



**HANOVER MARCHING NIGHTHAWK BAND**  
**HANDBOOK**  
**2019-2020**

# Welcome to the Hanover Marching Nighthawk Band!

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## **FORWARD:**

The purpose of this handbook is to provide valuable information about the Hanover Marching Nighthawk Band in order to maintain the standards and **PRIDE** associated with this group. Students and parents alike should familiarize themselves with the responsibilities, expectations, procedures, and vision for the band.

The band provides its members with several ways to pursue personal development and growth through creativity and self-expression. Emphasis is placed on **ATTITUDE** and **LEADERSHIP** – two very important factors in any successful organization. This set of guidelines has been formulated to help YOU make YOUR band a special place for extraordinary people.

## **WHAT IS BAND?**

As a member of the Hanover Marching Nighthawk Band, you are a part of one of the most visible organizations at the school. As with any fine group, there are standards and expectations for membership. These include musical skills, desire for improvement, self-discipline, dedication, loyalty, responsibility, the pursuit of excellence, and determination of priorities. **ATTITUDE** plays the most important role for the band to achieve its goals and standards. The ultimate goal is to perform to the best of our abilities at all times. You are expected to give 100% at all times and to perform and act to the best of YOUR ability, nothing more and nothing less.

To me, as a director, band is a single functioning unit designed to improve character, express emotion, communicate a fabulous message, and most of all, make **MUSIC!** I also feel the word band means **FAMILY**. This includes instrumentalists; band front members; and the band staff. Every time we come together for a rehearsal or performance, we come to improve ourselves. In order to achieve our goals we must think, feel, and act together as a family. **EVERYONE IS IMPORTANT!** If you put in the time and effort individually, we will succeed together.

In order to get the most out of this organization and out of life, it is important to understand that real success comes from being involved and interacting with other people. It is these experiences that bring about enjoyment, as well as deep feelings of individual worth, self-pride, and fulfillment. It is the process of growing and working together that is so very meaningful.

The Hanover Marching Nighthawk Band provides plenty of opportunities for **INVOLVEMENT** and **CHALLENGE**. My door is always open to any student or parent who may have questions or concerns about any material contained in this handbook or about any of the bands at the Hanover Public School District.

# ATTENDANCE

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Attendance by all members at all functions of the marching band is expected. We realize that families travel during the summer and that many of you attend or work at camps during these months. We also are aware that many of you participate in a fall sport or have a job. You can participate in these activities and still be an important part of the marching program. All we ask is that we know **in advance** when you will not be attending a rehearsal or performance. This information is helpful to us as we plan for these events. Fill out the electronic version found at the band website **TWO WEEKS** before a missed rehearsal or performance. Do not expect your friends to tell us why you are missing.

Please check with your family schedules and remember to turn in an excuse in advance for the times you will be absent. We would appreciate it if you could arrange your schedules so that you can attend as many practices and performances as possible. We rely on each other to perform our best. We will contact parents if attendance becomes a problem. \*\*\*\* Continued unexcused absences could result in suspension from the program.

## **PLEASE MAKE EVERY EFFORT TO ATTEND BAND CAMP!**

This is the only time we teach the drill. Attendance at camp helps to make the show come together for all members.

**\*\*\* Three Unexcused absences will result in loss of free time during performances.**

# BEHAVIOR

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As a member of the band you represent your school, your community, your parents, your band director, and most of all, YOURSELF. Always use common sense if a troublesome situation arises. If you think it would hurt you or the band, then don't do it. Your behavior is your own responsibility. The key word is PROFESSIONALISM! Whenever you are with the band you are expected to be a contributing part of a professional organization. Below are some examples of proper behavior that should apply in those situations. Obviously, not every situation you will encounter as a band member is listed, so I urge you to always think before you act.

*During Rehearsals* – It is very important for rehearsals to run quickly, efficiently, and smoothly. Therefore, most of the time spent during rehearsals will need to be done in silence, unless you need to ask the director a question. This applies to both inside and outside rehearsals. You should be listening to every word that is said. Our only interest is the pursuit of excellence, and making our band the best it can be.

