



Lyman High School Band Chaperone Guidelines and Responsibilities

Thank you for volunteering your time as a chaperone for the Lyman High School Band, Dance, and Color Guard organization. The following is a list of guidelines to better help you understand what is expected at games and events. After reading the guidelines, if you have any further questions, please ask the Chaperone Chairperson or a Board member.

General Chaperone Guidelines

1. You must put the needs of the students and directors first.
2. Seminole County requires one chaperone for every 10 students on any given trip. Our band has approximately 200 members, so we will have at least 20 chaperones. Not every chaperone will have a work assignment each time. Sometimes you just get to enjoy the event and help if need arises.
3. Report to the band room by the assigned time for all home and away games and events. Sign in as soon as you arrive, pick up chaperone badge, and receive your team assignment. Always wear your chaperone badge during the event and return it before you leave.
4. Team leaders report to Chaperone Chairperson (Teams: water, plumes, bus leaders, banner / seating-area, drum major stand movers, etc).
5. Chaperones report to your team leader to review your responsibilities throughout the event. Be at your assigned team post on time during the game.
6. At least two chaperones ride each bus to/from away games. This is mandatory, no exceptions. Stay on the same bus you are assigned for the trip there and back.
7. The band will always move as a group. Chaperones should walk on each side of the band until the band enters the performing area, then drop behind the band and let the band be clearly seen. No one should "break ranks" (cut through the band) except in emergencies. Spectators and students must wait for the band to pass: paramedics don't!
8. Chaperones should find and mark the band's seating area on arrival at away games, then sit around the block acting as a buffer zone. At home games, chaperone seating will be on the dance / color guard side only. No one is to be in the band block except the students, staff, and director.
9. Should a single student or small group need to leave an area for any reason, they must be escorted by a chaperone. All restroom trips at away games and events must be escorted by a chaperone and these trips need to be cleared with the head chaperone or director before any students/chaperones leave the block.

10. Students are generally given a break after halftime. During the break, students are able to eat and drink or visit the restroom. At away games and events, chaperones will help monitor students during the break, being especially watchful for potential problems or dangerous situations. Get help immediately if a problem should occur. This is a time when students need the most protection and supervision.
11. Students are to be back in the stands and ready to play by the end of the third quarter. Chaperones should be around the concession stand and help students keep track of the game clock. They may not go to the paid seating areas or bring food or water back to the bleachers with them. (Note: some latitude may be needed here if the concession stands are crowded and students are not served till late in the third quarter. This may be the first food they've had since lunchtime.)
12. The first aid kit and original medical forms are carried by the First Aid Leader at all times. On each bus is a smaller first aid bag and copies of the medical forms for students assigned to that bus. All chaperones should be aware of who has these items in case of an emergency. If an injury occurs, please use your best judgment on how to handle the injury. All injuries must be reported to the band directors and a Board member immediately.
13. Consumption of alcoholic beverages by any student, chaperone, or staff member is strictly forbidden. Chaperones are NEVER "off-duty" during a band function.
14. Smoking is illegal on all SCPS property. Chaperones should never smoke around students as this sets a poor example and is detrimental to their health.
15. After having carried out your assignment, sit down and enjoy the Marching Greyhounds' performance!!! (Mr. Muse's favorite rule.) This also keeps chaperones near the field to provide any assistance necessary.

Chaperone Chairperson's Responsibilities

1. Coordinates volunteers to serve as chaperones for all home and away games plus any other band events (competitions, festivals, etc) that require chaperones.
2. Enlists parent volunteers to chaperone and coordinate water and fruit donations for Summer Band Camp.
3. Makes the master volunteer sign-up roster for each football game and festival throughout marching season (ratio of chaperones needed is 1 for every 10 students). The sign-up roster will be available at the Summer Band Camp Potluck Dinner after the Premier Show.
4. Makes reservations for the truck for away games as well as other band activities.

