

# KENT STATE UNIVERSITY MARCHING GOLDEN FLASHES

JOHN FRANKLIN, DIRECTOR



2016 UNDERGRADUATE STAFF HANDBOOK

**“SETTING THE BAR!”**

Congratulations on being selected to serve as a member of the Undergraduate Staff (more commonly referred to as “UGS”) for the 2016 edition of the Kent State University Marching Golden Flashes. One of the best and most unique things about college marching band is the great dependence on students like you to be the backbone of the band—to teach and lead others; to serve in a variety of roles that keep the band a well-oiled machine; to act as a liaison between director and instrumentalists; to carry on old and create new traditions; and to always be ready to make sure that we continue to be one of the best college marching bands in all of Ohio! This handbook is designed to assist you and serve as a reference to help you be the best leader of your peers that you can possibly be. This season, let us focus on discovering how high the bar can be set in all we do, make a commitment to reaching

for that bar, and pursuing the types of actions that will make us successful in our endeavors!



## STAFF

DIRECTOR OF BANDS.....	Dr. Jesse Levya
DIRECTOR OF ATHLETIC BANDS.....	Dr. John Franklin
DRUMLINE INSTRUCTOR.....	Jon Thomas
<i>TOUCH OF GOLD</i> INSTRUCTOR.....	Beth Graal
COLORGUARD INSTRUCTOR.....	Aylin Vural
GRADUATE ASSISTANTS.....	Malcolm Jones, Mary Kate McNally
BANDS ASSISTANT.....	Liz Carney
BAND OFFICE/COMMUNICATIONS STAFF.....	Jordan Provost, Summer Canter
PHOTOGRAPHER.....	TBA
VIDEOGRAPHER.....	Sean Dolansky
HEALTH ASSISTANT.....	TBA
VOICE OF THE MGF.....	TBA
FIELD COMMANDERS.....	Erin Hines, Ashley Schwartz, Abbey Davis



## UNDERGRADUATE STAFF (UGS) - SECTION COORDINATORS

### **PICCOLO/FLUTE**

Sierra Shood  
Cindy Smith

### **CLARINET**

Carey Ousley

### **ALTO SAXOPHONE**

Jeffrey Henke  
Jillian Schmidt  
Katie Strok

### **TENOR SAXOPHONE**

Andrew Piggott

### **TOUCH OF GOLD**

Amy Arslanian

### **TRUMPET**

Katie O'Neill  
Haley Sommer

### **MELLOPHONE**

Nate Condos

### **TROMBONE**

Sophia DelCiappo

### **BARITONE**

Sam Zimmerman

### **SOUSAPHONE**

Michael Greene  
Patrick O'Donnell  
David Simenc

### **DRUMLINE**

Kyle Hutchison

### **COLORGUARD**

Laura Beth Benner  
Allie Hoppe  
Kortney Reed



## UNDERGRADUATE STAFF (UGS) COMMITTEE CHAIRS

### **ALUMNI RELATIONS**

Erin Hines

### **CELEBRATIONS & EVENTS**

Regan Ferrell

### **COMMUNITY SERVICE**

TBA

### **HISTORY & TRADITIONS**

Zeke Paulowski

### **INSTRUMENTS & EQUIPMENT**

David Simenc  
Kyle Hutchison

### **LIBRARY**

Jillian Schmidt  
Carrie Ousley

### **MGFITNESS COMMITTEE**

Amy Arslanian  
Haley Sommer

### **MUSIC COACHING COMMITTEE**

Michael Greene

### **OUTREACH & RECRUITMENT**

Katie Strok  
Brian Weisberg  
Andrew Piggott - *Communications*  
*Outreach*

### **REHEARSAL & PERFORMANCE**

Summer Canter

### **VISUAL COACHING COMMITTEE**

Sam Zimmerman - *Marching*  
*Fundamentals Coach Sub-committee Chair*  
TBA - *Field Show Choreography Sub-*  
*committee Chair*  
Jennifer Luck - *Stands Choreography Sub-*  
*committee Chair*



## PTC 2016 UGS TRAINING SCHEDULE

### **MONDAY, AUGUST 8 - FRIDAY, AUGUST 12 - COMMITTEE PREP WEEK**

- *Alumni Relations* – Assist Band Alumni Association with preparation and planning for PTC Alumni Picnic
- *Celebrations & Events* – Prepare nametags and welcome packets
- *Instruments & Equipment* – Prepare Instruments and Equipment for Distribution & Use
- *Library Committee* – Prepare music and drill
- *MGFitness* – Prepare strength, conditioning, & stretch routine for PTC
- *Rehearsal & Performance Committee* – Prepare Rehearsal Supplies, Materials, Equipment, and Area for Rehearsals; Prepare Uniforms for Distribution

### **MONDAY, AUGUST 15**

*10 am – noon*

**Teaching & Office Staff, Graduate Assistants, Field Commander meeting (E112)**

*1 pm – 3 pm*

**Field Commander meeting (E112)**



## PTC 2016 UGS TRAINING SCHEDULE

### TUESDAY, AUGUST 16

- 9 am – 11 am                      **Undergraduate Staff (UGS) Check-in and Move-in**
- 11 am – noon                      **Staff and UGS Meeting: *Introduction & To Thing Own Self Be True, Part 1* (E112)**
- 1:30 pm – 2:30 pm                **Seminar: *To Thine Own Self Be True, Part 2* (E112)**
- 2:45 pm – 4 pm                    **Seminar: *Reviewing Leadership Roles* (E112)**
1. Staff
  2. Graduate Staff
  3. Field Commanders
  4. Section Coordinators
  5. Music Performance Coaches
  6. Visual Performance Coaches
  7. Committee Chairs
  8. Director
- 4:15 pm – 5:30 pm                **Seminar: *Leadership the MGF Way* (E112)**
1. Effective vs. Ineffective Leadership
  2. *The Seven*
  3. Conflict & Discipline
- 7 pm – 9 pm                        **Seminar: *Setting the Bar for 2016* (E112)**
1. Musical Performance
  2. Visual Performance
  3. Rehearsal Preparation
    - a. Materials
    - b. Drill
    - c. Music
  4. Rehearsal Etiquette/Procedure

5. Stands Presence
6. Image Integrity
7. KSUMGFamily
8. Community & Campus Outreach & Presence
9. Spirit & Tradition



## PTC 2016 UGS TRAINING SCHEDULE

### WEDNESDAY, AUGUST 17

- 8 am – 8:15 am                      **UGScrum (MGF Practice Field)**
- 8:15 am - 9 am                      **Stretch | Strength | Cardio - Practice Field**
- 9 am - noon                          **UGS Marching FUNdamentals Training (Practice Field)**
1. Posture/Position of Attention
  2. At Ease
  3. Horn Carriage
  4. Horn Playing Position
  5. Alignment
    - a. Dot
    - b. Dress
    - c. Cover
    - d. Diagonal
    - e. Arc
  6. Parade Rest
  7. Horn Directions (Flash/To the Podium)
  8. Mark Time
  9. Slow Turns
- 1:30 pm – 3:30 pm                      **UGS Music Rehearsal (E112)**
1. Breathing
  2. Sound Fundamentals
  3. New Music (Show 1 & New Stand Tunes)
- 3:45 pm – 4:45 pm                      **Seminar: *How to Run Effective Music Sectionals* - E112**



4:45 pm - 5:30 pm

**Seminar: *Health Awareness* (E112)**

1. Heat Related Illness
2. Head Injury
3. Muscle & Ligament Injury
4. Prevention & Proactivity
5. Mental/Emotional Illness
6. Emergency Situations

7 pm - 9 pm

**UGS Marching *FUNDamentals* Training (Practice Field)**

1. Review *Stationary FUNDamentals*
2. Forward March
  - a. First & Last Step
  - b. FM Adjusted Step 12,16,6to5
  - c. Transitioning Continuous Steps



