



Volunteer Parent Handbook

The Webster Marching Band requires chaperones and medics for every band activity. Chaperones can be any adult family member or friend that is a part of the booster organization. There are different requirements for each event. Following are the general responsibilities for any chaperone or medic participating in an event. Medics have specific responsibilities in addition to these requirements. Equipment Crew also has additional responsibilities.

All Parent Volunteers are required to read this handbook prior to volunteering for an event. Thank you for taking the time to volunteer – it is a great way to meet all of the terrific members of our band!

Per school district policy, volunteers volunteer “at their own risk”. This is similar to volunteering for your child’s field trip.

General Responsibilities

- The Band Director has total responsibility for and authority over the marching band. The parent volunteers are there to assist the director. The Director will communicate to the chaperones through the Head Chaperone.
- At all times, the safety and well being of the band members is your primary concern
- Consistency among all chaperones is essential. The Director will communicate with the Head Chaperone who will then communicate to the other chaperones.
- Students are to be treated with respect as young adults
- Chaperones may not bring other family members with them to events
- Chaperones are not allowed to dispense medications to students. A medic should be notified if a student takes ill. Medical issues are private and by law should not be discussed by chaperones or students or other parents.

Handling discipline:

- The Director is the only person to discipline a band member.
- Read the Student Handbook to understand the student expectations.
- If an infraction of the rules occurs, the chaperone should provide a warning to the student in a manner that preserves the dignity of the student and the chaperone. The director should be notified of any infractions and will be responsible for any discipline required for further infractions.
- Students are often excited and nervous before and after events and should be allowed a reasonable opportunity to enjoy themselves without disturbing others.
- Displays of affection are not allowed. Any couple found behaving inappropriately should be immediately separated and the Director notified.





Bus Chaperones

Typically we will have a Lead Chaperone and 1-2 other chaperones in addition to one medic per bus. Scheduling for chaperones is handled by the Head Chaperone through email, online at signup.genius.com, and/or signups on the bulletin board in Schroeder. Scheduling for medics is handled by a Head Medic. Equipment Crew schedules their volunteers as well.

Following are specific responsibilities for chaperoning bus rides throughout the year.

Arrive 45 minutes prior to band departure time. Upon arrival:

- Meet with the Head Chaperone to review the schedule of activities for the events
- Pick up your radio and headset
- Pick up the Bus binder and bag of paper towels and garbage bags.
- When the bus arrives, report to the bus – introduce yourself to the bus driver and stow your belongings on the bus.
- One chaperone should sit in the middle of the bus; Lead chaperone should sit near the front to communicate with the driver.
- Medic should take the first seat in the bus.

Loading the buses:

- One chaperone should check each student to make sure they have
 - Instrument or flag loaded into equipment truck
 - Full uniform in bag
 - Hat, gloves, black socks or stockings, shoes
 - Money or other items required for certain events.
- Once the chaperone has confirmed that the student has all of their required belongings, the other chaperone will check off the students in the notebook and let them board the bus
- One chaperone should be at the back of the bus to organize the hat boxes in the last row.

Once Loaded:

- Introduce chaperones to students
- Ensure students have stowed their belonging appropriately and are seated properly.
- Lead chaperone will notify Head chaperone that the bus is ready to go.

During trip:

- Monitor student behavior – walk to the back of the bus every 15-20 minutes to check that students are keeping the bus clean and behaving appropriately.

Upon arrival to event:

- Starting 15 minutes prior to arrival, work with students to get ready per the directions given by the head chaperone. Let the students know what they should do once exiting the bus. Remind them what they should leave on the bus and what to bring with them.
- Once parked at destination – wait until Head Chaperone gives you direction on unloading the buses.
- Let the students off of the bus and quickly check to see if any required items are still on the bus.



- Report to your assigned area to help get the students ready and receive further instruction from Head Chaperone.

