



The Ohio State University Marching Band

Statement of Policies & Procedures
Autumn Semester, 2012

I. MEMBERSHIP

- A. Membership in The Ohio State University Marching Band is earned on a competitive basis during tryout week. Candidates must be enrolled on the Columbus campus or branch campuses, or an area University with a "reciprocal agreement" with Ohio State, to be eligible for tryouts and membership. All band members and candidates must be in good academic standing with the Ohio State University. Any student dismissed from The Ohio State University is not eligible to try out for nor participate in Marching Band. All candidates, including returning members and squad leaders, are tested and evaluated before the membership of the band is selected and announced. Tryout week takes place in late August or early September, before the start of Autumn Semester classes. Participation is a requirement for membership in the band. Rehearsals begin the day following tryouts, and continue daily until the Autumn Semester schedule commences.
- B. The Marching Band is operated by the School of Music, which is a part of the College of the Arts. The Directing Staff consists of School of Music faculty and graduate teaching associates. The Marching Band is listed in the Official Course Offerings as a course offered by the School of Music (Music 2205.01 for undergraduates, Music 7780.04 (Woods) for graduate students, and Music 2205.01 for student staff and the drum major squad). All band members are required to register for this course. Students in any curriculum or major area, including Continuing Education, may register for Music 2205.01. A prerequisite requirement for tryouts and membership is that a student must commit to attendance at tryout week, all before school rehearsals, and participation in the entire performance schedule including a post-season bowl game and related activities. **All band members and student staff must be registered for Music 2205.01/7780.04 by the first Friday of Autumn Semester.** Membership as a marching and playing member is limited to five years.
- C. All candidates for marching membership must demonstrate musical performance ability on a brass or percussion instrument, as evaluated by a faculty member of the School of Music or a graduate teaching assistant. All candidates must also demonstrate a high level of physical coordination and endurance, and an ability to adapt quickly to the OSU style of marching. The candidate's ability to learn and memorize music and specific marching routines is also evaluated, along with his or her level of enthusiasm, willingness to work hard and improve, and ability to accept criticism. Student squad leaders teach the marching fundamentals and evaluate the candidates. The final membership decision is made by the Director, with input from the other members of the Directing Staff and the squad leaders.
- D. Membership is an honor and privilege, and involves the sacrifice of time and effort. Members need to place a high priority on their responsibilities. Since the band is a voluntary organization, a high level of performance and cooperation is expected.
- E. All tryout information (the list of Marching Band Fundamentals, the music to the OSU School Songs, audition sheet, and schedules) is sent to registered candidates in mid July.
- F. The OSU Marching Band does not discriminate membership on the basis of gender, religion, race, national origin, or any other area covered under Title IX of the Federal Law.
- H. All students **MUST** be registered for Marching Band through the University Registrar by no later than the first Friday of Autumn Semester.

II. MEMBERSHIP BREAKDOWN

- A. The block band consists of 192 marchers (16 rows of 12 each), all of whom are called "regulars." In addition to the regulars, there are 33 alternates (two per row and one extra percussion), a drum major, an assistant drum major, and a student staff of managers, librarians, and technicians.
- B. Regulars perform at pre-game and halftime. They are joined by the alternates for post-game shows, parades, and other performances as needed. The regulars must perform at a consistently high level to retain their positions. They may be removed from their positions by losing a challenge to an alternate, by poor performance in the judgment of the Directing Staff, or for an offense against band rules or policies. The Directing Staff will make all final decisions concerning personnel.
- C. The alternates are expected to learn all music and marching routines each week. They are to be ready to substitute for regulars on short notice. One of the Directing Staff will be assigned the responsibility for the alternates. All alternates are expected to challenge for a regular position every week (see section on "Challenges").
- D. Each year, a drum major and an assistant drum major are selected at a tryout held during the spring semester. These individuals must be enrolled as a student at The Ohio State University and must have been a member of the drum major squad for a minimum of one year. Drum majors are bound by the same five-year membership limit as the other band members, with membership in the drum major squad included in this limit. The head drum major position has a two-year limit in this capacity.
- E. A drum major squad consisting of up to seven members is selected during Band tryouts. The drum major squad is a voluntary group, not having the same roles or privileges of Band members and Student Support Staff. These students are required to attend designated sessions throughout the fall in order to qualify for drum major tryouts in the spring. Participation in the drum major squad is limited to two years. Attendance of these students at Band performances is limited to home football games and one road game. The drum major squad may not participate in post-season Bowl travel. Members of the drum major squad must be registered for Music 2205.01 (1 or 2 credit hours).
- F. The Marching Band has no outside organizations or auxiliary groups connected with it. Outsiders are used only when a show idea creates a need for special talents not found within the band proper.

III. AREAS OF SUPPORT

- A. The Department of Athletics provides an operating budget for the Marching Band. This covers musical instruments, musical arrangements, uniforms, equipment, and a paid staff of student assistants. The Athletic Department is a part of the Office of Student Services.
- B. The Athletic Council and the Director of Athletics control all events connected with OSU Football games. The Director of the Marching Band is delegated the responsibility for all show content and the Assistant Director is in charge of timing for pre-game, halftime, and post-game shows.
- C. The TBDBITL Alumni Club, including the Script Ohio Club, provides financial and logistical support. The Alumni Association provides assistance in scheduling out-of-town concerts, working through local alumni chapters.
- D. The School of Music provides a Director, who is a faculty member assigned to the Marching Band, and may also provide an Assistant Director. The School of Music provides Graduate Teaching Assistants to work with the Director in the operation of the Marching Band. Marching Band funds are used to provide a Percussion Instructor.

