

“The Pride of South Texas” *Javelina Marching Band*

2019 Membership Handbook



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Reasonable Accommodation Policy

If you have any disability that may prevent you from fully participating in this course, or need any special accommodations, please contact the Head or Assistant Director immediately. Special allowances based on disability can be arranged in cooperation with the TAMUK Disability Resource Center.

Religious Holidays

All absences due to religious observances will be accommodated without penalty. Contact the Head or Assistant Director in advance to discuss schedule conflicts that fall on religious holidays.

Instrumental Music Major Requirement

All instrumental music majors are required to perform in a large ensemble on their major instruments in every semester. If you hold a non-playing position in the JMB, or are performing on a non-major instrument, you are required to perform on your major instrument in a concert ensemble.

Communication Protocols

Communicating with Faculty

- Email should always be the primary method of communication with all faculty
- Instant messaging methods, such as Facebook Messenger, should only be used in *emergency* situations (i.e. on trips, and someone is injured and/or needs medical attention, or the Faculty members needs to be contacted immediately).
- **DO NOT “instant message” faculty after work hours if it is not absolutely necessary**

Social Media of JMB

- Our social media platforms, both public and private, are to be treated professionally at all times. The purpose of these platforms is to support our mission as an organization (see below).
- It is OK to:
 - Post praises/congratulatory statements regarding students and faculty in the ensemble in the form of a personal post or news articles.
 - Post events sponsored by the University that your fellow JMB members may have interest in attending (fundraisers for a good cause, other concerts, etc.)
 - Post pictures or comments regarding the hard work, dedication, and commitment our members show daily

- Make announcements/requests regarding the functionality of the organization
- It is NOT ok to:
 - Post about events, concerts, etc. that ARE NOT sponsored by the University in any capacity.
 - Post derogatory or otherwise insulting comments or photos about anyone, either within or outside of our organization, including (but not limited to) other faculty/students, University administration, political figures, or other members of our community and beyond
 - Share news articles/stories not directly related to our organization

I. Mission Statement

The Pride of South Texas Javelina Marching Band:

- *Serves as goodwill ambassadors* for TAMUK, recognizing that everything we do and say represents the University, the Department of Music, and TAMUK Alumni.
- *Supports the Javelinas* with relentless energy, regardless of any external circumstance.
- *Sets State and National Standards* for the highest quality of performance through entertaining field shows that engage and inspire our fans.
- *Provides opportunities* for all qualified university students to utilize their musical and marching skills within a collegiate group setting.
- *Provides a positive creative outlet* within a supportive family environment, wherein all members are encouraged to thrive in all they undertake at TAMUK and beyond.

II. Seek Information at all times

Being informed is an intentional act. We expect everyone to take the initiative to stay informed on a constant basis. Our success depends on it. Thank you for doing your part to be informed at all times!

You will receive JMB information through the following methods:

- Posts on the 2019 JMB Facebook page (private, and closed to the public)
- Text messages, often from student leadership
- Daily emails (primarily from the Head Director)
- Announcements in sectionals
- Announcements at the conclusion of full-band rehearsal

In this day and age, there is no excuse for being uninformed. Thanks in advance for doing your part to keep up to date about how you can best contribute to the success of the JMB.

III. Enrollment and Grading

Enrollment:

- Everyone must enroll in the marching band class
- All members are expected to manage their enrollment in order to be at ALL rehearsals. The Head Director must approve any potential class conflicts.
- If there are multiple sections of a class, please take the class that does not conflict with rehearsal.
- Work is NEVER an excuse to miss JMB rehearsals or performances. Be proactive and communicate with your employer well in advance to avoid schedule conflicts.
- Do not schedule group review sessions, project sessions, etc. during marching band rehearsal time.

Grading:

- Your grade in the JMB is earned through attendance, gainful participation, and attitude/professionalism.

IV. Attendance Expectations

Scheduled Events:

All JMB members are expected to fully commit to our organization.