## PTC 2016 UGS TRAINING SCHEDULE

### **THURSDAY, AUGUST 18**

- 8 am - 8:15 am*                      **UGScrum (E112)**
- 8:15 am - 9 am*                      **UGS set up for move-in (various locations in CPA and Residence Halls)**
- 9 am - 9:45 am*                      **Stretch | Strength | Cardio - Practice Field**
- 9:45 am - noon*                      **UGS Marching FUNDamentals Training (Practice Field)**
1. Review Forward March
  2. Backward march
    - a. First & Last Step
    - b. FM Adjusted Step 12,16,6to5
    - c. Transitioning Continuous Steps
  3. Forward March Direction Changes
    - a. Left Flank
    - b. Right Flank
    - c. To-the-Rear
    - d. Touch & Go Backward March (Straight, Left, Right)
  4. Backward March Direction Changes
    - a. Left Flank
    - b. Right Flank
    - c. Touch & Go Forward March (Straight, Left, Right)
- 1:30 pm - 2:30 pm*                      **Meeting for UGS, Drumline, Colorguard, and Touch of Gold (E112)**
1. Staff/UGS Introductions
  2. Season Schedule
  3. Postseason Requirement
  4. PTC Schedule Overview

5. PTC materials – Instrument, Music, Drill, Pencil, Apps (Phone use), Clothing, Hydration, Nutrition, Health, Conditioning, Dot Tokens, Butt Bags, Pinwheels, Nametags
6. Attendance/DKS
7. Rehearsal Etiquette/Procedure
8. Residence Hall/Conduct Expectations
9. Preparation Expectations
10. Where | When | With | What | How

*2:30 pm – 5:30 pm*

**UGS Marching FUNdamentals Training (Practice Field)**

1. Review Forward/Backward March
2. Slides
  - a. Forward
  - b. Backward
3. Slide Direction Changes
  - a. Forward
  - b. Backward
4. Follow-the-Leader Drill
5. Sequential Drill
  - a. Pick-up
  - b. Stack
  - c. Drop-off
  - d. Step-2

*7 pm – 9 pm*

**UGS Night Out (TBA)**



## PTC 2016 UGS TRAINING SCHEDULE

### **FRIDAY, AUGUST 19**

<i>8 am – 9 am</i>	<b>UGScrum (E112)</b>
<i>9 am – noon</i>	<b>Assist w/Check-in &amp; Move-in</b>
<i>1:30 pm – 2:30 pm</i>	<b>UGS &amp; all Brass &amp; Woodwinds Meeting (E112)</b>
<i>2:30 pm – 3:45 pm</i>	<b>Sectionals (Locations TBA)</b>
<i>4 pm – 5:30 pm</i>	<b>Full Band Music Rehearsal (Location TBA)</b>
<i>5:30 pm – 7 pm</i>	<b>Welcome Back BBQ for all members and families (School of Music Amphitheater)</b>
<i>7 pm – 8 pm</i>	<b>“Band Together” Activity (TBA)</b>



## MGF INSTRUCTIONAL STAFF RESPONSIBILITIES

### **GENERAL RESPONSIBILITIES**

- Attend weekly MGF staff meetings throughout the season
- Attend all MGF rehearsals and performances
- Maintain the integrity and ideals of the MGF and Kent State Bands
- Serve as Role Models for the *Seven Tenets of MGF Leadership*
- Serve as the liaison between students and Director of Athletic Bands

### **COLORGUARD INSTRUCTOR**

- Audition and assignment of roles for the Colorguard
- Coordinate, schedule, and run spring/summer audition clinics and sectionals as needed
- Rehearsal direction and instruction and the writing and teaching of Colorguard routines for the season
- Coordination, maintenance, and preparation of Colorguard uniforms and equipment with the KSUMGF office staff, directors, and/or uniform committee
- Attendance at all rehearsals, performances, and meetings as coordinated and required by the Director of Bands or the Director of Athletic Bands of the University.
- Attendance at game-day planning meetings as needed
- Planning and teaching an additional weekly two-hour Colorguard sectional during the season.
- Assistance with recruiting efforts for the Colorguard as assigned by the Director of Bands or the Director of Athletic Bands of the University.
- Additional duties as assigned by the Director of Bands or the Director of Athletic Bands of the University.

### **GRADUATE TEACHING ASSISTANTS**

Graduate Teaching Assistants aid in the operation of the Marching Golden Flashes including: writing and teaching drill and music, correcting marching, correcting playing execution errors, evaluating and selecting members, and other duties as assigned. Responsibilities include:

- Attending all rehearsals, sectionals, and performances
- Assist in the instruction and correction of marching fundamentals

- Assist with administrative tasks as assigned
- Monitor Section Leaders during sectionals
- Coordinate and monitor seating in the stadium
- Assist in drill instruction and drill execution errors
- Conduct at various performances as needed
- Conduct music sectionals as needed
- Assist with logistical duties for guest bands and road trips
- Provide a line of communication from the Field Commanders to the Directors
- Advises UGS and band members where appropriate and needed
- Assist in the evaluation and selection of band membership

### **PERCUSSION INSTRUCTOR**

- Audition and assignment of parts for the Drumline
- Coordinate, schedule, and run spring/summer audition clinics and sectionals as needed
- Rehearsal direction and instruction and the writing and teaching of Drumline music parts for the season
- Coordination, maintenance, and preparation of Drumline instruments and equipment
- Planning and teaching an additional weekly 90-minute Drumline sectional during the season.
- Attendance at all rehearsals, performances, and meetings as coordinated and required by the Director of Bands or the Director of Athletic Bands of the University.
- Attendance at game-day planning meetings as needed
- Assistance with recruiting efforts for the Drumline as assigned by the Director of Bands or the Director of Athletic Bands of the University.
- Additional duties as assigned by the Director of Bands or the Director of Athletic Bands of the University.

### **TWIRLING INSTRUCTOR**

- Audition and assignment of roles for the *Touch of Gold* twirlers and Feature Twirler
- Coordinate, schedule, and run spring/summer audition clinics and sectionals as needed
- Rehearsal direction and instruction and the writing and teaching of twirler routines for the season
- Coordination, maintenance, and preparation of twirler uniforms and equipment
- Attendance at all rehearsals, performances, and meetings as coordinated and required by the Director of Bands or the Director of Athletic Bands of the University.
- Attendance at game-day planning meetings as needed
- Assistance with recruiting efforts for the Twirlers as assigned by the Director of Bands or the Director of Athletic Bands of the University.
- Additional duties as assigned by the Director of Bands or the Director of Athletic Bands of the University.



## MGF UNDERGRADUATE STAFF RESPONSIBILITIES

The undergraduate staff (or “UGS”) is a group of student leaders who have been chosen to fulfill various responsibilities throughout the season. Criteria for selection include the following:

- Excellent marching and musical credentials
- Excellent leadership capacity
- Excellent scholarship
- Excellent character
- Strong ability to set examples for other members
- Demonstrated commitment to the ideals, philosophy, and practices of the KSUMGF
- Work 110% at all times, both on and off the field.
- Possesses the following character traits:
  - Reliable & organized
  - Consistent & prepared
  - Honest & transparent
  - Appropriately prioritized
  - Intrinsically motivated
  - Think - Feel - Speak - Do - Reflect - Revise
  - Trustworthy & dependable
  - Mature but teachable, learning, & growing
  - Confident but self aware
  - Humble but self assured
  - Extroverted but reflective
  - Independent but team oriented
  - Unshakeable but flexible
  - Accepting but critical
  - Pedestal but personable
  - Firm but fair
  - Busy but balanced
  - Pleased but never satisfied
  - Authoritative but not authoritarian

It is expected that all UGS maintain each of these expectations to the highest level at all times. You represent the best of the band membership as well as what we hope to inspire others to be. Leadership is a huge responsibility as the success, attitude, and commitment of the band is very much in your hands!