*In Uniform* -- When you are wearing any part of the Hanover Marching Nighthawk Band Uniform you are representing the Hanover Public School District and community. You have to make people believe you are perfect. You want them to wish they were you. If you have any doubts as to whether or not to do something while in uniform, don't do it.

*On the Field* -- You should never speak about any other band in a demeaning manner. We pride ourselves in being the band with the most spirit! As the well known saying goes, "If you can't say anything nice, don't say anything at all." It is expected that all band members will always be great sportsmen and cheer and applaud each and every band performance.

The band exists for the young people who are part of it. For that reason, you are the person who makes the band what it is. A good question to ask yourself is, "What kind of band would it be if everyone was just like me?" You are the only one who is capable of making a change. The instructors can only give the information to help make you informed. They can't give you the desire and courage to accomplish what you are capable of doing. You are the only one who can make the band the best that it can be. **ONLY YOU!**

All infractions deemed as inappropriate behavior of any kind will be dealt with through a disciplinary consequence as prescribed by Miss Landis and/or the Hanover Public School District policies.

**NOTE: All Hanover Public School District Rules Apply**

All Hanover Public School District Policies govern all of the bands at the High School. Violation of any school rules or policies are subject to disciplinary action.

# BAND CAMP REMINDERS

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- ❑ Everyone must wear tennis shoes or sneakers. **Absolutely no sandals or bare feet!**
- ❑ Be sure to bring lots of sunscreen and water. You are welcome to bring snacks as well. Water is the best choice for a drink in the heat.
- ❑ Wear a hat!
- ❑ You are welcome to bring tents or canopies to give yourselves shade during breaks.
- ❑ Breaks will be given periodically. You may pack a snack or travel to a nearby store. You must be ready to start back to work as soon as the break is over. If this rule can't be followed, you will not be permitted to leave school property.
- ❑ If you are allergic to bee stings, please let Miss Landis know before the start of camp. Also, if you are allergic and you have medication, it must be given to Miss Landis. Students are permitted to carry inhalers and Epi-pens with them as necessary.
- ❑ *If you are splitting your time with another School Activity you need to let Miss Landis know. You are expected to share your time equally and the split must be suitable to both your coach and to Miss Landis.*

**The days can be long and hot, and of course, there is a lot to accomplish. However, it is your attitude that will get you through! It is a lot of fun and very rewarding to see how our show comes to life!!! It's all up to you.**

# STANDS ETIQUETTE

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It is very important to always conduct yourself in a professional manner when you are in uniform. This also applies when the band sits in the stands during football games, assemblies, and other performances. The following is a list of guidelines for you to follow when sitting in the stands at any event. These are standard procedures that are practiced at Hanover High School and they are used by many bands throughout the state.

1. No obscene language or profanity.
2. No tobacco or alcohol products on any public school property. This includes the bus.
3. No leaving the stands without permission from the director. A chaperone will escort you. You are only permitted to leave to go to the restroom once unless it is an emergency. Plan your trips to the restroom.
4. You must sit with your section and pay attention to what is going on around you. Nobody other than marching band members, staff, and designated chaperones are permitted to sit in the band section. This includes parents, siblings, boyfriends, girlfriends, etc. Also, be ready to play at a moments notice. It is not acceptable to be excessively talking with friends when you should be playing.
5. Cell Phones are NOT permitted when you are in uniform.
6. No jewelry or excessive make-up is permitted while in uniform.
7. Only orange, white, or black hats, gloves, blankets, etc. will be permitted in the stands when the weather turns colder. We must maintain a uniform appearance at all times!
8. No food or drink is permitted in the stands except for water while you are in uniform unless it is approved by the director.
9. You are expected to have your flip folder and stand tunes with you at all times in the stands at every game and performance.
10. The band always plays together. There is not to be individual soloing while you sit in the stands.
11. Always be respectful of other bands. **Cheer for them!!**

Just remember, as a member of the Hanover Marching Nighthawk Band you are representing your school. Take **PRIDE** in yourself and in the band. Be **PROFESSIONAL** in all that you do. The band is here for fun and to provide entertainment!

