



**REDCOAT BAND**  
EST. 1905

# 2018 Membership Handbook

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## **ABOUT THE HANDBOOK**

This handbook contains instructions for successful participation in the Redcoat Band. It serves as the defining document of the Redcoat Band student organization for administrative purposes. In addition, it serves as the syllabus for the course MUSI 4835 / 6835 for academic purposes. The guidance in this document is a cumulative response over many years to questions, conflicts, and problems that have arisen within the band. It is revised yearly by the leadership team and edited by the directors, who seek to make it as thorough as possible. However, unique situations occur yearly, some of which are not addressed in this handbook. Therefore, the responses of the directors and leadership to unforeseen circumstances are not limited by this document, except where required by university policy, USG policy, or applicable law. If you encounter a situation that is not covered in the handbook and are uncertain about its implications, contact a director for further information. When otherwise in doubt, act in the best interest of the Redcoat Band, your fellow members, and UGA.

Body text in bold print is particularly important information. All members and staff are responsible for familiarity with this information.

## **FACTS**

2018 marks the 114<sup>th</sup> year of the Redcoat Band's service to UGA. The following directors have contributed to its history:

R. E. Haughey 1905-1909  
Robert T. "Fess" Dottery 1909-1944  
J. Harris Mitchell 1944-1955  
Roger Dancz 1955-1991  
Gary Teske 1976-1982  
Dwight Satterwhite 1982-2002  
John Culvahouse 1991-2007  
Sue Samuels 1999-2000  
Brett Bawcum 2000-2005, 2010-  
F. David Romines 2000-2008  
David Kish 2003-2005

David Lambert 2005-2007  
Thomas Keck 2005- 2008  
John Lynch 2007-2014  
Gregg Gausline 2007-2012  
Andrew Trachsel 2007-2008  
Michael Robinson 2008-  
Nikk Pilato 2008-2010  
Scott Jones 2011-2014  
Jaclyn Hartenberger 2013-  
Cynthia Johnston Turner 2014-

The Redcoat Band performs at all home football games and many road games. At some road games, a smaller ensemble—usually the Derbies Pep Band—performs from the stands only. In addition, the Redcoats performs at university and community events and at high school marching exhibitions.

The Redcoat Band includes wind players, percussionists, auxiliaries, properties crew members, and drum majors, and a support staff totaling 471 persons. The number of positions available is limited by funding and football seating or admissions allocated to the band. Admission into the band is based on an audition or interview process, as appropriate, that assesses the character and potential contribution of the prospective member.

# PROCEDURES

## Emergencies

All Redcoat Band personnel should familiarize themselves with university emergency procedures as discussed in the Policy section of this document. In addition, please be aware of the following procedures appropriate to band activities.

a. Communication – In the event of an emergency, direction will be given by the most immediate practical means. Listen carefully to directors and leadership for verbal announcements. Look to directors, drum majors, and staff for visual directions. Be attentive to text messages sent via Remind. Email will serve as a backup to the Remind system.

b. Hugh Hodgson School of Music – Primary fire evacuation sites are parking lot E-07 (nearest Band Hall), parking lot E-11 (nearest second floor), and the PVAC quad (nearest floors 3 through 5). Tornado shelter areas are the inner areas of the 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> floors as posted on signs in the building. If shelter becomes necessary in a full music rehearsal in Leebern Hall, the room will be evacuated in an orderly fashion, row-by-row, beginning with the side nearest the hallway. Leadership of the first row should proceed up the stairs at the end of the hall to the 2<sup>nd</sup> floor, proceeding down and to the end of the hallway and left down the hallway of offices. Once the faculty and classroom hallways are full, remaining personnel should shelter in the interior portion of the 1<sup>st</sup> floor hallway. Everyone must be as far as possible from glass windows or doors and out of rooms with high ceilings.

c. Redcoat Field – UGA Recreational Sports staff monitor weather activity and warnings. In the event of a lightning strike within eight miles of Redcoat Field, they will notify staff and all activities will be suspended. Proceed immediately to a vehicle or one of the following lightning-safe structures:

- Intramural Sports Fields Parking Deck (top level is unsafe)
- Tennis Court Pavilion & Restrooms
- Recreational Sports Building at Field 3
- Recreational Sports Restroom Building at Field 3
- Lake Herrick Pavilion Bathrooms and Kitchen
- Club Sports Complex Building

For your safety, you should be completely within the structure or vehicle with doors (if applicable closed). You may not be outdoors at or near Redcoat Field until directed to return via Remind. Staff and leadership should retain their radios and listen for further instructions. Activities may resume following 30 minutes without lightning within an eight-mile radius.

In the event of a tornado warning, all personnel should proceed quickly to the lower levels of the Intramural Field Parking Deck. Do not attempt to drive away from the Rec Sports Complex.

d. Sanford Stadium and other venues – If evacuation is necessary in Sanford Stadium, pay careful attention to visual and aural instructions from staff and leadership. Evacuate in an orderly fashion, one row at a time, moving quickly but carefully while staying together.

Depending on the nature of the emergency, you may be directed to shelter under the east stands, on the field via the northeast corner gate, or the Tate Student Center first floor conference room hallways. At other venues, the same procedure applies but shelter areas will vary. Emergency instructions for road venues may be found on the back pages of game scripts (see director on duty with drum majors) if applicable. When in doubt, seek visual instructions from drum majors.

e. Dawg Walk and other outdoor gatherings – In the event of unanticipated weather emergency, you will receive instructions from staff and leadership. If you do not receive instructions, evacuate to the Tate Center 1<sup>st</sup> floor or the Tate Center parking deck, floors 1-2. In other emergencies requiring immediate evacuation from this or a similar gathering, move with haste away from the likely location of threats. Seek cover away from crowds, avoiding temporary structures (e.g., stages) or dead ends where you could be trampled. After retreating to safety, plan to regroup in the 1<sup>st</sup> floor of the Tate Center or the Tate Center Parking Deck, floors 1-2.

f. Active shooter / Active threat – From the Office of Emergency Preparedness:

In the event of an active shooter situation:

- Phone UGA Police at 911 or 706-542-2200 as soon as possible.
- Take the necessary precautions and actions to protect your well-being.
- DO NOT pull the fire alarm (if applicable) to alert others of an active shooter or active threat.
- Flee the area if you are able to do so safely and avoid danger.
- If flight is impossible, lock (or barricade) all doors and secure yourself in a safe area.
- If barricading in a safe area, shut off the lights and stay out of sight. Remain in place until an “all clear” is given by law enforcement.
- Take action as a last resort and only when your life is in imminent danger. Attempt to incapacitate the active shooter or active threat by either throwing items or with physical aggression.

