

Troup High Leadership



2016-2017

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**"Work as a Team, love as a Family, unite as
Leadership"**

Chain of Command

Director
Drum Major
Band Manager
Section Leader
Band Members

- Band members should report to section leaders
- Section leaders should report to the band manager
- The band manager should report to the drum major
- The drum major should report to the director

Drum Major

- **Drum major Responsibilities/Duties**

General: The Drum Major serves as the highest “ranked” officer in the band and should be prepared to take on the largest amount of responsibility. Basically, the Drum Major should be able to serve as a band director when the director is absent. Most importantly, this involves knowledge of the music, drill, marching fundamentals, rehearsal procedures, performance procedures, and everything in between. The Drum Major can be thought of as the Student Director in that they should be able to function as a band director when called to do so while retaining the comfortable status of peer among the other marchers. This makes the Drum Major’s role in the marching band an extremely potent one. Ideally, the Drum Major accomplishes and communicates everything the directors intend both on and off the podium. A student leader’s influence does not stop with the end of rehearsal. The things said by the Drum Major in regards to the director (or other student leaders) and their ideas/procedures have a significant impact on the band’s attitude toward rehearsing and performing. Any disagreement with directors or other leadership should be discussed **ONLY WITH CONCERNED PARTIES IN PRIVATE**. The Drum Major’s actions should help to enhance the intentions of the directors and to encourage the band toward higher levels of rehearsal habits and performance. Setting and example as a Drum Major includes behavior during rehearsals, performances, AND all the time in between.

- **Specific Responsibilities:**

Band Camp:

- Meet with leadership before camp to discuss plans/changes
- Make a good first impression with the rookies
- Learn the rookies names
- Teach marching fundamentals
- Help set the mood for the following year by stressing the importance of good rehearsals
- Deal with unexpected problems
- Answer tons of questions

Know the following:

- Where the director is
- Where the other leadership is
- Where the equipment is

Rehearsals (outdoors)

- Help set up equipment prior the rehearsal
- Help put away equipment after rehearsal
- Meet with director prior to rehearsal to discuss plans/changes
- Give the “time to start” signal
- Be prepared to lead ANY sectional at ANY time
- Be prepared to conduct ANY song/tune/cheer at ANY time
- Know the counts/transitions/important details of the drill
- Be prepared to answer questions of all varieties from everyone

- Repeat directions from the director
- PAY ATTENTION
- Encourage musicianship at all times
- Set an example

Know the following:

- Current drill chart #
- Current metronome marking
- Location of center snare

Rehearsals (indoors)

Help set up chairs/stands/equipment before rehearsal

- Help put away chairs/stands/equipment after rehearsal
- Meet with director before rehearsal to discuss plans/changes
- Start rehearsal if the director is late
- Be prepared to lead ANY section at ANY time
- Be prepared to conduct ANY song/tune/cheer at ANY time
- Pay attention to the progress of the band during rehearsal so you can communicate with the director later about what needs more attention
- Quietly help individual band members when they need it while someone else is on the podium
- Encourage musicianship at all times
- Set an example

Know the following:

- What tune is being played
- Metronome markings/time signature/key signature/drill chart # for current position in music

Run all game day performances

- Warm up the band
- Give “time to lineup” signal for pregame

Know the following:

- Where you are going next
- What you will play next

Pregame

- Be sure the show starts on time
- Listen to announcer carefully to make sure things run smoothly
- Bring the team on
- Help get band back into stands (drum line first)
- Be back in the stands ASAP

Know the following:

- How much time until the show starts
- What song comes next
- If the band is horns up or down

Halftime

- Know the music

- Hold things together
- Provide visible/audible directions for when to March off and in what direction
- Don't start until color guard is ready
- Know time on the clock

In the stands

- KNOW FOOTBALL
- Play as often as possible
- Keep a balance to what tunes are played when
- Keep an eye out for problems
- Help get water out

Know the following:

- What the next cheer will be
- Under what circumstances you will opt to play the cheer
- What the next timeout tune is
- The signs for the stand tunes
- Who has possession and the down
- Amount of time on the play clock
- Where the officials are

ALWAYS:

- Set a good example
- Be on time
- Know what's going on
- Be ready to make a decisions quickly
- Understand that a not-so-good decision made on time is often better than s great decision too late
- Encourage higher levels of performance in both music and marching
- Support good rehearsal habits
- Help the band have fun
- Work to reduce gap among winds/percussion/guard
- Serve as communication between the director and the marchers
- Assume responsibility for the actions of the students you are leading
- Represent Troup High and the Tiger Marching Band with the highest level of etiquette, class, and pride.