IV. CHAIN OF COMMAND

- A. The Ohio State Marching Band's organizational structure reflects its roots in the military tradition. The band's conducting staff consists of one director, one assistant director, one or two graduate assistant directors, and a percussion instructor. This group represents the core power structure of the organization.

- B. Each row in the band has two student leaders, a squad leader and an assistant squad leader. Those people are in charge of their row and report directly to the directing staff. Students are expected to work cooperatively with squad leaders as the final step in the chain of command. Longevity adds another important band tradition. Each year adds experience and leadership expectation.

V. BAND CONDUCTING STAFF

- A. The role of the Band Conducting Staff includes writing and preparing the shows, selecting the members of the band, formulating and implementing band policy, setting rehearsal and performance schedules, and formulating trip logistics and off campus performances. Some responsibilities are delegated to the Student Support Staff.

VI. STUDENT SUPPORT STAFF

- A. Members of the Student Support Staff are appointed by the Band Directing Staff and serve at the discretion of the Directing Staff. All duties are assigned and delegated by the Band Director. Student Support Staff members are considered full members of the band, receiving credit for Music 2205.01 for their work during normal rehearsal times, and receiving payment for time spent before and after rehearsals to complete their duties.
- B. The Head student Secretary serves as secretary to the Directing Staff and supervises a student support staff of librarians and copyists. The Head student Manager oversees all equipment (issuing, repair, and maintenance), and supervises a student staff of managers, a seamstress, audio-visual technicians, and instrument repair people. The Head Treasurer oversees all merchandise sales and bookkeeping.

VII. SQUAD LEADERS

- A. Squad Leaders are appointed by the Director. Criteria for selection include a favorable vote from the members of the row, and an interview with the Band Director. Each row will have a squad leader and an assistant squad leader.
- B. The Squad Leader group, consisting of all squad leaders and assistants, the head band secretary, the head manager, head treasurer, the drum major and assistant drum major, will serve, as requested by the Directing Staff, in an advisory capacity, discussing band policy and special situations.
- C. Specific duties delegated to Squad Leaders include: assisting the Directing Staff in conducting marching drills and grading candidates during tryout week; assisting with the weekly challenges and music checks; uniform and instrument inspections; recruiting; facilitate with row communications; providing on-the-field and off-the-field leadership to members of the row; and assuming responsibility for the actions of the row during all rehearsals, performances, and trips. An effective squad leader is a superb role model for the highest effort and accomplishment in marching, playing, discipline, and attendance.

VIII. SCHEDULE

- A. The band rehearses from 4pm to 6pm, Monday through Friday during Autumn Semester. Rehearsal times for games occurring prior to the start of autumn semester will be determined and announced by the Director. These rehearsals are required for participation in the Marching Band. Extra rehearsals during the semester are occasionally necessary, and are announced well in advance. On home game Saturdays there is a marching rehearsal in the Stadium several hours before the game and the Skull Session performance (rehearsal/concert/rally) in St. John Arena follows this rehearsal. The band performs at all home football games and at least one out-of-town game per season. Off campus performances may include concerts, field shows, and parades. The Marching Band also participates in any post-season bowl games that may result from a successful football season.

IX. GRADING

- A. Grading for the Marching Band is based on the following criteria:
1. music checks
 2. attendance
 3. adherence to the course syllabus, band policy, and uniform and instrument inspections.
- B. Marching band offers two hours of credit for the autumn semester only. Marching band members who are dismissed from the university or are deemed academically ineligible at the end of fall semester will immediately become ineligible to participate in any band performances. This includes post-season bowl games and pep band events.

