



**Sprayberry Band of Gold**

**Official Chaperone Handbook**

**2018-2019**

## **MARCHING BAND CHAPERONE GUIDELINES**

Thank you for volunteering your time as a Chaperone for the Sprayberry High School Band of Gold. We appreciate the time and talent you have committed to this responsibility and look forward to a wonderful year.

The following is a list of guidelines to assist you in understanding what is expected of the students and you, as a Chaperone, during sanctioned activities. After reading these guidelines, if you have any questions or concerns about a policy, please feel free to ask the Chaperone Chair.

### **GENERAL GUIDELINES**

The primary function of a Chaperone is to be the eyes and ears of the Directors with regards to the safety of the students. In addition, a Chaperone should be vigilant to the dangers that might be present outside the band family, as well as errors of judgment they (the students) may make themselves. Chaperones are a vital part of this organization.

Chaperones are a highly visible part of this organization, to the students and the public. With such a vital responsibility, it is critical to display conduct that is always moral and ethical.

Consumption of alcoholic beverages or substances by any Chaperone before or at any band event is strictly forbidden. Chaperones are never "off-duty" during a band trip or function.

Smoking is prohibited on all Cobb County School Board property. Chaperones should never smoke around students in any circumstances, including during overnight trips.

The primary focus of the Chaperones is the Band Students, therefore no Chaperone should bring anything (small children, pets, etc.) that may distract them or otherwise prevent them from providing full attention to the band.

Chaperones assist the program by reminding the students of the guidelines and expectations expressed by the Directors to provide for their safety.

Chaperones are not to be regarded as disciplinarians. Any infraction of the rules, offensive behavior, disrespect, or other problems that arise and are regarded as serious in nature should be reported to the Chaperone Chair. It is his/her responsibility to report such occurrences to the Band Directors. Do not, at any time, administer or threaten disciplinary action to any student. Do not, unless there is a life-threatening situation, touch the student as a disciplinary action.

Chaperones should encourage the timely return of students to marching when they seek first aid. If the student is in the first aid tent/area for more than 10 minutes, the Chaperone should contact the Chaperone Chair, who will discuss the situation with the Directors to make a decision regarding contacting the student's parents to take them home.

It is important to be positive. Treat the students the way you would like other adults to treat your son or daughter. Be consistent and fair with everyone. Ask questions rather than make accusations. Please keep in mind that teenagers are in a maturing phase and try to have a positive influence on that process.

Above all, the key to being successful as a Chaperone is FLEXIBILITY.

7/2018

## **Chaperone Lead Responsibilities**

First aid kit and the students medical forms are in the Chaperone Locker in the band room.

Combination --- (contact Chaperone lead for combination). **Only Chaperone leads are allowed in the band locker and to see the students medical form if there is an emergency. All medical information must be kept confidential.** In the front of the medical forms is an exception report which lists all allergies, health issues and anyone who is not allowed to have over the counter medication. Any medical emergency that occurs during practice or a chaperoned event needs to be immediately communicated to the chaperone chair.

Extra supplies are also in the band locker. Please text me if we are out or low on anything.

Tammy Fulmer 404-788-6201

If the students are outside, the Wet Bulb should be checked and recorded every 30 minutes if under 85 degrees and every 15 minutes if above 85 degrees. The temperature reading should be communicated to the band directors. Directors should also be notified if there is no water during outside practice.

If the students divide up with some inside and some outside, one chaperone should stay with each group and each should have a first aid kit. Wet bulb must be checked and recorded anytime students are outside.

Make sure the practice gym is open for the restrooms. Mr. Ellis has a key.

Make sure all medication dispensed is written down for our records.

The lead must also make sure two chaperones are staying for round up. If there is not two people for round up, the lead must stay.

### **What to Wear (Games and Performances)**

Chaperones are asked to wear khaki pants and the Sprayberry Band of Gold Chaperone shirt. Shirt purchases may be ordered through the Chaperone Chairperson. Each Chaperone will also be given a name badge on a lanyard which they must wear at all times.