Band Manager

- **Band manager responsibilities and duties**

General: The Band Manager will take some of the operational responsibilities from the Drum Major. The Band Manager should be the “second highest ranked” officer. Band Manager should know the drill, music, and marching fundamentals. A student’s influence does not stop at the end of rehearsal. Setting an example as a Band Manager include rehearsals, game day, and all times in between.

- **Specific responsibilities:**

Rehearsals

- Be flexible for different situations and conflicts
- Facilitate the loading and unloading of equipment (speakers, microphone, Dr. Beat, podium, water cooler, cups, first aid bag)
- Take attendance
- Hand out drill
- Help teach drill
- Help struggling marchers from all sections
- Communicate with the director, drum major, and section leaders
- Develop chore chart for band room clean up
- Run errands

Game day

- Facilitate the unloading of the trailer (podiums, Instruments, water, drum stands)
- Take attendance
- Carry things into the stands
- After game: make sure stands are clean, take inventory of sections who leave trash behind

Halftime

- Make sure everyone has plumes
- Make sure band is on sidelines on time

Section Leaders

General Duties

- Show up early, leave late
- Set the example
- Always display a positive attitude about the director and the band
- Be available by email or phone to answer questions from other members
- Encourage members to have conversations outside of rehearsal
- Show enthusiasm towards being good (clean, together, knowing music, etc) band members in an effort to encourage others to do the same
- Be a good role model
- Be courteous to each member of your section. Do not let personal differences interfere with the performance of the group
- Work with other members of the leadership team to quickly resolve any issues that come up

Help the Rookies

- Identify yourselves as early as possible
- Make sure that they know where the practice locations are and how to get there
- Make sure they have access to food (especially during meals on your own during band camp)

Practice

- Monitor tardiness and attendance. Give a report to Band Manager/Drum Major of who is/are not present.
- Bring music and drill to all practices; check other members of your section for drill and music
- Help each member of your section to perform to the best of his/her ability
- Step forward if something is not working, tell the Drum Major/Band Manager/Director
- On the practice before game day, each member of a section is required to complete a pass-off (being able to show that you have memorized the music you have been given) with a decent overall score

Game Day

- Monitor tardiness and attendance
- Check for uniform issues
- Help each member of your section to perform to the best of his/her ability
- Section leaders should be spread out within the section in the stands

Uniforms

- Check uniforms of all section members. If there is a problem with a uniform, resolve it with band boosters (before game time if possible)
- Make sure sections members are respectful to all while in uniform. Do not make a travesty of the uniform

Uniform Checklist

- Band Shirt
- Band Shorts (for warmer games)
- Uniform Jacket
- Slash (if applicable)
- Blue Bibbers
- Long ALL Black Socks
- Black Band Shoes
- Shako (Band Hat) or berets for Sousaphones
- Uniform Bag

Music

- Each section member should have a copy of all stand tunes. If not, it is the responsibility of both member and section leader to make sure he/she receives all music

Uniforms

Uniform Pick up and Turn in

- Band boosters, all leadership, and any volunteers
- work in assembly line process, people organize one specific item
- first come, first served for pick up, volunteers get first pick
- band members should bring supply form to pick up for verification
- uniform must be dry cleaned, and must bring receipt as proof for turn in
- otherwise, there is a ten dollar fee
- uniform must be worn in an orderly fashion as set by Hurd
- uniform must be neat and clean before every game

Uniform parts

- Jacket- must be folded neatly if taken off during breaks
- Bibbers- must have both straps on shoulders at all times when worn
- plaque- not worn by percussion
- slashes- given at game if used, returned at end of the game
- plumes- given before halftime at every game, returned at the end of halftime
- band shoes- must be kept presentable and decent
- gloves- must be kept clean, either normal, grip, or fingerless
- band shorts
- band shirt
- black socks- must be longer than ankle length
- Band hat

Optional Uniform Parts

- rain poncho
- the baseball hat
- section shirts

Libraries

What does this job entail?

- Maintaining inventory of new and old music
- Categorized by song name, composer, arrangement, and category number
- Making recommendations of music that should be taken out of the music library
- Keeping the music library neat and organized so that pieces of music are easy to find
- Filing music away in its correct spot
- The librarian should be updated on what pieces are planning on being played that way they are able to print and pass out the music BEFORE that practice.

