the program. The school provides us with very little monetary support. The difference between the need and income is what we ask the band families to provide in the form of band donations.

We are proud and privileged to represent our community and our school as we travel throughout Northern California and beyond. It is my goal to continue fostering a real sense of family amongst everyone: colorguard and musicians united as one team—the Cardinal Regiment. When we say band we mean all of the students. Our Boosters work together for the same.

<u>There are a few things you need to know while participating in band, especially marching band. I want you to be well informed. Here is some of what you can expect:</u>

1. Fall marching season culminates with Downtown Holiday Parade the first Saturday in December
2. You DO receive class credit and a grade for participating.
3. Rehearsals are sometimes repetitive and boring.
4. You may sweat when it's hot and freeze when it's cold.
5. You will perform during 4 Saturdays in the fall, a total of 4 out of 52 Saturdays.
6. After-school practices may be necessary on occasion for the first semester.
7. It's more fun at the beginning and end then it is in the middle.
8. Marching band members tend to be more responsible and so earn more privileges.
9. Marching band is part of the class curriculum; therefore, your grade depends on your participation and attendance at all rehearsals and performances.
10. You will learn skills that can be used throughout your life, let alone increase brain activity and improve physical fitness and raise your awareness of good health habits and eating nutritionally for peak performance.
11. You WILL probably have fun and make new friends—and so will your parents!

Be sure to get all forms in and don't miss the deadlines (there's a lot of stress that way). Carefully read all he enclosed papers, especially the ones you must sign and return to me. You will see that I believe very strongly that attitude, attendance, and ability are important. And commitment, I give you mine. I'll do my best to give you the best band experience I can. We will all work hard together, play together, sweat and freeze together, learn a lot from each other, grow tired of each other, celebrate our achievements together, and just plain grow together. I can guarantee you that this experience is one you will remember for the rest of your life. I look forward to working with you this year. Let's make this a marching band year that we will all be proud of!

Musically Yours.

Mrs. Latham
Band Director

Being in S.C.H.S. Band – What to Expect:

A Few Tips:

- You can expect deadlines to be adhered to. You will be given plenty of notice and many reminders. Students are reminded almost daily about upcoming deadlines.
- We have a student calendar for the current month posted in the classroom.
- We have an Upcoming Events Board with the week's activities posted in the classroom.
- Reminders are written on the whiteboard.
- Students receive daily verbal reminders repeatedly, never just once!
- Flyers are sometimes sent home. Emails will be sent to those who have email at work or home.
- There is absolutely no reason to say "I didn't know" or "You never told me."
- Be responsible—pay attention, take notes when necessary, listen in class.
- Ask the Band Director or Assistant Band Director when in doubt.
- Booster meetings help parents stay informed of calendar changes and additions.
- Parents: regularly ask for schedule updates from your child.
- Check the web site for information: www.cardinalmusic.org

Please Note:

Most events are planned well in advance and students are informed and updated constantly. There are times, however, when we must hold an extra rehearsal. Keep in mind our schedule is dependent upon students coming to rehearsal prepared and ready to perform their part. It is preferred that we never have to have an extra rehearsal outside those scheduled. Like dominoes, a band is dependent on each member to stand up and carry their weight. When some don't, it affects the entire band performance and costs everyone more time, and often that leads to frustration and stress. The key is to simply be prepared on the class work (music) being covered. Also, everyone should make an effort to stay in good physical shape. Good health cannot be underestimated in its effect on your performance in class or public events. Most extra rehearsals can be avoided if students come to scheduled practices prepared and in good health. Time and health are precious to us all.

More Helpful Tips - How To Survive Band Reviews:

Band Reviews include parade, sometimes concert, jazz and color guard competitions. It is a long day away from home. We need to travel early in the morning and return home late in the day. Some helpful hints to make the day the best!

