



Yellow Jacket
Marching Band
Handbook 2011

www.georgiatechband.com

Table of Contents

Preface.....	1
ARTICLE I: PRE-SEASON AND ELIGIBILITY	1
Pre-Season Procedures.....	1
Eligibility	1
ARTICLE II: BAND CAMP AND COMPOSITION OF THE BAND	1
Band Camp.....	1
Auditions for Winds.....	1
Auditions for Percussion.....	2
Auditions for Color Guard	2
Alternators.....	2
ARTICLE III: POLICIES AND PROCEDURES	2
Drill Charts.....	2
Properties (Props) Information: Instrument and Equipment.....	3
Libraries Information	4
Uniforms Information	4
ARTICLE IV: COURSE REQUIREMENTS	6
Class Meeting Times.....	6
Attendance Policy	6
Spirit Bands.....	6
Roaming Band	6
Marching Band Pep Bands.....	6
Volleyball & Basketball Pep Band	6
Grading Policy	7
Leaving early and arriving late to rehearsals	7
ARTICLE V: STAFF POSITIONS AND STUDENT LEADERSHIP	8
Band Directors	8
Band Staff	8
Student Leadership.....	8
Student Staff Descriptions	9
Student Staff Responsibilities and Expectations.....	10

Preface

Goals

- Create a positive attitude throughout the band
- Work towards a stronger commitment to excellence in music and marching
- Support the Athletic teams with outstanding school spirit
- Provide training in leadership and efficiency
- Improve rehearsals and performances through better self-discipline
- Have fun!

ARTICLE I: PRE-SEASON AND ELIGIBILITY

Pre-Season Procedures

Any interested student may submit a band application online at www.georgiatechband.com. During the summer, he/she will receive information via email and mail-out concerning band camp, audition requirements, and the Fall 2011 schedule.

Eligibility

Membership is open to all students of the Georgia Institute of Technology.

Eligibility is based upon:

- Previous experience on instrument of choice (Previous marching experience not required)
- Acceptance by audition
- Enrollment in the two-hour credit Marching Band Ensemble course MUSI 1008, 2008, 3008, or 4008
 - The class will meet MWF from 4:05-5:55 pm
 - Members of the flag line and majorettes are also expected to enroll in the class
 - Percussionists must also register for a one-hour class: MUSI 1501, 2501, 3501, or 4501, which will meet MWF 3:05-4:00 pm.

ARTICLE II: BAND CAMP AND COMPOSITION OF THE BAND

Band Camp

Band camp is scheduled for the week before the start of fall semester. Band camp is required for every member of the marching band, including percussion and color guard. Missing a portion of band camp may result in being assigned an alternator spot. If you have a conflict with band camp, please contact the directors as soon as possible. Any other questions about band camp should be addressed to the directors.

Auditions for Winds

Auditions for wind players will be held during the beginning of band camp. Audition results will be based on tone quality, intonation, rhythm, and accuracy. The audition will consist of:

- Three chromatically adjacent scales – two octaves with arpeggios (memorized)
- Chromatic scale – full range of instrument (memorized)
- Prepared music – the show music and the fight songs – Ramblin' Wreck and White and Gold
- Sight Reading

In order to become a member of the band, you must score at least 50 out of 100 on your audition. If you do not score over 50 points on your audition, you will be placed in an alternator position. You will have another opportunity to improve your audition score, which must be completed by the end of the first week of the semester. In sections that are limited by the number of instruments the school owns (i.e., sousaphones), audition results will be used to select band members.

Auditions for Percussion

For audition information, please visit www.georgiatechband.com

Auditions for Color Guard

Color Guard auditions are in Spring and late Summer. Please contact Donny Allen for specific information at donny.allen@music.gatech.edu

Alternates

The guidelines for alternators are as follows:

- Alternators will be determined by conflict status, audition score, and attendance.
- Band members assigned alternator status will be paired with another alternator and will be assigned a single drill coordinate in a show.
- All alternators will be expected to know the drill to each show.
- If a show is performed twice, each alternator of the pair should perform the show once.
- At home football games, each alternator should perform at either half-time or pre-game.
- It is up to each pair of alternators to determine who is to perform which show at a particular game.
- During rehearsal, one of the alternator pair should march in their assigned drill coordinate; the other should march in a drill coordinate left by someone who is absent (if there is one available). If no drill coordinate is available, the second alternate should march directly behind their partner.
- During the final run-through of a show before a performance, all alternators who will not be marching that performance will be asked to remain in the stands.