- A complete semester calendar of events is available on the tamukbands.org website, and the Facebook page. Please put all relevant dates in your calendar immediately and **share this information with your family.**
- This calendar outlines all official events for the semester and is updated constantly.
- You will receive a “three-week calendar” every Monday throughout the season, via email.
- It is the responsibility of each member to prevent last-minute conflicts by being informed at all times and by proactively managing their time.

The expectations placed on the JMB by the University and the Department of Music requires a consistent, daily commitment to excellence:

- Attendance at all scheduled band functions, including any post-season bowl/championship games, is required.
- Other than excused illness, urgent family business (death in the family, birth, family wedding), or an approved academic conflict arranged well in advance, **there are no exceptions granted for missing a performance of the JMB.**
- If you anticipate a conflict of any kind with the performance schedule, please email the specific details of this conflict to the Head and Assistant Directors immediately.
- Missing a performance without prior approval may result in the loss of position, failing the class for the semester, and/or dismissal from the band depending upon the circumstances of the absence.

Absence Requests and Documentation

- 24-hours minimum notice is needed for pre-planned absences to be excused.
- In case of emergency or illness:
 - **Contact your section leader** by 3:00pm the day of the missed rehearsal
 - **Contact the Head and Assistant Directors** by 3:00pm the day of the missed rehearsal.
 - **All cases of illness must be accompanied by a doctor's note, and presented to the Head and Assistant Directors upon your return. This note should be dated on or before the date of the absence.**

Daily Rehearsals:

Your consistent, prompt attendance at rehearsals is the single most important contribution you will make to the success of the JMB. THANK YOU for making this commitment to the organization. We could not be successful without your high level of commitment. Conversely, failing to be consistent in attendance or proactive in communication your need to be absent creates a major negative impact on the band, because:

- It creates extra administrative work for the band staff and diverts their energy away from making the band successful.
- It creates a morale problem for those who are no longer able to count on you.
- You miss out on preparation and therefore are not contributing at the highest level possible.
- Band is an “interdependent” activity: when you are missing, the preparation and performance level of those around you is hindered.

Missing Rehearsals:

- If you are going to miss rehearsal due to circumstances beyond your control, you **must** contact your section leader prior to 3:00pm, the day of the missed rehearsal.
- If you are ill, you **must** contact your Section Leader prior to 3:00pm, the day of the missed rehearsal. **You must provide a DATED doctor's note upon your return to the Head or Assistant Director.**
- **ALL OTHER ABSENCE REQUESTS** must be arranged 24-hours in advance.
- If you miss a rehearsal without prior communication or approval, you will receive a deduction in your final grade.
- **If you miss a gameday morning rehearsal without prior communication, you will not be allowed to perform at the game that evening, and risk expulsion from the ensemble.**
- Any unexcused absence will be referred to the Directors for resolution.
- Band is a class, albeit an enjoyable one. You may not be excused for class, work, fraternity, or sorority activities. You must work your personal schedule around your band class obligations in band just as you do for all other classes.
- Demands on your time will be announced far enough in advance to enable you to make necessary arrangements to be at all required band performances.
- If, however, a band function causes you to miss an exam, we will certainly allow you to use band time to make up that exam if necessary.

- If you just don't feel well, but are physically able, come to rehearsal. We promise to cheer you up!

Class Conflicts:

You are here to get a degree to prepare you for success in your career. We fully support that effort! However, please recognize that missing rehearsal for class is a privilege and not a right, and carries with it the following conditions:

- You agree to be proactive in obtaining any missed information from the leadership.
- You agree to be proactive in ensuring that you get signed up for busses for any trip in which you will participate when you miss these sign-ups in class.
- You agree to expend any additional individual effort necessary to ensure that you are prepared to march your drill successfully and play off your music at the designated time.
- Students with class conflicts must scan-in upon arrival to rehearsal to ensure credit for attendance. **Failure to do so will result in your being counted as absent.**
- **Do you have a class that concludes at 3:50?** This is not a conflict, but you will likely be late to rehearsal. Please email the Directors and inform them what class you have releasing at 3:50pm and where it is located, and we will work out an agreed upon arrival time that will prevent you from being counted as tardy.
- In short, we are extending you a courtesy by allowing you to miss rehearsal for another class. Please extend us the courtesy of not creating more administrative work for your fellow band members and staff.