- Have your student take warm clothing (sweatshirt, thermals, coat, gloves, etc.) if the event extends into the evening. The autumn evenings can be quite cold.
- Have your student eat a good breakfast so s/he has enough energy to walk and perform during the parade. Most parades are about one mile long; some are up to two miles and last several hours. An empty stomach makes for very wobbly legs!
- Send a good lunch and snacks, or send money (between $10 & $20) for your student to buy food. Some students take a small cooler (it has to fit under the bus seat) with soft drinks, fruit juices, sandwiches, and other goodies. Not all Band Reviews sell food.
- Remind your student to be careful and "prudent" with their money. It's a long day, so they should save some money for the evening.
- Request a map from a Band Director or a Chaperone and join us at the Band Review to watch our students. We will try to email this home and post it online.

Policies and Standards - Attendance Policies:

Scheduled Rehearsals

Definition: These are defined as those that are on the calendar or posted in the band class by the director with at least ten days notice.
Policy: Students are expected to attend all scheduled rehearsals in their entirety. Students in band are enrolled in a curricular subject where their attendance and participation is part of their grade. Everyone must understand that a band is a complete team effort and rehearsals are an integral part of the class activities. When someone misses a rehearsal, even though they feel their part is unimportant, the result is compromised and everyone suffers.
Discipline Policy: A student who fails to attend a scheduled or extra rehearsal without an approved excuse in writing prior to the rehearsal will have points deducted from their grade and jeopardize their privilege to participate in the upcoming performance.
Family emergencies and illness may be cleared after the fact; a note or a phone call is required.

Extra Rehearsals

Definition: These are rehearsals that are scheduled with less than ten days notice and are usually requested on an as needed basis. These do not include sectional rehearsals.
Policy: Students are expected to attend all rehearsals. However, conflicts that may result when extra rehearsals are called without sufficient notice will be excused when the Director is notified in writing by a parent at least 24 hours PRIOR to rehearsal.
Discipline Policy: A student who fails to attend a scheduled or extra rehearsal without an approved excuse in writing prior to the rehearsal will have points deducted from their grade and jeopardize their privilege to participate in the upcoming performance.
Family emergencies and illness may be cleared after the fact; a note or a phone call is required.

Sectional Rehearsals

Definition: Rehearsals scheduled by your student section leader, usually held during lunch, after school or before or after a scheduled rehearsal. Sometimes sectionals are planned at a student's house during the summer.
Policy: Students are expected to attend all sectionals when they have been given a weeks notice by their section leader. Conflicts can be excused by notifying the band director in advance.
Discipline Policy: Unexcused absences from sectionals will result in loss of grade points. Continued disregard for attendance at sectionals can result in loss of privilege to perform with the band.

Performances: All performances are mandatory. Students in band are enrolled in a curricular subject where their attendance and participation are a part of their grade. This means you are required to attend and perform as a part of the requirements of this class. Performances are classified as MAJOR or MINOR.
Policy: Everyone must understand that a band is a complete team effort and performances are an integral part of the class activities. In fact, performances are the major tests of the class and cannot be made up or replaced. When someone misses a performance, even though they may feel that their part is unimportant, the result is less than the best the band can be and everyone suffers.
Definitions:
MAJOR PERFORMANCES: Evening concerts, band reviews, band festivals, and any performance designated as major by the director.
MINOR PERFORMANCES: Rallies, Assemblies, Home football games, short notice performances, or other performances designated as minor by the director.
Discipline Policy:
MAJOR: An unexcused absence from a major performance will result in an "F" for the quarter. A second unexcused absence will result in an "F" grade for the semester.
MINOR: An unexcused absence from a minor performance will result in the quarter grade being lowered one full grade. A second absence will result in the letter grade being lowered another full grade, and so on.

Policies and Standards - Attendance Policies:

Excused Absences

Policy: All approved excused absences must be put in writing and given to the director in advance to keep points being deducted to you grade.

Discipline Policy: An excused absence not cleared with a written note in the time period required will become an unexcused absence and the student will receive the consequences listed.

Illness: Absences due to illness will be excused with a note signed by parents. (Absences due to minor headaches, P.M.S., or minor sore throats are to be avoided) Excuse notes are due the day following an absence.

Family Tragedy: Family tragedies such as death, life-threatening illness, family crisis, and major surgery are excused. When possible, student or family is asked to notify the director prior to the absence. However, written notice after the absence is accepted.