# GENERAL INFORMATION

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## ☐ **Uniform and Instrument Care**

All uniforms are to be kept at the High School. It is important that all uniforms are hung correctly after each use and any problems are reported immediately to Miss Landis.

If a band uniform becomes wet or damp, **DO NOT** hang it in the garment bag. It needs to be air dried before it is put away. If it is muddy, let the uniform thoroughly dry and then use an old hair brush to get the mud off.

Likewise, instruments and band front equipment need to be properly cared for. Instruments that are not taken care of will not play correctly. **DO NOT** put wet instruments away in the cases. Wipe off any excess water and then let them air dry – *especially flutes, clarinets, and saxophones*.

## ☐ **Financial Responsibilities**

Each member of the band will be held financially responsible for any damage to or loss of any issued uniform, instrument, band front equipment, or any other item that belongs to the school. You will be billed for anything that is lost, stolen, or damaged. Be sure to know what belongs to you because you are **RESPONSIBLE** for it. Mark your equipment and know where it is at all times. All instruments and equipment should be put away and locked after every rehearsal or performance.

## ☐ **Marching Band Checklist**

All members of the Hanover Marching Nighthawk Band must have the following personal items when wearing the uniform at any time:

- ☐ Plain (No print) Black Socks that cover the ankle
- ☐ Black Marching Shoes
- ☐ Marching Band T-Shirt for the current school year
- ☐ Full Uniform (Pants, Jacket, Hat)
- ☐ Instrument, Music, & Lyre

# MARCHING GUIDELINES

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There are 5 basic rules that will apply to everything that you do when you march. Follow these rules and you will greatly improve your marching technique.

❑ Rule #1 – Keep your head up.

Keeping the head and chin high is a vital factor in maintaining good posture. It allows you to assess where you need to be on the field or in a parade. It is natural to want to look down when trying new things with the feet. But, each individual band member must fight this habit of looking down.

The head held high is a symbol of confidence in the ability of the individual and the band. The head held high shows **PRIDE** in a job **WELL DONE**.

❑ Rule #2 – Stand equally between two people.

This refers to the distance between band members and to the physical movements of each band member when marching. Always check the interval to your left and to your right to make sure that you are exactly between two people. You will be able to see these people by using your peripheral vision without turning your head. The goal is to execute drill movements in unison with all the other band members.

❑ Rule #3 – Take one step for every beat.

This sounds so easy to do. However, most band members don't realize that they do not always coordinate their physical movements with the music. All music has a pulse and a rhythm. It is each band member's responsibility to be sure they move to the beat.

❑ Rule #4 – Do not anticipate.

This rule is usually violated by the enthusiastic band member, as well as the "I don't care" person. There is a definite time to start the execution of each drill movement. Starting before this exact time results in sloppy drill. Leaning forward on the Forward March command is a natural anticipation, but don't. Take a full step for every step, including the first step. All steps are to be the same size.

❑ Rule #5 – Roll Forward and Tip Toe Back.

Always remember to plant your heel to the ground when marching forward or sliding. This will result in your toes being raised in the air and your foot rolling to the toe during execution. This creates a "gliding" effect across the field. Also, remember to stay on your toes and not allow your heel to hit the ground on backwards marching.



# FOUR KEYS TO SUCCESS

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## ❑ ATTITUDE

Your attitude will determine many things throughout your life. You can either choose to be negative and bring everyone down, or be positive, helpful, and feel great about your accomplishments. Remember that mistakes happen and things will not always work out as planned! Keep a positive attitude even when the going gets tough...it will pay off in the long run.

Show that you care about success. You have made a commitment to be a part of this band, so if you're going to do it, it makes sense to do it well.

Don't make excuses. If you make a mistake or show bad judgment, fix it and move on. Don't blame it on anyone else, your mood, your hard day at school, or your dog. **MAKE RESULTS...NOT EXCUSES.**

The choice for success is yours. No one can change your attitude, except you. You are in charge. Choose wisely!