Class Attendance and your Grade:

0-1 absences = No academic effect*

2 absences = Grade lowered by one letter

3 absences = Grade lowered by two letters

4 absences = Grade lowered by three letters

5 absences = Dismissal/Grade of F for the semester

*Student must contact directors prior to absence.

Important Points About Game Day Attendance and Procedures

- On home game days, everyone is expected to be present 30 minutes prior to the start of morning rehearsal at the appointed call time. This ensures that everyone is present, awake, and ready to begin rehearsal on time even if they have car trouble, get stuck waiting on a train, etc.
- Students not present 30 minutes prior to the rehearsal time will be called immediately to determine their whereabouts.
- **Anyone not present at the start of rehearsal (without prior approval from the Directors) may be sent home for the day and will not be allowed to rehearse or attend band activities or the game that day.**
- **Game day rehearsal attire consists of the following:**
 - Black marching shoes
 - Long black socks
 - Athletic shorts
 - Section show shirt
 - Hats/Sunglasses

- **If any of the above attire is not worn/appropriate for the game day rehearsal, the student will be sent home to retrieve the appropriate items, and will not be counted present until they return.**

V. Pep Band Services

Students may be asked to serve in a pep band. These requests will be made of you well in advance, and it is expected that you participate if you are asked to help by a section leader or Director. Most pep bands are held on game days.

NOTE: Failure to show up to a pep band event without consulting the Directors is not an option. Be sure to take care of this important responsibility. Your grade and membership could be affected for failure to complete these assigned gigs.

VI. Full Season Schedule

Home Games (all home games kickoff at 7pm)

- 9.7.2019 – TAMUK vs. Saginaw Valley St. (Michigan)
- 9.14.2019 – TAMUK vs. Sul Ross State
- 9.21.2019 – TAMUK vs. Angelo State
- 10.5.2019 – TAMUK vs. A&M-Commerce
- 10.12.2019 – TAMUK vs. Western Oregon
- 10.26.2019 – TAMUK vs. Tarleton
- 11.9.2019 – TAMUK vs. West Texas A&M

Known Pep Gigs

- 09.06.2019 – “Javelina²” at Center for Student Engagement – 6:45pm
- 10.25.2019 – Homecoming Hog Call
- The Directors reserve the right to schedule additional pep gigs, and to assign membership to cover these gigs as necessary.

Parades

- 10.24.2019 – Homecoming Parade
- 12.7.2019 – La Posada Parade

Exhibition Tour:

- Saturday, October 19. Locations – Laredo, Mercedes, San Benito. Details TBA

Post-Season Play:

- TBD

VII. Personal Conduct and Travel Expectations

Personal Conduct Expectations:

All JMB members are expected to abide by the personal conduct expectations within the TAMUK Student Handbook. All members are strongly encouraged to familiarize themselves with the policies on hazing and sexual harassment in particular.

Alcohol Policy

- It is against the law for any person under the age of 21 to consume alcohol at any time. The breaking of this law by JMB members will not be tolerated, and may result in dismissal from the ensemble.
- It is against the law for adults to provide alcohol to minors. The breaking of this law by JMB members 21 years or older will not be tolerated, and may result in dismissal from the ensemble.
- The consumption of alcohol during University sponsored events or trips is prohibited.
- Members will not possess, consume, nor act under the influence of alcohol, tobacco or illegal drugs at any JMB rehearsal, performance, or other official gathering, nor will members act under the after-effects of alcohol, tobacco or illegal drugs at the aforementioned functions.
- Members will not possess nor consume alcohol, nor act under the influence of alcohol, tobacco or illegal drugs while being transported via any mode of transportation provided by the university.
- Members will not possess nor consume alcohol, or act under the influence of alcohol, tobacco or illegal drugs within the hotel rooms or other accommodations provided by the university.
- Any violation of these rules will result in severe penalties, up to permanent expulsion from the ensemble.
- All members are responsible for maintaining these standards and reporting infractions to the Directors as they occur.
- These penalties may include:
 - Being sent home from a university-sanctioned trip at the member's own expense.
 - Suspension or expulsion from the JMB.
 - Failure of the course
 - Referral to the Vice President of Student Affairs