X. ABSENCE AND TARDINESS

- A. All absences will be cleared through the Director in advance. Last minute illnesses and emergency situations will be reported to the Director or Secretary by telephone (614) 292-2598 or e-mail (osumb@osu.edu) before the rehearsal begins. No standing class or work conflicts will be permitted. Individual problems will be handled by the director on an individual basis where no policy covers the situation.
- B. Any absence or tardiness will result in an alternate replacing a regular. The regular, upon his or her return to rehearsal, must report to the Director for assignment. The decision for reassignment will be based upon past absences and tardiness, the validity of the excuse, and the progress of the show in relation to the performance date. Student Staff must adhere to the same policy.
- C. Early dismissals from any rehearsal, though discouraged, must be cleared in advance by the Director in writing; the student must check out with a member of the Directing Staff prior to leaving the day of the early dismissal.
- D. If a regular is absent on the Friday afternoon or Saturday morning rehearsal before a game, the Director, after consulting with the row's Squad Leader, may replace that regular with a qualified alternate.
- E. The Directing Staff may suspend or dismiss a band member or replace a regular at any time, for reasons to include but not limited to: poor marching and/or playing performance, breaking band rules or violating established university policy, illness, injury, rehearsal attitude, or overall improper behavior.
- F. Unexcused absences are not permitted. Any member missing a rehearsal, without permission, will forfeit his or her regular position for one week and must challenge to regain it. Alternates will lose their right to challenge for one week. Excused absence requests must be submitted **THE NEXT DAY OF ATTENDANCE** following the date in question. Failure to do so will result in an automatic unexcused absence.
- G. Any band member who misses a performance without permission will be suspended and will lose his or her position in the band for a period of time to be determined by the Director. Suspended members may not wear the uniform or perform with the band. An interview with the Director or the entire Directing Staff is necessary in order to have the suspension lifted. Any band member who is late for role call for a performance will forfeit right to march ramp and will have to challenge the next week to regain their position. Any band member late for field rehearsal will not march pre-game or halftime that day and must challenge to gain a regular position. Disciplinary action will be at the discretion of the Director.
- H. Squad Leaders will communicate any attendance problems to the Director on a daily basis at the beginning of rehearsal (4:00 PM). Band members must be **seated in the rehearsal hall** at the time of attendance to be counted present. Only student staff members performing official duties may remain in the instrument room, manager's office or secretaries' office at the time of attendance. Communication between the Squad Leaders and Director is necessary to make this system work efficiently. Failure to communicate attendance problems will result in disciplinary action at the discretion of the director.

XI. CHALLENGES

- A. Challenges will be held before the first rehearsal of a new show or subsequent performance of the same show.
 - 1. As in the circumstance where a show may be repeated 2 weeks later, challenges should be held the Monday following the original performance so that if a personnel change is made, the maximum amount of practice time is afforded to that person. (This is an effort to avoid giving a new person only one week to prepare for a drill when two weeks are available.)
- B. Alternates must challenge regulars who play the same instrument and part. Part change consideration must be approved by the director prior to Marching Band try-outs. Final approval will be determined by audition. A challenger can only challenge one position per week. All challenges will be one-on-one; however, two alternates may challenge any open position. There will be no ties. The challenger must be better than the regular in order to win the challenge. Cross-row or sister-row challenges may occur only when an open position or extenuating circumstance exists.
- C. The Directing Staff and the Squad Leaders will conduct the challenges. A staff member will lead the challengers and challengees in the following routines: marching fundamentals; School Songs (as selected by the Director) — marching and playing; the Ramp Entrance — marching and playing; and the Tryout Block Drill — marching and playing. The Squad Leaders will observe these routines and evaluate the challenge by means of a written form. Squad Leaders may also have a short period of time at the end for their own routines or tests (marching only, no playing).
- D. During the challenge, the Directing Staff will be assigned to specific rows and will observe the entire process. Squad Leaders will present their recommendations for approval to a Directing Staff member. The final decisions will be made by the Directing Staff. Once approved, the results will stand and a Directing Staff member will handle all problems and appeals. The written forms used for evaluation, signed by the Squad Leader and a Directing Staff member, will be filed by the Band Secretary for future reference. Squad Leaders are to make written comments so that shortcomings can be noted and encouragement given for future challenges. Comments are to be shared with the challenger and challengee, along with an explanation of the reasoning that led to the final decision.
- E. If a regular or alternate involved in a challenge is absent on Monday, they forfeit their ability to win or wage a challenge, respectively. If a regular or alternate is absent due to extreme circumstances on the challenge day, the Director will consider the validity of the excuse and may, at his discretion, reschedule the challenge for the following day. When in extreme cases, a written medical excuse or equivalent must accompany the excuse form. The challenge must be rescheduled before the next rehearsal.
- F. If a band member feels they are being treated unfairly by a squad leader a director can sit in on a challenge.

XII. OPEN POSITIONS

- A. An open position will be declared by the Director on the basis of a regular's illness, personal emergency, or disciplinary action. Whenever a regular is removed for disciplinary action, that band member must participate in the challenge procedure to regain his/her position as a regular. Open positions will be posted on Monday. Any alternate playing that instrument and that part may challenge for the open position. Positions that become open later than Monday will be filled by the Director.
- B. At the end of each week, the band member that has taken over an open position has two options: 1) Remain the regular in that position for the next weeks challenge; or 2) May challenge for any other position for which s/he is qualified. The vacated spot will be declared open again.
- C. The returning regular must pass the previous week's music check before they may participate in the normal challenge system. If there is an excused absence on Friday, the regular must play and pass the music check on the following Monday in order to be eligible to challenge that day.

- D. The music check may be rescheduled by the Director in case of extenuating circumstances. Band members removed for disciplinary reasons can regain a regular position in the band only through the following procedure:
1. The band member must pass the previous week's music check. If the music check has been rescheduled because of extenuating circumstances, the music check must be completed before practice on Monday. If the music check has not been passed prior for the beginning of practice, that position will be declared open and that band member will not be eligible to participate in challenges for that week.
 2. The returning band member may only challenge for his/her previously held position. If s/he is unable to win their challenge in the first eligible week, then s/he may challenge for any spot the following week.
 3. If there are no other band members challenging for his/her previously held position, the returning band member still must participate in the challenge. The returning band member will be added to a challenge in another row on the same part and must not finish last to regain his/her regular position. If s/he is unable to regain a regular position, s/he will become an alternate for the next week and will be placed in a row by the Director. The open position will be filled by the band member that finished second in the challenge.