## **FOOTBALL GAME PROCEDURES**

### **Away Games**

All Chaperones should arrive no later than 5:00PM (or designated time as stated by the Director) to confirm their assignments with the Chaperone Chair. It is required that all Chaperones wear his/her Chaperone shirt and khaki bottoms (pants, skirt, shorts) with ID badge/lanyard. This enables students to locate Chaperones easily should they need assistance. Chaperones are required to travel with the band on the bus to all games. A Chaperone Lead will be assigned to every bus, who will in turn communicate the readiness of that bus to the Chaperone Chair.

Each bus will be equipped with a "mini medical kit." A cell phone for communication on trips is recommended. The Lead from each bus will have the mini medical kits with them at all times while on the bus. The Chaperone Chair will take a full medical kit into the game or competition.

Students will be allowed to sign up for a specified bus to ride each week. Roll will be taken by the bus Chaperone Lead at each boarding. Mr. Esserwein or Mr. Ellis will check with the Chaperone Leads to make sure that all students are accounted for before departing from an event. Only Mr. Esserwein or Mr. Ellis should tell the bus drivers it is ok to leave.

The only riders allowed on the buses are the students, chaperones, uniform chairs, equipment members, instructors and Directors. No other family members or visitors are allowed on the buses.

Students must be in uniform any time they are in public. They may need to finish dressing on the bus before it arrives at the school destination. ALL students should be wearing their Band T-shirt and shorts so that "getting dressed" on the buses is only a matter of putting on the uniform and getting zipped, pinned or buttoned. Please be sure the students wear the uniforms properly at all times.

### **Standard Bus Procedures**

1. Chaperones should check over each bus before anything is loaded and relay any problems to the driver and Band Directors.
2. The front seats on both sides are reserved for Directors and Staff.

3. Students will board by classification and position, i.e. seniors, leadership, juniors, sophomores, freshmen. They must ride on the bus to which they are assigned. NO bus changes are allowed except at the Director's discretion for cause. The name of any student who is not cooperating should be given to the Chaperone Chair so that they may handle it with the Band Directors. If you have a situation that requires attention en route, contact the Chaperone Chair via cell phone. Do not force a confrontation with the student while en route. If the situation is considered an emergency, have the bus driver flash the bus lights and pull over at a safe spot so that the Band Directors can handle the situation immediately.
4. On school buses, everyone will remain seated while the bus is in motion.
5. The bus driver must be treated with respect at all times. Different drivers have different standards. However, whatever they say goes!
6. Nothing is ever to protrude outside the bus windows (heads, arms, instruments, paper, etc.) nor thrown or dropped out of a window.
7. All students are to keep the bus clean at all times. At the end of the trip, every student should check the area around where he/she was sitting. ANNOUNCE to the students to check for uniform items, instruments, trash and any personal belongings before they get off the buses.
8. Normal conversation is appropriate; shouting or screaming is not acceptable. No obscene or objectionable language is to be tolerated.
9. Singing may or may not be allowed according to the policy of the bus driver. No instrument playing, drumstick tapping or other loud noises that might distract the driver will be allowed.
10. No food or drinks (other than water) are allowed on the bus. If an exception ever occurs regarding this matter, the Chaperones will be notified in advance.
11. Radios are not permitted on the buses. Personal music devices are acceptable with headphones as long as no one hears them besides the person wearing the headphones.
12. Public display of affection between students is not allowed on the bus at any time.
13. Any student not returning to Sprayberry on the bus must have a parent/guardian accompany him/her to the bus Chaperone after the game and sign the student off the bus. (For any other request, the student must see Mr. Esserwein.) Mr. Esserwein must have a note from the parent in advance. He will then notify the Chaperone Chair of the student's early dismissal and they will notify the bus lead. For safety reasons, Mr. Esserwein MUST see the student with his/her parent before the student is dismissed.
14. Chaperones may distribute candy or goodies to students following away games as they leave the band room after being dismissed by the Directors.

After all students have left the bus, check the bus for trash and left behind items.

### **In Game Procedures**

Water is the bloodline for the band before and after performances. It is an important responsibility of the Chaperones. Water coolers should be filled at all times and cups should be available to the band students. It is extremely important that students have access to water during warm-ups and after performances. Often, color guard, band, drums and pit warm up in separate areas and Chaperones will attend each of the warm-up areas for supervision and water.

Chaperone Chair or a designated individual should find and mark the BOG seating area upon arrival at away games.