## ❑ TEAMWORK

The band is a **TEAM** in every sense of the word. Excellent communication is the way to keep the team growing stronger. Everyone must be on the same page and we must learn to work together to enjoy success together. Remember that when one person does not follow the rules, it affects the entire team. As the old saying goes – United we stand, divided we fall.

## ❑ CONCENTRATION

As we mentioned in the Teamwork section, for the band to reach its potential, it must sound like one cohesive unit when accuracy, expression, and intensity are concerned. For that to occur, it is expected that focus and concentration during rehearsals and performances be shown by all band members. We need everyone focused in every moment of rehearsal because we are going to cover a great deal in our short time together. A good motto to live by: When your instrument is in your hand, your mouth is closed! There will be plenty of downtime to socialize before and after rehearsal.

## ❑ RESPECT

**RESPECT YOUR BAND** – As the band grows together, you will see a change. As you set the right example and do your best, others will see you as the leader that you are. Always show respect and you will see it returned. Respect is a compliment that is earned by each of you every minute of the day, and one poor decision can cost you the respect of your peers, your directors, and your family. Be wise and show respect before it's given to you.

# INSTRUMENT CARE & RESPONSIBILITIES

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- ☐ General Care
  - ☐ All instruments must be properly put away in their cases and placed in the appropriate locker or storage area
  - ☐ Any problems with instruments should be reported to the director IMMEDIATELY
  - ☐ Do NOT put folders inside instrument cases – it bends keys, etc.
- ☐ Flute/Piccolo
  - ☐ Swab instrument after every use
  - ☐ Wipe off body & keys with soft cloth regularly
  - ☐ Check springs, screws, & pads on a regular basis
  - ☐ Always allow to air dry if wet from Marching Band
- ☐ Clarinet/Saxophone
  - ☐ Maintain and rotate at least 3 reeds
  - ☐ Swab instrument after every use
  - ☐ Wipe off body & keys with soft cloth regularly
  - ☐ Check springs, screws, & pads on a regular basis
  - ☐ ALWAYS remove the reed from the mouthpiece and remove the mouthpiece from neck or barrel
  - ☐ Keep reeds in a case or reed protector between use
  - ☐ Always allow to air dry if wet from Marching Band
- ☐ Brass Instruments
  - ☐ Clean and oil valves regularly
  - ☐ Be consistent with the brand of oil/grease/cream that is used
  - ☐ All slides should be in good working condition at all times
  - ☐ Trumpet players must have a 3rd valve slide ring
  - ☐ Trombone players must have a spray bottle of water for slide treatment
  - ☐ Wipe off instrument with soft cloth regularly
  - ☐ Mouthpieces should be kept clean and free from any dents or imperfections
  - ☐ Always allow to air dry if wet from Marching Band
- ☐ Percussion
  - ☐ Each student should have a quality pair of matching concert sticks and/or mallets
  - ☐ All equipment must be properly covered and/or returned to its appropriate storage place
  - ☐ You should not play any instrument that is not assigned to you for a particular rehearsal

# AGREEMENT CONTRACT

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I, \_\_\_\_\_ hereby agree to the standards and expectations for membership as presented in the Hanover Marching Nighthawk Band Handbook. This document, when signed, is to be considered a binding agreement.

I have read fully and understand the expectations and traditions set forth by the Hanover Marching Nighthawk Band. I agree to fulfill all the requirements. If I do not fulfill the said requirements, I will accept all necessary consequences.

I am fully aware of rehearsal and performance schedules for the year. I realize that this schedule is the most accurate that is available at this time and is subject to change. If a conflict arises, I will make every attempt possible to be present at the Band activity.

Any conflicts should be reported immediately in writing and must be signed by a parent or guardian. Remember that the Hanover Marching Nighthawk Band is a “family.” We can’t help if we don’t know about your problems. Keep the lines of communication open!

By signing, I agree to adhere to the standards of excellence that the Hanover Marching Nighthawk Band uphold.

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Member’s Signature

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Date

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Parent/Guardian’s Signature

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Date