5. Calls and confirms all volunteers for each game or event at least three (3) days before the event. E-mail blasts are used to communicate. Chaperones must subscribe to receive e-mail messages at www.lymanband.com. Communications will go out as follows:
 - a. Wednesday message for Friday games and Saturday activities
 - b. Tuesday message for Thursday games
6. Assigns a leader for each of the following teams during games or events:
 - o Water Team
 - o Plumes Team
 - o Bus Team
 - o First Aid Team
 - o Equipment Transportation Team
 - o Truck Driving Team
 - o Drum Major Stands Team
 - o Rain Poncho Bin and Percussion Blankets Team
 - o Band Seating and Banner Display Team
7. Hands out name tags to chaperones as they sign in and collects them at the end of the game or event.
8. Creates and delivers the chaperone list with each chaperone's name and badge number to the Lyman Football ticket takers at the north, south and center entrances.
9. Collects the cell number of each chaperone and makes a contact list for each away game or event.
10. Counts out drinks for our students plus the visiting band at each home game and makes a stack of water cases for easy access by the Water Team Leader.
11. Locates restrooms immediately after arriving at the away venue, communicates their location to all the chaperones and staff, and finds out from the directors when the appropriate time will be to escort students to restrooms.

Chaperone Team Responsibilities

Water Team

Water is the bloodline for the band before and after performances. Water coolers should be filled at all times and cups should be available to the band students. It is extremely important that students have access to water before warm-up and after a performance.

Water Team Leader:

1. The team leader in charge of the drinks fills the coolers with the water bottles that have been counted out for that particular game or event.

2. Water bottles need to be iced down before home games only.
3. Assist the Chaperone Chairperson in getting ice into some coolers and dividing it between the other coolers.
4. The large orange water cooler should be filled with ice and water to be available during games (home and away).
5. Water pitchers, tray / caddies, cups, and large trash bags should be taken out to the band's seating area at all games.
6. The team leader should check to make sure all chaperones have badges on before the game, collect badges after the game, and return them to the Chaperone Chairperson.

The Water Team Leader will assign specific duties to team members. Duties for home games are:

1. Fill coolers with drinks and ice
2. Take the water cooler and cups to the stands.
3. Take the cooler on the flatbed cart to the stadium then to the south end of the track at halftime.
4. Have a person covering each cooler to give water bottles to each band member.
5. Take the coolers back to the band room, empty them, and wipe them dry before putting them up.

Plumes Team

Plume boxes will accompany the band to all games and events and be placed in the hats just before each performance. Plumes will be taken off of the hats as soon as the band is done performing and leaves the field.

Plumes Team Leader:

1. Make sure the plume cases are at each game and that your team is familiar with how the plumes are snapped into the hats.
2. Have your team assembled at the middle of the 2nd quarter and ready to put the plumes in each hat.
3. Immediately after the performance, team should be ready to remove the plumes as students leave the field.
4. Plumes should be carefully returned to their cases.
5. The team leader should check to make sure all chaperones have badges on before the game, collect badges after the game, and return them to the Chaperone Chairperson.

Pluming Procedure:

1. Take each plume case and thump it on the ground to move the wire of the plumes into easy access positions for retrieval.
2. Have chaperones spread out in the staging area so that band members don't bunch up to get their plumes.
3. There should be one person holding up each plume case so that other chaperones can pull the plumes out by the wire and snap them into the hats.
4. Plumes should only be handled by the wire at all times.
5. Make sure they snap into the hats so they do not fall off during the performance.
6. After the performance, all plumes are accounted for, placed carefully into the plume cases, and returned to the band closet.

First Aid / Consent Forms

1. The First Aid Team Leader should assist the directors in assuring that each student has a consent form. All consent and treatment forms must be available throughout a game or event in case of an emergency.
2. The First Aid Team Leader is responsible for getting the emergency kit bag and student consent forms' binder from the band closet and returning it there after each game.
3. The First Aid Team Leader will accompany the band with the medical bag and consent forms at all times.
4. If any equipment is used from the kit, please make sure it gets replaced before the next game (see the Treasurer(s) of the Boosters).