Once in a Lifetime Events: One–time family events, such as wedding, court hearings, religious events, graduations, once-in-a lifetime music auditions, are excused when the director is notified at least two weeks ahead of the event. This would include the above events that include immediate family members.

Exams: School exams that can not be made up on any other day will be excused with prior written notice from the teacher/councilor to the band director. This does not include college open house days or SAT tests that can be scheduled on dates that do not conflict. We make every effort to schedule events around many calendars. The PSAT given the same day of the Santa Cruz Band Review has a late start to accommodate our students marching and taking the test. San Lorenzo Valley High School gives the test on the Tuesday before that Saturday and students have taken the test then to be able to enjoy the band review. Taking an SAT test at another school site is an option as well.

School Sports: Band students are excused for most leagues sport competitions when advance notice is given. Early communication with both the band director and the coach is the key to avoiding conflicts. Students should inform the band director in advance when trying out for a sports team, and provide a copy of the sports calendar once on the team. Students should also provide their coach with a calendar of band activities.

Unexcused Absences

A great life skill musicians learn early is the ability to recognize the value of the three "R's"—Responsibility—Reliability—Respect for others. Communicating an expected absence ***in advance***, excused or not, is always the best policy. Don't create a reputation of being a "no-show." Communicating and timing is *key*! The best practice is to recognize the commitment you have made to the team and avoid unexcused absences. When a conflict does arise, communicate well in advance and be willing to accept the consequence for your conflict.

Work: At no time and under no circumstances is working considered an excused absence from scheduled rehearsals or *major* band performances. Students are ***not*** allowed to leave major performances or scheduled rehearsals early due to work. Arrangements can be made when a conflict arises for *minor* performances and extra non-scheduled rehearsals when advance communication with the band director takes place. **Note:** Most employers in our community work with the schools. Students should communicate prior to accepting a job that they are involved in band. Usually a conflict with work exists only when the student does not communicate honestly or well in advance with the employer. Students should provide a schedule of band activities to their employer in advance to avoid conflicts of schedule.

Non-School Functions: Non-school related music groups, sports teams, or non-emergency family activities such as family trips or weekend get-aways are not excused. These types of conflicts are handled on an individual basis. Contact the band director at least two weeks in advance for consideration. Plan the trip after the band performance–there aren't that many performances in a school year.

Other School Related Activities: Students need to take responsibility to avoid over-committing themselves. There is always a question about band students involved in other school-related activities which could include cheerleading, sports, student government, and so on. Specific arrangements must be made with the director well in advance of the event when there are conflicts with other school activities. Notification with less than one-week notice will be considered unexcused, so please plan ahead to avoid conflicts.

The music department supports students involved in other school activities.

Music Department Grading Policy

Total points possible per category per quarter: **Grades**: are computed on a percentage of total points possible

- Participation
  - Class = 5 points each
  - Outside of class rehearsals = 5 points each
- Music Proficiency (skills and written)
  - Scales and Quizzes = 10 points each
  - Quarter written tests = 100 points each
- Written Assignments
  - Homework assignments = 10 points each
- Performances
  - Minor Performances = 100-200 Points
  - Major Performances = 300 Points
  - Required for passing the class

100 – 90% = A
89 – 80% = B
79 – 70% = C
69 – 60% = D
59 – 0% = F

Category Explanation

Class Participation: It is expected that you will attend class every day. When a student is absent it is the students responsibility to check with the teacher and section leader to see if any work has been missed, as well as to obtain any announcements, music or hand outs that were given during the students absence. Participation points can only be earned when a student is in attendance. Performing arts classes are based on students actively participating daily to create a finished group product. It is expected that you will come to class prepared every day. This means that you have your equipment and supplies: books, music and folder with a pencil, instrument kept clean and maintained, proper clothing and footwear when applicable.

Tardiness causes you to miss class time. Participation points will be deducted for each tardy.

Citizenship: A student's attitude and behavior in a music class has an extremely powerful effect on the quality of the learning environment and performance level of the other students around them. Students are expected to attend class with a positive, cooperative attitude and to be on task throughout the class period. Students demonstrating poor citizenship will have points deducted.