### **GENERAL RESPONSIBILITIES**

- Attend UGS Training during Preseason Training Camp
- Play in all UGS Pep Band events as needed
- Attend all UGS Meetings as listed in the Calendar

### **FIELD COMMANDERS**

The Marching Golden Flashes Field Commanders, in addition to conducting, will assist in the teaching of drill as well as correcting marching fundamentals and drill execution errors during rehearsals. The Field Commanders are part of the Undergraduate Staff and attend appropriate meetings. The Field Commander Responsibilities are:

- Serve as the conductors of the band for half time and exhibition performances and as needed in the stands, at pep rallies, and at other formal/informal performances
- Assists the Director of Athletic Bands with preparation for UGS meetings/preseason camp
- Assists the Director of Athletic Bands and staff in teaching and supervising the teaching of drill and fundamentals during band camp and daily rehearsal.
- Serves as the liaison between the Director of Athletic Bands and the Undergraduate Staff
- Holds weekly information meetings with the Undergraduate Staff
- Assists the MGFitness Committee in leading stretching and physical warm-ups/conditioning at band camp, rehearsals, and performances
- Assists the Director of Athletic Bands and staff in leading marching fundamental rehearsals during band camp and daily rehearsal.
- Assists the Director of Athletic Bands and staff in running music warm-ups and rehearsal during band camp and daily rehearsal
- Assists the R&P Committee in setting up the rehearsal and performance areas at least 15 minutes prior to a rehearsal or performance
- Attends weekly Field Commander meetings with the Director of Athletic Bands
- Attends weekly score study/conducting workshop led by the Director of Athletic Bands and/or Graduate Assistants
- Works with UGS to reinforce duties throughout the season
- Serves as the primary student representative for the MGF on campus and abroad
- Serves as the President/Vice President of the Band for all Student Government affiliations
- Works with the Director of Athletic Bands, staff, and other UGS to communicate and enforce MGF policies



## **SECTION COORDINATORS**

- Represents their individual section at UGS meetings
- Responsible for checking that all members have all required materials at all rehearsals
- Reports attendance for their section directly to the assigned Band Office staff member
- Conducts uniform standard inspections before every performance
- Makes sure that instruments are in good playing condition
- Teach, reinforce, and maintain discipline and proper rehearsal and performance etiquette on and off the field
- Knows, communicates, and enforces MGF policies
- Coordinates with Music Coaches to complete music performance pass-offs
- Maintain section discipline on and off the field

## **ALUMNI RELATIONS COMMITTEE CHAIR**

- Responsible for working with the Band Alumni chapter to organize, communicate, and promote alumni events as well as serving as the current band representative on the Band Alumni Board. The goal of this committee is to establish and maintain strong ties and rapport with MGF Alumni.
- Attend all Band Alumni Chapter events and meetings as posted on the Kent State Bands Calendar and/or Kent State Alumni page
  - Meetings: The first Thursday of the following months: August, October, December, February, April, June
  - Events: PTC Alumni BBQ, Homecoming Alumni Events, FlasherBrass Alumni Band events, others TBA
- Schedule, plan, & lead full and sub committee meetings as needed
- Attend all Band Alumni Chapter events to represent the current MGF membership
- Work closely with the Band Alumni Board to develop programs that benefit both the MGF and its alumni
- Assist in recruiting for the Band Alumni Chapter
- Create sub-committees and delegate responsibilities as needed

## **CELEBRATIONS & EVENTS COMMITTEE CHAIR**

- Responsible for planning and organizing all non-rehearsal or performance events including, but not limited to the following:
  - Welcome Back BBQ
  - Band banquet
  - Monthly band-wide social activity
  - Bi-monthly intersectional social activity
  - PTC social activities
  - Birthday celebrations
  - Special events
  - Special recognition of band members

- Condolences for band members
- Meet with Dr. Franklin in July to discuss plans for the events listed above
- Work with committee members to organize sub-committees for each event listed above, create an operating plan, and submit it to Dr. Franklin by September 1
- Required to set up a regular meeting schedule with Dr. Franklin to strategize and plan for events during the academic year
- Schedule, plan, & lead full and sub committee meetings as needed
- Create hype and advertising for planned social activities via posters, announcements, social media, etc.
- Create and plan for new opportunities for events
- Create sub-committees and delegate responsibilities as needed

### **COMMUNITY SERVICE COMMITTEE CHAIRS**

- Responsible for organizing and promoting at least TWO major non-performance related community service events per year.
  - *Be the Match* (fall semester)
  - TBA (spring semester)
- Meet with Dr. Franklin in July to discuss plans for the projects listed above
- Work with committee members to organize sub-committees for each project listed above, create an operating plan, and submit it to Dr. Franklin by September 1
- Set up a regular meeting schedule with Dr. Franklin to strategize and plan for events during the academic year
- Meet with community liaisons as part of the project as needed
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Organize and at least TWO major non-performance related community service events per year.
- Create hype and advertising for projects via posters, announcements, social media, etc.
- Create and plan for new opportunities for service
- Research for service ideas for next year

### **HISTORY & TRADITIONS COMMITTEE CHAIRS**

- Responsible for researching, organizing, teaching, and communicating all band traditions and history to all MGF members and the community.
- Responsible for maintaining and collecting historical and archival materials and artifacts (photos, video, recordings, interviews, articles, programs, etc.) from the current season to be made available for future posterity
- Meets bi-weekly with Dr. Franklin to discuss research updates, goals, and plans
- Research and collect information as described in the Description of Duties
- Delegates and communicates research and artifact collection tasks to committee membership as needed
- Create and reinforce traditions & promote MGF and School Spirit within the band and university

- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Create slide show for banquet and recruitment events
- Create virtual and real-life displays of historical artifacts
- Update the MGF History timeline
- Create a Traditions page for the MGF website
- Collaborates with band photographer and videographer to take video, audio, visual, etc. records of the season

### **INSTRUMENTS & EQUIPMENT COMMITTEE CHAIRS**

- Responsible for all duties related to the care and transport of instruments & equipment for all athletic bands (MGF and FlasherBrass):
- Assist Graduate Student/Band staff in charge of instrument inventory in preparation, distribution, & collection of all school-owned instruments and equipment
- Organizes committee for loading, transporting, & unloading instruments and equipment before and after all performances, rehearsals, and events as needed
- Monitor the Google Doc Instrument Repair Request submissions
- Monitor and check for repair needs for all instruments before checking them out to band members and after collecting them
- Assists Band Office staff in preparing and transporting instruments and equipment for repair
- Meet with Dr. Franklin in July to discuss plans for the tasks listed above
- Work with committee members to organize sub-committees for each task listed above, create an operating plan, and submit it to Dr. Franklin by September 1
- Work with Graduate Student/Band staff in charge of instrument inventory to have instruments ready to distribute at no later than one day before PTC and one day before FlasherBrass
- Set up a regular meeting schedule with Dr. Franklin to strategize and plan for tasks during the academic year
- Meet with Dr. Franklin and/or Graduate Student in charge of equipment no later than 7 days prior to any game, trips, or performances to discuss logistics
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Review all inventory processes for ways to better organize and streamline
- Remain vigilant of any repairs or replacement needs and communicates these to Dr. Franklin
- Assist Graduate Student/Band staff in charge of instrument inventory in picking up/driving/returning equipment truck as needed
- Maintain cleanliness and orderliness of all equipment, instruments, and related storage areas
- Work with the Band Office staff to maintain and update the instrument and instrument parts inventory database for all athletic bands

- Work with the Band Office staff to organize and implement a plan for instrument distribution, alteration, repair, replacement, and collection for all athletic bands
- Review, update, revise, and/or create a document of instrument standards and guidelines to be added to the Band Handbook
- Work with the Band Office staff to order instrument parts as needed for all athletic bands
- Coordinate all instrument and equipment transportation for PTC and other similar events
- Work with the Performance & Rehearsal Committee as needed