ARTICLE III: POLICIES AND PROCEDURES

Professional Behavior

- Any band member at any time during a band activity in possession of and/or under the influence of intoxicants (alcohol, drugs, etc.) will be subject to dismissal by the directors. More serious actions may be taken at the Institute level as well.
- Any inappropriate behavior including but not limited to profanity and aggressive interactions toward spectators, bands, officials, or athletes will be subject to disciplinary actions.

Drill Charts

- Every band member will receive a copy of the drill or coordinate sheets for each show. Drill charts or coordinate sheets should be brought to each rehearsal and accompany the band member while marching.
- Every band member should mark his/her moves in the music to assist in accuracy of both playing and marching.
- Each band member will receive a drill number for every show based on their instrument, part, conflicts, experience and several other items. Do not change numbers without getting approval from the directors. This will aid us in keeping rehearsals organized and efficient.
- Specific directions for each move in the drill have been indicated in the charts.

Properties (Props) Information: Instrument and Equipment

“Props” is the term used to designate the storage of GT Band Instruments and equipment.

Hours of Operation

- Unless otherwise noted, props will remain locked at all times to ensure as much security as possible; however, students can obtain buzz card access to the props locker room from a band director.
- Props lieutenants will be available 15 to 30 minutes before the start of band class and 15 to 30 minutes after the end of class.
- If any member needs to obtain access to props outside of normal hours, please speak to a Props Lieutenant.

Check-Out

- School-owned instruments will be available for pickup during the week of band camp. All instruments will be labeled with the instrument, student, and term name for easy identification.
- Instruments will be pre-assigned prior to the first day of camp. Returning students will likely be assigned the same instrument they used the previous year. Changes in instrument assignment will be dealt with on an individual basis and only after the initial assignment process.
- There will be a contract for the student to sign concerning care, repair, and safety of the instrument during the term it is checked out.
- An instrument rental cost of \$20 per semester or \$30 for the year is due at time of check out. If a member does not have money on the day of checkout, they may use an instrument for that day provided they leave a valid picture ID as collateral.

Check-In

- Instruments may be left in the designated lockers at the end of the semester. A Staff Member will pick it up from your locker on or after the Friday before finals week.
- Instruments without a designated locker must be returned to the ensemble’s director.
- Marching Band Students who have rented instruments and who use the Ryder Trucks for storage may leave the instruments on the truck at the end of the semester.

Storage & Transportation

- GT instruments that are in use for the term may be stored on designated shelves in props. See a staff member for more information on location.
- GT instruments not in use for the term will also be present in props. Please respect the fact that these instruments have to be accounted for. Do not disturb them unless you have prior permission.
- Some instruments can be stored on the band trailer between uses and will be transported to/from practice and performances. This is generally limited to sousaphones, other selected large instruments, and percussion equipment. You are responsible for transportation of your instrument unless otherwise noted.

Repairs

- Repairs to school instruments will be assessed by the props lieutenant and the directors after a repair form has been filled out and placed in the appropriate box. Instruments will then be taken to a local shop for repair.
- Another instrument will be temporarily issued at no cost.

- Students are responsible for all repairs to personal instruments and for the repairs to school instruments not obtained from normal wear & tear. This judgment is reserved by the directors and staff.

Libraries Information

Individual Responsibilities

Please bring **ALL** of your music to **ALL** rehearsals, games and other performances. We might play anything at any time.

If you need or lose show music

- New show music will be handed out when it is available
- Extra copies will be available during the rehearsal following the initial rehearsal

If you need or lose stands music

Send the libraries staff an e-mail message containing:

- Your name
- Your instrument and part (where applicable)
- The music you need
- Once a request has been sent, the music will be ready at the following rehearsal

Flip Folders

- Band Members are not required to have flip folders, but it can make things easier!
- Band Members may purchase a flip folder at cost
- Anyone needing extra pages can purchase them for \$0.20 each

If you lose your flip folder

- Check with Libraries, Props or the Sidelines Crew to see if someone turned it in
- If not, follow the steps above regarding lost music

Uniforms Information

Guidelines

Important Note: The uniform is 100% polyester and should **NEVER** be ironed without a pressing cloth. Ironing directly on the uniform will cause it to scorch and burn.

