

Lyman Marching Greyhounds Chaperone Guidelines

Welcome! Thank you for volunteering your time and energy for the Lyman Marching Greyhounds. (You must fill out or update a dividend form online at https://www3.scps.k12.fl.us/secure/Commlnv_Vol/Vols2003/vollogin.cfm). General information for chaperones is listed below. However, as the year progresses, we may be embarking on new and activities that may require special instructions. We will do our best to keep you informed of your responsibilities as chaperones. We are anxious for you to feel comfortable accompanying our Marching Greyhounds on their trips. They are a great group of young people and we know you will enjoy them

Home Games

- 1- All chaperones should arrive at school with their students or at the time assigned by the chaperones co-chairs. Parking will be reserved for chaperones in the parking lot behind the band room. Report to the Drama room, located near the back entrance to the Auditorium, at the designated time to sign in, receive instructions, information, assignments, and your chaperone badge. Please use the side door, not the back door of the band room. A t-shirt will be provided for you the first time you chaperone. The t-shirt is considered your chaperone uniform, so please do not alter in any way until after the last game of the season.
- 2- Chaperones help students. In other words, if you see a student struggling, feel free to lend a hand.
- 3- We need to escort students when walking to and from the stadium. Please space yourselves on either side of the line (about every 12 students) and walk with the group. Please do not follow the group or walk in clusters. The safety of the students is our top priority. The first two chaperones walking with the students should stop traffic to allow students safe passage.
- 4- Once in the stands, we ask that the chaperones sit at the end of the aisles by the Lyman Diamonds and the band to separate the Marching Greyhounds from the fans and to be available to the students. In that way, we can easily relay messages, pass water, and be available if a student needs us.
- 5- Chaperones will not smoke, as SCPS has a no smoking policy.
- 6- Since the bathrooms are very close to the bandstands, students may use the bathrooms with permission from their respective director.
- 7- If a student needs to return to the band room (Mr. Muse's permission only), a chaperone must accompany them.
- 8- We have a first aid kit, and will have a first aid chaperone available at all games to handle illnesses or accidents.
- 9- We also have a Uniforms Repair person at every outing to take care of sewing and mending needs, missing uniform parts, etc. Students will wear their uniforms properly at all time while with the band.
- 10- During pre-game, half time and 3rd quarter (the Marching Greyhounds are dismissed for break during 3rd quarter), the chaperones are asked to watch the band area stands. The Marching Diamonds leave their bags in their places; therefore, although we allow visitors and others to sit in the band areas during half time and third quarter, our student's possessions have to be guarded. The security of our students and their belongings is our first priority.
- 11- At the end of the game, we again assist students where needed, and walk with the students back to the band room. Please make sure to stop traffic for the safety of our students.
- 12- Return your chaperone badge and sign out. Some chaperones may be asked to wait until most students have been picked up.

Away Games

- 1- We meet in the drama room for instructions, assignments, badges, and to help in any way necessary.
- 2- Trip Logs should be completed and bus numbers put in the door and back windows. Sometimes the bus that takes us to our destination is not the same one that will bring us home, so make sure to ask the driver because

students leave their wardrobe bags and hatboxes in the bus. Please advise a chaperone co-chair if this is the case so they can make arrangements. Ask the driver where the signs can be located. Ask if the driver knows how to get to our destination. We insist that our buses stay together.

- 3- We usually have 2-4 chaperones per bus. A band officer is designated to handle roll call and give any announcements from Mr. Muse. Each bus will have at least one band officer. Roll call will be done after the students have boarded the buses, but before we leave. Please roll call again on the buses after the game but **before** leaving for home. All students should be **quiet** and remain that way until roll call and/ or instructions are completed. **Please insist and be assertive.**
- 4- The school and the county set up the rules for the buses. Nothing goes out of the windows including trash and body parts. Students must be **quiet at railroad crossings**. Students should be seated at all times facing the front and aisles should be clear. Students may sing, cheer, etc. but they should not scream, screech, whistle, stomp on the floor, or pound the seats. The driver is usually in control of the noise level, so ask him/her to let you know if it gets too loud. Be aware of the back of the bus and any couples that may be in your bus.
- 5- No food or drink is allowed in the bus, other than for first aid emergencies.
- 6- A chaperone will be designated as the bus captain and will have the Lyman emergency supply bags. You might need an early start in repairing a button, or giving a band-aid etc.
- 7- When we reach our destination, students and one chaperone will stay in the bus (except for truck and drum majors) until Mr. Muse give instructions. Remind students to close windows, and take valuables, as the bus cannot be locked.
- 8- You may be asked to take equipment, walk with the Diamonds, or band members through parking lots or to rope off the Marching Greyhounds area in the stands. Once in the stands, we should try to sit around the Marching Greyhounds perimeter, and to watch the area when the Band is performing, or on a break. Be aware of any activity underneath the stands as well.
- 9- During half time, designated chaperones may go to the home team side to watch the show. The other chaperones will need to remain on the visitor's side to watch all the things the students leave behind.
- 10- At the end of the game, all students must return on their assigned buses unless Mr. Muse has excused them. *Excused students **must** first report with **their parent** at the bus or the stands to check out with Mr. Muse and chaperone.* These students will be noted in your roll call sheet or you will be told of their absence prior to the trip home. Remember to roll call before the bus leaves.
- 11- When everyone disembarks at Lyman, one chaperone should check the bus for "leftovers" and make sure the windows are closed. The chaperone also needs to sign the bus driver's log. Chaperones should return to the Drama room, as we need to collect bags, badges, and completed trip forms before leaving. **All chaperones should try to stay until most of the students have been picked up.** Please wait with the students by the sidewalk or the band room door.

