



# Lyman Marching Greyhounds

## Chaperone Procedures - Home Games

### PRIOR TO GAME

#### CHAPERONE CHECK-IN



- 1- Arrive at the assigned time.
- 2- Wear the marching season's t-shirt.
- 3- Sign in and collect your **badge**.
- 4- Confirm your assignment(s) and receive instructions.

#### WATER, WATER, WATER

- 5- Find a custodian to **open the kitchen** (double doors by the band room ramp) to use the ice machine.



#### WATER AFTER RUN THROUGH:

- 6- Fill up **water coolers with ice and water**, and fill 300 cups of water for students to drink after run-through.



#### VISITING BAND'S WATER:

- 7- Count out enough **bottles of water** for the visiting band and ice it down in large, purple, rolling cooler/container (extra coolers may be needed to fit all the water). Cover the cooler with a gray blanket.



- 8- Visitor's Liaison chaperones need to push visitor's water to the **SOUTH SIDE OF VISITING TEAM'S STANDS**. Put two empty **garbage bags** on top of the cooler.

#### LYMAN'S WATER FOR GAME:

- 9- **Count out 330 bottles of water** (count based on yearly student numbers) for Lyman students and ice it down in two purple containers. Push to the south side of Lyman Band stands.
- 10- Count out **another 330 bottles of water**, and fill out three large coolers with ice. Take in the yellow carts to the stands to refill the purple coolers after first distribution of water bottles is completed (as soon as students walk up into stands).



CONTINGENCY PLAN: If there isn't enough bottled water, fill out five water coolers with ice and water to pass out to students when they first arrive at the stands.

- 11- Take about 400 cups, 7 pitchers, filled coolers and all the red trays to the south-side chaperone staging area by the Lyman bandstands.
- 12- Take three red small coolers filled out with ice to refill the water coolers. If water refill is needed, use concession stand located next to the bandstands.

#### AFTER COMPLETING WATER SET-UP:

- 13- After water set up is done, one chaperone makes sure the **kitchen is mopped and locked**.
- 14- The band room and the side entrance to the school must be locked. Find a custodian if necessary to help you lock up.

#### SUPPLIES: PLUMES, HATS, SOCKS, GAUNTLETS, SEWING KIT

- 15- Take the **two plumes containers** from the uniform room (gray containers with wheels) to the stands. Put them near the stairs to the stands.
- 16- Make sure "**extras**" bag has socks, gauntlets, tape, sewing kit, four garbage bags, and extra buttons, and take to the stands.
- 17- Take hat bag to stands with three (3) **extra hats** – *small, medium, and large*.

#### TAPING GAUNTLETS

- 18- Drum line, drum majors, and a few other students must have gauntlets taped with white electrical tape. The uniforms chaperone and the head chaperone will tape them.



### FIRST AID

- 19- First Aid chaperones check the medical bag before game.
- 20- Take the blue **medical bag and the student's medical forms** from bus 5 to the stadium with them.

### HOSTING DUTIES: VISITOR'S LIAISONS

- 21- Visitor's Liaison chaperones get a security person to **open the side gate for the visiting band** to march in.
- 22- Greet the visiting chaperones and let them know about the water, garbage bags, and where the bathrooms are located.
- 23- Give visiting team's head chaperone your cell number, so they can contact you if necessary.



### SETTING UP STANDS

- 24- **Hang the banner** on the chain link fence at the top of the bandstand above the yellow seat area so that it's not blocked by tuba section.
- 25- Use the **cones** to separate the band area. Put them next to the yellow steps.



### WATER DISTRIBUTION

- 26- Six chaperones must go to the stands before the students start marching in to begin filling up the cups with water if there isn't enough bottled water or to get ready to pass out the bottled water.
- 27- Take one of the green trays to start refilling the cups while the red trays are in use. Make a chain up the stairs to ease the water distribution on the musicians' side and the dance team/color guard side.
- 28- A few chaperones may fill pitchers and go to the stands to refill the cups of students who need a refill. Pay special attention to the drum line, dancers, and color guard.

### MONITORING TRAFFIC / MARCHING INTO STADIUM

- 29- When the students march to the stadium, traffic chaperones will **stop traffic at all the intersections** to ensure the students' safety.
- 30- Chaperones not directing traffic or helping with water, march in with students into the stadium on the band's right side (*but not onto the track*).
- 31- Chaperones should walk behind stands to meet the band and form a chain at the steps into the stands; this safety measure is to prevent people from cutting through the students while they are going up into the stands.



## **DURING THE GAME**

### FIRST QUARTER TASKS

- 32- After the water is distributed if using water bottles, **refill coolers and add ice** on top to get the water cold by the 3<sup>rd</sup> quarter break.
- 33- Concession/stands chaperones ask the **concession stands** worker if they need their help and get trained, if help is needed.