The UGA Office of Emergency Preparedness and the UGA Police Department developed a training program and video entitled “Plan, Prepare, React: Active Shooter Response Options for Institutes of Higher Education.” The video may be viewed at <http://www.prepare.uga.edu/plan-prepare-react/>

## **Rehearsal**

a. Schedule – Before most rehearsals, a schedule for the entire block will be sent to all members by email. Review this schedule prior to arrival so you know where to begin rehearsal. Make sure you are receiving Redcoat Band listserv emails; promptly write [ugabands@uga.edu](mailto:ugabands@uga.edu) if you are not receiving them. Write Dr. Bawcum ([bbawcum@uga.edu](mailto:bbawcum@uga.edu)) if you are not receiving text messages through the Remind app. **All members are responsible for awareness of the content of messages sent to the band listserv or Remind.**

b. Materials - **The following are required at each rehearsal:**

**Winds: Instrument in working order, anything you need for proper instrument function (reeds, valve oil, etc.), music, and drill coordinates**, lyre (except piccolos and Sousaphones), digital or paper flip-folder (complete and organized).

**Percussion: Appropriate sticks and/or mallets, and music.**

**Auxiliaries: All rehearsal equipment required for current shows.**

c. Attire - Dress in a manner appropriate to the physical demands of the activity. **Wear shoes that enable you to accurately execute our marching style. Sandals are not allowed; however, members who perform the marching technique at an excellent level while wearing Chacos or similar shoes may do so with the approval of the staff member responsible for their section.** Wear clothes appropriate to weather conditions, which may include rain or cold.

**Official dress for Friday rehearsals is red shirts and khaki pants or shorts.** Entire sections who agree to wear their section of red, black, white, or grey color may do so. Auxiliaries will determine their Friday uniform in consultation with the Auxiliary Instructors and Captains. In colder rehearsals, red or black jackets over the uniform are preferred.

d. Schedule – **Full band rehearsals are held Tuesday, Thursday, and Friday from 5:30 PM to 7:30 PM at Redcoat Field. Percussion and auxiliary members also rehearse on Monday from 5:30-7:30 PM.** Saturday rehearsals are also held on the morning of games that the full band attends. For home games, this rehearsal will usually be held 6 hours prior to kickoff. You will be notified of changes in schedule or location during via e-mail or text.

e. Inclement Weather - Decisions to change rehearsal due to inclement weather are usually made by 4:00 PM. Any cancellation or change of location will be made via e-mail or text message. Otherwise, assume that regular rehearsal will be held in the expected location. In some cases of bad weather, sectionals will be held at the School of Music.

f. Beginning Rehearsal – On regular rehearsal days you may park in any legal space after 5:00 PM. There is also limited parking by Redcoat Field with no time. Parking difficulty is not a legitimate excuse for tardiness. Parking is not permitted on the side of Intramural Field streets, as indicated by the “No Parking” signs. Please park legally to avoid being towed or ticketed. University Bands will not intervene on your behalf if you park illegally.

**Winds: Sousaphones arrive by 5:15 to unload the truck in order to be counted on-time.** Other wind members assemble in the basics block or sectional site as instructed in the schedule email. Rank leaders will distribute any necessary materials at the basics block or warm-up site. Once called, proceed quickly to the designated set with all materials.

**Percussion: All percussionists arrive by 5:15 to unload the truck in order to be counted on-time.** Warm-up begins at 5:30, at which time the instructors will report absentees to the Attendance TA.

**Auxiliaries: Begin your stretching/warm-up in your designated site at 5:00.** Auxiliary captains will report the attendance to the auxiliary instructors and the Attendance TA.

Cases and all other personal items should be stored away from any space that members or equipment will need to occupy during rehearsal. In general, please leave personal items as close to the fence as possible, avoiding the area between the 40-yard lines on the front side and the area outside the side 2 endzone.

g. During Rehearsal - All necessary materials must be readily accessible to you throughout rehearsal. **Winds will have music and drill.** Your concentration, commitment, and attention are expected at all times. **Refrain from excessive talking.** If the band takes a break, announcements may be made at this time. Please minimize talking and listen to these announcements. **Directors will give a two-minute warning before the end of the break, at which time all members should move to the designated position.**

h. Ending Rehearsal – any announcements made at the end of rehearsal Do not return or collect materials until they are completed. Afterward, assist with policing the field and surrounding areas, and return materials to the appropriate location.

i. Thursday Auxiliary Evaluation - Every auxiliary member's performance and fulfillment of physical requirements will be evaluated during Thursday's rehearsal prior to each show. Members found to be deficient may be assigned alternate status for part or all of the show.

j. Tardiness/Absenteeism - **If you are going to be absent or tardy for any reason, notify us of this as soon as possible by completing the absence form at <http://bit.ly/excabsencerequest>.** You will be asked to specify the reason for your absence and to provide appropriate documentation for excused absences (other than Volleyball or Basketball Band performances). Acceptable excuses are listed in the Attendance Policy. **In addition, please notify your section leader or captain of your upcoming absence or tardy as soon as possible.**

The Attendance TA handles all attendance records and will check roll at the beginning of every rehearsal. Questions concerning your attendance record should be addressed to him/her. If you are absent or tardy because of a reason that you feel merits special consideration, present your case by email to the director.

**Home Games - Please note the Uniform Policy and the Alcohol and Controlled Substances Policy. Both are in effect throughout the entire game day.**

a. Rehearsal - Dress for Saturday rehearsals is as follows.

