# Berlin Bears Marching Band Handbook

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**Course Description**

The Berlin Bears Marching Band is a co-curricular organization within the Olentangy Berlin Band department. Students should be enrolled in the Marching Band class (unless otherwise approved by the director) and will have extracurricular commitments as well. The BBMB performs at all OBHS varsity football games, several band festivals, local parades, and community events. We do not compete against other high school bands, rather we are a "show-style" band. High step marching, multiple halftime shows featuring popular music from different decades, and choreographed drum breaks and cadences are staples of the BBMB.

**General Rules & Expectations**

- Respect our Space: Band Room, Field, Busses, Stands, etc. should all be kept organized & clean.
- Respect our Equipment: Instruments should be well taken care-of and in good working condition. Only play your instrument.
- Respect our Staff: Directors, Chaperones, Band Camp Staff, etc. should be treated with the utmost respect at all times.
- Respect Each Other: The "Golden Rule" is always applicable. Speak kindly, avoid drama, and put aside personal differences for the benefit of the band.
- Respect Yourself: Always give it your all. Anything less is a disservice to the band and more importantly, yourself.
- Students should conduct themselves in accordance to the OBHS Student Handbook & Code of Conduct.

**Band Room/School**

- No food/drinks (except water bottles) should be brought into the band room.
- All students will be assigned a locker with a lock & combination. Lockers should be locked when not rehearsing.
- Any indoor rehearsal space should be kept clean and free of trash.
- Students should only be in the band room & practice rooms when a director is present.
- Lockers are to be used for instrument & music storage only.

**Practice Field**

- When not rehearsing with instruments, students should place them neatly on the side of the field.
- Students should always have a water bottle with them outside. Sunscreen, insect repellant, sunglasses, hats, etc. are suggested as well.
- Students should always wear proper, athletic clothing and shoes outside. Dress appropriately for the weather as well.
- Always be alert and careful when crossing the parking lot to the practice field.

**Gameday Stands**

- Students should stand with their sections when in the stands.
- Students should be alert and ready to play at all times.
- Always watch the director for any cut-offs.
- Any PDA (public displays of affection) are prohibited while in uniform.
- Students should remain standing for the duration of the game unless otherwise instructed by the director.
- Students will receive 3rd Quarter off, but are expected to be back and ready to play prior to the 4th Quarter. If students are late, they will lose 3rd Quarter privileges for the following week.
- Phones should only be used during 3rd quarter. If students are caught with phones during prohibited times, they will lose 3rd quarter privileges for the following week.

**Busses**

- Always remain seated while on the bus.
- No more than 2 students per seat.
- Any food/drink is prohibited while on the bus.
- Windows should remain up unless instructed to lower them by the bus driver.
- Do not yell or scream. Talking at a normal level is perfectly fine.
- If listening to music, please use headphones. Do not play music/sounds through speakers.
- When travelling at night, do not use flash if taking pictures on cameras/phones.
- Absolutely no PDA on the bus. If caught, students will be separated and seated with a chaperone.
- All bus riders should be silent at all railroad crossings.
- When exiting the bus, check that you have all your belongings. Students in the back should double-check for any items left in the seats.
- Remember to thank your bus driver when exiting the bus.
- When loading/unloading the truck, please follow the instructions given by the truck driver and equipment staff. Be aware of what's going on, and help out when necessary.

**Music, Drill & Dance Memorization**

- All students are expected to memorize all music
- Students will "check-off" each song by playing it in front of their section leader (memorized). If it is played to a satisfactory level, Section Leaders will "check-off" the song.
- "Check-Offs" will be a portion of student grades.
- Students are expected to memorize all marching drill commands for each song.
- Students are also expected to memorize all choreographed dance moves for drum breaks and parade cadences.

**Rehearsal & Performance Attendance**

- Students will receive a rehearsal grade of 100 points at the beginning of the semester.
- Students will receive performance grades of 20 points for each performance.
- Students are required to be at ALL after school rehearsals and performances. If a conflict does arise that cannot be resolved, the following terms should be met:
    - The director should be notified of any absences, tardies, or early releases from rehearsals in writing (email or note) at least 24 hours prior to the rehearsal.
    - The director should be notified of any absences, tardies, or early releases from performances in writing (email or note) at least 1 week prior to the performance.
    - Exceptions to these terms are at the discretion of the director, but will generally include emergencies, illness, conflicting school event, etc.
- Each unexcused tardy from a rehearsal will result in a 2-point deduction from the student's rehearsal grade.
- Each unexcused absence from a rehearsal will result in a 5-point deduction from the student's rehearsal grade.
- Each unexcused tardy from a performance will result in a 2-point deduction from the student's performance grade.
- Each unexcused absence from a performance will result in a 10-point deduction from the student's performance grade.
- Multiple rehearsal absences within a week could result in removal from a performance at the Director's discretion.

