

Coventry High School



Color Guard Handbook

2019

Updated: August 26, 2019



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Dear Parents and Students,

Welcome to CHS Color Guard! Congratulations on a successful audition!

We are very excited to be in our fourth year of Color Guard with the 2019 Coventry High School Marching Band. As a member of Color Guard you are a member of the CHS Marching Band and will be present at all marching band events (unless told otherwise.) We are responsible for making our audiences “see the music.” Color Guards use choreographed movements, equipment and props, and costuming to accomplish this. We will be working mainly with flags and props this season. Guard is both a physical activity and an art that functions as a team while relying upon each individual to continually improve.

This handbook will outline all you need to know going into this season so far; please read it entirely, even as returning members. All summer rehearsals and performances are listed on the calendar as well as all known football games and band competitions. Your attendance is always expected and mandatory as a member of the Color Guard. All dates were announced and posted on the calendar by the end of the school year. Our summer schedule begins Monday, July 15th. Bring your signed paperwork with you on the first day. (Medical Form, Handbook Acknowledgment, Fee Acknowledgment, if necessary, excused absence form)

Last season was a success in growth and accomplishment, and we have another exciting season in the works. I am happy to have all of you in guard and very enthusiastic for our upcoming season as a whole!

Sincerely,

Marley Welker

mpoetd@gmail.com

How Do I Get Information About What's Going On?:

Here are the ways you can make sure you are up to date and have all of the necessary information for this year. *It is your responsibility to participate in the communication process.*

1) Remind App:

This is the number one way I communicate with all of you. You (students and parents if desired) should add the free Remind App through the app store. You can receive text and/or email announcements regardless, although some features may differ if you use it through the app. You can also message directly to me this way. To subscribe to these announcements: Text: @chsmbguard To this number: 81010

2) Band Website: www.coventrybands.com

a) Subscribe to receive CHS Band Emails:

To subscribe to these emails enter your email in the subscription box at the bottom of the band website homepage. You will get a confirmation email once you have done it.

b) CHS Band Google Calendar:

This is accessible through the band website and can be synced to your phone calendar – quite helpful! It holds dates and times of rehearsals, shows, etc.

c) Practice Videos/Music can be found under Marching Band and Color Guard

3) Band Parent Association Meetings:

Held the 1st Monday of every month in the Coventry High School Band Room. These meetings discuss fundraising, volunteer opportunities, events, and ideas to grow and support our students in the program. There is also a B.P.A. closed Facebook group.

2018-19 Marching Band Staff:

Mr. Aaron Welker – *Director of Bands*

Mr. Nate Fete – *Assistant Director*

Mr. MJ Fabien -- *Percussion Instructor*

Mrs. Marley Welker – *Color Guard Instructor*

Various section assistants

CHS Band Website – www.coventrybands.com

CHS Band Email Address – coventryhsbands@gmail.com

CHS Band Phone Number – 234-738-3805

Uniform & Appearance Policy:

General Rules:

- Rehearsal attire should adhere to Coventry High School dress code guidelines unless otherwise specified. For summer rehearsals you may wear racer back and one inch tank tops as long as no bra straps or midriffs front or back are showing while moving. Sports bras are recommended.
- Athletic shoes or guard shoes must always be worn in practice. No flip-flops or bare feet (unless specified indoors.)
- Wear clothing that will not restrict your ability to move. Denim bottoms are highly discouraged.
- Clothing should be form fitting enough to aid in the instruction of movement principles. Baggy clothing hinders the instruction of proper posture and shoulder alignment.
- Pants should never drag on the ground. This limits the view of the feet and can be a safety hazard.
- Hair must be secured away from the face. Keep your hairstyles and colors natural during performance season.
- Keep fingernails at a length that will not impede your ability to manipulate equipment.
- No loose jewelry or rings should be worn during rehearsals or performances. Some jewelry may be worn during select performances at the discretion of the director.
- No chewing gum ever.
- Some rehearsals and performances will require all black clothing. Please have outfits prepared that are free of logos and patterns.

Performance Specific:

- Hair and make-up designs will be determined by the director. Instructions and a supply list will be distributed later in the summer. It is your responsibility to obtain those items. Undergarment requirements will be based on the needs of the uniform and set by the director also. Undergarments should never show. If you need assistance in choosing or obtaining appropriate undergarments, please contact Marley.
- All nail polish must be removed for performances.
- While in competition uniform, do not eat or drink anything other than water.
- Remember that while in uniform you are easily identified as a member of the Coventry High School Color Guard. Your behavior will be a reflection of the program. Any inappropriate behaviors, actions, or language that could jeopardize the reputation of yourself or the program will not be tolerated and yield consequences.