During event: see specific Parade and Competition guidelines below

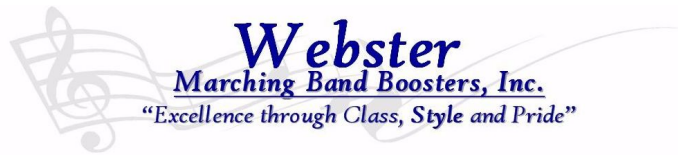
At the end of the event:

- Report as quickly as possible to buses, so that you can be ready to check the students in as they get on the bus.
- Give the students direction as to what to do with uniforms, etc as directed by Head Chaperone.
- Ensure students have stowed their belonging appropriately and are seated properly.
- Lead chaperone will notify Head chaperone that the bus is ready to go.

At the end of bus rides home:

- Starting 15 minutes prior to arrival, work with students to clean up the bus and make sure the students have their belongings. Students are not allowed off of the bus until it is clean.
- Ensure all students are picked up. Stay until all students are picked up or have a parent in the building. If students have not been picked up by 15 minutes after the end of event, escort the student into Mr. VanHorn's office.

Food and drink are allowed only when the students are NOT in uniform. Please remind the students of this and monitor their behavior. Water is always allowed.



Parade Chaperone Expectations

- The Chaperones and Medics have a responsibility to the ENTIRE band, not just individual students who were on their busses or their own children.
- As the band approaches the parade location, the Head Chaperone will communicate the plan for activities once the students leave the buses. This could include:
 - Bathroom breaks – one male and female chaperone should accompany the students to the assigned rest rooms
 - Distributing Plumes and gauntlets
 - Assisting students with their uniforms so that they have all of the uniform parts and look neat.
- Once the students are released to the staff for warm-ups, the chaperones should stay in the background and not disturb the practice unless asked by the band director.
- As the parade is about to start, the chaperones should collect a water bottle and adjust the stream so that it is not too strong.
- The Head chaperone will assign rows to each chaperone so that there is even coverage for all students. Notify the head chaperone if there are areas that are not being covered. Work together with the other chaperones to make sure all of the students are getting water.
- One or two chaperones will be assigned to observe the road surface for unsafe areas, such as potholes or animal droppings. Once you identify an unsafe area, position yourself in front of the area and direct the students around you. Then return to the front of the band to continue monitoring.
- During the parade, while the band is NOT playing, you should **ask the student if they want water** and then spray water in the student's mouth. The students will still be walking so you should walk with them. Sometimes putting your hand on their shoulder will help you aim correctly. Try not to walk backwards as this may be dangerous. Special attention should be given to the students carrying the large drums and instruments. If the student is refusing water and showing signs of stress, contact a medic.
- Watch for loose shoelaces and if you see one, pull the student from the line and tie it for them. Then the student can return to formation.
- Be observant for staggering, limping, cases of heat exhaustion or other signs of stress. Notify the medic of your concern, so they can talk to the student to see if they are able to continue. Check with the medic before returning to your post to see if they need any assistance. If there is an immediate concern, pull the student from the formation and stay with them while you send another chaperone to get a medic. **The Medic will determine if a student is able to continue.** Once a medic is in charge of the student and does not need further assistance, return to the band and notify the director/head chaperone of the situation.
- As you are walking with the band, keep bike riders and pedestrians between you and the crowd. The spectators may make comments, good and bad, so do not let this distract you from your duties.



- **Important:** When the band starts playing, merge into the sidewalk area so that you are not in the way of the spectators. Typically you will walk behind the spectators, keeping up with the band. Once they finish playing, re-join the band and start the watering process. Use your best judgment if the parade route does not allow you to exit the road during the performance. Remain as inconspicuous as possible. **This is especially important when approaching the Judging area or TV cameras – Please stay out of the parade route even if the band is stopped in the judging area.** The Head Chaperone will tell you when to return to the band if it is not clear.
- At the end of the parade, after the director has spoken to the students and released them to put away their instruments, collect the plumes and gauntlets and place them in the appropriate containers. Students should **NOT** remove their own plumes.
- One chaperone should return to each bus to check the students in and let them know if they should change or stay in their uniform. If a student has a signed request to be picked up at the parade route by a parent, ensure that the parent talks to the bus chaperone before the child is released. If we are in Webster and do not have busses, ensure that the students have all of their belongings and are being picked up by their families.
- Once all students have returned to the bus and are settled, let the head chaperone know that your bus is ready to go.