### **LIBRARY COMMITTEE CHAIRS**

- Responsible for the preparation and distribution of all sheet and digital music and drill for all athletic bands (MGF and FlasherBrass)
- Assist Band office staff in charge in preparation and distribution of all sheet and digital music and drill for all athletic bands (MGF and FlasherBrass)
- Assist Band office staff in maintaining an updated file of digital music parts for all athletic band music
- Assist Band office in electronically and physically distributing music and drill to alumni for Alumni Band events
- Prepare all flip folders and drill for PTC, FlasherBrass, any new MGF shows to be completed no later than 1 week prior to the first rehearsal.
- Meet with Dr. Franklin in July to discuss plans for the tasks listed above
- Recruit members/volunteers to assist with music preparation for PTC beginning no later than August 1
- Work with committee members to organize sub-committees for each task listed above, create an operating plan, and submit it to Dr. Franklin by September 1
- Work with Band Office Staff/Bands Librarian in charge of the music library to have music/drill ready to distribute at no later than one week before PTC and one week before FlasherBrass and one week before a new MGF show
- Set up a regular meeting schedule with Dr. Franklin to strategize and plan for tasks during the academic year
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Set and communicate schedule, goals, and procedures for all physical music/drill preparation tasks
- Review all music inventory processes for ways to better organize and streamline
- Remain vigilant of any missing digital music/drill needs and communicates these to Dr. Franklin
- Maintain cleanliness and orderliness of all library materials and related printing, preparation, and storage areas
- Work with the Band Office staff to maintain and update the instrument and instrument parts inventory database for all athletic bands
- Work with the Band Office staff to organize and implement a plan for music/drill distribution and collection for all athletic bands

- Organize and maintain the online Google Drive music parts library for both MGF and FlasherBrass
- Maintain a cache of pencils for use in rehearsal

### **MGFITNESS COMMITTEE CHAIRS**

- Responsible for the creation, teaching, and encouragement of good physical fitness habits for members of the Marching Golden Flashes. Duties include the following:
  - Creating a strength, stretch, and conditioning plan for PTC and the MGF season to be implemented for rehearsals and performance warm-ups
  - Teach and lead rehearsal/performance strength, stretch, and conditioning exercises at PTC and rehearsals/performances throughout the season
  - Educate and inform MGF members regarding proper physical care including sleep, nutrition, hydration, sun/insect repellent, exercise, stretching, etc.
- Prepare a strength, stretch, and conditioning plan for PTC to be completed no later than 1 week prior to the first day.
- Meet with Dr. Franklin in July to discuss strength, stretch, and conditioning plans for PTC and the marching season
- Work with committee members to organize sub-committees for each task listed above, create an operating plan, and submit it to Dr. Franklin by September 1
- Set up a regular meeting schedule with Dr. Franklin to strategize and plan for tasks during the academic year
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Set and communicate strength, stretch, and conditioning plan, goals, and procedures for all physical tasks to the members of the MGF
- Create fun, impactful fitness challenges for MGF members
- Create and distribute resources to be used by MGF members to improve their fitness
- Work with other institutions on campus and in the community (athletic trainers, wellness center, physical education, etc.) to create safe, meaningful fitness activities and goals
- Create off-season strength, stretch, and conditioning plan for MGF members

### **MUSIC COACHING COMMITTEE CHAIRS**

- Assists the Director of Athletic Bands and Graduate Assistants in organizing and leading sectionals, conducting & organizing music memorization assessment pass-offs, and teaching and encouraging good musical, technical, and practice skills
- Prepare scores for and lead sectional rehearsals as assigned
- Assist with organizing and leading sectionals during PTC and the MGF season
- Meet with Dr. Franklin in July to discuss musical goals, plans, and rehearsal strategies for PTC and the marching season
- Create music memorization assessment pass-off schedule and submit it to Dr. Franklin by August 15 for PTC and by September 1 for the remainder of the season

- Set up a weekly meeting schedule with Dr. Franklin to discuss musical goals, plans, and rehearsal strategies
- Set and communicate music preparation/assessment plan, goals, and procedures to the members of the MGF
- Create and implement coaching sessions to assist MGF members in preparation and learning and memorization of music and musical/technical skills
- Communicate music pass-off expectations, schedule, and procedures to MGF membership
- Assist section coordinators in organizing, scheduling, and teaching weekly sectional rehearsals as needed
- Teach and encourage MGF members how to have good musical, technical, and practice skills
- Research new, innovative ways to improve the MGF musical performance
- Assists band members in reaching the 6<sup>th</sup> Level of Part Preparation by encouraging and mentoring good practice habits
- Responsible for creating and organizing voicing and sectional music arrangements for stands, pep, and halftime performances
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed

#### **OUTREACH & RECRUITMENT COMMITTEE CHAIRS**

- Responsible for assisting the Director of Athletic Bands with planning, organizing, and participating in all recruitment and outreach activities (such as Golden Flash Days, Destination Kent State, School of Music audition days, high school band visitations, etc.)
- Organize and implement an email campaign for incoming and interested students
- Organize and implement phone campaign for incoming and interested students
- Organize and participate in DKS events this summer
- Participate in the following recruitment events during the school year:
  - Golden Flash Days
  - High School Band Days (MGF & FlasherBrass)
  - Destination Kent State
  - High School Run-outs
- Help maintain the School of Music recruitment database
- Meet with visiting prospective students
- Assist with organizing outreach performances as needed by the Director of Athletic Bands
- Research new innovative ways to recruit and retain MGF membership
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Chairs will assist the band office staff in maintaining the athletic band social media campaigns as needed

#### **REHEARSAL & PERFORMANCE COMMITTEE CHAIRS**

- Responsible for preparing and setting up all rehearsal and performance spaces, assisting with non-performance rehearsal/performance activities (such as Dr. Beat, water supply, etc.), maintaining proper storage of all equipment, the maintenance, distribution, and collection of uniforms, and the communication and enforcement of all athletic band uniform standards
- Meet weekly with Dr. Franklin and attend all UGS meetings
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Work with the Band Office staff to inventory ALL non-instrument equipment
- Work with the Graduate Assistant in charge of rehearsal and performance operations to organize and implement a plan for preparation of the storage/ /rehearsal/performance areas for all rehearsals and performances (Music Building, Practice Field, Travel, Dix, MACC, etc.)
  - Field Markers, Water Stations, Ladders, Snacks, PA equipment, Tables, Medical bag, etc.
- Meet with Dr. Franklin in June to review, update, revise, and/or create standards and guidelines in the Band Handbooks
- Work with the Band Office staff to order non-instrumental office and medical supplies needed for all athletic bands
- Work with the Instruments & Equipment and Library Committees as needed
- Work with the Band Office staff to maintain and update the uniform and uniform parts inventory database for all athletic bands
- Organize and implement a plan for uniform distribution, alteration, repair, replacement, and collection for all athletic bands
- Review, update, revise, and/or create a document of uniform standards and guidelines to be added to the Band Handbook
- Work with the Band Office staff to order shoes, gloves, bags, hats, t-shirts, jackets, pants, etc. for all athletic bands
- Create a “Rehearsal & Performance Committee” Handbook to be passed down to successive leaders and committee members
- Create a “Rehearsal & Performance Committee” checklist to communicate and organize committee members with specific roles, jobs, and procedures for doing those jobs

## **VISUAL COACHING COMMITTEE CHAIRS**

- Assists the Director of Athletic Bands and Graduate Assistants in teaching, assessing, cleaning, and encouraging good marching and visual technique to the MGF membership. Also contains a subcommittee responsible for creating, teaching, cleaning, assessing any field show dances and/or choreography and a subcommittee responsible for creating, teaching, cleaning, assessing any stands dances and/or choreography
- *Marching Fundamentals Coaches sub-committee*
  - Memorize the elements of good marching technique
  - Assist with teaching, assessing, cleaning, and encouraging good marching technique during PTC and the MGF season