In conclusion, these young adults are for the most part very mature, responsible, and well informed. Mr. Muse gives instructions to the band officers and the Marching Greyhounds. The officers are responsible for carrying out his instructions. Our job is to help in any way we can. Of course, you are never expected to put up with rudeness, foul language, or uncooperative behavior. We should all remember if we wish to be treated with respect, we **must** treat them with respect. In addition, it is not necessary to give or lend money to students.

Again, many thanks in advance for your contribution of time, energy, and interest. Should you have any questions, encounter problems, or want to volunteer for a specific date or event, please email Elena Lugo at elmarelu@cfl.rr.com, or call 407-834-9577(H), or 407-619-7401 (C) or Rhonda Asfoor at rhondaasfoor@aol.com, or call 407-834-8559 (H).

Job Descriptions – Lyman Band 2008

- 1- **Band Seating Area Chaperone** - Places ropes and cones on south side stands to secure band-seating area.
- 2- **Band Perimeter Seating** - When not engaged in another chaperone assignment, sits along the side of the band students.
- 3- **Banner** – The chaperone positions the banner in front of the reserved band stands and returns it to the band room after the game.
- 4- **Bathroom 3rd Quarter** – The chaperones position themselves near the bathrooms to provide assistance if required. At home, the band is so close to the bathrooms that we do not use a chaperone for this position.
- 5- **Concession 3rd Quarter**- The chaperone job is to be available near the concession stand area during the 3rd quarter break to provide assistance should a student require it. This does not mean giving them money.
- 6- **Dance/Color Guard Perimeter Seating** - When not engaged in another chaperone assignment, sits along the side of the D/CG students.
- 7- **Drum Major Stands Movers** – Positions the Drum Major stands in front of the band seating area prior of start of the game. When the band is ready to play, positions the stand or podium at the 50-yard line if only one podium will be used or 40 and 40 yard lines if two podiums. If three podiums are used, one of the podiums will be positioned in the back 50 yard-line. The chaperone then removes the podiums as soon as the band starts walking out of the field and repositions one stand in front of the band seating area. When the band gets ready to leave, chaperone takes the stands to the band room or to the truck.
- 8- **Extras Bag** – This bag contains extra socks, gauntlets, tape, etc. The chaperone must be available or put the bag in a central place in case of need.
- 9- **First Aid Chaperone** - Attends to any minor student emergencies and carries master Medical Forms Binder throughout the duration of band event.
- 10- **Front Ensemble Helper** –
Home: Chaperones help the Front Ensemble (Xylophones, marimbas, etc.) push the instruments to and from the field for half time show. When the students leave to warm up, the chaperones go with them to provide any necessary assistance. Help students take instruments back to the band room during 4th quarter or at the request of the students. Must remain with students until all the students are back with the band.
Away: Chaperones help students position the instruments in staging area. When the students leave to warm up, the chaperones go with them to provide any necessary assistance. Chaperones help the Front Ensemble (Xylophones, marimbas, etc.) push the instruments to and from the field for half time show. After show, chaperone stays with the instruments so students can have a break. After the 3rd quarter break, the chaperones accompany the students to the truck and stay with them until students return to the band area after loading the truck.
- 11- **Hats** – The chaperone makes sure to bring three extra hats (S, M, L,). These hats are replacements should a student have a hat malfunction.
- 12- **Plumes** – Help put the plumes in the student's hats before halftime show and de-plume after the halftime show. The drum line usually leaves the stands at 10 minutes to the end of the 2nd quarter. The rest of the band comes down at 8 minutes to the end of the 2nd quarter. Usually all chaperones except those assigned to front ensemble, halftime/3rd Quarter stands, and podium help plume and de-plume.
- 13- **Stands 3rd Quarter** - Sit in the stands during the band break to protect the student's belongings.
- 14- **Uniforms** – The chaperone is in charge of the sewing kit to perform emergency repairs.
- 15- **Visitor's Liaison** – The chaperones take the water for half time to the visitor's stands and ropes off the right side of the stands for the visitor's band. Please cover the water with a blanket, so it does not disappear before the visitors arrive☺. The chaperones also take garbage bags (3 minimum) for the visitor to dispose of their garbage.

Please do this prior to the visitor's arrival. When the visitor's arrive, the chaperones welcome the band, and assist the other band with anything they require from Lyman (Tell them where the bathrooms are located, etc). The chaperones remain in the stadium to guide the visitors to their stands thru the back entrance. The chaperones should visit the other side after 3rd quarter to collect the cooler, and put it back in the band room. The chaperone may need to find security to open the side entrance to the visitor's stands located near the baseball field.

- 16- **Watch Instruments 3rd Quarter** - The students position the instruments on the track after the halftime show. The chaperones make sure that nobody disturbs them.
- 17- **Water** – Students usually receive water when they are going up the stairs at the beginning of the game, and after the half time show. Chaperones not assigned to stands and front ensemble, help pass out water.