

# Lee High School Mighty Rebel Band

## Volunteer Guidelines & Responsibilities

### GENERAL SPONSOR INFORMATION

- Treat all students with respect and kindness while insisting on dignified behavior
- Discipline is a Director's responsibility only; if a situation requires discipline a director must be notified.
- Do not touch the students in any way; Report any incident or problem to a Director and the Head Sponsor
- Being a sponsor is extremely gratifying, fun, and exciting; but hard work, strength, stamina, & patience is required!
- We **support** the student's & director's needs to enhance their performance, achieve their goals and keep them safe.
- These guidelines have evolved over a great deal of time & experiences. Please learn & support them!
- Turn in: (1) MISD background check every year (2) Volunteer form.
- Sign up for shifts through Sign Up Genius.
- We need specific #'s of sponsors per event due to # of seats on the buses. Everyone can't go every time.
- Sponsors are chosen at Director's discretion. Supportive volunteers & senior parents have 1<sup>st</sup> priority to sponsor.
- Nametags with lanyards are distributed upon approval through MISD, and must be worn when volunteering.
- Please wear your lanyard only when volunteering & are a sponsor with the band.
- Please dress appropriately. We are operating under MISD guidelines. Not too short, too tight, or too low.
- Siblings or family members of your band student may not ride the bus when you chaperone.
- Siblings and family members may not be with the band in the stands, or on the field at games. Sit behind the band, please.
- On the bus, chaperones may not sit with any student other than their own. Chaperones may sit together.
- The schedule is revised on short notice. **Be flexible!** A co-operative spirit is mandatory. There is too much work to argue.
- If something needs doing or improving: Do it, tell someone in charge, offer help, and/or ask for instructions or direction.
- Be proactive *without making assumptions*. If there is any doubt – ask someone who knows.

### BUS ETIQUETTE & EXPECTATIONS

- Tape your bus number in the front passenger side window of your bus and remove when back at Lee.
- Sponsor or the student bus captain takes roll call or a head count before every departure.
- Check your bus for these on long trips: trash bags, water, snacks,
- paper towels, G/PG movies (Bus Bag/Kit).
- 1-2 Sponsors sit in the front, middle, and back of the bus for maximum supervision.
- Girl students on one side & boy students on one side after dark.
- *NO Eating or Drinking* in band uniform, unless specifically approved by a director.
- *NO Perfume, Hairspray or Aerosol* of any kind may be used inside the bus. Asthmatics have extreme reactions!
- *NO Changing of bus assignments* unless approved by the Director. If a student changes buses, inform head sponsor.
- Students may talk normally on buses and *not* play their instruments. No shouting or yelling.
- Students *remain seated* when bus is moving *and* stopped. Exit the bus *only* when instructed by a director.
- Quiet (or silent) mental preparation or sleeping is expected before arriving at important competitions.
- Help the bus drivers. **Keep sleepy drivers awake on all night drives – sit in front and talk to them.** Report problems.
- Every time we leave the bus, students must close all windows; sponsor should walk & check bus for left items.

### ON SITE SUPERVISION

- Band students are accompanied by an adult Rebel Band Sponsor at all times.
- At football games, sponsors form a perimeter barrier around the band for their protection and to maintain boundaries.
- Watch for former band members trying to sit with the band; no parents/students/friends may enter the band area. See a director if you have a question about who is allowed in. Guests are at their discretion.
- Hold un-memorized music for students playing instruments without a lyre (Colorguard often helps with this).
- Make sure students are in *full uniform* at all times in public. No open jackets, flapping sashes, other hats on, etc unless approved by a director.
- Public displays of affection are limited to hand holding. No sitting on laps. Hands & feet visible under blankets on trips.

- *NEVER* allow poor language or inflammatory comments, especially ones directed at opposing teams/bands/students or at each other. We represent the Mighty Rebel Band, Lee High School, and Midland, Texas - act accordingly.
- At least one appointed sponsor stays to watch over personal items and equipment in the stands at all times.
- Students remain seated in their assigned spots unless directors instruct/allow otherwise.
- Sponsors, please, eat and drink *only the same items* that the band can eat and drink.
- Allow a maximum of 2 students to the restroom during director approved quarters only (1<sup>st</sup>, beginning of 2<sup>nd</sup>, 3rd & 4<sup>th</sup>)! Do not leave students unattended. Parents should be in place to supervise restroom duty.
- Begin trash pick-up during 4<sup>th</sup> quarter of game. Every place is clean when we leave.
- All plume boxes, water coolers, uniform bag, banners, ladders, etc should be loaded before the end of the game.
- Students may, when told by the directors only, change into or out of uniforms during out of town trips.
- Check stands, bathrooms, changing areas, etc for anything left behind.