**Winds and Percussion: Uniform pants (bibbers), red Redcoat Band t-shirt, MTX shoes or approved substitute, and black socks. Acceptable headgear for this rehearsal is either a red, black, or white sweatband/headband/ or the black Redcoat baseball cap worn with the bill turned forward; this is subject to change mid-season. When the uniform jacket is worn, all parts must be zipped and/or buttoned.**

**Auxiliaries: Saturday morning practice attire is determined by the Auxiliary Instructors and captains.**

b. Dawg Walk Assembly - Sousaphones and percussion will perform separate shows near the Tate parking lot prior to the Dawg Walk. Winds should get a plume and assemble with auxiliaries as close as possible to their position in the Dawg Walk formation. Section leaders and auxiliary captains should conduct a final uniform inspection. At the appropriate time, drum majors and staff direct the band into the Dawg Walk formation with the battery and

Sousaphones. Dawg Walk formation will be determined and assigned prior to the first game. This formation will be maintained throughout the entire season.

The Dawg Walk is led by the drum majors with the assistance of the staff. Because sight is limited, please help those who can not see a conductor. In some circumstances, section leaders may help conduct as well. Sections should do their best not to break ranks, with the exception of moving to allow children to see the players. However, you should avoid verbal or physical confrontations. If you have trouble with an outsider, contact a staff member immediately.

c. Stadium entry - When the conductor indicates that the Dawg Walk is over, replace your shako and move to the parade block. Attention will be called, the cadence will begin, and the band will march into the stadium. **Each member of the ensemble will participate in the chant and all approved vocals, motions, and horn flashes in the cadence, and will step off on time in order to enter the stadium in a uniform manner. Each member of the band will exhibit posture, horn carriage, and marching style consistent with our fundamental technique program. No member of the band will step out of the formation or stop during stadium entry.** It is important that members stay close to each other. Please direct any issues with fans to the nearest staff member.

d. In the stands - **Band leadership will lead participation and decorum in the stands. Each member is expected to respond cooperatively to the instructions of leadership and represent the organization in the best possible manner. Band members will sit in their section's assigned area and participate in all approved vocals, motions, and horn flashes.** Pay attention to the drum majors at all times. The auxiliaries will perform the appropriate routine with the winds. Stand (on the concrete, not on the seats) and support the team when possible.

Uniform in the stands differs slightly from that on the field. Shakos are removed, and gloves may be removed. The jacket must be fully worn (not half zipped up, or neck unclipped). If drum majors instruct the band to remove jackets, do so immediately and fold it neatly on your seat. All uniform pieces are to be worn for field performances (pregame, halftime).

While in the stands, all members participate fully throughout the entire game. If a member cannot play for any reason (e.g., injury, illness, fatigue, etc.) they are to stand and hold the instrument near their mouth and otherwise participate with the rest of the band.

**Remain in the band's assigned seating area throughout the game.** Members may go to a restroom after notifying their rank leader, though no more than one member per rank may be gone at a time. If you do not return in a reasonable amount of time, a staff member will be sent to find you and you may be considered tardy.

Because meals, snacks, and drinks are supplied for you, it should not be necessary for you to leave to purchase concessions. **In general, members should not be publicly visible eating in uniform in the stadium unless instructed to do so.** Small snacks that may be discreetly consumed are acceptable during the game; band members assume full responsibility for the cleanliness of their uniform (see uniform policy). Consumption of large meals in uniform in the stadium is unacceptable unless necessary due to a health condition (in which case the section leader should be notified in advance). If a band member needs to eat during the game,

they should approach a staff member to find an acceptable discreet. No soda/carbonated beverages may be consumed in the stands. **Each wind and percussion member is responsible for their own music and must have it in the stands.** It-

We have been directed to discourage the crowding of the aisles around our seating area. **Members standing in the aisle or conversing with someone standing in the aisle is prohibited. Allowing non-band members to stand or sit in the band section is also prohibited. All members are expected to remain in their own sections throughout the game.**

When leaving the stands prior to field performance, winds and percussion should put all personal belongings under the seats and slide them near the middle of the section to avoid theft. Auxiliary bags should be taken under the east stands. Auxiliaries will leave first, followed by the rest of the band from the top down. Leave the stands in full uniform. Make sure you know, before leaving the stands, whether the show is being performed to the North or South stands. Before the performance, make sure your shako is on and your full uniform is being worn properly.

Staff will create a seating chart for all games. Sections may make their own chart based off of this chart. Each person should have a single seat number, sit directly on that number, and keep out of the aisles.

e. Field performances - Move quickly to the staging area when directed. SEC rules prohibit us from staging inside the 25-yard lines. So, get as close as possible to your position without violating this rule or impeding the progress of the visiting band (if any).

When there is no visiting band at halftime, move as quickly as possible to your sideline position as soon as the first half ends. When there is a visiting band, help them get to their positions as quickly as possible. Then find your approximate position for the show and move away from the sideline. Be attentive to the visiting band's performance. At the end of their show, move quickly to your sideline position.

At the conclusion of all shows, pick up any props, uniform parts, or music you encounter on the ground. **Everyone should return to the band section in the stands immediately after halftime.**

f. After the Game - After the game, we will perform for the remaining fans. This is an important part of the game day experience. **No member may leave the game before the conclusion of the post-game performance without approval in writing before gameday from the directors.**

When you arrive at your destination after the game, remove your uniform, hang it up somewhere where it may dry before storing it properly. If you received a raincoat at the game, unfold it immediately after arriving home. Wipe off the excess water, hang it up, and allow it to dry. After it has dried, fold it and return it as directed.

### **Away Games**

a. Transportation - **All band personnel will ride the band bus to away games unless prior arrangements have been made with the directors.** Bus selection will be announced prior to the first away game. Your bus will leave as stated in the itinerary, with or without you. **If you**

**miss the bus, you must arrange to meet the buses at our destination at your own risk and expense.** As always, the directors will make the final decisions regarding whether a tardy individual will be allowed to participate in a performance.

b. Accommodations - On occasion, performances may require the band to stay at a destination overnight. In these situations, the university or athletic association will provide accommodations. You are personally responsible for any incidental room charges. You must pay for these charges before we depart.