Attendance Policy:

The success of the ensemble is dependent upon every individual being present and attentive at rehearsals. **Each student should commit to 100% attendance.** If it is necessary to miss a rehearsal due to severe illness or a schedule conflict, refer to the policy below to request an excused absence. There will be consequences for excessive lateness, leaving early, and uncommunicated absences.

- All rehearsals and meetings listed on the schedule, unless specifically indicated as optional, are mandatory. THIS REHEARSAL SCHEDULE CAN ALWAYS BE FOUND ON THE COVENTRY BANDS WEBSITE: www.CoventryBands.com
- Times listed should be treated as the start time, not the arrival time. **B e E a r l y.**
- Students are expected to be in attendance at rehearsals for the full amount of time scheduled. Arriving late to or leaving early from a rehearsal counts as absence.
- Make appointments around scheduled rehearsals and performances, never during.
- **Working a job is NOT an excuse to miss rehearsal!** Students are given the rehearsal schedule and performance schedule far enough in advance to make arrangements with employers. Factor in travel time when giving your availability for shifts.
- All absences must be reported to appropriate staff. Telling another member of the ensemble that you will not be at rehearsal is not acceptable. Contact Marley directly.
- It is the responsibility of the student to catch up on any information or new material that was missed prior to the next rehearsal. This must be done on your own time.
- All missed rehearsal hours will be logged. There will be consequences for missing pertinent rehearsals or extensive amounts of rehearsal time. Consequences will be at the discretion of the directors. If you were absent from school, you or your parent or guardian must still contact Marley to report your absence.
- Sectionals may be asked for by any member of the ensemble and should be consistently initiated by leadership members. Correct practice benefits all of us. Repeatedly do things the right way, and you will see yourself, and the section, improve. 😊

Documenting Absences:

In order to be excused from a rehearsal, it is required that it be submitted to Marley two weeks prior to the missed rehearsal. For doctor's appointments, please return with your doctor's note. If sudden illness requires you to miss a rehearsal, contact Marley asap via email or Remind. If illness requires you to miss two or more consecutive rehearsals, a doctor's note must accompany a parent/guardian note explaining health status before you will be allowed to return to rehearsals. This is to ensure safety/ health of all members.

Health & Wellness Policy:

Color guard is a physically demanding activity. It is your responsibility to take care of yourself to stay healthy and injury free. The following are strongly recommended to stay in strong physical condition:

- Understand that we will do physical conditioning during rehearsals. Physical training, just as technical training, is intended to prepare members for the demands of the activity. You should continue to condition and exercise on your own time as well.
- Drink plenty of plain water. Soda and other sugary drinks will only dehydrate you.
- Wash your water jugs in between rehearsals. It is important to keep your water jug clean, because bacteria will grow in unwashed jugs leading to sickness. Constant dampness can also contribute to mold growth. It is best not to share drinking containers or food with other members.
- Wear weather appropriate clothing before, during, and after rehearsals. Appropriate dress is outlined in the Uniform & Appearance Policy section of this handbook. In warm weather, take necessary precautions to avoid sunburns and stay cool. Please wear sunscreen and lighter colored clothing. You may also wear hats, visors, and/or sunglasses (provided they do not hinder your ability to rehearse.) In cold weather, wear layers in order to keep warm. Consider keeping a light jacket in your bag in case of rain.
- Report any injuries to a staff member immediately!
- Wash your hands often.
- Get enough sleep. (You are supposed to get 7-9 hours...per night! 😊)
- Consider taking a multivitamin.
- Stretch and walk regularly. Do the exercises we have done in practices.
- Make healthy food choices.
- Do not share make up products with other members!
- Empty your bags of clothes and shoes after rehearsal to let them dry completely. This cuts down on bacterial growth. Clean necessary items, including yourself, as we will sweat. Baby wipes, baby powder, deodorant, anti-bacterial spray, etc. can be helpful.
- Practice all of your color guard material.

Equipment Policy:

Equipment, props, and uniforms account for the largest expense we have. As costs of equipment continue to rise, we can keep our program cost down by taking care of our equipment. The following policies are intended to ensure that our equipment is well maintained.

