

Penncrest Band Chaperone Guidelines

General

Thank you for signing up as a chaperone! We need you! The purpose of the chaperone is to assist the director and the band member in achieving their goal of superior performance. This assistance can come in any number of forms. Most are outlined in these guidelines, but it is possible that there are others. Official decisions and actions are not to be undertaken by anyone who is not on the Penncrest Band staff, or who has not been specifically designated by a staff member. Chaperones are expected to:

- Model courteous, positive, team-oriented and respectful behavior that we, in turn, expect from the band members.
- Assist with the loading, unloading and transportation of equipment.
- Monitor and be aware of the band members' health, behavior, and locations.
- Assist the marching staff in any way needed.
- Ask any questions regarding duties or responsibilities, first to a lead chaperone, then to a staff member, in that order.

Definitions of Roles

Each event where chaperones are needed will have a signup list.

- The first name on the signup list is the **Head Chaperone**. This should be an experienced chaperone that understands the roles of all the other positions, and can coordinate them in the director's absence.

- The **Medical Chaperone** will handle the first aid kit, keep medical forms on their person, and administer medical assistance as needed to the band members. It is helpful if this chaperone has had medical training. Significant medical issues will be referred to the trainer or EMT's on duty.

- The **Uniform / Plume Chaperones** will delegate or handle uniform issues before, during and after our activity. They should be stationed by our supply closet before practice starts, and can sell items that students need. Once practice begins, they should report to the field to help with hair, pant cuffs, or other needs. Please see the important note regarding loaning to kids.

- The **Equipment Chaperones** will assist in moving our large equipment, loading and unloading the trailer, and setting up and tearing down the pit for the show.

All other chaperones are expected to assist in various roles that are described on the following pages.

Upon Arrival

- Arrive 10-15 minutes earlier than the band members if you can. Check in with the lead chaperone. The lead chaperone will have the chaperone roster as well as any instructions as needed from the director.

- Wear Penncrest gear when you chaperone to help identify yourself. You will also be given a chaperone tag on a lanyard. Wear this so it is visible.
- The lead chaperone may begin delegating responsibilities if specific help is needed in certain areas. Otherwise, feel free to jump in and begin assisting based on the needs you see and your comfort level.

Pre-Report Time Needs

- **We do not loan equipment!** Students who do not have what they need will have a brief time period to remedy the situation or they may not march. Doing favors or loaning undermines one of the most valuable aspects of being in a marching band – learning to be accountable and responsible – and in effect enables the dependent, irresponsible behavior that we are all trying to help our young people grow out of. You are not being “nice” if you are not helping them establish successful habits.
 - Students are not authorized to take any uniform parts or accessories unless given permission by the marching staff. Always ask a staff member if unsure.
 - Students may purchase items from the supply closet before marching. These are usually gloves, red band shirts, hair nets, or black socks. All prices and items are listed on the inside of the door. There are no IOU’s.
 - Please help the members handle their uniforms correctly. They should never be on the floor or shoved in a garment bag. Lay the uniform over the back of a chair. Use the hanger and put it back in the bag at the end of the performance. Keep parts together so they don’t get lost or mixed up.
 - For some performances, we may need to begin moving or loading equipment immediately. Your lead chaperone will be able to let you know.

When the Band is Warming Up

ALL BAND MEMBERS MUST BE IN THE ATTENDANCE BLOCK ON TIME! This supersedes any uniform issue, or any issue! They will not be excused if you made them late. Send all band members out to report to the block on time. I can always send them back in for an unresolved issue.

- 2-3 chaperones should report to the field with the band to take care of uniform and hair needs. Bring the hair kit and stand by for our uniform inspection. If we find a band member has a need that you can help them with, we will send them out of the block to you. Hair is to be worn up and off the collar, with no “wisps” outside of the shako. Pants should overlap the top of the shoe, but not hang down so as to be marched on at the heel.
- 2-3 chaperones should report to the field to handle pit and guard equipment as necessary.
 - The medical chaperone should use this time to become familiar with the kit, and any medical needs of our members.
 - The uniform chaperones should remain in the band room in case there is a major uniform issue for which we need to send in a band member. Any monies collected for supplies should be put in an envelope and placed in the mailbox. Please write on the front the total amount and what it was collected for (ex: “marching supplies”) along with your name.

- If the decision has been made to administer raincoats, roll the racks into the hallways and have them ready for when the band members return from practice.