Buses

1. A team leader is assigned to each bus and is responsible for all chaperones on the bus having a chaperone badge, for collecting the badges on the trip home, and returning the badges to the Chaperone Chairperson.
2. The bus team leader must make sure that the student leader (drum major, color guard captain, etc.) on the bus takes attendance before leaving Lyman and then before leaving the away event so that no student is left behind. Roll will be taken each time the bus departs from a particular site. Students will not be allowed to switch buses once they are assigned a bus.
3. The Bus Team Leader is responsible for the treatment and consent forms for the students on his/her assigned bus. In case of an emergency while students are riding to and from an event, consent forms need to be with the team leader.

4. There is an emergency first aid kit for each bus, and it should stay in the seat with you on the bus. It can be left on the bus during the game, but it must be returned to the band closet upon returning to Lyman. (The First Aid Team Leader will be responsible for an emergency kit and master binder with all band members' consent forms at the game itself.)
5. On the bus, see that students remain seated, let them have fun, but not get out of hand.
6. On the return trip to school, remind students to pick up all trash and close all bus windows before exiting the bus.
7. Check for any trash or personal belongings after everyone has left the bus. Any personal property found can be given to the directors so that they can be returned to student(s).

Band Seating and Banner Display

1. The band seating area will be cordoned off with orange cones and yellow rope at home games.
2. Orange cones, yellow rope, and banner must be loaded on the truck before and after away trips.
3. At away games, seating arrangements should be confirmed with host school's booster representative.
4. The band banner should be hung in front of the band on the fence at home games.
5. The chaperone team should make sure that the banner gets collected, rolled carefully, and returned to the band room.
6. For away games, the team leader should check to see if displaying the banner is allowed at each venue, and if so, the appropriate location and manner.

Equipment Transportation

Percussion instruments, sousaphones, and other large equipment need to be ready to load early for an away game or event. Band members load the truck for away games before and after the performance. The Transportation Team Leader will coordinate with the following teams: Truck Driving, Drum Major Stands, Rain Ponchos & Blankets, and Band Seating and Banner.

Truck Driving

Truck-driver chaperones supervise band students while they move equipment to and from the truck and load before and after away trips. Drivers must have a valid Florida license to operate a rental truck.

Drum Major Stands

This team makes sure that drum major stands are taken out to the field at every game and placed at the appropriate yard lines at halftime then removed afterwards. They also make sure that stands are placed on the truck before and after all away games and events.

Rain Ponchos Bin and Percussion Blankets

This team makes sure the trash bin filled with rain ponchos and percussion section blankets are brought to the games. Blankets are used to protect percussion instruments from water due to rain or humidity.

1. For away games, ponchos get loaded on the truck, returned to the truck after the game, and then put into the band closet.
2. If it is necessary to use the ponchos, the team enlists other chaperones to help disperse the ponchos to the band members and collect them when they are finished with them.
3. If the ponchos are wet it is necessary to lay them out in the band room to dry. Students will fold them and put them back in the trash bin in the band closet on Monday.
4. The team should lay blankets out on the stands for the percussion section to set down drums.
5. For away games, blankets should be loaded on the equipment truck before and after the trip.
6. Blankets should be washed, dried, and brought back to the band room for the next game.

Sample Reports

Chaperone Hours per game (reported to Dividends Coordinator)

Name	8/24	8/31	9/7	9/14	9/21	9/12	9/15	9/18	9/28	TOTAL
Jane Doe	5.00									5.00
Mary Perez			4.75		6.00		6.50		4.00	21.25
John Smith					6.00				5.00	11.00

Sign up for Games

August

Date: Friday August 18 (Home)

Name	E-mail	Phone
1.		
2.		
3.		
4.		
5.		
6.		
7.		

Game Schedule Sign-In

Name	Water	Plumes	Time in	Time Out
Jane Doe		x		
Mary Perez	x			
John Doe	x			