1. The uniform consists of a jacket, a pair of pants (white), hat, plume, cap, band T-shirt, white socks and white marching shoes. We will provide all of these items EXCEPT socks and shoes. Marching shoes must be purchased through the band, or special approval by the director must be granted.
2. Each member is responsible for keeping up with, and taking care of the uniform he/she is issued. The entire uniform (jacket, pants, hat, and plume) must be returned NO LATER THAN the Wednesday of Dead Week. If a member does not return his/her uniform by this time, a hold will be put on his/her registration, grades, or transcripts.

3. Uniforms must be clean and wrinkle free for all performances. Individual uniforms must be stored and hung up after every performance. If the uniform is not clean and is unacceptable for performance, that individual will not be allowed to march (this will effect grades). We will have the opportunity to clean all the uniforms during the season. Members will be notified of the dry-cleaning schedule. Individuals pay for any additional cleaning(s) that his/her uniform might need.
4. **Pep Band Uniform**
 The pep band uniform is worn for those away games at which the full band does not perform. The pep band uniform is also worn for various gigs. The pep band uniform consists of the pep band shirt, pep band jacket, dark blue jeans, and tennis shoes. This uniform must be worn in its entirety or your grade will be affected. The pep band shirt and the pep band jacket are purchased your RAT year. Extras are available upon request for a cost. You are responsible for providing the remainder of the pep band uniform.
5. All band members must wear their full uniform to all performances. Students without full uniforms may be prevented from marching. Uniform infractions will affect the student's grade for the class.
6. Any damage beyond normal wear and tear will be charged to the band member. Listed below are the replacement costs of individual uniform parts:

Uniform Pants	\$75.00 each
Uniform Jacket	\$200.00 each
Uniform Hat	\$50.00 each
Hat Plume	\$15.00 each
Color Guard Uniform	\$120.00 each
7. While in the stands, uniform coats are to be left on. In the event of hot weather, the directors will instruct when to take jackets off. Do not remove jackets unless instructed by the directors. An all-white band T-shirt MUST be worn in order for jackets to be removed. Lay the jacket on top of the band hat in the stands.
8. The purpose of the uniform is to look uniform. To do this, we request that each band member follow these rules:
 - Do NOT put shakers or "toys" on instruments during any field shows (pre-game, half-time, etc)
 - Do NOT wear buttons or jewelry on the outside of the uniform. Music fraternity and sorority pins are acceptable.
 - Do NOT wear headbands or bandannas unless issued by the Georgia Tech Marching Band.
 - Gig bags or any other accessories must not be worn or carried during a performance. This includes spirit bands, the concert at the fountain, and March Down.
 - Issued baseball caps or RAT caps may be worn as part of the uniform.
 - Prescription sunglasses and the official Oakley Sunglasses can be worn as part of the uniform during outdoor performances.
9. We encourage members to store uniforms in a garment bag when traveling. Always hang the uniform up after a performance – this will allow it to air out and prevent wrinkles. Please do NOT ball a uniform jacket up in the band hat.
10. Keep in mind that the white pants don't conceal colorful boxers very well. Wear all WHITE

“undergarments” under the white uniform, including solid white crew cut socks that don’t show ankles.

ARTICLE IV: COURSE REQUIREMENTS

Class Meeting Times

Every band member must be registered for the class: MUSI 1008, 2008, 3008, or 4008, a two-hour credit course. The class will meet MWF from 4:05-5:55 pm. Members of the flag line and majorettes are also expected to enroll in the class. Percussionists must also register for a one-hour class: MUSI 1501, 2501, 3501, or 4501. This class will meet MWF from 3:05-4:00 pm. Grades are determined by attendance, preparation, and attitude. Rehearsals should be as efficient as possible. Talking during rehearsal should be kept to a minimum.