**All Redcoat personnel will be required to stay at the band hotel and must ride the bus from the hotel to the game unless other arrangements are made in writing with the director.**

**The University Bands Alcohol and Controlled Substances Policy is in effect from the time you arrive at the parking lot in Athens until the time you disembark in Athens.**

See *Housing* in the Policies section of this document for important information regarding room assignments.

c. Game Day - **Please note the Uniform Policy and the Alcohol and Controlled Substances Policy. Both are in effect throughout the entire game day.**

Upon arrival at the game site, all members will remain on the buses until the bus captain has instructed them to exit. After exiting the bus, do not respond to negative actions from opposing fans.

We are allotted fewer seats at away stadiums, and your cooperation will make our entrance as easy as possible. Our procedure for stands participation is identical to that of home games. When we move to the field for half-time, replace your shako and slide all personal belongings to the center of the seating section and move quickly to the sidelines. Make sure you are aware of the direction in which we will perform the show.

At away games, we often perform first at half-time. Get as close as possible to your sideline position. When the game clock expires, move to the sidelines quickly. **At the conclusion of the show, all members will return to the seats immediately.**

As the game approaches its end, the drum majors will indicate whether or not there is to be a post-game concert. If there is no concert, gather all belongings and be prepared to leave immediately at game's end. When departing through areas where you may encounter opposing fans, sousaphones and other large instruments are on the outside, auxiliaries on the inside.

Load the buses as quickly as possible. Bus captains may ask for assistance in distributing food or loading the buses. **Each band member may only acquire food for him/herself.**

When you remove your uniform, follow the guidelines for uniform treatment in the uniform policy.

### **University Equipment**

a. Wind and Percussion Uniforms - At Band Camp, each wind and percussion player will be issued a uniform. **If your uniform is not returned in the condition in which it was issued (natural wear excepted), your grades will be flagged until you purchase a new one.** The approximate cost of uniform replacement parts is as follows:

Jacket	\$511.99
Bibbers	\$175.66
Shako	\$109.10
Plume	\$34.16
Garment Bag	\$14.50
Raincoat	\$15.00

To avoid assessment for uniform parts, follow these guidelines:

- **Hang the uniform on a coat hanger, in the garment bag if it is dry.** If the jacket is removed at the game set your shako on your seat, brim down, and fold your jacket neatly on top of the shako (not wadded or rolled).
- The uniform must be professionally dry-cleaned as often as is necessary to maintain a dignified appearance, no less than twice during the season. Two cleanings have been factored into the band fees and will be provided by the band. While the dry-cleaning service will be provided, personal maintenance is critical to keeping the uniforms in acceptable condition.
- **Check your uniform fit immediately after receiving it. If alterations are necessary, notify the uniform coordinators immediately. If it does not fit at the game, you may not march. Members will not be permitted to exchange poorly fitted uniform parts on game day. This should be taken care of with the uniform chairs before game day. Do not use safety pins, staples, or any other temporary solution.**
- **Consuming alcohol or smoking while in a band or auxiliary uniform is strictly prohibited.**

The uniform may be worn in one of two ways, depending upon the direction of the band staff. At times, bibbers and band shoes may be worn without the jacket. **Members will not wear an unzipped jacket under any circumstances; it is either completely on (zipped and buttoned) or completely off (folded neatly).** The shako is to be worn with the bill forward and the top parallel to the ground with the strap under the chin. Hair must be secured in the shako and must not touch the collar (Sousaphones and pit members included). When carrying the shako, the Arch must be upright.

Acceptable headgear in the stands, other than the shako, includes the official Redcoat Band baseball cap (bill forward). Exceptions may be made for red, white, or black headbands; consult the directors prior to the first game day for approval. Solid black is the only acceptable color of uniform socks. Sunglasses must be black, red, or a neutral color and conservative in style; they may not be worn on the field during night games but are acceptable when necessary. The only acceptable earrings are discreet studs that do not dangle. **Members who are in incomplete or unacceptable uniform will not be allowed to enter the stadium.**

In the event that the band does not participate in post-season play, uniforms will be returned to the band hall following the final game. The uniform must be returned in its original condition at this time in order to avoid penalties. If the band participates in post-season play, uniforms will be returned after bowl travel ends. Failure to return the uniform at this time will result in a fine.

a. Game Day Uniform Penalties – **All members participating in game day activities will be in full uniform.** If a member arrives without a portion of the uniform, the part may be replaced 30 minutes prior to the Dawg Walk at the properties truck, if the uniform chairs have the part on hand. A fee of \$25 per occurrence will be assessed in order to encourage individual responsibility. Glove replacement is the sole exception to this policy; these may be replaced for the cost of the gloves. Borrowed uniform parts must be returned to the props truck after the game or at the following Tuesday rehearsal. Failure to do so will result in a \$25 fine per game, which will accumulate until the part is returned. If the uniform is considerably wrinkled, it will be considered *missing* until it is corrected. Wrinkled uniforms will not be worn at any performance or appearance. Members should make a point to view the Uniform Care Tutorial Video, located at <https://www.youtube.com/watch?v=b-MBXjR57QM>. Section and rank leaders will check for uniform violations before each performance.

b. Auxiliary Uniforms - **The uniform will be worn according to the specifications of the auxiliary instructors and captains.** Curlers are not appropriate while in public. Hair should be prepared as specified upon arrival at the performance site. **At uniform inspection, members in incomplete or unacceptable uniform will not be allowed to enter the stadium. Consuming alcohol or smoking while in uniform is strictly prohibited.**

c. Instruments - **University-owned instruments must be treated with care. All instruments must be returned or reissued as instructed at the end of the season.** Observe the following guidelines for care of university instruments:

- **Perform all necessary standard care and maintenance throughout your possession of the instrument and immediately prior to its return.** This includes washing, polishing, and valve oil for brass. Woodwinds should swab the inside, wipe it clean, grease all corks, and oil keys.
- **Present the instrument to the inventory manager or the instrument technician for repairs as soon as possible.** If there is a line for maintenance at rehearsal, please notify a TA so your place in line can be held. Do not wait in line while rehearsal is underway.
- **Return the instrument in its original condition (fully cleaned) at the announced time. Failure to return the instrument clean and in its original condition will result in flagging of your records until you return the instrument or make financial restitution.**

### **Non-game Performances**

There will be performances in addition to football games, including exhibitions, parades, and others. The dates of these performances will be announced as soon as possible. Individual transportation to some events may be necessary.