- Every piece of equipment that you are assigned is the property of CHS Band Parents Association and is to be treated as such. Students will be held liable for the replacement of equipment that is lost, stolen, or damaged beyond reasonable wear and use.
- Any returning members that currently have equipment in their possession must return all outstanding items to the school to be inventoried and redistributed. When equipment is reassigned you will sign off on an inventory list. At that point you will be responsible for its maintenance and care. The cost of unreturned or severely damaged equipment must be paid for by the student/parent/guardian. The following are current estimates of the cost of equipment:
 - Flags = \$40 - \$75
 - Uniforms = \$50 - \$200
- Show flags will not be signed out to practice with. Show flags will remain in flag bags for use only at designated rehearsals and all performances. Individuals will be assigned the duty of collecting and loading all guard equipment for performances, but it is the ensemble's responsibility to ensure their overall care and safety.
- Equipment is always to be stored carefully and neatly. Flags should be rolled neatly after every use. If flags are wet, let them dry before rolling them. Uniforms are to be handled with the utmost care. Your uniform will be stored in your garment bag when not in use. Hang the uniform correctly on the hanger. Individuals will be assigned the duty of counting and loading uniforms for performances, but it is the ensemble's responsibility to ensure their overall care and safety.

Band Room Specific Policies:

Color guard equipment kept in the band room must be stored in the correct location. You each have a locker in the instrument room and corner for leaving practice flags during the school day. Guard members may only practice with equipment in the band room when all of the wind or percussion instruments cannot be damaged. Only spin equipment in the band room with a staff member present. ONLY CURRENT MEMBERS OF THE COLOR GUARD ARE AUTHORIZED TO SPIN EQUIPMENT. Report any damage or misuse of equipment or uniforms to a staff member immediately.

Social Media Policy:

Cell phones, social media, and technology are great tools, but with those capabilities come risks. We must take care to maintain a positive reputation throughout social media. It is just as important to represent yourselves well in the social media community as in real life. With that in mind, color guard members must adhere to the following policies regarding cell phone use and social media:

- Phones are to be silenced or turned off during rehearsals at all times. If a cell phone is causing a distraction during rehearsal, the phone will be kept in custody of a staff member until rehearsal has ended.
- Never post anything on any form of social media that could compromise the reputation of the Coventry High School Instrumental Music Program.
- No pictures of uniforms, tracks of show music, videos of choreography, or show design concepts may be released to any social media until such aspects have been made public by the director.
- Inappropriate comments on social media regarding the program, other members, staff, scores, or other organizations will not be tolerated.
- When you are contacted by Marley via text message, Remind, email, or otherwise, you should confirm in some way that you have received the message. A quick “ok” or “got it” or thumbs up is sufficient.

Academic Policy:

During your time at Coventry High School, your primary aim is to earn your diploma to set yourself up for long-term success. Therefore, you are expected to balance your time commitments properly. All eligibility requirements outlined by the CHS student handbook will apply. Throughout the course of the season, Coventry High School Color Guard members are expected to:

- Attend all academic classes regularly.
- Maintain sufficient grades.
- Be alert, attentive, and respectful during classes.
- At all times, remember that you represent the Coventry High School Instrumental Music Program to school officials and employees. Behave accordingly.
- If at anytime your participation in the Coventry High School Color Guard requires you to miss school, it is your responsibility to ensure that all the necessary forms have been filled out correctly and returned in a timely fashion. It is also your responsibility to make up any classwork you miss.



Policy Enforcements:

Failure to comply with any of the policies outlined in this handbook could result in one or more of the following actions:

- Warning from the director
- Formal apology by the student to the staff and/or the ensemble
- Passed over for or removed from a feature and/or solo
- Withheld from performing for one or more shows
- Student dismissed from the rehearsal with parent guardian notified
- Conference with color guard staff/band director/parent guardian
- Dismissal from the ensemble

Membership Fee Policy:

In order to contribute to the cost of the activities of the marching band and color guard, all members will be assessed a band fee and color guard fee.