XIII. MUSIC CHECKS

- A. All playing members of the band are required to memorize all music assigned by the Directing Staff. Music checks will be held on the day before a game or performance, unless otherwise announced. Squad Leaders will be checked by the Directing Staff at 4 o'clock, and then Squad Leaders will check their rows. The Squad Leaders will make the initial determination of who does or does not pass the check. Squad Leaders must report the results of music checks to the assigned Secretary. Failed music selections should be identified at that time. Band members who fail music checks will lose their regular position for the following week. Any alternate who fails a music check will lose his right to challenge for one week.
- B. Failing music checks during the regular season will lower the semester grade by one-half a letter for each failure. Any person failing three music checks during the season will be dismissed from active participation in the band for the remainder of the season. Members failing a music check may appeal to a designated Directing Staff member. Only one appeal will be given and the decision of the Directing Staff will be final.
- C. Members holding a regular position who are excused from band during the time of a music check must make up that check on the Monday following the absence in order to retain their position.

XIV. REHEARSAL PROCEDURE/ATTITUDE

- A. PROPER COURTESY AND RESPECT TO OTHER BAND MEMBERS AND BAND STAFF IS EXPECTED AT ALL TIMES. INAPPROPRIATE TALKING DURING REHEARSALS, NOT PAYING ATTENTION, OR NEGATIVE ATTITUDE DURING REHEARSALS OR PERFORMANCES COULD RESULT IN LOSS OF POSITION. A POSITIVE REHEARSAL ATTITUDE REFLECTS CONSISTENT WORK ETHIC AND APPROPRIATE REHEARSAL DISCIPLINE AT ALL TIMES.
- B. ALL MEMBERS ARE REQUIRED TO CARRY CHARTS ON THE FIELD ON MONDAY THROUGH THURSDAY. Failure to comply could result in the loss of position. No charts or music will be carried on the designated day. "Gray Day" rehearsals require all members to wear matching clothing. Marching clothing includes: band hats with old plumes and official matching gray sweat clothes.
- C. Any student found to be under the influence of alcohol or drugs during a rehearsal or performance will result in disciplinary action, which could include suspension or expulsion from the band, as well as the University.

XV. SHOW EVALUATIONS

A. After seeing the game films on Monday, the Squad Leaders will evaluate themselves and their individual row members' performances. Members who are guilty of a mistake will march a penalty drill. Below is the criteria upon which individuals' performances will be evaluated.

1. **Major mistake/100 yards** – playing in a rest, losing a hat, going the wrong way, losing a uniform part or instrument, noticeably sticking out of formation, false start, stops (marking time), missing horns up or down, failed inspections, not having charts when required/asked Monday-Thursday.
2. **Minor mistake/50 yards** – any self inflicted mistake not listed above; all alternates

*A penalty drill may also be assigned by directors for disciplinary actions (tardiness, etc.) at his/her own discretion.

XVI. APPEARANCE

A. The band uniform is to be worn in its entirety, never in an incomplete manner. A band hat or beret is to be worn with the uniform while outside. Band members are responsible for keeping the uniform clean and pressed, (shoes, whites, and brass) properly cleaned and shined; and all other accessories in good condition. Inspections will be conducted before each performance.

B. Members will supply their own black shoes (plain-toed military oxford shoe designed to be polished to a high shine (perma-shine preferred), black socks, white short-sleeved shirts (plain standard collar: no button-down, tab, or fancy design), long black tie, red beret, spats, plume, and white gloves. Berets, spats, plumes, gloves, black suspenders, and ties (double Windsor knot) may be purchased from OSUMB. A matching set of gray sweat clothes is required for dress rehearsals and may also be purchased from Kappa Kappa Psi. Other items for wear, such as jackets, t-shirts, etc. are optional. Only official grays are to be visible while in the gray uniform. The gray uniform must be clean and free from stains. There is to be no jewelry worn (aside from wedding, engagement, and 5th year rings) and the proper grooming rules should be followed (SEE BELOW).

C. A belt or suspenders are to be worn with the uniform at all times. Trousers length for the uniform is four inches off of the ground while wearing marching shoes. It is the responsibility for each member to ensure that this measurement is accurate. Failure to wear either will result in a failing of the uniform inspection. If the trousers are damaged due to improper wearing the band member will pay out of pocket to replace. Suspenders are available in the Manager's Office. Long sleeved shirts are to be rolled up so the sleeves do not show. No jewelry is to be worn above the neck while in uniform.

D. Good grooming is essential with a military uniform. All hair is to be off of the ears and collars (cut, pinned, or greased), and underneath the band hat. Hair must remain in place whether the hat is on or off. Sideburns are to be trimmed no lower than the bottom of the ear and may not be bushy. Hair must be of a natural looking color. No odd or crazy hair cuts are permitted. Mustaches are to be neatly trimmed, and may extend no further than the corners of the mouth. Beards, extended mustaches, and goatees are not permitted at any time including while in Blazer dress. Make-up, jewelry, sunglasses, and other "non-uniform" items are not permitted. The use of tinted prescription sunglasses is discouraged unless medically necessary or required. Wrist watches (black, silver, or brown band) are permitted. The only jewelry permitted to be worn are wedding, engagement, or 5th year rings.