### **Shared Spots and Battle Hymn Soloist**

a. Instrumentalists – Some instrumentalists will be asked to share a marching position with another member. Shared spots are determined by audition at camp and visual technique evaluation during camp. The audition material will be announced over the summer. Because all winds audition, anyone (including returning members) may be assigned a shared spot. Section leaders are responsible for assigning shared spots under the consultation of band staff.

Holders of shared spots are critical to the band's success. These members switch marching responsibilities between performances. During rehearsals, one person marches the spot while their partner shadows them. Both members are expected to march and play throughout unless directors ask shadows to move to the sideline. Occasionally, shared spot-holders may be asked to fill an absentee's position. Neighboring members will assist you in locating sets.

Leadership personnel are responsible for monitoring the technique, skill, and activity of those sharing spots in their section. If leaders observe that a spot-sharer exhibits more merit than someone in a non-shared position, they may initiate an exchange of those assignments. Leadership should discuss potential exchanges with their TA, who will consult with the directors.

The criteria for assignment of shared spot assignments are determined solely by the directors. These are subject to change at their discretion. Directors may also instruct staff to reevaluate these assignments at any time during a season.

b. Battle Hymn Soloist Auditions - Returning members of the Redcoat Band trumpet section are eligible to audition for the Battle Hymn solo. At the audition, all auditioning members will be assigned a number. Each will perform the solo a specified number of times for an panel which may include directors, staff members, studio faculty, and others. Call-backs are possible. Audition results are usually announced immediately. The position may be offered to as few or as many members as are deemed qualified.

Members who successfully audition as a Battle Hymn soloist for two consecutive years may be re-appointed automatically for their remaining consecutive years in the trumpet section.

c. Dixieland Soloist Auditions—Dixieland soloists perform solos during "Glory, Glory Dixieland." On special occasions other soloists may be appointed if necessary

Following the audition announcement, interested members express intent to audition via email. The audition may take place live following a rehearsal or may be through recording submission. Results are announced as soon as possible. The number of soloists may vary.

### **Big Brother/Big Sister**

A Big Sister or Big Brother is a veteran band member who is paired with a new member of the same instrument for the purpose of welcoming them and helping them adjust to UGA and the Redcoat Band. Leadership personnel for each section assign pairings at the end of camp. Big brothers/sisters should have a reliable method of communication to enable reminders or other information regarding important band events. No person should ever feel like they are alone in the Redcoat Band.

## **POLICIES**

**University and USG Authority** – As a unit of the University of Georgia and the University System of Georgia, the Redcoat Band seeks to uphold and honor the policies of the university and Board of Regents. Should the policies of the Redcoat Band conflict with those of a unit with authority over the band in part or in whole, band policy may be supplanted by policies of superior units when deemed appropriate by university or system personnel. **Any person associated with the Redcoat Band is encouraged to become familiar with all university and system policies and to understand their rights and responsibilities thereunder.**

While the directors hold responsibility for implementing band policies, other university and system personnel may act in support of policies within their purview. Specifically, University Judiciary may consider violations of the UGA Code of Conduct by individuals who are also subject to band policy. In such cases, actions of the band in support of its policies should not be interpreted to be the complete response of the University of Georgia or the University System Board of Regents. Furthermore, actions by the university or USG toward an individual do not preclude the prerogative of the Redcoat Band to act unless prohibited by UGA or the Board of Regents.

**Non-discrimination** – In accordance with policies that apply to all organizations that are registered with UGA Student Activities, Redcoat Band Membership and all privileges, including voting and officer positions, must be extended to all students without regard to race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status. However, religious student organizations will not be denied registration solely because they limit leadership positions to students who share the same religious beliefs.

Membership and all privileges, including voting and officer positions, must be extended to all students as stated in the [University of Georgia Non-Discrimination and Anti-Harassment Policy](#). Title VI of the Civil Rights Act of 1964 protects people from discrimination based on race, color or national origin in programs or activities that receive Federal financial assistance. Title IX states that: *No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

All members and staff of the Redcoat Band are entitled to treatment that respects their personal dignity within the context of a demanding activity. In addition to compliance with the above policies, band personnel are expected to speak and act toward one another in a manner that is respectful, cooperative, and inclusive.

**Safety, Health, and Security** – All members and staff are urged to familiarize themselves with the following university sources of important information:

- UGA Office of Emergency Preparedness (<http://www.prepare.uga.edu>)
- UGA Safe and Secure (<http://safeandsecure.uga.edu>)
- UGA Non-Discrimination and Anti-Harassment Policy (<https://eoo.uga.edu/policies/non-discrimination-anti-harassment-policy>)

- Hugh Hodgson School of Music Health and Safety Resources (<http://music.uga.edu/health-and-safety>)
- marchinghealth.com

**Each member of the band and staff is responsible for monitoring and maintaining their personal health and fitness.** With limited exceptions, members are expected to pursue appropriate physical conditioning activities on their own, under consultation with a medical professional. All members of the band and staff should secure appropriate ear protection (especially for indoor rehearsals) and eye and skin protection (when outdoors). Members have the right and responsibility to decline any instruction which they reasonably believe would put them in harm's way.

Hazing is defined in the Hazing Compliance Agreement each member is required to sign. **Hazing is unacceptable in the Redcoat Band and will not be tolerated.**

**The Anti-Harassment and Non-Discrimination Policy specifically prohibits intimate relationships or sexual activity between USG employees and those they supervise. This policy extends to relationships between band staff members and band members. For the purpose of this policy, *staff members* are defined to include:**

- Graduate teaching assistants
- Other graduate students who supervise, teach, or evaluate the member in any way
- Non-students who supervise, teach, or evaluate the member in any way.