- Coventry High School Color Guard Fee and down payment/ practice equipment fee for the 2019 season is \$20 and must be paid in full by *the end of May*.
- Coventry High School Band Fees for the 2019 season are \$170 and must be paid in full by *the end of summer rehearsals*.
- Shoe, Undergarment, and Jacket Fees for the 2019 season will vary for individual needs and must be paid in full by *our first competition, September 21st in order to perform*. Breakdown of purchases = shoes \$35, black unitard is averaged to \$18.50, compression shirt \$32.50, jacket \$45. Your exact fee will be only what you need to purchase for this season (either \$321 or \$225).
- Fundraising opportunities are provided by the B.P.A. throughout the year to contribute to program needs as well as to assist with student trip/fee expenses.
- All 2019 fees are to be MAILED in to the Coventry Band Parents Association's PO Box or made by arrangement with the Band Parent Treasurer.

Make checks payable to: *Coventry Band Parents Association*

Mail to:

Coventry Band Parents Association

PO Box 19205

Akron, Ohio 44319

Members who have not fulfilled their financial obligations by the specified dates will not be eligible to perform in any events or attend band sanctioned outings until after the fee has been paid in full.

Football Game Policy:

In Game Conduct

Football games are fun, and we are there to perform and support the team. However, we must remain a class act at all times. Band members may stand up and YELL/SCREAM in support of the game, but should always remain in his/her "spot". Guard will have a seat in the stands for 1st quarter, meet Marley to warm-up 2nd quarter, have free time 3rd quarter, possibly support from on the field 4th quarter. It is important to remain alert with all of the expensive equipment around you, as well as the need to play at a moment's notice.

1. Good bands look organized at all times! Your conduct in the stands during football games is important to the impression we leave with the general public. Poor discipline presents a negative impression and good discipline presents a positive impression. A part of that impression is showing school spirit and supporting the team.
2. Be alert! Events happen quickly at football games. Watch the directors and be prepared to play the fight song after each touchdown or field goal. DO NOT play your instrument unless the entire band is playing.
3. Do not invite your friends/family to sit with you in the band stands. Only band students are allowed in the band section.
4. Do not bring food to the band stands (this includes candy and snacks). You may get refreshments during the third quarter, but you must eat away from the stands.
5. Guard equipment must be put away correctly when not in use. This will prevent it from getting damaged.
6. Stay in your entire uniform at ALL times. Never place any part of your uniform or equipment on the ground if able.
7. Never leave the stands without permission from the directors.
8. When you are in uniform, you represent the Coventry Band, Coventry High School, and Coventry Township. Always leave a positive impression!

Third Quarter Procedure

1. Make sure your equipment is correctly put away and safe before leaving the band stand. You are responsible for your instrument/equipment AT ALL TIMES.
2. Do not bring food/friends back to the band stands.
3. Do not leave the stadium.
4. Stay in uniform at all times (including your hat).
5. Public display of affection are inappropriate in this setting.
6. You are expected to be in your seat, ready to go, at the end of the 3rd quarter.
7. Remember, Third Quarter Break is a privilege, NOT a right! Violation of these rules will result in the loss of third quarter privileges



Bus Conduct

The band takes many trips during the school year. The majority of these trips are to away games and marching band shows/contests, but these rules apply to ALL bus trips, no matter what time of year.

1. The bus driver is in control of the bus at ALL times. Also, the chaperone is in control of the bus. Insubordinate behavior to these people will result in disciplinary action by the directors and/or administration
2. Use moderate volume when talking.
3. Use of profanity is not tolerated.
4. Maintain silence at railroad crossings
5. Your uniform must be kept on during the entire trip unless a director otherwise gives permission to do so. (Band may take their hat off. Guard will be given any special instructions.)
6. Remain in your seat at all times
7. Upon arrival at our destination, remain on the bus until instructed to disembark. Loading crew only may exit and go to band truck to unload.
8. Do not ask to change busses. Do not change busses.
9. Do not yell/scream out of bus windows.
10. When returning to school, leave the bus in better condition than you found it.
11. Remember to thank the drivers and chaperones for their assistance in making the trip safe and enjoyable.