### SEATING & STUDENT SUPERVISION

- 34- After the water is distributed, chaperones must sit along both sides of the band (*musicians, and dance/color guard*) to be available to students and separate the Marching Greyhounds from fans.



- 35- During pre-game, half-time and 3<sup>rd</sup> quarter student break, designated chaperones will be asked to watch the band area of the stands. It is up to chaperones to make sure that no one is allowed to move or sit in the area. (*Exception will be made for chaperones from the opposing high school with appropriate badges*).
- 36- Should a band member need to return to the band room at anytime during the game (*with Mr. Muse's permission only*), a chaperone must accompany them (band room keys needed).

### **END OF SECOND QUARTER**

- 37- At the beginning of the second quarter, some chaperones need to **provide security** by blocking path of the public so that students can pass safely onto the track (*the Diamonds, front ensemble, and drum line leave the stands to practice*).
- 38- Some chaperones take the **plumes** containers and open them on the track. Make sure drum line gets plumes on their hats while warming up.
- 39- **Front Ensemble chaperone(s)** help the front ensemble with their instruments and remain near them to help them in and out of the field.
- 40- **First Aid chaperones** position themselves one in the front and one in the back of the field to provide assistance if necessary.
- 41- Around 8 minutes to the end of the second quarter, the musicians start coming down. Two chaperones stand at the bottom of the stairs with **garbage bags** ready to collect the students' garbage.
- 42- At south-side field entrance, some chaperones need to **provide security** by blocking path of the public so that musicians can pass safely onto the track.
- 43- Plume chaperones **plume musicians** on the track away from



- the entrance to avoid a bottle-neck of students waiting to be plumed.
- 44- After all students have been plumed, chaperones can go up to stands to **watch the show**.
- 45- As soon as students play the last note, plume chaperones descend to the track and **deplume** students.
- 46- Three chaperones must position the purple water cooler near the exit of the track and **distribute water** to students.
- 47- **Instrument security chaperones** stand near the instruments on the track making sure nobody bothers them.
- 48- **Concession stands chaperones** go into the concession stands to help serve the students, if necessary, as soon as halftime is over.
- 49- **Bathroom chaperones** stand near the bathrooms to provide assistance if necessary.
- 50- Students must be seated in the stands at the beginning of the fourth quarter. Gently encourage them to get their instruments starting at about 2 minutes to the end of the quarter.



## **AFTER PERFORMANCE**

### **THIRD QUARTER**

- 51- **Front ensemble chaperones** borrow the band room keys from Mr. Muse, and supervise/help students return their instruments. Ask Mr. Muse if any other students (leaving game early) need to go to the band room at this time and take them with you. Lock band room and return the front ensemble students to the stadium as soon as possible.
- 52- **Water and Visitor's Liaison chaperones** take the water coolers to the band room also at this time. Visitor's liaison chaperones get the cooler from the other side.

- 53- After the performance, take the plumes, red trays, and anything not needed back to the band room.

### **END OF GAME**

- 54- At the end of the game, chaperones get ready again at the bottom of the stairs with **garbage bags** to collect the student's garbage and form a **security chain** at the bottom steps leading out of the stands to stop fans from cutting through the band as they exit.
- 55- A few chaperones will **check the** stands for garbage and if the stands are fairly clean (no more than a few pieces of trash easily picked up by the chaperones); Mr. Muse will be given the go ahead for the band to march out by the head chaperone.
- 56- **Banner/cones chaperone** will pick up the banner and the cones and take to the band room.
- 57- One chaperone must borrow the band room keys, and go ahead of the band to **open the band room doors**, and remove the bar between the doors (*use the band room key on the lock at the top of the bar and pull the bar out. Put the bar to the side of the right side door.*)



- 61- Chaperones that are not at the doors stack the **water coolers** and put any remaining bottled water in small coolers. Put the coolers in the water closet with the lids open to air dry and place a container of baking soda inside each cooler.
- 62- Return the **First Aid bag** to the water closet.
- 63- Return the **cones/banner** to the water closet.
- 64- Turn in your **badge** before you leave.

***Chaperones serve so they can perform!***



***Go Marching Greyhounds!!!***

### **PERFORMANCE DEBRIEFING MEETING**

- 58- After all students have marched in, close the doors and remain outside until band meeting is concluded.
- 59- Once the meeting is over, chaperones can come in, but the doors must remain closed to anybody not in the band.
- 60- Chaperones must be located at every door and cannot let the students out until Mr. Muse is satisfied that the band room is clean and all the chairs, podiums, instruments, shoes, etc., are collected.

***To volunteer as a chaperone,  
please contact the chairperson at:  
[chaperones@lymanband.com](mailto:chaperones@lymanband.com)***