

Chaperone Duties – Away Games

Chaperones provide a safe environment for band students at all times as well as provide assistance to the band director and staff.

Note: Chaperones will wear a "Hampton Band Parent" name tag/lanyard for identification as a chaperone. Blue/Gold clothing is recommended to support the Hampton Talbots.

Siblings are not permitted to accompany chaperones.

Report any problems to the Band President or Vice President immediately.

Chaperone Duties may include the following responsibilities:

Please arrive 45 minutes prior to step off time

At the High School

- Check in with the Vice President and get your Chaperone Lanyard with ID badge
- Get a garbage bag and the clipboard with bus list.
- Check the clipboard for any messages or announcements from the Band Director.
- Chaperones MUST be seated throughout the bus - front, middle, back. Put your belongings in a seat before the students get on to "claim" your seat. The students know they need to move if they are asked.
- Sort the sub sandwiches into piles for each bus (outside band room door)
- Fill water buffalo with ice/water in the kitchen
- Take water buffalo to trailer to be loaded
- Fill the 36 water bottles with ice/water in the kitchen
- Load the water bottles into the equipment trailer
- Load boxes of flip folders into the equipment trailer
- Load PA system into the equipment trailer
- Ensure Dance team and color guard equipment is loaded on the trailer
- Load plume cases and bags into the equipment truck

On the Bus

- Before leaving
- Board your bus (your name will be on the bus list on the clipboard)
- Remind students to check for all necessary equipment - shoes, hats, instruments, rain ponchos (if needed) - before leaving the high school.
- Take attendance using the list on the clipboard, once a student has been checked off they are not to get off of the bus.
- On the way
- Keep a watchful eye on the students. Do not allow any inappropriate language or behaviors that could distract the drivers.
- After the students eat their subs, pass the garbage bag up and down the aisle to collect the garbage. Do this again prior to arrival.
- Upon arrival, still on the bus
- Remain on the bus until directed to exit.
- Relay any messages from the director to the students as needed.
- Make sure students are in FULL uniform when exiting. This includes hats and jackets. (unless otherwise instructed by the Band Director)
- Make sure the windows are closed before the students leave the bus.

At the parking lot

- Discard the garbage bag from your bus if it is full.
- Assist in unloading the equipment trailer.
- As the band lines up check for jewelry, white gloves, dingles, uniform pants being worn too long, sweatpants hanging out the bottom of the uniform pants, etc.
- Carry the podium, ladders, water, PA, plumes and rain ponchos (if needed) to the stadium
- Make sure dance team and color guard carry all of their equipment to the stadium

At the game

Pre-game

- Setup PA system in front of the stands where the band sits.
- Pass out the squirt bottles to the students in the stands.
- Take groups of ten or less to the restroom upon arrival if necessary, or during third quarter.
- Setup podium and ladders in preparation for half-time if space permits.
- Remind students of National Anthem etiquette.
- Throughout the game protect band members from possible harassment from "home field" students.

Second Quarter

- Refill the water buffalo and squirt bottles as necessary
- Pre-halftime show
- Pass out plumes to each band member prior to line up
- Place podiums/ladders for half-time as instructed by the Band Director
- Post-halftime show
- Move podium and ladders to an area near the band.
- Collect the plumes in the plume bags, re-tube them. Place the cases on the podium to carry back to the equipment trailer.
- Pass out the bottled water (may be provided by the home band) or squirt bottles to the students in the stands.

Third Quarter

- Students are permitted to use the restrooms. They are dismissed in groups of ten.
- Chaperones are responsible for moving the students along during this time. We are stationed by the restroom areas, by the concession stand (if nearby the restrooms), and along the path to the restrooms if they are not close by. Please direct the students to return to the stands promptly.
- Students **are not permitted** to buy food from the concession stand. **Chaperones please do not buy food at the concession stand.** (note - chaperones are welcome to order Hoagies to eat on the bus on the way to the game! Order forms and payment should be submitted with student orders by Wednesday.)