Competition Chaperone Expectations

- The Chaperones and Medics have a responsibility to the ENTIRE band, not just individual students who were on their buses or their own children.
- As the band approaches the Competition location, the head chaperone will communicate the plan for activities once the students leave the buses. This could include:
 - Bathroom breaks – one male and female chaperone should accompany the students to the assigned rest rooms
 - Distributing Plumes and gauntlets
 - Assisting students with their uniforms so that they have all of the uniform parts and look neat.
- Once the students are released to the staff for warm-ups, the chaperones should stay in the background and not disturb the practice unless asked by the band director.
- Before the band reports to the gate, the director will notify the Head chaperone when we should dispense water in cups to the band.
- After the water has been distributed and put away, the director will dismiss the chaperones to go watch the show.
- The chaperones will then enter the event and stay until the band finishes their performance
- As soon as the band finishes, the chaperones join the band as they leave the field and escort them back to the equipment truck and busses.
- All students will put away their instruments and the chaperones will remove plumes and gauntlets and place them in the appropriate containers. Students should **NOT** remove their own plumes.
- Each competition is different, sometimes there is time to have the kids change and sometimes not. The director will discuss with the head chaperone who will communicate the plan to the chaperones.
- Once the students are ready, the chaperones will escort them back to the field to watch the retreat.
- At the end of the retreat, the chaperones will escort the students back to the busses and let them know if they should change or stay in their uniform. If a student has a signed request to be picked up at the competition by a parent, ensure that the parent talks to the bus chaperone before the child is released. If we are in Webster and do not have busses, ensure that the students have all of their belongings and are being picked up by their families.
- Once the students are changed, they can leave the busses and stay in the immediate area to eat their snack and wait for the Director to return.
- Once the Director returns, he will speak to the band about the judge's scoring of their performance. When he is done, he will release the students to the busses.
- Once all students have returned to the bus, have been checked in and are settled, let the head chaperone know that your bus is ready to go.



Practice Chaperone Responsibilities (Only when needed, shall be determined by Director)

Scheduling for chaperones is handled by the Head Chaperone through email, online at signupgenius.com, and/or signups on the bulletin board in Schroeder. Scheduling for medics is handled by the Medic chairperson and posted on the bulletin board.

All chaperones should read the Volunteer Handbook for general rules and responsibilities of a chaperone for any WHSMB activity. Following are specific responsibilities for chaperoning practices throughout the year.

Arrive 10 minutes prior to practice start. Upon arrival:

- Bring out student folders found in Mr. VanHorn's office and set up in hallway.
- Review bulletin board to see if there are any new announcements.
- Check with Mr. VanHorn where he would like chaperones to set up and where the band sections will be practicing. If the band is rehearsing outside, typically the chaperones will sit outdoors near the doors to keep an eye on kids going in and out of the building.

During rehearsal:

- Monitor students' activities - If a student leaves the rehearsal group to go to the restroom, make sure they return in a reasonable amount of time, etc. Remind students that they shouldn't run in the halls and avoid horseplay or any activity that may cause harm.
- Check hallways, bathrooms, band room, cafeteria after breaks to make sure all students have returned to rehearsal.
- If there are lots of medic activities, help as needed for non-medical activities, i.e. fill ice bags, obtain chairs, etc.
- Help with any other activity going on during non rehearsal times – for example, during band camp, assist the food person with distributing snack and/or dinner.
- Assist with any clerical type work, rolling flyers, distributing information into student folders, updating bulletin board, etc.

At the end of rehearsal:

- Return student folders to the office after students have left
- Make sure parking lot, field, band and practice rooms are in decent order, look for items left behind
- Ensure all students are picked up. Stay until all students are picked up or have a parent in the building. If students have not been picked up by 15 minutes after the end of rehearsal, escort the student into Mr. VanHorn's office. This usually doesn't happen, but if it does, Mr. VanHorn will need to speak to the parents about picking up their children on time.

Thanks for volunteering your time. If you have any questions – please contact:

Joe Altieri – Head Chaperone – jaltier4@rochester.rr.com

Paul VanHorn – Director – Paul_VanHorn@websterschools.org