Use of Controlled Substances

- Consumption or possession of alcohol, tobacco, or the use or possession of "vaping" materials while in uniform or participating in JMB sanctioned events is prohibited
 - Use of such substances while participating with the ensemble may result in expulsion from the JMB, and potentially a permanent ban from the organization
- Band members who are arrested or cited by law enforcement for illegal use or possession of alcohol, drugs, or controlled substances will surrender themselves to police custody, and be at the mercy of the laws of the State of Texas. These actions will be reviewed by law enforcement and the University administration, and may include up to expulsion from the JMB.

- ***It is absolutely your right, if you are of legal age, to consume alcohol or use tobacco/vaping products when you are not in an official JMB mode. However:***
 - You may not wear any type of attire that connects you to the JMB while using such products, whether on or off campus

Travel Considerations/Travel Release Forms

- When traveling to a performance off campus, all members must use the provided University transportation.
- When returning from an off-campus performance, students may remain behind after making proper arrangements with the Band Admin. This includes, but is not limited to:
 - Providing a “Travel Release” form to the Band Admin, stating that you understand that after departing from the JMB organization upon the start of our return to campus, the JMB and the University may not be held responsible for any injuries or incidences resulting from your arranged transportation.
 - Proper arrangements have been made with the Uniform Manager and the Equipment Managers regarding your uniform and instrument.
- If you miss a bus upon departure to a JMB event, you are counted as absent from the performance. This may result in a failing grade and dismissal from the ensemble.
- You must complete the required University travel forms to be allowed to travel with the JMB. See Sheri Borchardt in the main music office.

Hotels

If the JMB is provided lodging at a hotel by the University, the following rules apply:

- Hotels are for sleeping. Noise levels should always be at a minimum.
- Students should never be roaming halls in pajamas. You must at least be in casual clothing.
- A curfew will be given for overnight stays, and it is expected that students adhere to the curfew.
- Any damages to the hotel room will be the responsibility of ALL students staying in that room.
- Alcohol, drugs, tobacco products, or “vaping” products are not allowed in hotel rooms at any time.
- The Directors reserve the right to search the room of any student if suspicion of illegal activity exists.

VIII. Instruments

Student-owned Instruments:

- All student-owned instruments are required to be lacquer (gold) in color. It is expected that students care for their own instruments, cleaning them regularly, and repairing them as necessary to ensure proper functionality on a regular basis.

School-owned Instruments:

- Students using school owned instruments must:

- Clean the instrument regularly to ensure proper functionality
- Always leave the instrument in the case, or in an organized setup on the field or in a rehearsal hall as determined by section leaders when not in use.
- Avoid setting the instrument down on gravel or hard surfaces whenever possible.
- If there is damage to a school instrument, the student must report the damage immediately to the equipment managers, who will then report it to the Directors.
- Students who damage an instrument due to neglect may be held responsible for a portion or the entire cost of repairs, as determined by the Head Director. This will be charged to your student account, placing a hold on your account.
- It is your personal responsibility to ensure your instrument is loaded in the appropriate vehicle when the band travels.
- At the end of the marching season, instrument check-in will take place at the assigned “final exam” time for the marching band:
 - You will sign a form, confirming check-in
 - You must return the instrument in person. Having someone else return the instrument for you is not permitted.

IX. Uniform and Protocol

JMB members are expected to always treat the uniform with the utmost respect and care. With few exceptions (listed below), the uniform must always be worn in full when worn in public.