E. Inspections will be held on Saturday mornings. Members who do not pass the inspection of their instrument and accessories (including drum keys, sticks, mallets, pennants, and bits) uniform or grooming, or who report late will be required to perform a penalty drill. Two or more violations of inspection will result in the lowering of the students' grade one half letter for every infraction thereafter.

F. A plain black blazer is required for trips and pep bands, and is to be supplied by the band member. A blazer patch must be purchased from KΚΨ and affixed to the blazer pocket in an appropriate manner; this does not include, staples, safety pins, etc.

- G. Appropriate attire when wearing Blazers includes: white dress shirt or blouse and OSUMB tie; medium heather gray dress slacks; black socks or black hosiery; and black dress shoes. All grooming requirements apply as well. No hats of any kind are to be worn while in blazer uniform, however, sunglasses are acceptable. Jewelry is permitted in the Blazer uniform.

XVII. EQUIPMENT

- A. All band members will assume responsibility for University-owned equipment and musical instruments issued to them. All equipment must be properly signed out by a student staff or Directing Staff member. **THE REPAIR OR REPLACEMENT COST OF ANY LOST, STOLEN, DAMAGED, OR MISSING INVENTORY SHALL BE THE SOLE RESPONSIBILITY OF THE STUDENT TO WHICH IT WAS ORIGINALLY ISSUED.** All equipment is to be returned to the band upon request, or following the last performance of the football season. This includes: instruments, instrument parts, uniforms, uniform parts, straps, sticks, mallets, slings, flip folders, music, etc. Failure to do so could result in a grade report of "incomplete" or a hold placed on student records.
- B. Lockers are provided for musical instruments (except sousaphones and some percussion), uniforms, and personal items. **SECURITY IS A CONSTANT CONCERN. LOCKERS MUST REMAIN LOCKED!** The mailboxes in the band room are to be used for music and charts only. Music will be cleared daily from stands, chairs, etc. Do not store bits, valve oil, raincoats, or old charts in the boxes — this space is needed daily for new music, charts, etc. **THE STAFF RESERVES THE RIGHT TO CLEAR STANDS AND STUFFED MUSIC BOXES!** It is the responsibility of every band member to see that the rehearsal room is kept clean and presentable. **PLEASE SEE THAT YOUR AREA IS SPOTLESS EACH DAY AS YOU LEAVE REHEARSAL.**
- C. **NO FOOD OR DRINK IS PERMITTED IN THE BANDROOM AT ANY TIME (THIS INCLUDES ROW COOLERS).** Row coolers should be brought in and out of the stadium through the main band room entrance and not through the band room. Row coolers are to be stored in the locker rooms.
- D. All public and private areas are to be kept clean in conjunction with staff assigned cleaning areas. Needed equipment (window cleaner, paper towels, vacuums, etc.) can be requested from the secretaries. Plastic trash bags are located under the sink in the snack area.
- E. Any band member who fails to turn their equipment in on time will have their grades withheld. After all means for recovery of that equipment have been exhausted, the matter will be turned over to the police.

XVIII. PEP BANDS

- A. **ALL PEP BANDS REPRESENT THE UNIVERSITY IN AN OFFICIAL CAPACITY AND MUST BE APPROVED BY THE DIRECTOR.** All requests are to be submitted in writing (by completion of the Pep Band Request Packet, available in the Band Office), to the Director for his approval. Criteria for approval will include: availability of members on a voluntary basis, scheduling, transportation, and appropriateness. Permission will not be granted for political events or obvious commercial promotions.
- B. Pep bands playing at approved events may wear uniforms (if appropriate) or band blazers and be identified as Ohio State students and band members. University-owned musical instruments and music may also be used. Band members playing for any non-approved event should not attempt to identify themselves as part of the OSU Marching Band. This includes the wearing of band uniforms, band jackets or blazers, or clothing representing the OSUMB. The use of University-owned musical instruments or music at such events is also prohibited. Members are strongly urged to avoid a potential compromise of their position by not accepting invitations for, or participating in, any non-approved events.

- C. Pep bands are not to be used on a regular basis by a non-university organization as this would be in conflict with the activities of the American Federation of Musicians, a program extension of the AFL-CIO. Pep band approved events will be posted by a Graduate Assistant and either a staff member or student leader will be appointed and be held accountable to see that the groups' performance and behavior is conducted in an exemplary manner. The leader must submit a report to the Director at the conclusion of the event. **BAND MEMBERS WHO DO NOT ADHERE TO THIS POLICY WILL BE SUSPENDED AND WILL LOSE THEIR POSITION IN THE BAND FOR A PERIOD OF TIME TO BE DETERMINED BY THE DIRECTOR.**
- D. Band members will be assigned to perform at various events throughout the season. It is the responsibility of those selected to the pep band to arrive on time and represent The Ohio State University Marching Band in an appropriate manner. In the event that an assigned performer can not attend the designated pep band, it is up to that individual to find a replacement on the same part and inform the director that is organizing the pep band. Failure to participate or find an adequate replacement will result in an unexcused absence.
- E. Files will be selected for certain pep band events – these are required performances. Any time a conflict arises where a substitute may be necessary, the individual must make up the event and replace themselves for that specific event.
- F. Drinking is prohibited at all pep band events where the band is in any of the official band uniforms.