Depending on location and accessibility of the stadium, the band will enter in 2X2. There may be times when this is different, but the Director will inform the Chaperones in advance. Chaperones should be spaced evenly along the line of students to avoid issues in any area of the line. If the equipment truck is close to the buses students will not march to that position but will march 2X2 to the field.

The band will always move as a group. Chaperones should walk on each side of the band until the band enters the performing area, at which time they will drop behind the band and let the band be clearly seen. No one should "break ranks" (cut through the band) except in an emergency. Should a

single student or small group need to leave an area for any reason, they must be escorted by a Chaperone.

The band will sit in a block in their appropriate sections. Chaperones should sit around the block and act as a buffer zone for the band members. No one is to be in the band block except the students, Staff, Chaperones and Directors.

Students should stay in the designated area and be ready to play at any time. Alumni are allowed to enter the group with the Director's approval as long as their being there does not interfere with the Directors will handle it.

Students are generally given a break after halftime. They are to be back in the stands and ready to play by the end of the third quarter. Chaperones should help the students keep track of the game clock. If students are late in returning, refer the violation to the Chaperone Chair who will report it to the Directors and they will handle it. Generally they will not be allowed to walk around during the break of the next week's game. The student may also incur "community service" time, i.e picking up trash during his/her free time at the discretion of the Band Directors.

During the breaks, students may have drinks provided by the Hospitality Committee and visit the restroom. They may not go to the paid seating area or bring drinks back to the bleachers with them.

Ponchos are stored in large tubs. They will accompany the band to all games. When directed by the Band Director, Chaperone Chair, or with the sign of incoming rain, the ponchos will be distributed by the Chaperones or leadership. Chaperones are to collect all ponchos prior to the students boarding the bus.

### **Home Game Procedures**

The Chaperone Chair will report early. All other Chaperones should check in with the Chaperone Chair at least 15 minutes before students' arrival time.

Chaperones will help ensure that the students are prepared for the game by checking to see they are properly dressed, instruments are accounted for and ready to use, etc.

The band will assemble in front of the band room. They will march 2X2 with the Chaperones spaced evenly along the line. At the entrance to the stadium, a designated Chaperone will assist police officers in providing a secure crossing into the stadium. The remaining Chaperones will accompany the band into the stadium staying in the rear.

Keep visitors and parents from distracting the band members from their focus on the show. The band section will be roped off, and visitors should not be encouraged to enter this section. Visitors and parents should also be discouraged from bringing food and drinks to the students. Students are not allowed to eat while in uniform.

Do not eat or drink anything in front of the students. If you feel you must have something to eat or drink (other than water), do so at the concession stand.

### **Approximate Time Schedule for Home Games**

Band room is open immediately after school. Drumline and Guard report and set up outside.

5:50PM – Members dressed

6:00PM – Warm ups

6:20PM – Full band gathered outside band room

6:50PM – Drum Majors uniform inspection by unit and band

Form columns of twos for march to stadium  
7:05PM – March to stadium  
7:20PM – Fight Song

### **During the Games**

Drum majors lead stand music selected by Directors. At the end of the 1<sup>st</sup> quarter, Drumline and Guard gather for warm-up. With approximately 8 minutes remaining in the 2<sup>nd</sup> quarter, the band will gather with their respective instructors in the area designated by the Band Director. Uniforms personnel will hand out shako plumes.

Drum majors move band out on the field when the guest band finishes and wait to begin show. Drum majors return unit to home side bleachers for water and/or refreshments.

### **After the Game**

Band plays a few selections from the stands. When the game ends, the band forms columns of twos and marches back to the band room. Band members return everything to proper storage areas, turn in uniforms and are dismissed by the Band Directors.

For safety, Chaperones should walk the band back to the band room, stopping traffic at the stadium gate and at the street near the band room. In many cases, this is the most dangerous time of home games due to the high volume of traffic. Please space yourselves around the band and be wary of traffic and people in the parking lot.

<p><b>PLEASE NOTE – AT ALL GAMES – HOME AND AWAY</b> – A designated Chaperone will stay late at the school until ALL students have been picked up. We do not leave any student waiting at the school alone, nor do we take any student home without prior written arrangements.</p>
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