Things to Know

- If any resources (file folders, etc.) are needed to complete your job update Mr. Hurd or the Band Manager.
- The file cabinets on the back wall contain all of the Marching Band music. To the left of the Library is concert music.
- To the right of the Library should be current music that we are playing or planning to play.
- If the workload becomes too heavy you can bring in someone else to help in order to meet your deadline

Maintain Master Copies of all Music

- sort by section
- Keep backup master set in the library at all times

Summer

- Make extra copies of all music and store them in the library
- Remove unwanted music from the master copies

Season

- As new music is added to the repertoire, add new music to master sets. Make only a few extra copies of show tunes, Section Leaders will hold the extra copies.
- Make extra copies of drill, Band Manager will keep track of them and distribute them as needed.

Media

General

- Add, delete, and modify website content as needed throughout summer and fall
- Continue to add photo/video to the site
- Work closely with the leadership/band boosters if anything needs to be done

Season

- As and modify content to the website and Facebook as it becomes available

Content

- Photos/videos of practice and games
- Anything the director wants the parents to know (fundraiser deadlines, picture day, uniform day, etc)

Middle School Liaison

Duties

- Keep a constant connection between Troup High and Long Cane Middle School 8th graders.
- Convey information from the current leadership to their classmates in the marching band.
- Give music, dates, changes, etc to the other 8th graders they would not otherwise receive.
- Voice 8th grade ideas if necessary to the leadership.

Extra

- Be responsible for the connection.
- Be dependable and responsive to the leadership and their classmates.
- Should be trusted by the eighth graders and the leadership

Percussion

Duties

- Make sure everyone is ready for practice BEFORE practice starts
- Know your music prior to band camp, and be prepared to help other members as needed.

Summer/Band Camp

- Know the exercises you are going to instruct before you get to the field
- Make sure expectations are known by new and returning member
- Before band camp make sure that all equipment is in working condition and that everyone has mallets/sticks.
- Take notes of all the drum heads. Make a list of what we need (if any).
- Make sure everyone has two pairs of sticks at all times throughout the season
- Make sure everyone in the section has their coordinate sheet and music

Rehearsals

- Keep in contact with the drum major and/or director to make sure you know where every rehearsal is being held
- Get to practice early. NEVER LATE!
- After rehearsal, make sure section is clean. Drums should be dressed, not in a mess.
- Make sure everyone takes their OWN drum back from the field
- Monitor who is late/absent. If someone is absent for final run through, they will not march the next night.
- Monitor who does not have music/drill sheet
- Help any member with whatever they need help with

Game Day

- Before school is out make sure everyone has appropriate equipment for the game
- Make sure the line is set in the stands before pregame
- NO pecking in the stands or at any inappropriate times
- The ENTIRE drum line must stay after the game to load the trailer

Extra

- Always set a good example for rookies and vets
- Know how you are expected to act and DO NOT be the root of any problems
- Be prepared for any questions from the section
- Always be motivated and keep everyone else motivated

Auxiliary

General

- No inappropriate social media posts (smoking, drinking, provocative pictures, inappropriate language, etc)
- Be respectful at all times
- Keep a good attitude
- Keep up with ALL uniform parts (hair bands, t-shirt, earrings, etc) loss of uniform part will result in the whole team not being able to wear that certain part. This may result in having to sit out of events
- Be prepared to answer all types of questions

Practice

- Use time wisely
- Be at the field BEFORE 4
- Start practice promptly at 4
- If there is a problem take it to the coach/drum major/ director
- Don't talk during instructions
- Stay in your section (don't tell other sections how to march and play because they don't tell you how to twirl and toss)
- Socialize with the ENTIRE band
- Practice like you are performing
- No twirling while instructions are being given or while at attention
- Tennis shoes and jazz shoes only (if not there will be consequences)
- Appropriate practice clothes

Game Day

- ALWAYS SMILE
- Never talk during a performance
- Never yell! No matter what the circumstances
- Be a role model at all times. Especially while in uniform
- Do not leave until dismissed
- "Watch the game" (face the field) at all times
- Be positive towards the other team/band (no booing)

3rd Quarter Break

- Always be back at 1 minute, unless told otherwise

Band Boosters

Duties

- Help rookies transition from middle school to high school easily
- Make sure rookies know where all rehearsal locations are
- Help with the check in/out of all uniform parts/school owned instruments
- Help get everyone involved in activities (fundraisers, band trips, marching honor bands/band days)
- Provide an environment that makes the band (especially rookies) comfortable to ask questions (don't let the vets ridicule the rookies for asking questions)

Game Day

- Keep a bag of extra uniform parts (gloves, socks, buttons)
- Make sure the band has water in the stands
- If a meal is provided before the game, make sure someone is there to help setup/serve/take down
- Pass out plumes/slashes before halftime
- Take up plume/slashes after halftime