- *Field Show Choreography Sub-committee*
  - Create and submit to Dr. Franklin for approval choreography for all dance blocks and field visuals not related to marching fundamental technique. Completed choreography must be submitted no later than 1 week prior to first rehearsal of the material
  - Assist with teaching, assessing, cleaning, and encouraging good choreography visual performance as needed
- *Stands Choreography Sub-committee*
  - Work with section coordinators to create and submit to Dr. Franklin for approval, all cheers and choreography for all stands dances, horn moves, and related visuals for all stands tunes. Completed choreography must be submitted no later than 1 week prior to first rehearsal of the material
  - Assist with teaching, assessing, cleaning, and encouraging good choreography visual performance as needed
  - Create a spirit plan for every game day
  - Communicate plans to section leaders and sections & coordinate with other KSU spirit groups
  - Coordinate cheers during game events in the MGF and with Cheerleaders and Student Section
- All chairs meet with Dr. Franklin in July to discuss visual goals, plans, and rehearsal strategies for PTC and the marching season as they relate to specific sub-committee tasks
- All chairs are required to set up a regular meeting schedule with Dr. Franklin to discuss visual goals, plans, and rehearsal strategies as they relate to specific sub-committee tasks
- Create and implement coaching sessions to assist MGF members in preparation and learning marching and visual skills
- Assist section coordinators in organizing, scheduling, and teaching weekly sectional rehearsals as needed
- Teach and encourage MGF members how to have good marching technique and visual skills
- Research new, innovative ways to improve the MGF visual performance
- Schedule, plan, & lead full and sub committee meetings as needed
- Create sub-committees and delegate responsibilities as needed
- Accountable for visual uniformity and style of all marching and posture, horn angles, marching style, alignment/vertical adjustments
- Check and set all dimensions of cover and dress in forms on the field
- Offer constructive assistance to others within the band
- Run marching sectionals as needed during PTC and daily rehearsals
- Teach the concept of making drill as “chart perfect” as possible during rehearsal and adjusting to the form during performances.
- Works in tandem with the Director of Bands, the staff, the Field Commanders, and other Section Leaders in the teaching, rehearsing, and refinement of all marching fundamentals during band camp and daily rehearsals



- Works in tandem with the Director of Bands, the staff, the Field Commanders, and other Section Leaders in creating, teaching, rehearsing, and refinement of all marching and non-marching visual elements used in field, stand, and concert arc performance.



## PREPARING FOR PTC

One of the best ways you can make a greater impact on the success of this year's band like never before is by the simple action of starting the preparation for PTC NOW for you and your section. Consider this...how much more could we accomplish and how much more fun and excitement will we have at PTC if everyone came to the first day already in mid-season form!!!! I have included a bit of discussion and suggestions on how to do this in the *PTC Guide* and I strongly encourage you to make a commitment to leading by example for your section in how to come prepared for PTC. Here is what YOU can do that will essentially guarantee the most incredible year in our almost 100-year-old history!

### PREPARING YOURSELF

#### RIGHT NOW

1. Review the *UGS Handbook*, the *PTC Guide*, and the *MGF Handbook* to familiarize yourself with the information contained therein, especially information that relates to your specific leadership role and any new developments or changes for the coming season.
2. Ask the Field Commanders and/or Dr. Franklin if you have any questions about the upcoming season or any of the policies in the various handbooks.
3. Begin playing a little bit each day, focusing on sound development exercises and the audition music.

#### ONE MONTH BEFORE PTC

1. Start practicing the stands tunes, Pregame music, and Show 1 music working towards the sixth level of part preparation. Use the techniques and suggestions that are included in the *PTC Guide* to help you create and follow a productive practice process.
2. Begin the process of acclimatizing yourself to being outside doing physical work. There is a lot of good information about this in the *PTC Guide*.
3. Begin reviewing the *MGF Marching Fundamentals Handbook* and the accompanying *Teaching Script*. Practice your marching fundamentals and begin memorizing the *Script*.

4. Begin reviewing the *MGF Music Fundamentals Handbook*. Familiarize yourself with the concepts and terminology presented so that you are just as knowledgeable about the pedagogy and concepts found in that *Handbook* as you would be if you were the Director.
5. Begin memorizing the following items from this *UGS Handbook* so that you are able to fluently discuss and describe each one:
  - a. *The Seven Tenets of Leadership*
  - b. Your specific Role and Responsibilities as one of the UGS
  - c. *MGF Process of Conflict Resolution*
  - d. *MGF Process of Discipline*
  - e. *The Uniform Standards*

#### ONE - TWO WEEKS BEFORE PTC

1. Hydrate, get plenty of sleep, eat well, stretch, do cardio, and do some strength exercises so that your body and mind are ready for PTC
2. Push yourself to be at LEVEL SIX on all of the stand tunes, Pregame, and Show 1 music by this time.
3. Have the *Fundamentals Teaching Script* memorized.
4. Develop a plan for scheduling sectionals for the season with your section/voice group.

#### **PREPARING YOUR SECTION**

##### RIGHT NOW

1. Create a private Facebook page for your section (make sure to add me as an administrator) and start sharing helpful hints, fun stories, etc. for your new members to get a feel for the MGFfamily.
2. Start planning a pre-PTC social event for your sections. It doesn't have to be something big or expensive, just a fun way to get to know each other BEFORE PTC happens.
3. Remind your section about the audition materials they should be preparing. Offer to assist them in preparation, as you are able.

##### ONE MONTH BEFORE PTC

1. Host a get-together social event for your section.
2. Set up an audition-preparation clinic for your section members.
3. Go over the expectations regarding music memorization, rehearsal procedure and etiquette, commitment level, etc. expected of members of the MGF so that they are well informed and prepared for the first day of PTC. Make sure to cover all the areas with your rookies that they might not be used to coming from their high school programs. Make sure the vets know what changes are in place so they aren't surprised on Day 1.
4. Contact each member in the database to confirm that they are planning to be a part of the MGF this year.

5. Encourage them on a daily basis to prepare and practice. Show them what you are doing to prepare and help them as you are able.
6. Remind them to sign up for an early audition time slot or to upload their audition videos as discussed in the *PTC Guide*.

#### ONE - TWO WEEKS BEFORE PTC

1. Review and familiarize yourself with the PTC Health information found in the *PTC Guide* and the *UGS Guide*.
2. Remind your section about what items and apps they need to bring to PTC. Don't forget the Dot Tokens discussed in the *PTC Guide*.
3. Make fun "welcome packages" or "PTC Survival Kits" for your section members to give them on Day 1 of PTC.
4. Reach out to your section to see if there are any questions you can answer.
5. Get together with everyone one more time to hang out and get to know each other.



## 7 TENETS OF MGF LEADERSHIP

Leadership is a tremendous responsibility. While it does come with some privileges and position, it is important to know that the WAY you lead makes all the difference in the world. The following summarizes the leadership philosophy of the KSU Marching Golden Flashes. As members of the Undergraduate Staff, you will be expected to conduct yourselves in such manner as described below.

### **LEADING THROUGH SERVICE**

The band leadership serves the band, not the other way around. The only way the band can operate as a well-oiled machine is to faithfully adopt the mentality that the most effective leaders are rarely the ones sitting on thrones but are the ones down in the trenches. You have earned a spot of leadership based on your hard work, talent, character, and dedication. Now it is time to use that to the betterment of the band, not the stroking of ego or going on a power trip. To determine whether or not you are leading through service, ask yourself the following questions:

1. Do I get more satisfaction out of investing in myself or in others?
2. Do I make decisions that are for the benefit of the entire group even if it isn't always glamorous for me?
3. Have I given enough of myself to earn the respect of those I lead?
4. Am I willing to do what it takes to get the job done even if I never get credit I feel I deserve?
5. Am I willing to help others even if it's not my "job" to do so and am I willing to accept the help of others without feeling threatened?