Class Rehearsals outside the school day

Attendance: It is expected that you will attend all rehearsals in their entirety, prepared and on time. Students seeking permission to be excused from a rehearsal and meet the qualifications, must, PRIOR to that rehearsal, submit the *Excused Absences Request Form* or equivalent to the band director. Ten points will be deducted for each infraction and/or unexcused absence.

Music Proficiency: Each quarter there will be tests given to determine how well you are playing your music and learning the needed skills. Improvement is rewarded.

Proficiency Testing: (skills testing) Musical proficiency will be determined by skill tests, written tests, performance during rehearsals and sectionals, concert performances and marching proficiency. Testing will be done during class time on certain passages and lines of music we are studying, as well as on assigned memorization. In addition to testing done during class, both individually and as a group, skills will be evaluated during sectionals, during lunch, and/or by tape. There is no magic to achieving music

proficiency. The answer is practice! Regular daily practice with a focus does make the difference. The more time you spend playing your instrument, the better you will get.

Scales: Scales are a significant part of a music student's vocabulary and scale tests will be given. Students are expected to know all Major scales and the chromatic scale. Other scales will be assigned according to the class the student is enrolled in.

Theory: Music fundamental worksheets will be assigned. At least one written test will be administered each quarter.

Other written assignments: Students will be assigned basic writing assignments that usually require a next day return, sometimes with a parent signature. Late papers often do not receive credit but are still due to avoid penalties.

Performances: Band is a performing arts class and performances are the basis for the class. It is expected that you will attend all performances. Everyone must understand that a band is a complete effort and performances are an integral pert of the class activities. Consequences for unexcused absences from performances severely lower your overall quarter/semester grade.

Extra Credit Points: Extra credit points per quarter can be earned in many ways. They are granted for doing concert reviews, or for doing various voluntary jobs assigned by the band director from time to time. EX: assisting with the elementary or middle school band programs in an assigned position, participating in other established music organizations approved by the band director, being a tutor for other music students, in both academic and music areas, being in a student leadership position, demonstrating exemplary citizenship. Extra credit points help a student who is absent due to illness and is missing participation points, or for a student who missed turning in a practice record. Extra credit points cannot take the place of a performance or unexcused absence.

Outside Concert Attendance: It is expected that you would want to attend at least ONE concert, recital, play, or any other form of a live performance per quarter. If we do not promote cultural awareness and support the arts in our society, who will? To receive credit for your attendance, within one week after attending the performance, you must turn in the program along with an essay (approximately 500 words) briefly describing the performance, your likes and dislikes, and whether you would recommend this event to others. Up to five extra credit points may be earned per concert.

Private Lessons

Private lessons can help students grow faster and give you much more direction in your practice. It is highly recommended that all band members study privately. Some group lessons will be available to students outside the school day as funds permit. Please contact the band director if your students seriously interested in taking lessons. Up to ten extra credit points may be earned for taking private lessons.

Make Up and Extra Credit

Option A – Paper

Extra Credit papers may be written on any of the classic composers, for example; Bach, Mozart, Beethoven or on one of the below listed topics. Length and content of the paper determines the number of points earned. Length of paper is determined by the number of hours of rehearsal or performance has been missed. Two hours of performance or rehearsal or rehearsal equal one page.

1. Excellence is an attitude
2. What it takes to be successful in marching band
3. Things I learned about people, places and myself in band camp this year
4. Leadership, what makes a good leader
5. Compare and contrast the musicality of the compositions in our concert folder (style, phrases, tempo, articulations, dynamics, etc.)
6. Color Guard: Compare and contrast the differences in the routine
7. The music of John Phillip Sousa
8. List and discuss five problems that other band students will have to overcome when someone is absent from a performance

Option B – Classroom Duty

Various tasks can be performed instead of writing a paper. These tasks can be done before and/or after school. These activities can include: sorting and filing music, organizing the music library, cleaning the band room, cleaning the bathroom, cleaning the refrigerator. This option is available at the directors discretion.

Refer to the grading policy for other extra credit options.

Uniforms

Marching Band

Each **marching band** musician will be issued a complete uniform; this includes a coat, plaid, broach, baldric, pants, helmet, spats, shoes, gloves, socks and uniform bag.