XIX. TRIP POLICIES

- A. Alcohol is not allowed on or under band buses at any time. The use of drugs or other illegal narcotics is strictly prohibited. **ALCOHOL AND DRUGS ARE NOT PERMITTED TO BE STORED OR CONSUMED ON HOTEL/MOTEL PREMISES. THIS INCLUDES INDIVIDUAL ROOMS, HOTEL/MOTEL BARS, AND ALL OTHER PUBLIC AREAS ON THE HOTEL/MOTEL PROPERTY. STUDENTS FOUND IN VIOLATION OF THIS POLICY WILL BE SUBJECT TO BAND DISCIPLINARY PROCEDURES AND/OR UNIVERSITY LEGAL ACTION.** Band members are to respect the property of other schools, hotels, restaurants, and public or private facilities. When in a recognizable group, whether in uniform or not, band members are responsible for appropriate behavior, being in control of their actions, and showing respect for outsiders and other band members. **ALL DAMAGES TO PROPERTY WILL BE PAID FOR BY THE OFFENDER(S).**
- B. Any student found to be under the influence of alcohol, or cannot participate in a rehearsal or performance due to consumption, will result in disciplinary action. Penalties could include suspension or expulsion from the band, as well as the University.
- C. Specifically forbidden are row initiations, hazing, excessive drinking, excessive noise, and curfew violations. Band members who do not follow these policies and squad leaders who are lax to enforcement or who do not report problems promptly to the Directing Staff will be subject to disciplinary action; including loss of position.
- D. When curfew is in effect, all squad leaders must take row attendance and accurately report to the Directing Staff at the appointed time and location. Those found in violation of curfew will be subject to disciplinary action. Squad Leaders who fail to report accurate attendance will also be subject to disciplinary action.
- E. Traveling behavior is as follows: Inappropriate bus or airplane behavior including excessive noise, offensive language, hazing, or any activity creating an unsafe or socially uncomfortable environment could result in disciplinary action, including suspension or expulsion from the band. Respect for the bus driver, the bus, guests, and property of any transportation company is expected.
- F. Any band member who misses a band departure time must provide their own transportation to the next event. Discipline will be at the discretion of the Director.

XX. INITIATIONS

- A. ALL INITIATIONS OR HAZING OF ANY TYPE ARE PROHIBITED IN THE BAND. Band members taking part in any actions of this type will appear before the Directing Staff and the appropriate University Officials. Penalties could include suspension and expulsion from the band, as well as University or legal sanctions. State law and University rules and regulations strictly forbid hazing of any form.

XXI. SOCIAL BEHAVIOR

- A. Any behavior or activity that could be interpreted as demeaning or harassing to band members or outsiders (sexual or otherwise) is strictly forbidden. Consumption of alcohol is limited to those individuals who are of the legal drinking age (in approved areas). Smoking is not permitted in any band uniform, including greys, blazers, and full dress uniform. Proper behavior and respect for the rights of others will occur in all band activities, including buses and motels, rehearsals, performances, football games, and social events. Penalties could include suspension and expulsion from the band. In accordance with University and band department mandates, smoking and alcohol use, either while in University facilities or while in uniform (including Blazer, Grays, and Full Dress Uniform) is strictly prohibited.
- B. And band member(s) found to be representing the Band inappropriately in a public or private form will be subject to the disciplinary action at the discretion of the Director.
- C. Appropriate discussion with bus leader should be instituted when showing videos on busses.

XXII. MEDICAL COVERAGE

- A. The Band, Athletic Department, or University does not provide free medical insurance coverage. It is the responsibility of each student to pay for their own medical insurance and/or medical expenses. All students must sign a release of claims before being permitted to participate in band. This policy includes rehearsals, performances; trips, official band functions, and bowl games.

"THE VOICE OF EXPERIENCE"

- 1. Negativity spreads; those who don't know may believe what they hear instead of what they see.**
- 2. The band doesn't change as much as you do. The most impressionable year is the first one.**
- 3. The band is an emotional group; expect some ups and downs.**
- 4. Everybody has feelings, even the Squad Leaders and Band Staff; when the band is criticized, everyone feels it.**
- 5. There is always room for improvement; constructive suggestions should be welcomed, even if they hurt a bit.**
- 6. Anybody can be a critic — this takes no skill or background, and bears no responsibility.**
- 7. More drive and spirit in rehearsals means a better performance with fewer mistakes.**
- 8. For the benefits received, expect some sacrifice. All for one, and one for all — or, know what is best for the band and do it.**
- 9. When in doubt, DON'T. When problems exist, ask yourself whether you're part of that problem or the solution.**
- 10. Poor rehearsal discipline negatively affects the performance level of the entire band.**
- 11. No pain, no gain.**
- 12. Adjust to the situation. Be flexible and agreeable to change.**