### **LEADING BY EXAMPLE**

As human beings, we are defined by WHAT WE DO, not by what we SAY, THINK, or FEEL. In other words, actions speak louder than words. In an organization like a band, leadership is more effective when what you say is backed up by what you do. Members of the band will determine how hard to work, how committed to be, and when to turn "it" on and off by the example you set. Often times, the bands with poor attitudes, work ethics, and dedication are that way because the leadership has had a poor attitude, work ethic, and dedication. To determine whether or not you are leading by example, ask yourself the following questions:

1. Does what I do match what I say?

2. Would the band be better or worse if the members acted exactly as I do?
3. Am I consistent in my actions and words?
4. Does what I say, do, think, and feel align with the philosophy of the marching band?
5. When the members of the band are acting, speaking, thinking, or feeling inappropriately, have I looked at myself to see if I am leading them to do so in my actions or speech?
6. Am I constantly aware and thinking about how my actions and words affect others?
7. Am I willing to act in a way that edifies the band program even if I don't feel up to it?

### **LEADING THROUGH COMMITMENT**

It takes a tremendous amount of commitment to be in a college marching band. There is little that is more impressive than an individual who will tough out the exhausting, hot days of band camp, the hours of rehearsal, the sacrifice of Saturdays to perform at games, and the optimistic cheering on of the team when the game is over by the second quarter. To lead is to be even more committed: to the work, to the ideals, to the members, and to the indescribable rush of performing at the highest levels. To determine whether or not you are leading through commitment, ask yourself the following questions:

1. Am I willing to stick through the hard times with determination, realizing that hard work reaps great reward?
2. Am I willing to give more than the average band member?
3. Am I willing to do whatever it takes to make myself and those around me the best they possibly can be?

### **LEADING THROUGH ENCOURAGEMENT**

Some leaders lead by pushing, others by pulling. Some leaders lead through intimidation and guilt, others through encouragement and praise. Leading through bullying, negativity, and anger is lazy, uninspired, and is only effective for a very short period of time. Conversely, leading through lifting up, praising, and positive interactions never fails to inspire, takes great intelligence and understanding, and reaps lasting benefits. It's ok to throw people in the deep end as long as we are willing to jump in with them. To determine whether or not you are leading through encouragement, ask yourself the following questions:

1. Do I respond to other's mistakes with anger and impatience or kindness and patience?
2. Do I get satisfaction out of berating others or by making them feel better about themselves?
3. Can I maintain high expectations but be patient as others develop skills that I once had to develop as well?

4. When I have to confront someone, do I do it in a way that makes them feel encouraged to do better or ashamed for having messed up?
5. Do I handle conflict privately in order to keep someone from being embarrassed or do I feel satisfaction when others are humiliated?

### **LEADING THROUGH PERFORMANCE**

Student leaders in any band are expected to have full mastery of all of the performance elements including musicianship; playing technique; breathing, strength, and, conditioning exercises; and visuals and choreography. Furthermore, these skills must be mastered long before the remainder of the band. An effective leader understands and is committed to his/her preparation and learning for every rehearsal. To determine whether or not you are leading through performance, ask yourself the following questions:

1. Am I one of, if not the best, musicians and marchers in my section?
2. Do I put in the practice and preparation needed to set the highest possible performance standard for my section?
3. Am I working to master all the technical and musical demands of my instrument?
4. Am I committed to mastering all of the performance skills needed to be a successful member of the MGF, including the ones I am least comfortable or confident about?
5. Am I participating in music making in other ensembles at Kent State?
6. Am I aware of and personally committed to performance goals for each week? Each rehearsal? For the season?

### **LEADING THROUGH COOPERATION**

This is ONE band that is the sum of all its individual members and sections. It is one band, undivided, with a common goal: to be the best we can possibly way in a way that is enjoyable and rewarding for all. When leaders fight over their own little kingdoms, they create schisms in this unified body. Instead, when they work together and erase borders, there is harmony and singleness of purpose. To determine whether or not you are leading through cooperation, ask yourself the following questions:

1. Do I get offended or angry if another staff member offers correction, instructions, or suggestions to people in my row or section?
2. Do I value being part of something bigger than just my immediate surroundings and myself?
3. Am I willing to do what I can to help any member of the band be better or am I just wrapped up in my own little area?

### **LEADING WITH VISION**

There is a proverb that says that where there is no vision, the people perish. History is full of stories of great empires, nations, ensembles, and businesses that have crumbled because they become satisfied with the status quo. A band is always moving in one of two directions: getting better or getting worse. There is no such thing as "remaining the same." Effective leaders are those who have a dream of what can be matched with

a drive to do what it takes to make that dream a reality. To determine whether or not you are leading with vision, ask yourself the following questions:

1. Do I analyze how things are in the present to determine if there are ways to improve what I do?
2. Do I blindly follow tradition for tradition's sake?
3. When change takes place, is my first thought usually "But that's not the way we've always done it."?
4. When I see areas that can be made better or stronger, am I able to develop a plan to make it so?
5. Do I follow through on projects and ideas

## *TENETS OF MGF LEADERSHIP*

*Service*

*Example*

*Commitment*

*Encouragement*

*Performance*

*Cooperation*

*Vision*





## CONFLICT RESOLUTION

Conflict is an inevitable part of any relationship, whether it is between two people or two thousand. In and of itself, conflict and dissent are not wrong. In fact, they are good because they can serve to sharpen and refine relationships. However, conflict is like a sharp blade. The manner in which it is handled determines whether or not that blade becomes a tool for building or a weapon for destroying. The keys to handling conflict can be summed up in the following maxims:

1. You can compromise actions and policies without having to compromise ideals.
2. It is ALWAYS possible to find a WIN-WIN situation.
3. Choose to fight for common ground instead of fight to win.
4. Seek first to understand before trying to be understood
5. Adopt a 24-hour rule....resolve all conflict within 24 hours or let it go
6. Respect differences
7. Accept the probability that there are multiple right answers
8. "What happens in Vegas stays in Vegas" – Leave non-band issues off the field and band issues on the field
9. Fight the problem, not the person
10. When strife arrives, use it to make you better, not bitter.
11. Be careful how you talk about those you are in conflict with. Words born of anger and hurt can be devastating to a band and to individuals.
12. If you really want the last word, try saying "I'm sorry."

### **HANDLING CONFLICT WITH OTHER BAND MEMBERS**

Most of the time conflict with the band members you are leading happens because of a lack of communication, a lack of mutual respect, and/or outside factors that do not necessarily relate to what is happening within the rehearsal or performance. As a leader, it is your responsibility to settle conflict quickly and fairly. It is important that everyone feels a valued member of the band and the way you handle disagreements goes a long way in helping them feel so. Here are some guidelines to follow when dealing with conflict with other band members:

1. Whenever possible, handle conflict with a band member in private.
2. Ask the member to explain his/her point of view before giving yours.
3. Use questions that lead them to discovering the issue that is in conflict as opposed to just telling them what the issue is.
4. Explain how the issue in conflict is detrimental to the band instead of just telling the band member that they are wrong, bad, stupid, lazy, etc.
5. Always start off by telling them why they are valuable to the band.
6. Try to resolve the conflict when it happens but only when the member has cooled off.
7. Be willing to accept your responsibility in the conflict.
8. If the conflict can't be resolved, take it to the next person in the leadership hierarchy

### **HANDLING CONFLICT WITH OTHER UGS**

It is very important for the UGS to demonstrate a strong sense of unity for the other band members. For this reason, conflicts between each other absolutely must be resolved or they become a poison to the group. Often, conflict between UGS is caused by a lack of communication, a lack of respect, or a sense of hurt pride. Handling conflict with each other is much the same as handling conflict with band members under your leadership. In addition to those guidelines previously mentioned, here are a few more items specific to conflict between UGS:

1. Unless absolutely necessary, do not use time meant for rehearsal and performance to hash out differences with each other. Not only does that waste your time but also it selfishly makes others wait for you to resolve your problems.
2. Be willing to accept that there are no kingdoms within the band.

### **HANDLING CONFLICT WITH STAFF**

KSUMGF staff members operate in a realm between two worlds. On one hand, they are often very close to the age and experience of band members. On the other, they are given some responsibilities that are more like what a director would have. It is important to remember that staff members are given duties by the Director of Athletic Bands and serve to represent him in many areas of leadership. In addition to those guidelines previously mentioned, here are a few more items specific to conflict between you and a staff member:

1. Be willing to accept the fact that sometimes you are going to have to just do what you are told.
2. If you do not feel the conflict has been resolved, take the issue to the director of athletic bands.