**Uniform Parts**

- Summer Uniforms consist of:
    - Dri-Fit T Shirt
    - Blue Athletic Shorts
    - Black Band Shoes
    - Short Black Socks
- Fall Uniforms consist of:
    - Jacket
    - Pants
    - Shoulder Drape
    - Hat (or beret for tubas)
    - Plume (except tubas)
    - White Gloves (except drumline)
    - Black Band Shoes
    - Long Black Socks (plain)
    - White Spats
    - Rain Coat (when necessary)

**Uniform Guidelines**

- The following items should not be worn when in uniform: jewelry, watches, or sunglasses
- Boys should be clean shaven at all performances.
- Hair should not be touching the collar. Long hair should be pulled back when in summer uniform and should be put up (to fit within the hat) when in fall uniforms.
- Hair should be a naturally occurring color. It doesn't have to be your natural color, but it must be a natural color.
- Excessive makeup should not be worn in uniforms.
- Absolutely no PDA in uniform.
- Students should never be in "partial uniform" when in public view.
- Students can earn a "free" check-off if they draw their best Berlin Bear at the bottom of the handbook agreement form. Do not tell anyone, or no one will receive their "free" check-off.
- Students/parents are responsible for properly cleaning/caring for all uniform parts according to the specific guidelines given to them. Failure to do so could result in charges from replacement uniform parts.

**Instrument Care**

- Woodwinds
    - Reeds should be in good working condition.
    - Instruments should be swabbed/cleaned regularly
    - Pads should be kept dry at all times. If they do get wet, leave the instrument case open when storing it.
    - Notify the director if any repairs are necessary.
- Brass
    - Valves should be oiled regularly and should be in good working condition.
    - Slides should be greased regularly and should be in good working condition.
    - If an instrument gets wet, use a cloth or paper towel to dry it off before storing it in its case.
    - Notify the director if any repairs are necessary.
- Percussion
    - Students should have two pairs of sticks & mallets: one for practice, one for performances.
    - Performance sticks/mallets should be taped in a uniform way.
    - Rims and heads are to be kept in good working condition at all times. Always use covers unless otherwise instructed.
    - If an instrument gets wet, use a cloth or paper towel to dry it off before storing it in its case.
    - Notify the director if any repairs are necessary.

**Leadership Team**

Squad Leaders

- Cues squad members during field rehearsals.
- Responsible for understanding/demonstrating marching commands & techniques.
- Responsible for enforcing on-field rehearsal procedures.

Section Leaders

- Leads all music sectionals.
- Responsible for accurately/fairly assessing music checks.
- Responsible for uniform & instrument checks before each performance.

Equipment Staff

- Assists truck driver with loading/unloading the truck for away events.
- Assists sections with instrument maintenance.

Dance Commanders

- Choreographs and teaches all drum break & parade cadence dances.
- Leads stretches prior to field rehearsals.

**Officers**

- President/Senior Representative
- Vice President/Junior Representative
- Sophomore Representative
- Freshmen Representative

All officers will be elected each school year by a vote of the students. Officers can serve multiple terms, but cannot serve consecutive terms. Example: Any student elected as Freshmen Representative could later run for Junior Rep/VP or Senior Rep/President, but would be ineligible to run for Sophomore Rep. Duties of the Band Officers include:

- Communicating any issues/concerns from the band to the Director.
- Enforcing policies and procedures as set forth in this handbook.
- Serving as an example to all members in terms of behavior and attitude.
- Organizing social events for the band to promote a family atmosphere.
- Any other responsibilities given at the discretion of the Director.

**Letters & Awards**

Students will receive the following awards after the completion of each season of marching band:

Year 1 - Letter
Year 2 - 2nd Year Certificate & Band Pin
Year 3 - Graduating Year Numbers
Year 4 - Embroidered Personalized Blanket

# Berlin Bears Marching Band
# Handbook Agreement

I have read the Berlin Bears Marching Band Handbook thoroughly and understand all the policies and procedures as set forth in the handbook. By signing below my student and I agree to abide by the policies and procedures as well. In addition, we understand that marching band requires a financial commitment and agree to pay all fees owed in a timely manner. I understand that failure to adhere to these agreements could result in my student being withheld from performances or even dismissal from marching band.

_____ _____

Student Name (print) Student Signature

_____ _____

Parent/Guardian Name (print) Parent/Guardian Signature