DIRECTING STAFF ASSIGNMENTS, 2012 SEASON

JON WATERS, DIRECTOR:

- In charge of all personnel decisions;
- Makes and implements all policy decisions;
- Responsible for all budget and scheduling decisions;
- Organize and maintain fiscal records, including requisitions and purchase orders;
- Principal liaison with OSU Athletic Department;
- Principal liaison with other campus organizations;
- Coordinates staff work assignments;
- Principal field conductor (West Sideline);
- Coordinates pre-game and halftime show planning;
- Coordinates indoor music rehearsals and outdoor field rehearsals;
- Responsible for music selection for all public performances;
- Supervises all off-campus trips;
- Final authority on all music checks and absences;
- Final authority on pep band matters;
- Final authority on all matters concerning equipment;
- Coordinates efforts of student office staff;
- Coordinates band block game passes;
- Responsible for Trombone/Baritone sectional rehearsals;
- Oversees all copyright clearance matters;
- Coordinate financial awards and Band Scholarships;
- Pep Band Conductor;
- In Charge of Facilities Scheduling;
- Coordinate Manager's Room operations and inventory;
- Coordinate Secretarial Staff Assignments

CHRIS HOCH, ASSISTANT DIRECTOR:

- Field conductor (East/West Sideline);
- Assist with indoor music rehearsals and outdoor field rehearsals;
- Pre-game and halftime charting as assigned by director;
- In charge of field show timing, including attendance at Athletic Department Timing Meetings;
- Coordinate ticket orders for Parents Game;
- In charge of football media guide preparation;
- Coordinate OSUMB recruiting efforts;
- Coordinate skull session floor pass operations as needed;
- Coordinate video taping of performances with Athletic Department;
- Pep Band Conductor;
- Assist director with administrative tasks as needed;
- Oversee Band Website;
- Oversee Facility Maintenance;
- Coordinate Buckeye Invitational and recruitment efforts;
- Coordinate Instrument Room operations and inventory;
- Co-Director, Alumni Band;
- Responsible for Sousaphone/Baritone sectional rehearsals
- Organizes Heine Competition

JOSH LAUX, GRADUATE ASSISTANT DIRECTOR:

- Assistant field conductor;
- Assist with indoor music rehearsals and outdoor field rehearsals;
- Pep Band conductor as needed;
- Run music sectionals for the trumpet section;
- Coordinate and supervise alternates at outdoor rehearsals and performances;
- Coordinate efforts of A-V personnel;
- Responsible for Trumpet sectional rehearsals;
- Assist director with administrative tasks as needed;
- Coordinate Recruiting efforts as assigned by the director;
- Assist with Music Checks;
- Coordinates part and score copy work for band;
- Assist with Athletic Bands

JOHN BRENNAN, GRADUATE ASSISTANT DIRECTOR:

- Assistant field conductor;
- Assist with indoor music rehearsals and outdoor field rehearsals;
- Pep Band conductor as needed;
- Run music sectionals for the trumpet section;
- Coordinate and supervise alternates at outdoor rehearsals and performances;
- Coordinate efforts of A-V personnel;
- Responsible for Trumpet sectional rehearsals;
- Assist director with administrative tasks as needed;
- Coordinate Recruiting efforts as assigned by the director;
- Assist with Music Checks;
- Coordinates part and score copy work for band;
- Assist with Athletic Bands

AARON BELL, PERCUSSION INSTRUCTOR:

- Assistant field conductor;
- Responsible for all personnel decisions in the percussion section;
- Responsible for all percussion equipment concerns and repair;
- Responsible for overseeing and writing of percussion parts for all arrangements;
- Responsible for Percussion sectional rehearsals;
- Responsible for percussion sectional rehearsals;
- Assists in indoor music rehearsals and outdoor field rehearsals;
- Coordinate Band Awards for 4th and 5th year members

TOM COOK, BAND DEPARTMENT SECRETARY

- Oversee Athletic budget;
- Handle Correspondence for Band Department;
- Type Itineraries and Schedules;
- Help Secretaries with Recruitment;
- Assist Head Secretary with needs

STUDENT SUPPORT STAFF ASSIGNMENTS, 2012 SEASON

TESS GREEN, HEAD SECRETARY

- Daily operations of main office;
- Supervise secretarial staff;
- Prepare tryout information and procedures;
- Assist the Director with trip preparations (rooming lists, flight manifests, per diem, etc.);
- Assist in the enactment of OSUMB and OSUAB recruitment;
- Oversee copying and distribution of charts, music, and other materials to the band;
- Purchase supplies;
- Assist with the preparation of press guides;
- Aides the Assistant Director in preparation of the Buckeye Invitational;
- Oversee the preparation of band mailings;
- Assist the Director with other administrative tasks as needed;
- Oversee Rehearsal Hall chair set up;
- Oversee room cleaning in the Band Center

BEN OWENS, HEAD MANAGER

- Responsible for uniform and instrument inventories;
- Oversee Manager's office daily operations;
- Oversee Audio/Visual operations;
- Primary liaison between managerial staff and director;
- Assist with logistical planning for performances and trips;
- Assist with purchasing of new equipment;
- Supervise the construction and implementation of props for halftime shows;
- Oversee rehearsal set-up and logistics.
- Help with facility maintenance