### **HANDLING CONFLICT WITH THE DIRECTOR**

As your Band Director, I cannot promise that I will never make mistakes. However, I can promise that every decision that I make is born out of the belief that it is the best thing for the band, the university, the musical and marching performance quality, and

individual band members. Furthermore, I will be diligent to admit when I am wrong and will commit myself to being transparent with each and every student. I am always willing to listen to your opinions and promise to be as thoughtful in my consideration of you and your thoughts. I will never say “no” just to say “no” but will only do so if I am certain that it is the right answer. You will always have my support as you lead others as long as you reciprocate by supporting my decisions in front of the rest of the band. Here are some guidelines to follow when you feel the need to disagree with the director:

1. Do not argue with the director in front of other band members or when it would take time away from rehearsal, preparation, or performance.
2. Always be aware that what you say about the director in front of others will influence how others think. This includes what is said on social media!
3. Be aware that how you handle disagreement with the director influences his opinion of you, and be aware of how his opinion of you might affect your future goals. He will never think less of anyone who disagrees but will be very impressed by those who handle disagreement with professionalism and maturity.
4. Take the time to familiarize yourself with the philosophy of the marching band program to determine if it is a philosophy you can support.

*Fight to*

**RESOLVE**

*Not to*

**WIN**

\*\*\*\*\*

*If you really want the last word, try saying*

**“I’M SORRY”**



## MGF PROCESS OF DISCIPLINE

The best way to ensure proper rehearsal etiquette is to create an environment that encourages band members to do the right thing. This is accomplished by the following:

- Model appropriate behavior consistently and regularly
- Communicate expectations consistently and regularly
- Remain positive in speech and action
- Handle situations privately
- Learn to leave non-band issues on the sideline and band issues on the field
- Deal with issues immediately
- Refrain from complaining about band issues to your friends.
- Keep confidential issues confidential
- Monitor your and your section's use of social media, chat rooms, message boards, etc.
- Create a system of communication to use with your section (Facebook group, etc....but make it PRIVATE!)
- Hang out with each other!
- Always be the model band member. If you aren't maintaining the highest standards, no one else will. You will be held to a higher standard and dealt with more harshly than non-UGS
- Unless absolutely necessary to do otherwise, allow UGS of other sections to deal with their sections. If it's something that needs immediate attention, then deal with it. If not, tell the UGS of that section what is going on and let them deal with it.
- Don't confuse personal with professional relationships even if others aren't willing to separate the two
- If it doesn't relate to rehearsal, leave it off the field.
- Encourage and support the other UGS. There is strength in numbers!
- Make sure EVERYONE in your section has their music, drill, pencil, and dot book at EVERY rehearsal. This has been a big problem since I've been here. Let's commit to making this happen
- In summary, EVERYONE SHOULD BE DOING WHAT THEY'RE SUPPOSED TO BE DOING AT THE TIME THEY'RE SUPPOSED TO BE DOING IT.

## **DISCIPLINE PROCEDURE**

You are empowered to instill discipline within your section when needed. Use discipline as a motivation judiciously and as a last resort. There are usually many more positive ways to motivate students to do right (mostly by leading through example!) and you should use those strategies when possible.

1. OFFENSE 1 – Verbal warning followed by a private conversation with the individual (after practice if possible)
2. OFFENSE 2 – Conference with you, the offending member, Field Commander, and the staff member over your section
3. OFFENSE 3 – Suspension from the next halftime/pregame show. If the next performance happens to be on a trip, then possible suspension from the band during that trip. Loss of Field Show Block position when possible. Lowering of semester grade if needed.
4. OFFENSE 4 – Conference with the director, you, the offending member, and the staff member over your section
5. OFFENSE 5 – Extended suspension of all band activities and/or dismissal from the band

**NOTE: Make it your goal to avoid having to ever go beyond Steps 1-2!!!**

The above process should be used to handle minor discipline issues such as rehearsal etiquette, having proper materials, laziness, attitude, improper use of social media, improper uniform, etc. There are some rare instances that require immediate notification of the director and will usually result in an immediate suspension or dismissal of the offending member. Some of these include, but are not limited to:

1. Drinking, smoking, or drug use while in uniform or any official MGF event
2. Violence or the threat of violence of any kind
3. Willful destruction of property
4. Open defiance towards any UGS or staff member that causes distractions from our purposes and goals
5. Major uniform violations (anything that is easily noticeable)
6. Willful sowing of discord amongst band members
7. Cheating or stealing
8. Anything illegal

## **GOING THE EXTRA MILE**

In band just as in sports, the teams that exist and operate at the upper echelon of success and notoriety consists of individuals who are creative and willing enough to go above and beyond the minimum requirement. As an UGS member, here are some things you can do to take the MGF to the next level:

1. Schedule sectionals and individual help outside of rehearsal hours
2. Plan and organize social events for your section

3. Create traditions and gimmicks to build up band and sectional pride and camaraderie
4. Create friendly rivalries with other sections and bands
5. Arrange, rehearse, and perform sectional features
6. Create an organized system for all the tasks for which you are responsible
7. Dot book, music marking, drill marking parties!



## JDF's List of Favors

or

*"How to maximize the MGF Experience for you and your colleagues!"*

**1. BE HERE**

**2. BE ON TIME**

**3. BE WARMED UP**

**4. BE PREPARED**

**5. BE ATTENTIVE**

**6. WRITE DOWN EVERYTHING - ESPECIALLY the things that DON'T pertain to YOU! ☺**



## HEAT RELATED ILLNESS GUIDELINES

### RECOGNITION

- Person can be pale, sweating profusely
- Person can be red, hot, and not sweating
- May act as if they have a concussion (confused, dizzy)
- Headache
- Thirsty
- Dizzy
- Muscular cramps
- Irritable
- Nausea, vomiting, stomach cramps
- Unconscious (active EMS)

### IMMEDIATE TREATMENT

- Immediately remove person from ANY activity
- Remove any excess clothing/gloves/head wear
- Person must sit in a shaded area, but be with another person
- Cool person with fans, ice towels (on head, chest, extremities), pouring cold water over head, waving towels
  - Replace with fresh ice towels as soon as towels warm to air temperature
- Offer cool water or Gatorade
- After 15 minutes, if person has ANY of the above (recognition) signs or symptoms, immediately seek SHS or ED
- Do not allow back in activity unless they are fully recovered. Better to wait until next practice/day and see how they are

### WHEN TO GO TO STUDENT HEALTH SERVICE/EMERGENCY DEPARTMENT (ED)

- Anytime person lost consciousness
- Any signs/symptoms listed above that deteriorate

**Disclaimer:** These guidelines are intended to be flexible and general safety procedures. Please use good judgment and err on the side of safety and seek qualified medical care anytime you are remotely suspicious of anything more than a minor injury.





## HEAD INJURY GUIDELINES

### RECOGNITION

- Person was hit in the head/face/jaw
- Person fell and hit head
- Complains of pain following an obvious injury
- Dizziness
- Confusion
- Headache
- Ringing in the ears
- Nausea, vomiting
- Vision changes (blurry, seeing stars, hard to see, etc)
- Personality changes (inappropriate behavior, emotions)
- Sensitive to light or noise
- Poor balance/coordination
- Feeling 'in a fog'

### IMMEDIATE TREATMENT

- Immediately remove person from ANY activity
- Person must sit in a quiet area, but be with another person
- After 15 minutes, if person has ANY of the above (recognition) signs or symptoms, immediately seek SHS or ED

### WHEN TO GO TO STUDENT HEALTH SERVICE/EMERGENCY DEPARTMENT (ED)

- Anytime person lost consciousness
- Any signs/symptoms listed above lasting longer than 15 minutes

**Disclaimer:** These guidelines are intended to be flexible and general safety procedures. Please use good judgment and err on the side of safety and seek qualified medical care anytime you are remotely suspicious of anything more than a minor injury.