- The uniform may only be worn during official JMB performances, or other events designated by the Directors
- You are responsible for your uniform. **Missing parts should be immediately reported to the Uniform Manager. You will be financially responsible for lost uniform items.**
- A black t-shirt will be issued to be worn under your uniform. **If a section desires to wear an alternate black shirt, this needs to be approved by the Directors.**
- Uniforms will be issued during camp, and stored at the Marching Band Annex. Game day procedures for getting into uniform include:
 - Picking up uniform in the Annex at 5pm on game nights, and being in uniform by 5:45pm.
 - Uniforms will be returned after EVERY performance to the Annex, and checked-in to the Uniform Manager.
 - Students will not be allowed to rehearse OR perform with the ensemble until the uniform is returned. This will result in unexcused tardies or absences.
- You will need to provide black band shoes, long black socks, and black gloves.
- At the discretion of the Head Director, and depending on weather conditions, students will be allowed to remove jackets in the stands only when instructed to do so together. If this instruction is given, all members must remove jackets.
- No visible jewelry is to be worn while in uniform.
- No colored nail polish is allowed while in uniform.
- Members with long hair should pin-up hair into the hat, keeping the hair off the collar of the jacket.

- Sunglasses are not allowed during pregame or halftime performances. Sunglasses WILL be allowed during parades or in the stands, if necessary. The Directors have the right to request “No Sunglasses” at any time.
- Do not sit on the ground, grass, cement, or track while in uniform.
- Students not adhering to the uniform standards will not be allowed to march with the ensemble.
- The Hat is to be worn with the bill in front at all times, and the strap under the chin.
- The Head Director reserves the right to charge students for damaged or missing uniform parts, as reported by the Uniform Manager.

X. Music Playoff Procedure

Rationale

- Our collective success is dependent upon everyone contributing confidently and accurately to our musical performance. Therefore, to earn the right to perform on the field on game days, all students will play off their music from memory, as determined by the Directors.

The Process

- 1) Students breakoff into sections
- 2) Each student will play the given piece from memory within a small group of other students on the same or similar instruments.
- 3) The music tech/section leader will notify the student if any portions of the music are not satisfactory, and give specific measure numbers that need to be addressed.
- 4) After completing the playoff, the music tech/section leader will judge using the following guidelines:
 - a) 90% accuracy = Well-prepared. Student does not need to replay.
 - b) 80% - 89% accuracy = prepared, but inconsistent. Student will need to replay problem areas only individually for the music tech/section leader.
 - c) Less than 80% = not prepared. Student will need to replay the designated music for a Director or GA before the next performance.
- 5) If the student fails the playoff for the Director or GA:
 - a) The student will not be allowed to march halftime and/or pregame for the next game day.
- 6) If the student fails a playoff a second time, the student’s grade will be lowered one letter grade.
- 7) If the student fails a playoff a third time, the student may be dismissed from the program.
- 8) Make-ups due to class conflicts or other absences:
 - a) The initiation of communication and arrangements for making up playoffs is the responsibility of the student needing to playoff, not the leadership.
 - b) Playoffs that need to be made-up should be done on the date BEFORE the scheduled playoff if possible. If this is not possible, the playoff should be done before or after the next rehearsal.
 - c) **NOTE: we are all busy. Being busy is not an excuse for failing to communicate.**

XI. Service and Leadership Opportunities

Kappa Kappa Psi and Tau Beta Sigma

Kappa Kappa Psi and Tau Beta Sigma are honorary service organizations whose sole purpose is to serve the college or university band programs through service projects, fundraisers, social events and other projects as needed. Texas A&M University-Kingsville has both Kappa Kappa Psi (fraternity) and Tau Beta Sigma (sorority) chapters. Both of these organizations are dedicated to serving the band and do so in numerous ways. The variety of experiences in band and chapter activities makes these organizations a great way to serve the band while building friendships to last a lifetime.

Student Leadership Team

Our student leadership team is vital to the success of our organization. In addition to leading sectionals and organizing the wide array of communications and logistical issues, our student leaders work hard to ensure that their respective sections have an enjoyable and rewarding JMB experience. Applications, interviews, and auditions for these positions occur during the spring semester or summer.

Drum Major

The specific process for selecting drum majors is under review by the Directors. Details regarding this process will be shared at a later date.