Shoes must be cleaned and polished before each performance. An inspection will be held before each review. If the uniform is excessively dirty the student may be asked to clean it before a review.

Each **color guard** member will receive a body suit, top, broach, and hat, shoes and uniform bag.
Each colorguard member will provide his/her own tights, makeup and hair items.

The marching band uniforms will remain at school and will be loaded on the truck for each performance. Uniforms are not to be taken home without the direct permission of the band director or the quartermaster. Notify the Quartermaster of any alterations needed, buttons missing or any uniform needs.

Care and Proper wear of the Uniforms

Uniforms are to be hung properly in the uniform bags at all times when not in use. Dirty shoes, socks, tights or leotards are at no time to left in the uniform bag. Students will be given a uniform and bag in good condition. Students returning a uniform or bag in anything other than good condition will be expected to pay for its replacement.
Because of the reputation of the Santa Cruz High School Band there is only one way the uniform will be worn in public. All buttons and zippers, except collar latch, will be buttoned and zipped and pants fastened in place. Hats may be removed only with the permission of the director.

Band T-shirts and Jackets

The band and colorguard will wear the band motto shirt and band jacket with black slacks or jeans at casual performances. This is considered a form of a uniform. Casual performances will be determined by the director. It is encouraged but not a requirement for students to wear band stuff at band reviews to help show school spirit.

Concert Band and Jazz Band

Each student will be required to wear all black for concert attire. Black button down dress shirts for men (no t-shirts), black blouses are ok for women. Black bottoms may include pants or skirts longer than the knee. You may use your black band shoes and socks for this setting. We are investigating using concert attire this year. Black tuxedo's for men and long concert dresses for women.

Uniform Standards

Respect what the uniform stands for • Wear the uniform with pride and spirit

- No chewing gum, eating or drinking (other than water) while in uniform.
- Hair is to be off the collar and neatly trimmed.
- The uniform is to be worn as a complete uniform at all times regardless of weather conditions.
- No other hats than the helmet are to be worn while in uniform.
- No jewelry (including piercings), or sunglasses are to be worn while in uniform.
- No make-up is allowed on band members.
- No fingernail polish on exposed fingers.
- Men's facial hair must be clean– or neatly trimmed.

Student Leader Expectations and Responsibilities

The following student leader expectations and responsibilities are guidelines. They are not strict requirements. In reality, the roles of the student leaders are purposely very open. These guidelines are in place to help student leaders to understand their roles in the SCHS Cardinal Regiment. However, in order to achieve the level of enthusiasm, performance and pride that the students of the Cardinal Regiment strive for, student leaders will need to take advantage of the freedom given to them and take the initiative to go above and beyond these guidelines. Student leaders are highly encouraged to use their creativity to work together to unify the Cardinal Regiment and bring about the desire to achieve the high standards for which we strive.

Drum Major and Assistant Drum Major

Regular Responsibilities

1. Communicate the needs of the band to the director
2. Leads the group as an expert on technique and style in marching
3. Assists in training of members
4. Runs rehearsals when needed
5. Notices any potential problems with personnel and music and solves to the best of her/his ability
6. If required is prepared to create warm-ups, choreography, and schedules
7. Ensure sections are returning all equipment to it's proper location: stands, chairs, folders, instruments and equipment
8. Shares his/her passion of marching with the other members of the group
9. Supports all members of the band regardless of section.
10. Understands his/her role in helping rehearsals run more efficiently.
11. Is always on time to class, with proper attire, and encourages same behavior from all other members.

Performance Related Duties

1. Complete equipment check list and excuse each section leader the day or evening before a major performance
2. Complete roll call the morning of a performance
3. Assist with loading equipment on the truck
4. Check the sections uniform bags for socks and gloves after each performance
5. Knows where and when to be ready for awards ceremony.
6. Understands proper band awards etiquette and supports the unit in proudly representing our band, school, and community.