Attendance Policy

Attendance will be taken at 4:05 p.m. in the attendance block or in sectionals by the staff assistants. Everyone in the band will be assigned a spot in the attendance block. Individuals should stay in their position so as not to be marked absent. An “Attendance Book” will be located under the head drum major podium for people who are tardy (after attendance is taken), leave early, or for absentee slips to be completed by individuals for being absent. This documentation will assist in determining grades at the end of the semester. If there is no documentation from an individual explaining an absence, the absence will be considered unexcused and extenuating circumstances will not be applicable after the fact. ALL absences must be documented to assure consistency in grading. Verbal excuses after the fact will not suffice.

Spirit Bands

The full band will be divided into six spirit bands. Each spirit band will perform at designated places around campus before two football games each season. Two Drum Majors and one leader from each large section will be assigned to each band. These bands will be assigned at the beginning of the season. Any substitutions must be in consultation with a director prior to the specific game to avoid a negative impact on grading.

Roaming Band

At each home game approximately 20 band members will roam the stadium during the third quarter to entertain and motivate Georgia Tech fans. This volunteer activity requires a great deal of stamina but generates a tremendous amount of crowd spirit.

Marching Band Pep Bands

There are designated “Pep Band” trips for away football games. These are usually games that the full band is not attending. Trips are assigned based on instrumentation, seniority, and participation. This will also apply to a non-full band bowl game. Lists will be posted for each trip, and students are expected to attend the assigned trip. If there is a conflict, the student should notify the directors in time to arrange for a replacement. A missed trip is considered a missed performance. Refer to the uniform policy about uniform requirements for Pep Band.

Volleyball & Basketball Pep Band

Each Spirit Band will be assigned to Men’s Basketball games, Women’s basketball games, and Volleyball games. Substitutions may be made in advance by consulting with your section leader. The 2

The basketball games during spring semester will be covered by members in the Basketball Pep Band Class.

Grading Policy

Leaving early and arriving late to rehearsals

If you leave rehearsal early or are tardy from rehearsal (not in the Rehearsal Block at 4:05 pm), sign the Attendance Book that will be located under the drum major podium when arriving (if tardy) or leaving (if leaving early). This will help us to make sure that we don't count anyone absent because they missed only part of a rehearsal. The amount of time that someone arrives late or leaves early will be calculated. A total of 60 minutes missed will equal one absence.

The Grading Scale

This class is based on a 10-point grading scale, which is in compliancy with the majority of classes at the Georgia Institute of Technology. The break down for this grading scale can be seen in Table I.

Table I: Grading Scale.

A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	> 60

Grade Deductions

The grades for this class work in such a way that every student starts with 100 points and loses points from that amount, causing them to receive the final grade in that last section that corresponded to that point amount. The deductions that can be received are outlined in Table II.

Table II: Point Deductions.

Category	Point Deduction
Missing a Performance	15 points
Incomplete Uniform at Performance	≤ 15 points
Missing a Full Rehearsal (60 minutes)	5 points
Missing Part of a Rehearsal	5/60 points per minute
Incomplete Materials at Rehearsal	≤ 4 points
No Audition	10 points
Insubordination	Expulsion

Absences from rehearsals

Each absence from rehearsal, regardless of the reason, **MUST BE DOCUMENTED IN WRITING BY THE STUDENT**. A student will need to complete an absentee form at the next attended rehearsal in order to assure grading consistency. Make sure not to miss too many rehearsals early in the season and regret it later in the fall when you happen to become ill and need to be absent.

Extenuating Circumstances

No attendance policy is completely foolproof. Exceptions to any of this policy may be made by the directors due to extenuating circumstances. If anyone thinks he/she fits into this category, he/she must provide a written explanation.

Make Up Assignments

- only missed spirit band assignments can be made up
- if at all possible, find a sub
- For Fall 2011 YOU CAN ONLY MAKE UP AT VOLLEYBALL AND FOOTBALL GAMES
- Please make sure you write your name and "Make up" when you attend an extra spirit band assignment.
- You cannot be a sub and be making up your own assignment at the same game.