It does not extend to relationships between band members in performing or support roles, including those between band leadership (e.g., drum majors, section leaders, etc.) and members whom they lead. However, in such situations leaders must recuse themselves from decisions and discussions that directly affect the other during and after the relationship. **Band personnel with direct knowledge of inappropriate relationships, as defined above, are required to report them to a director immediately.**

**Barring immediate danger, members are encouraged to express concerns regarding the safety or propriety of any aspect of band membership first to their immediate leadership. If their concerns are not addressed adequately, they should escalate their concern progressively through leadership, staff, and directors. Urgent concerns should be brought directly to a director. Under some circumstances, concerns may best be expressed to other university units or law enforcement agencies.** This is especially true in the following cases:

- When attempts to adequately resolve the concern within the band administrative structure are unsuccessful
- When a student has substantial evidence of a conflict of interest or unwillingness to act throughout the band administrative structure
- When applicable law or university policy requires or recommends it.

In these cases, reports should be made to the appropriate university entity. The UGA Office of Legal Affairs provides an anonymous reporting hotline and lists several possible contacts for such reports at their website: <https://legal.uga.edu/compliance-ethics-and-reporting-hotline>

**Housing – When staying overnight in a hotel or other accommodations provided by official university-related means, individuals may not select or be appointed to rooming**

**assignments in the same room as another individual with whom they are in an ongoing intimate relationship.**

**Membership Requirements** – The following are the requirements for membership in the Redcoat Band. Waiver of any requirement may be granted only by the Director of the Redcoat Band.

1. Current enrollment at the University of Georgia, Athens Campus, as of the Fall Semester of the season of participation.
2. Successful audition for performing members. Appointment by the Properties Chief and Director for Properties Crew members.\*
3. Good financial standing with University Bands, including the dispensation of any fees incurred in prior membership.
4. Enrollment in the marching band course.
5. Signature of or digital consent to the membership agreement, hazing policy form, and media release forms.

\* See the Audition and Spring Participation Policy for requirements for re-audition waiver for winds and properties crew.

**Attendance - Attendance at all band functions—beginning with band camp and ending with the final event resulting from postseason play—with appropriate materials with all expected materials is required.** Should a situation arise which would require you to be absent or tardy, carefully follow the instructions in the Procedures section of this handbook. **The only reasons for absence or tardiness that will be excused automatically are death in the member's close family or personal illness of the affected member. Any excuse must be documented through absence form at <http://bit.ly/excabsencerequest>.** Documentation consists of a digital scan, photograph, or screenshot of proof of your reasoning. For example, a performance conflict would be documented by a screenshot of your current schedule and a scan of the concert program. An academic test might be documented by a screenshot of your current schedule and a scan of the syllabus.

Other reasons may be considered based on the documented legitimacy of the reason, the gravity of the situation, the member's record of participation and commitment, and the timeliness of the request for excuse. Reasons that are sometimes excused include:

- Academic testing outside normal class hours
- Performance by UGA ensembles in which you are enrolled for academic credit
- Wedding of immediate family member or in which you are a bridesmaid or groomsman (or similar role).

**These situations must be reported through the absence form at <http://bit.ly/excabsencerequest> as soon as the conflict arises.** A minimum of six weeks notice is reasonable for a request for excuse for a performance. In addition, certain circumstances as reported by the Office of the Vice President of Student Affairs or the Office of Student Support Services will be considered.

If you are asked by a professor to miss part of a band activity, please diplomatically notify them that Redcoat Band is a class in which you are enrolled. If necessary, encourage

them to contact a director by email immediately. Another professor's instruction to miss band activities does not constitute excuse.

The Base Grade for the course is derived from the number of unexcused absences or their equivalents, as below:

3 tardies = 1 unexcused rehearsal absence

1 unexcused performance absence = 3 unexcused rehearsal absences

1 unexcused rehearsal absence\* lowers the Base Grade by a half-letter (e.g., A to A-)

2 unexcused rehearsal absences\* lower the Base Grade by a full letter (e.g. A to B)

Each unexcused rehearsal absence\* beyond the 2nd lowers the Base Grade by an additional full letter (e.g. 3 absences\* = C, 4 absences\* = D, etc.).

**An absence may also result in loss of assignment for subsequent performances, especially in the case of shared spots.** Absence may also be a contributing factor in moving a current shared-spot holder into a non-shared position. Additionally, unexcused absence from a performance may result in suspension or termination of membership. The final action will be determined by the Executive Council in consultation with the directors.

Missing more than half of any regular rehearsal will be counted as an absence. An unexcused absence from a game day rehearsal will lower the grade one letter. Excessive unplanned *excused* absences from rehearsals or performances may result in dismissal from the band, pending a decision by the directors and the Executive Council. Members who receive advance attendance accommodations for any reason may be automatically assigned to shared spots.

**Attendance at rehearsal without instrument, music, drill, or other materials may be considered a tardy or an unexcused absence at the discretion of the director.**

**Additional Grading Criteria – As necessary, the Director of the Redcoat Band may require assessments of applicable performance or knowledge. Such content may include marching, music or visual performance, knowledge necessary to march in the correct location, and/or other material as deemed necessary for successful performance. These assessments may be used in calculation of the Final Grade, and each assessment may be worth up to a full letter grade in value.**

The Final Grade is determined by subtracting from the Base Grade the value of all of the student's unsatisfactory assessments throughout the season.

**The Final Grade may also be lowered retroactively, following the end of Fall Semester, for any student who fails to fulfill the bowl attendance and performance requirement.**

**Participation in Drum Corps** - The Redcoat Band administration recognizes the benefits of drum corps participation and will make reasonable efforts to support it. Drum corps participants may be excused from a portion of camp with the understanding that participants return to camp immediately after the completion of Finals (when applicable). Additionally, the directors will assist as much as possible in the drum corps audition process. Although Redcoats are not

excused from scheduled performances to attend auditions, the directors will contact corps leadership to seek solutions to conflicts between Redcoat performances and drum corps auditions. Individuals who discover conflicts with drum corps auditions and Redcoat performances should consult with the director as soon as the conflict is apparent. Drum corps participants and any other members who arrive after their assigned registration day are responsible for completing all registration activities, including fee payment and uniform acquisition.