Bus Excuses

Band members are NEVER permitted to drive themselves to band events. In the event there is a conflict, PARENTS must ask for permission to drive their son/daughter to the band event. Band members may NOT be excused from riding home unless the parent has:

1. Talked to Mr. Welker
2. Turned in a note
3. Talked to the bus chaperone/staff member before leaving with their son/daughter

**All 3 of these must be done before the student is excused from returning on the bus.

2019 CHSMB Summer Schedule

July 13 = Leadership Retreat/Training (Leadership Only): 12pm – 3pm

July 15 – July 19 = Full Band Rehearsals (All CHSMB Members): 8am – 12pm

July 22 – July 26 = Full Band Rehearsals (All CHSMB Members): 8am – 12pm

July TBA = Freshman/Senior Party (Freshman & Senior Members): TBA

July 29 – Aug 2 = BAND CAMP (All CHSMB Members): 8am – 4pm

Aug 5 – Aug 9 = Full Band Rehearsals (All CHSMB Members): 8am – 12pm

Aug 9 = Parents' Night Performance (All CHSMB Members): 6pm

Aug 12 – Aug 14 = Full Band Rehearsals (All CHSMB Members): 8am – 12pm

Aug 14 = Clearwater Trip: 1pm – 9pm

Aug 20 = After School Rehearsal (All CHSMB Members): 2:40pm – 5:00pm

Aug 22 = After School Rehearsal (All CHSMB Members): 2:40pm – 5:00pm

School Year Schedule Begins August 26th – November 11th =

Mondays 2:40pm – 4:10pm (Color Guard Only) locations TBA

Tuesdays 2:45pm – 5:00pm (All Members) locations TBA

Thursdays 2:45pm – 5:00pm (All Members) locations TBA

Check the online Calendar to mark all game and competition times. **Guard is subject to earlier call times on occasion.*

* ALL rehearsals are MANDATORY. Excused absences will NOT be granted during Band Camp week. Policies and consequences are as outlined in our handbook. Please plan accordingly! Early is on time...

2019 CHS Color Guard Fees Information Sheet

Initial Fee (DUE May 31st)	2019 Band Fees (DUE August 14 th & September 21 st)	
<p>\$20</p> <p>This non-refundable fee signals your commitment to color guard and goes toward the purchase of your equipment.</p>	<p>Band Fee (August 14th)</p>	<p>\$170</p>
	<p>Shoes & Undergarments All members must own the specified shoes, unitard, jacket, and compression shirts as part of your costume. You will own these items although we order them.</p>	<p>\$variable</p> <p>Mandatory for all NEW members and those needing to repurchase</p>
<p>[Revised 8/26/19]</p>	<p>Maximum Total Cost (September 21st)</p>	<p>\$321</p>

2019 Band Fees are paid to cover expenses needed by the ensembles at Coventry High School. Unfortunately, we are not a funded organization. Fees must be paid so we can continue to provide a quality instrumental music education to the students of Coventry High School. Fees must be paid in full in order to participate and perform. Some things your fees go toward include:

- | | |
|---|---|
| <ul style="list-style-type: none"> ▪ Lunch and Snacks during Band Camp ▪ An evening dinner/trip to Clay's Park ▪ 3rd Quarter Meals/Snacks ▪ Transportation Costs | <ul style="list-style-type: none"> ▪ Uniform Cleaning ▪ Equipment Contribution ▪ Some Costume Pieces ▪ 2019 CHSMB T-Shirt |
|---|---|

ALL 2019 Fees are to be PAID IN FULL to the Coventry Band Parents Association by: **Saturday – September 21, 2019.**

The directors *cannot* accept fees in person.
Make checks payable to: **Coventry Band Parents Association.**

**Coventry Band Parents Association
PO Box 19205
Akron, Ohio 44319**

(Detach section below and return to Mr. Welker or Marley Welker by our first rehearsal, July 15th)

By signing below, I have a full understanding of how the 2019 Band Fees work. My signature attests to my understanding of these fees and my student(s) fees will be paid to the Coventry Band Parents Association no later than: **Saturday – September 21, 2019.** Unpaid fees can result in being unable to attend the Clearwater Trip, attend special trips, and perform.

Student Name: _____ Grade: _____

Parent Name: _____

Parent Signature: _____



Handbook Acknowledgement

By completing this form, we acknowledge that:

1. We have read ALL pages of the 2019 CHS Color Guard Handbook.
2. We have had the opportunity to clarify any questions or concerns regarding the handbook.
3. We agree to abide by the policies contained in this handbook.
4. We understand and accept consequences that may arise from failure to adhere these policies.

Please return this signed sheet to Marley at our rehearsal, Thursday, August 29th.

Student Name: _____

Student Phone Number: _____ Years in Color Guard: _____

Student Email: _____

Student Signature: _____ Date: _____

Parent/Guardian Signature: _____ Date: _____