### **WATER & SNACK FOOD**

- All students should bring their water jug to every game (part of inspection); students can refill their jugs during games/contests.
- No snacks during games. Out of town games the students will receive a snack and/or meal either before or after the game.
- Students are not allowed to go to concession stand or take food from friends or parents.
- No students should bring their own snacks. Watch hatboxes! If you find snacks, take them up & write down the name.

### **HALF-TIME DUTIES (Game Chaperones)**

- Band & Cologuard moves onto field at director's discretion (typically at 8min in 2<sup>nd</sup> quarter)
- PIT crew should begin moving equipment to holding area when band moves to warm-up.
- Sponsors should remain in stands to clean, refill water jugs, and watch over student's belongings.
- Selected sponsors will follow band to sidelines & pick-up flip folder's after Dixie Dolls performance (sort in stands).
- At end of half-time, PIT equipment, flags and other equipment are moved back for reloading onto PIT truck.
- Uniform sponsors will remove plumes once students are sitting back in the stands; uniform committee only.
- All parents must remain in stands during and after half-time, no standing on the field. Only exception is for those loading PIT equipment & have been given a pass.

### **EMERGENCIES**

- PRESCRIPTION MEDICATION IS NEVER SHARED UNDER ANY CIRCUMSTANCES.
- Only directors/MISD employees are allowed to dispense medication.
- If a student is in distress, find a director, or other medical person immediately.
- Inhalers & Epi-Pens may be carried by students as necessary for immediate access in an emergency.
- Student medical info & release forms are available on site for any child needing professional medical attention.
- Uniform committee will have an emergency uniform & repair kit.
- Rain ponchos are always in tubs on the semi-trailer.
- Be prepared. Schedules change. Weird things will happen. Remain calm and check with Head Sponsor or Directors.

### **RETURN ARRIVAL AT LHS**

- Freshmen & Sophomore's usually leave the bus last and must clean the bus with Sponsor.
- Bus Captains & sponsors supervise clean up. Look really well under the seats and in overhead bins for items left behind before the buses leave (and they leave fast!) Check them thoroughly it is hard to recover forgotten items.
- Help unload from under buses
- Remove the bus # sign, extra uniform supplies, food, waters, coolers, med bag/kits. Replace in appropriate rooms/closets.
- Leave lost and found items in the long cabinet on the west wall of band hall.
- No one leaves (students or sponsors) until all areas are clean and directors finish after game meeting.
- Check if help is needed before you leave; even if you are not a sponsor on that trip, please help!

## **Home Game Day/Night Routine**

4:05PM: Water Committee fills water jugs at this time.

Dinner is served. Volunteers riding bus to game and driving trailers to game may eat dinner for free. In Rebel Band appreciation, we do offer food to our bus drivers, and any janitors in the band hall area.

5:00PM: Inspection (Full Uniform, Hat Box, water jug filled, instrument)

5:30PM: Practice on Lee Rebel Field; buses begin arriving, should park near Rebel Field for easy loading.

6:15PM: Load Buses to depart for Grande

6:45PM: Arrive at Grande, sponsors follow/support band

Everything after this will change depending on where the game is. Be flexible! Watch for a schedule that will be sent out the week of the game. When selected to volunteer you will be given a schedule/times.

Sponsors riding the bus must accompany band into stands. Sponsors who for some reason cannot ride a bus/truck/trailer may be asked to purchase a ticket to get in. If you are hauling equipment, driving a truck, pulling a trailer or riding the bus you will enter for free.

If you are not on the volunteer list for the game, you may sit on the visitor side behind the band.

Bathroom guidelines: Only 2 per sex in the restroom at a time – sponsors must be attentive. Someone needs to stay at the top of the stairs and keep count. Watch for kids trying to exit the stairs on the outsides of the band. **CHANGE:** All kids should enter/exit through the middle stairs (just to keep it simple). Use only the bathrooms directly behind our seating. Do not use bathrooms UNDER the stands. Bathroom breaks are only allowed during director approved times (1<sup>st</sup>, beginning of 2<sup>nd</sup>, 3<sup>rd</sup> & 4<sup>th</sup> quarters). No concession visits or outside food or drinks EVER, even during bathroom breaks.

Cell Phones: Students using cell phones must surrender their phones upon request by the chaperone. Phones are then given to a director. Please remind them to put them away before taking the phone.

When we return to Lee everyone, including parents who did not chaperone, should help in unloading. The more help we get the faster everyone can leave. Students cannot leave until they are out of uniform, instruments put away & band hall is clean. Please help!!!