### **Audition and Spring Participation**

a. Winds and Percussion - Wind and percussion members are required to audition for audition yearly for membership. Wind members may waive the audition requirement for the following year by:

- Registering for and participating satisfactorily in a UGA concert band course in the immediately prior Spring Semester. The only ensembles that automatically fulfill this requirement are the Wind Ensemble, Wind Symphony, Symphonic Band, Concert Band, or University Band. Percussionists are asked to participate in a Spring concert band for a minimum of two semesters.
- Satisfactory participation in the annual G-Day spring game. The game is usually held in early April in Sanford Stadium; members will be notified of the exact date as soon as possible.

Individuals who fail to meet these requirements may be admitted to the band following a successful audition and consideration among the pool of all applicants.

In addition, returning wind and percussion members will be asked to secure their position by signing the membership contract and paying the Participation Fee for the following season by a deadline near the end of Spring Semester.

b. Auxiliaries - All returning auxiliary members are required to attend and participate in each of these activities:

- JanFest Auxiliary Day
- G-Day rehearsal(s) and performance
- Auditions for their respective ensembles
- Other scheduled performances as announced by the instructors.

### **UGA Bands Performance Standards**

The Redcoat Band is dedicated to the highest possible performance standards. **If any member becomes unable to fulfill the performance responsibilities of his or her position, the University of Georgia Bands reserves the right to find alternative means of participation or to alter the membership status of any individual. If any member willfully performs visual or musical material that is not authorized by the directors, their performance assignments and membership status are subject to review and alteration at the sole discretion of the Director of the Redcoat Band.**

## **UGA Athletic Association Sportsmanship and Ethical Behavior Standards**

*Because the Redcoat Band is affiliated with the UGA Athletic Association, band members are expected to uphold the same standards of sportsmanship and decency that are applied to all other affiliates of the UGAA. The following are the UGA Athletic Association Sportsmanship and Ethical Behavior Standards to which coaches, athletes, cheerleaders, band members, and others associated with the athletic association must adhere. Failure to adhere to this policy may result in dismissal from the Redcoat Band.*

**Background** - The ethical environment of a university includes the privacy of human dignity, the encouragement of growth and development, and the respect of others. Good sportsmanship is a part of the educational process and, as such, is an integral part of every sport that is sponsored under the aegis of a university.

The N.C.A.A. and its member institutions subscribe to the principle that intercollegiate athletics is an important part of the educational programs of colleges and universities and, as such, are responsible for ensuring the integrity of the ethical environment of each campus. The University of Georgia, as a member of the National Collegiate Athletic Association and Southeastern Conference endorses this principle and resulting responsibilities. At the University, the highest possible standards of personal conduct are expected by those who participate in intercollegiate athletics – either as a player or performer.

**Policy** - All institutional personnel associated with the Athletic Association and those who participate in athletic events of the University including student-athletes, band members, cheerleaders, and mascots are expected to adhere to and support the highest standards of respect of human dignity and sportsmanship at all times. Persons found in violation of these standards are subject to appropriate disciplinary action including possible suspension and loss of financial support. These standards involve numerous activities and include the following areas: Institutional personnel associated with the Athletic Association and those who participate in athletic events of the University including student-athletes, band members, cheerleaders, and mascots will not engage in any unsportsmanlike conduct, intimidation tactics, celebratory acts that demean the others, use inappropriate language regarding others or engage in similar abusive and degrading behavior reflective of a general lack of respect and civility.

**Procedures** - At the Annual Compliance meeting of the Athletic Association, which includes the President and athletic director, the importance of ethical conduct and good sportsmanship is reviewed with all staff. Ethical conduct and good sportsmanship will be an important aspect of the evaluation of each head coach and will be an aspect for review during the meetings between the head coaches and the athletic director. Each head coach or auxiliary group director/liaison shall meet with his or her team or organization (cheerleaders, band, etc.) prior to the beginning of practice or first event and discuss the enclosed Ethical Standards of Behavior. Additionally, coaches are to include these standards in each individual student-athlete manual. Head Coaches or organization heads or organization directors are responsible for annually reviewing these standards with their respective staff as well.

**Alcohol and Controlled Substances** - The Redcoat Band supports the policies and procedures of the University of Georgia, including the UGA Policy on Alcohol and Other Drugs. This policy is in effect during all Redcoat Band activities including rehearsals, performances, transportation to or from a Redcoat Band activity, or while staying in accommodations provided by any university means for the purpose of participating in a Redcoat Band activity. As of this writing, the policy may be found at [http://safeandsecure.uga.edu/policy\\_drugs-alcohol.html](http://safeandsecure.uga.edu/policy_drugs-alcohol.html).

In addition, Redcoat Band members are expected to conduct themselves in a fashion that brings credit to the organization and the University of Georgia. **Therefore, visible evidence of the possession or consumption of alcoholic beverages is prohibited by persons of any age when acting as a participant, agent, staff member, or representative of the Redcoat Band, when in transit to or from a Redcoat Band-related function, or when staying in accommodations provided by official university means for the purpose of participating in a Redcoat Band-related function.** This includes when tailgating or any other time when in uniform or other Redcoat Band apparel.

Violations of university policy will be handled pursuant to the UGA Code of Conduct or other applicable policy. Responses of the Redcoat Band to violation of any portion of the Alcohol and Controlled Substances Policy will be determined on an individual basis by the directors and executive board. In addition to possible membership forfeiture, selected possible consequences for certain violations are included below. This list is not comprehensive, and responses are not limited to the below.

- For rehearsal infractions: game suspension, grade reduction, and trip forfeiture.
- For game infractions: game suspension, grade reduction, trip forfeiture, dismissal from trip at personal expense, and dismissal from band.

The Redcoat Band reserves the right to alter the membership status of any individual who does not adhere to this policy.