Section leader – Woodwind, Brass, Pipes and Percussion

Regular Responsibilities

1. Communicate the needs of the section with the director, which may include:
   - sheet music, folders, lyres and flip folders
   - equipment (repair and replacement)
   - arrange sectionals (time and location)
   - need for specialists
2. Leads section as an expert in technique and style
3. Assists in training of section members
4. Runs sectionals
5. Notices any potential problems with personnel and music and solves to the best of her/his ability
6. Reports to instructor or director any potential problems with personnel or music.
7. If required is prepared to create warm-ups, choreography, and schedules

8. Ensure section is returning all equipment to it's proper location: stands, chairs, folders, instruments and equipment
9. Shares his/her passion of their instrument with the other members of the band
10. Supports all members of the group regardless of section.
11. Understands her role in helping rehearsals run more efficiently.
12. Is always on time to class, with proper attire, and encourages same behavior from all other team members.

Performance Related Duties

1. Organize cleaning and polishing of equipment before performance day
2. Make sure cases are labeled with student and school name
3. Organize section equipment in order from largest to smallest according to the check list the day or evening before a major away performance
4. Assist with loading equipment on the truck
5. Check the section's uniform bags for socks and gloves after performing

Unit Captain Flag/Rifle/Shield

Regular Responsibilities

1. Communicate the needs of the section with the director and/or instructors
2. Leads section as an expert in technique and style
3. Assists in training of section members
4. Runs sectionals in the absence of instructor or director
5. Notices any potential problems with personnel and music and solves to the best of her/his ability
6. If required is prepared to create warm-ups, choreography, and schedules
7. Supports the Guard Captain with group stretches and across the floors.
8. Coordinates with Guard Captain regarding regrouping of units for final run-throughs at end of class.
9. Reports to instructor or director any potential problems with personnel or routine.
10. Shares her/his passion of equipment with the other members of the team.
11. Is responsible for knowing where the equipment is, and how it is stored.
12. Supports all members of the group regardless of section.
13. Understands his/her role in helping rehearsals run more efficiently.
14. Is always on time to class, with proper attire, and encourages same behavior from all other team members.

Performance Related Duties

1. Coordinates with Guard Captain and instructors to insure make-up is consistent person to person, unit to unit.
2. Notifies instructors or directors of any potential problem(s).
3. Knows the approximate where-about of all unit members throughout the day (within reason.)
4. Knows where and when to be ready for awards ceremony.
5. Understands proper band awards etiquette and supports the drum major in proudly representing our band, school, and community.
6. Organizes cleaning and polishing of equipment before performance day
7. Makes sure equipment is labeled with student and school name
8. Organizes section equipment in order from largest to smallest according to the check list the day or evening before a major away performance
9. Assists with loading equipment on the truck
10. Checks the section's uniform bags for socks and gloves after performing

Guard Section Leader/Captain

Regular Responsibilities

1. Communicate the needs of the section with the director and/or instructors
2. Runs sectionals in the absence of instructor or director
3. Notices any potential problems with personnel and music and solves to the best of her/his ability

4. If required is prepared to create warm-ups, choreography, and schedules
5. Reports to instructor or director any potential problems with personnel or routine.
6. Is responsible for knowing where the equipment is, and how it is stored.
7. Supports all members of the group regardless of section.
8. Understands her role in helping rehearsals run more efficiently.
9. Is always on-time to class, with proper attire, and encourages same behavior from all other team members.is prepared to lead entire guard regardless of section with group stretches & across-the-floors, especially when instructors are not present.
10. Supports the Unit Captains with their duties, helping to make sure jobs get done in the absence of Unit Captains.
11. Coordinates with Unit Captains regarding regrouping of units for final run-throughs at end of class.

Performance Related Duties

1. Coordinates with Unit Captains and instructors to insure make-up is consistent person to person, unit to unit.
2. Is prepared to lead entire guard regardless of section with group stretches & across the floors.
3. Notifies instructors or directors of any potential problem(s).
4. When required, knows where and when to be ready for awards ceremony.
5. Understands proper band awards etiquette and supports the drum major in proudly representing our band, school, and community.
6. Makes sure equipment is labeled with student and school name
7. Ensures section equipment is organized in order from largest to smallest according to the check list the day or evening before a major away performance
8. Assists with loading equipment on the truck
9. Checks the section's uniform bags for socks and gloves after performing