Transporting the Band: Home Games

- Assist with equipment that needs to be transported to the field. Not all of it will fit on the trailer.
- If you are the last one out of the band room, make sure the outside doors are closed for security.
- The golf cart and trailer can go directly to the field. Other chaperones should meet with the band and enter the stadium with the band. The ticket booth will need to see your chaperone tag for admission.
- Chaperones should be positioned in front of, along side, and behind the band when we are moving, and when we take our seats in the stands. Sometimes you are going to need to ask people to move, or to stop traffic temporarily. Always be courteous but effective in a safety situation.

Transporting the Band: Away Games

- Pit, guard, drum line equipment, and large cases such as the tubas, will need to be loaded on our equipment truck. Please assist if you are able. Percussion equipment is fragile and must be moved and stowed carefully. In particular, mallet percussion instruments must not be roughly handled. Always lift them by their side frames, and be aware of the resonator pipes and the attached pedals as these can all detach or damage easily.
- Every bus needs at least two chaperones, who should sit behind the driver. Ask students to move if it looks like there is not enough room on a bus for you.
- The band director must be in the lead bus. Always leave that front seat open.
- The bus driver is in charge of the bus. Chaperones should not share their opinions about the driver's directions, driving ability, or anything else. If you are suspect about something, make a note to share it with the band director at the conclusion of the trip. Drivers have different tolerances for noise and behavior. Make sure the driver feels comfortable with the level of discipline on your bus so he/she can do their job.
- Handle any discipline issue on your bus in the absence of a staff member. Lewd or obnoxiously loud behavior is not tolerated. Instruments are not to be played on the bus. Students should follow the same rules as any other school bus trip. If a band member is discourteous towards you, notify the band director as soon as possible so it can be dealt with.
- Upon arrival, hold the students on the bus unless you have been given prior instructions not to do so. One chaperone should come off and find the band director to get the plan of action.
- Those helping with equipment should take the percussionists to the truck and immediately begin unloading and gearing up. We need the drum line ready first if we are going to march into the stadium.

Once we arrive at a destination, the “home games” guidelines apply.

During a Game

- Chaperones who enter the stadium ahead of the band should reserve the area that the band will sit, and politely ask anyone in that area to move.
- Chaperones are to sit on either side of the band, on the perimeter of the group, creating a border between the band and the general attendance.
- Continue to monitor the medical, uniform, and behavior needs of the group throughout the game.
- Band members are not to eat or drink in the stands, or socialize with any one (including parents) outside of the band. The game is a performance.
- Before our performance time, we will need chaperones to report to the field to help with either plumbing or pit equipment. The lead chaperone will let you know when to head out of the stands.
- Pit crew will have a diagram of how the equipment is to be set. Be particularly careful with the drum major podium as it may fall. Upon conclusion of the performance, the equipment must be cleared very quickly.
- Plume crew should never let the band members touch the plumes! Hold the plume by the metal tab and place it in the slot in the shako by pushing straight down. It may be necessary to hold the brim of the shako with your other hand apply the pressure needed. Do not bend the tab. Remove the plume the same way, avoiding touching the feathers. Band members should bend down to receive the plume, if necessary. As you plume, extend best wishes for a good performance. The band member should thankfully respond. Care is important in removing and placing plumes in the plume case.
- If the band is permitted a break, monitor their behavior near the snack bar and around the restrooms. Band members are not to use mustard or behave in a way that would cause spills. Special attention should be paid at away venues: no one should be by themselves, and no one should be behaving discourteously or taunting other crowd members. Band members must return to the stands before the end of their break, and no food or drink is to be brought into the stands. Chaperones should stand by the entrance to the stands and direct members to put any food items in the garbage before returning.
- While the band is away from their instruments, a few chaperones will stay behind to keep an eye on them. Do not let anyone cut through our seating area, and watch for poorly placed instruments or uniform parts.

Conclusion of Performance

- Assist once again with pit and other equipment.
- Situate on the perimeter of the band as we depart the stadium.
- Once we leave an area, make a final sweep to look for trash or forgotten items (especially check under any bleachers).
- Stay together as a group – no one has permission to use the bathrooms or snack bar at this time. If someone is separated, they may be left behind.
- Once on the bus, students may remove uniform parts to be comfortable, but should have them back on when they get off the bus.
- As we return to the school, if there are any cars parked where the buses are

to let us off, get off the bus and have them move.

- Equipment may be wet or dirty and should be cleaned and dried before stowing. Some equipment will need to go to the trailer, others can stay in the band room.
- Check the bus for any forgotten items before it departs.
- Return your chaperone tag to the lead chaperone and make sure nothing else is needed before you leave.

THANK YOU AGAIN for chaperoning! I hope the band members did their jobs and made it easy for you, and you will consider helping out again in the future. Please email me with any issues, comments or suggestions that you can think of so we can continue to improve our efforts to support the band program.