**Personal Conduct** - Beginning with a member's admission to the Redcoat Band and ending after the completion of all activities related to his/her final collegiate Redcoat Band performance (including the offseason), each member is responsible for upholding the dignity of the Redcoat Band through their actions. **If at any point a member is found to have committed misconduct of an egregious nature (especially that which could reflect poorly upon the band), the band directors and executive team reserve the right to determine and enforce appropriate discipline measures which may include, but are not limited to, suspension or expulsion from the band.**

## **EXPECTATIONS**

- In all situations, consider the best interests of the entire ensemble and institution your highest priority.
- Present yourself professionally at all times. This includes playing your instrument only at the appropriate times (i.e. – Do not play your instrument on the way to or from rehearsals).
- Arrive at your sectional warm-up site or basics block spot, ready to begin rehearsal on time for every rehearsal.
- In the warm-up period, passionately and attentively rehearse the music or routines for the day's rehearsal. Work toward a superior ensemble performance, both in accuracy and musicality. In this and all other rehearsal situations, winds and percussion will produce the characteristic tone of the instrument. Play the parts exactly as written. If you have suggestions, bring them to your section leader before or after rehearsals. Do not make changes in music or routines without the approval of a TA or director.
- Assist the properties crew and appointed members of your section by maintaining and returning all university-owned equipment at the end of rehearsal.
- Come to rehearsal with all materials necessary for rehearsal.
- Know your music. Play it correctly and with the highest degree of intensity of which you are capable.
- Maintain a productive rehearsal atmosphere at all times. Remain quiet and on task; you should only speak when necessary. Under no circumstances should you be off task in rehearsal.
- Abide by all Redcoat Band policies, procedures, and expectations and all policies of the Hugh Hodgson School of Music, the University of Georgia, and the University System of Georgia Board of Regents. Rules exist because they are necessary for continuation of our unusually abundant opportunities. If your compliance is a problem, your membership will be jeopardized.
- In performance situations, uphold the standards of our ensemble at all times. Perform musical and visual routines as they were taught. Have your folder in the stands at all times.
- Follow all uniform and rehearsal attire policies and instructions. Wear your uniform correctly at all times.
- Have your instrument in polished, professional condition for all performances. Brass players and drum line members reserve enough time before all performances to clean and polish your instruments.
- Arrive at the pre-game inspection prepared for the activities of the game. Any appearance of a band member as less than dignified will not be tolerated.
- Sign and adhere to the Redcoat Band Membership Agreement.

## **ADDITIONAL OPPORTUNITIES**

**Derbies Pep Band** - During Spring Semester, returning Redcoat Band wind and percussion members may request consideration for membership in the Derbies Pep Band. Members are selected using the following criteria:

- Impending service as section leader, drum major, band captain
- Satisfactory Derbies membership in the immediate past season
- Individual performance ability
- Non-performance merit
- Other Redcoat Band leadership service
- Seniority in Redcoats.

The band captain(s) reserves the right to deny the return of a previous member. Veteran Derbies beyond their fifth Redcoat season may be denied membership in order to accommodate other members. Redcoats entering their 6<sup>th</sup> year who have performed in Derbies for 2 or more seasons may, at the discretion of the band captain(s) in consultation with the directors, be turned away in order to accommodate younger members.

The Derbies perform in situations where attendance by the entire band is not feasible. This includes the New Member Mixer at the beginning of camp, the Jacksonville Bulldog Club Party at the annual Georgia-Florida game, and away games that the entire band does not attend. Select auxiliary members will often be included in these engagements.

The Derbies Pep Band is under the direction of the Associate Director of Athletic Bands, assisted by the band captain(s). The band captain(s) should consult section leaders regarding membership in their respective sections.

**Basketball Band** - During early fall, members of the Redcoat Band may apply for membership in the Basketball Band. This ensemble is under the direction of the Associate Director of Athletic Bands. Membership is determined on the basis of the Redcoat Band placement audition, with the possibility of a secondary audition when circumstances warrant. The Basketball Band consists of a pool of approximately 100 wind and percussion players from which a band of about 60 is formed for most games. The band performs at all men's and women's home basketball; a reduced band performs at most post-season tournament games. Recent trips for tournament bands have included Chattanooga, Chattanooga, Charlotte, Memphis, New York, Philadelphia, Nashville, Tampa, St. Louis, and South Bend, IN. Students selected to perform in the Basketball Band will receive a service award for Spring Semester and will be under contract with University Bands and the Athletic Association.

### **Volleyball Band**

The Volleyball Band supports the Volleyball team at home matches. Membership for this group is typically chosen from the Derbies Pep Band. Each performing member receives a service award service award in the fall semester and is under contract with the university and athletic association. This ensemble is under the direction of the Associate Director of Athletic Bands with assistance from the Band Captain.

### **The Phyllis Dancz Memorial Award**

The Phyllis Dancz Memorial Award is presented annually to the UGA Redcoat Band Auxiliary Corps member who most exemplifies the spirit and character of Phyllis Dancz. The recipient of the honor is determined by a committee each academic year. The honoree receives a cash award and plaque.

### **Wind Ensemble, Wind Symphony, Symphonic Band**

These are the premier wind bands at the University of Georgia. Membership is selected by highly competitive auditions during the first week of each semester. Materials and dates are available at the School of Music website.

### **Concert Band, University Band**

UGA Bands also offers other worthwhile concert band experiences during the Spring Semester primarily for non-Music majors. Though no formal audition is required, the directors assess the instrumentation needs of the bands and assign personnel accordingly. Members on band scholarship who are not in the Wind Ensemble, Wind Symphony, Symphonic Band, or Concert Winds must play in two bands to meet scholarship requirements. Instrumentalists should note the Audition and Spring Participation Requirement earlier in the handbook.

### **Jazz Band**

Under the direction of David D'Angelo, the UGA Jazz Band meets twice weekly in preparation for performances in a wide variety of venues. Past performances include presentations at the Montreaux International Jazz Festival, GMEA In-Service Conference, the International Association of Jazz Educators Conference, the Georgia Theatre, and an educational satellite broadcast featuring Jamey Aebersold. Auditions are held early in the Fall Semester. For more information contact David D'Angelo, Director of Jazz Studies, at [ddangelo@uga.edu](mailto:ddangelo@uga.edu). Note: Jazz Bands do not meet the Spring Participation requirement unless you receive written notice otherwise from Dr. Robinson.