## MUSCLE/LIGAMENT INJURY GUIDELINES

### RECOGNITION

- Complains of pain following an obvious injury
- Complains of pain without an obvious injury
- Pain upon movement of area
- Swelling
- Possible discoloration
- If obvious injury – perhaps reluctant to move body part

### IMMEDIATE TREATMENT

- If sudden injury – do not move until certain nothing is broken
- If possible fracture (deformity, severe pain) – call Campus Police
- If sudden injury and person is able to use body part
  - Apply ice directly to skin for 20 – 30 minutes
  - Return to activity when area re-warms (another 20-30 minutes)
  - Consider seeking SHS if no quick improvement
- If pain without obvious injury (muscular strain from yesterday?)
  - Participate as able, then ice area on skin 20-30 minutes
  - Consider seeking SHS if not better within a day or two; or if it worsens

### WHEN TO GO TO STUDENT HEALTH SERVICE

- Anytime person is unwilling to move body part injured
- Unable to bear weight
- Obvious deformity
- Unable to 'feel' body part
- Large swelling
- Pain gets worse
- Pain does not alleviate within 2 days

**Disclaimer:** These guidelines are intended to be flexible and general safety procedures. Please use good judgment and err on the side of safety and seek qualified medical care anytime you are remotely suspicious of anything more than a minor injury.





## UNIFORM STANDARD CHECKLIST

### JACKET

- Dry Cleaned & wrinkle-free
- Spotless
- Arms do not extend past gauntlets
- Collar washed and stain-free
- Buttons securely attached
- Zippers in working condition

### SHOULDER DRAPE

- Dry cleaned and wrinkle-free
- Spotless
- Left shoulder (KENT) for home games; Right shoulder (FLASHES) for away games/exhibition performances
- Securely attached by both buttons under the shoulder flap

### BIBBERS

- Dry cleaned and wrinkle-free
- Spotless
- Cuff 4 inches off the ground when standing at attention
- Definable single seam

### GAUNTLETS

- Dry cleaned and wrinkle-free
- Spotless
- Covers all skin and sleeve cuffs
- "Kent" on right arm; "State" on left arm

### GLOVES

- Sparkling white
- Spotless
- No holes or frayed parts (other than woodwind fingers)
- No visible skin (other than woodwind fingers)
- Left & Right hand gloves present

### SHOES

- Polished (flat black)
- Clean
- Scuff-free
- No dirt in the soles
- Shoe laces tied
- Approved marching shoes
- Solid black mid-calf socks

### HAIR

- Completely tucked inside shako; no "tendrils"
- No hair touching the collar
- All braids tucked into the shako
- Natural or professionally colored natural
- Worn for shako to properly sit on head
- Clean
- Clean-shaven (no facial hair)

### SHAKO/BERET

- Two-finger space between bridge of nose and hat bill/bottom of beret
- Snug fit but not too tight
- Mirror is polished and secured straightly
- No cracked or broken mirrors
- Clean & spotless

### UNDERGARMENTS

- Official KSUMGF tshirt
  - Clean
  - Wrinkle-free
  - No holes/rips
  - Not faded
- Official KSUMGF shorts
  - Clean
  - Wrinkle-free
  - No holes/rips
  - Not faded
- Tights
  - Solid black only
  - Clean
  - Wrinkle-free
  - No holes/rips
  - Not faded
- Long-sleeve compression shirt
  - Solid black only
  - Clean
  - Wrinkle-free
  - No holes/rips
  - Not faded

### ACCESSORIES

- No jewelry
- No visible piercings (must be removed completely, NOT covered by band-aids)
- No visible tattoos
- Solid black/navy blue sunglasses (black lenses)
- Minimal make-up only
- No face-paint (other than officially licensed temporary tattoos)
- Headband solid navy blue and only 2-inches wide



## ORGANIZING SECTIONALS

### WHY SECTIONALS?

- Successful bands are built on members who are committed to working in sectionals for both marching and music OUTSIDE of regular rehearsals on a regular and an as-needed basis.
- Sectionals allow for members to refine their playing and marching as a section leading to better sound and visual
- Sectionals encourage members to be better individual performers by fostering a greater commitment to preparation and practice
- Sectionals reinforce everything we do in ensemble including performance as well as rehearsal technique
- Sectionals allow your section to expand what you do as it allows opportunities to develop section cheers and tunes, choreography, etc.
- Sectionals are an excellent way to build strong social bonds within your section
- Sectionals allow you to work with students who may be struggling.

### WHEN SECTIONALS?

- Successful bands have at least one 90 minute sectional per week, usually just before or after ensemble rehearsal, but at a time where everyone in the section can be there. These should be scheduled for the same time each week (like a class) and cancelled only when it is unnecessary to meet.
- Hold sectionals anytime new music, drill, or visual is introduced
- Hold sectionals anytime the section is struggling with something visual or musical
- Hold sectionals anytime the section is unable to meet the rehearsal preparation expectations of any given rehearsal.

### WHO LEADS AND ORGANIZES EXTRA SECTIONALS?

The planning and leading of sectionals should be a collaborative effort between the Director of Athletic Bands, Graduate Assistants, Field Commanders, Music Performance Coaches, and Section Coordinators. The system works best when the roles are assigned this way:

## BASIC SECTIONAL RESPONSIBILITIES OF THE SECTION COORDINATOR

- Collect schedules from your section members during PTC and use those to set up a 90-minute sectional each week. Set up a sectional at a time that everyone is available. Sectionals are sometimes even more effective when they are grouped by voices rather than just specific instruments as more voice-specific synergy can be accomplished together in that way:
  - Flutes, Piccs, & Clarinets
  - Alto Saxes & Mellos
  - Trumpets
  - Tenor Saxes, Trombones, & Baritones
  - Sousas
  - Drumline
  - Colorguard
  - *Touch of Gold*
- Check with Field Commanders after each rehearsal and/or during weekly UGS Meetings to find out what needs to be worked on in sectionals that week
- Coordinate with a Music Performance Coach for your section/voice group, Graduate Assistant, Field Commander, and/or Dr. Franklin to lead the sectional
- Personally inform every member of your section of the time, date, and place of all sectionals, rehearsals, and get-togethers. Do not assume that just because you told one or a few people that the rest will find out. This is not an area in which delegation is appropriate
- You cannot be afraid to tell a friend that they need to improve, work harder, be more prepared, be more focused, etc. It is important to separate professional and social relationships.
- You must lead by example in everything you do. When you are in a professional atmosphere, act like it, as others will naturally be influenced by your conduct and follow. This means putting the time and effort to completely prepare and memorize the show the way it is to be performed. If you come unprepared, others will believe it is acceptable to do the same. If you don't know your music or drill, others will believe it is acceptable to do the same. If you don't maximize your performance all the time, others will believe it is acceptable to do the same.
- Take pride in your section and its members. You should want to be the best in the entire band.

## BASIC SECTIONAL RESPONSIBILITIES OF THE MUSIC PERFORMANCE COACHES & FIELD COMMANDERS

- Check in with Dr. Franklin, Graduate Assistants, Section Coordinators, & each other to find out what sectional goals and work needs to be done.
- Be willing and able to work individually with members who are behind or struggling. This often means coming early, staying late, or setting up times aside from sectional or ensemble rehearsal.

You MUST be prepared to run a sectional, especially when it is an extra one outside of rehearsal. If you waste your section's time because you are not prepared, they will be less likely to attend or focus the next sectional. Have specific goals in mind you wish to complete. Identify the problems, decide how to fix it, express your expectation and objective so everyone can work together towards the goal. Work slow, use effective practice principles, isolate the problem, fix it, speed up once EVERYONE can do it. Don't work too fast or too sloppily that bad habits are reinforced. Plan your work and work your plan. If one person is struggling, you may need to move on and work on something else so you do not waste the rest of the group's time (set up a time to work with that individual later).