ARTICLE V: STAFF POSITIONS AND STUDENT LEADERSHIP

Band Directors

The Georgia Tech Marching Band is a performing ensemble within the Music Department. The Music Department resides in the College of Architecture. All Band Directors are Assistant Professors in the College of Architecture and teach in the Music Department. The Director of Bands oversees the band program. The Director of Athletic Bands oversees the day-to-day operations of the athletic bands. The Assistant Director of Bands assists with the day-to-day operations of the athletic bands.

Band Staff

The Band Staff consists of the directors and hired personnel to teach specific sections of the Marching Band. The Band Staff may consist of the following areas:

- High Brass
- Low Brass
- Woodwind
- Percussion-Battery
- Percussion-Pit
- Color Guard
- Majorette

Student Leadership

Elections for student leaders are held the spring before the upcoming Marching Season. Eligible students are required to have marched at least one semester in the Georgia Tech Marching Band.

Student Leaders are elected members of the band who serve at the discretion of the Band Directors. All duties are assigned by the Band Directors. The Student Leaders consists of the following positions:

- Drum Major(s)
- Staff Assistant(s)
- Section Leader(s)
- Properties Lieutenant(s)
- Uniforms Lieutenant(s)
- Libraries Lieutenant(s)
- Media, Communications, and Marketing Lieutenants
- RAT Parents

- Sidelines Crew

The number of students for each position other than RAT Parents is at the discretion of the Band Directors. In the fall at the last Band Club meeting, RAT Parents are selected by band members.

Student Staff Descriptions

Drum Major(s)

Drum Major is the highest “ranked” officer in the band and should be prepared to take on the largest amount of responsibility. The Drum Major should be able to serve as a band director if the directors are absent. They conduct for rehearsals, sectionals, and at various times on “Gameday.”

Properties Lieutenant(s)

Properties Lieutenant(s) (Props) are responsible for all the odd and ends of equipment the Georgia Tech Band uses. They load, repair, store, and move equipment. They drive the equipment trucks (Yellow Ryder Trucks and etc.) and have the keys to unlock them. If anyone needs to get equipment out of the trucks and the trucks are not unlocked, these guys/gals are the people to see.

Uniforms Lieutenants(s)

Uniforms Lieutenants(s) are the people in charge of organizing, fitting, issuing, cleaning, and storing the uniforms. Uniforms will be collected and cleaned at least twice during the semester and turned in at the end of the marching season. The Uniform Lieutenants (on behalf of the rest of the band) would like to remind you to hang your uniform up after any use so that the band is kept smelling as fresh as possible.

Libraries Lieutenant(s)

Libraries Lieutenant(s) are responsible for copying, issuing, and storing the Georgia Tech Marching Band Library of Music. They spend countless hours preparing the stacks of music to hand out to all the band members each fall. If anyone has lost or needs a copy of music, find a Libraries Lieutenant and they will help.

Staff Assistant(s)

Staff Assistant(s) are usually non-marching members of the band that play a vital role in the band’s success. They do behind-the-scenes work to organize and make sure the band efficiently uses its time. They are basically assistants to the Directors and do all the little things to make sure outdoor practices, indoor practices, “Gameday,” away games, and exhibitions run smoothly.

Section Leader(s)

The role of Section Leader includes making sure their section is lead in the best interest of the band. If anyone is going to miss a rehearsal, gig, or performance of any kind, he/she must let one of these people know ahead of time. At least one Section Leader or Assistant Section Leader will most likely be at an away game, spirit band, or band gig in case there are any problems. The Assistant Section Leader will also take charge in the absence of the Section Leader.

RAT Parents

There will always be two RAT Parents for every member of the Georgia Tech Marching Band. The RAT Parents are elected in the fall at the last Band Club meeting by members of the Band Club. The position of RAT Dad is a female candidate and the position of RAT Mom is a male

candidate. The role of the RAT Parents is to help guide the RATs through their first year at Tech or their first year in the Tech Band and to answer any questions that they may have. They are marching and playing members of the band. They can always be recognized by their yellow caps with either RAT Mom or RAT Dad written on it.

Sidelines Crew

Sidelines is the role of non-marching or non-playing volunteers who offer their services on “Gameday.” They help get water coolers filled, set-up Drum Major stands, issue and collect plumes, and help with many other “Gameday” activities.

Student Staff Responsibilities and Expectations

See *Student Leadership Handbook* for details.