Fourth Quarter

- During hot weather conditions refill the water coolers and squirt bottles as necessary
- With 12:00 left in the game:
- ~3 chaperones and 3 board members return the podium, ladders, plume cases, water coolers, squirt bottles, and wagons to the equipment trailer.
- During hot weather leave one carrier of squirts bottles with the band.
- Take the loading crew and front ensemble to the equipment trailer. Assist in loading band trailer with the podium, ladders, ensemble equipment, etc.
- With ~2:00 left in the game
- Tear down the PA system. The Band director will signal when it is time. This is the last item to

- pack and return to the equipment trailer.
- At the end of the game, assist in cleaning the bleachers where the band sat. (This is the students' responsibility; we monitor to be sure it is done correctly)
- Look under the stands for dropped property, equipment or music.
- Follow the band back to the buses.

On the Bus

- Before leaving
- Get a new garbage bag if needed from Vice President.
- Board your bus
- Remind students to check for all necessary equipment - shoes, hats, instruments - before leaving.
- Take attendance using the list on the clipboard, once a student has been checked off they are not to get off of the bus. (Note any dismissals. Some students may not be riding home on the bus as noted by the Band Director on the roster sheet. A student is not to ride home with a friend unless pre-approved by the Band Director, when in doubt please check with the Band Director.)
- On the way
- Keep a watchful eye on the students. Do not allow any inappropriate language or behaviors that could distract the drivers.
- Prior to arrival pass the garbage bag up and down the aisle to collect the garbage.
- Upon arrival
- Make sure the windows are closed before the students leave the bus. Don't let the students off until they close the windows and pick up the garbage.
- Chaperones should be the final ones to exit the bus; check for any belongings or trash. Close any "stuck" windows.

At the High School

- Discard the garbage bag from your bus.
- Return clipboard with attendance sheet and name tag/lanyard to the Vice President.
- Help unload and put away the plumes, coolers, wagons and PA.

Hampton High School Marching Band Manual 2015-2016 excerpt

While in the stands:

- All students will remain in their full uniform while in the stands (minus the hats). We will allow the uniform jackets to be taken off during the first 5 – 10 minutes after a performance on hot nights. However, students will not be permitted to take off their jacket if they are not wearing their blue band t-shirt. The blue band t-shirt is part of the uniform and should always be worn with the uniform.
- Students may wear baseball hats in the stands so long as the hat is a Hampton hat or consists of Hampton colors. Red, Green and non-Hampton colored hats will not be permitted.
- All instrumentalists must have a flip-folder/lyre in the stands. Please consult the grading policy.
- Students will sit in their instrument sections during the 1st, 2nd and 4th quarters of football games. Students will be free to sit with friends in other sections during the 3rd quarter.
- At home games ONLY, students will be permitted to eat previously ordered pizza during the 3rd quarter.
- Students are not permitted to bring food or drink to the stands. We will make water available throughout the game and kids have the option of ordering pizza ahead of time. This policy

applies to every member of the marching band, including the auxiliaries.

- Students will be dismissed with a chaperone to use the restroom in groups of 10 or less. Students must hustle back to the band immediately after using the restroom. There is a port-a-john close to the stands for emergencies.
- Instrumentalists are only permitted to play their own instrument (or school assigned instrument) during football games. If your school issued instrument is damaged due to neglect or abuse, you will be billed for the repair.
- Students must not litter. Please throw your trash away in one of the garbage cans. We will not depart the stands until the stands are clean!!!!!!
- Students are not permitted to throw objects at any time while in the stands. Flying objects have the potential of being very dangerous. A school administrator may discipline students caught throwing objects.

CONDUCT

ALL OFFICIAL SCHOOL POLICIES APPLY DURING ALL MARCHING BAND ACTIVITIES! Inappropriate behavior and/or profanity will not be tolerated at any time. The use of tobacco, drugs and alcohol is strictly prohibited and will not be tolerated. Students are to refrain from taking part in any inappropriate physical affection. Insubordination towards staff and chaperones is also prohibited. Initiations are not permitted at any time. Any initiation and / or hazing incident will be reported to the high school office as harassment. Students caught taking part in any of the above mentioned activities will be disciplined by a school administrator and may lose the privilege of participating in activities associated with the Marching Band, Freshman Band, Symphonic Band and Wind Ensemble. Students caught taking part in any of the above mentioned activities will be considered in poor standing with the band department and will lose Allegheny Valley and PMEA Festival opportunities.