JESSICA MCNICHOLS, HEAD RECORD FUND TREASURER

- Responsible for record fund operations and logistics;
- Oversee all financial assets from accessories and recording sales;
- Assist with logistical planning for performances and trips;
- Development of new merchandise;
- Responsible for recording and merchandise inventory;
- Responsible for sales and promotion of recordings and band merchandise;
- Maintain records of all profits and expenditures in record fund office

VALERIE VACIEK, LIBRARIAN

- Maintain Library database;
- Maintain library music and folders;
- Copy music and scores for all shows (Marching and Athletic Band);
- Assist the Secretaries as directed

STEVE KERSHMAR & SAM EHRET AUDIO/VISUAL MANAGERS

- Maintain music and film library;
- Responsible for film and recording library;
- Responsible for planning and execution of all necessary A/V equipment for pregame and halftime;
- Make practice recordings for use for outdoor rehearsal and music memorization;
- Collect material for and oversees production of the season DVD;
- Duplicate fundamentals and recruitment DVDs;
- Oversee A/V equipment use during indoor and outdoor rehearsals

JEANNA KRUSE & RAJANI DUMMERMUTH, INSTRUMENT ROOM

- Responsible for Instrument Inventory;
- Distribution of Instruments throughout academic year and Summer Sessions;
- Oversee loading and unloading of instruments for trips;
- Overall care and maintenance of instruments, while not in possession of band members;
- Documentation on repair of each instrument;
- Finding alternate sources of repair if necessary;
- Recommend purchase of equipment related to instruments and repair supplies

PHIL MCINTOSH & NICK ATER, INSTRUMENT REPAIR

- Responsible for all repairs to brass instruments;
- Assist with inventory;
- Finding alternate sources of repair if necessary;
- Recommend purchase of equipment related to instruments and repair supplies

2012 SUPPLEMENTAL INFORMATION

I. BAND OFFICE POLICY

A. OFFICE PROCEDURES:

The Band Office is off-limits to all band members during regular business hours. Report to the Band Office window for service.

B. MUSIC AND CHARTS:

Every band member will be given the appropriate charts and music needed for a given week. For every additional copy of charts and music which are requested, the band member will be charged a copying fee in order to help compensate for the cost of paper used. The prices are listed below:

Music	Cost
School Songs Packet	\$0.25
Warm-Up for Brass	\$0.10
Warm-Up for Percussion	\$0.15
Percussion Packet	\$0.50
Warm-Up for A-Band	\$0.05
Other Sheet Music/Information (per page)	\$0.05
Charts	
Pre-game (per page)	\$0.05
Halftime (per page)	\$0.05
Any Other Items (per page)	\$0.05

****Make Note: A record will be kept throughout the season containing those names of people who owe money. No matter how small the fee, you will be held responsible for paying the necessary amount before the end of the semester. Reminders will be given out on a biweekly basis until your fees are paid. Thank you for your cooperation****

C. USE OF BANDROOM OFFICE PHONE:

The phones in the band offices may not be used unless an extreme emergency arises.

D. COPIER AND OFFICE SUPPLIES:

Use of the photocopier and other office supplies is restricted to the Directing Staff, Student Staff, and other authorized personnel.

E. USE OF MAIN OFFICE COMPUTERS

The computers in the band office may only be used by the student staff unless you wish to use the computers for a band related activity *and* you are given permission by one of the secretaries.

II. MANAGERS ROOM POLICY

A. UNIFORM POLICY AND PROCEDURE

1. Each member of the Ohio State University Marching Band will be issued a university owned uniform. This uniform will include pants, jacket, hat, overcoat, raincoat, cross-belts, brass buckles and breast plate, eagle Ohio hat emblem, and garment bag. The staff reserves the right not to issue any or all parts to a member.
2. Each member will be required to provide their own black dress shoes (no stitching on the toe), black socks (not navy blue), white dress shirt (no button down collar, short sleeve preferred), black blazer, **black tie, **red beret, ***beret patch, *blazer

patch, **game plume, **spats, **white gloves, and *official OSUMB practice sweats (including shorts and T-shirt).

*items sold through Kappa Kappa Psi ** items sold through OSUMB

3. Each band member will be required to sign a uniform bond card as a prerequisite to the use of any university owned equipment. This bond card shall include the inventory numbers which appear on the uniform items. Band members will be held legally responsible for all uniform items which appear on their bond card. Any items which are lost, stolen, or missing will be replaced at the expense of the band member to whom the items were issued.

4. Uniforms will be issued prior to the first game of each football season at a time and in a fashion to be determined by the director and head manager. Uniforms will be returned upon demand of the director and head manager at a time to be announced. Each band member must turn in all uniform items issued to them at the time announced. Any items which are damaged beyond "reasonable wear and tear" or missing will be reported to the band member who is responsible for said item(s) within 10 days of turn-in. Upon notification, band members will have 14 days to replace or pay for missing or damaged equipment. Once this two week time frame has passed, this equipment will be considered stolen property and will be reported to the police (violators will be subject to prosecution under university and federal laws). The university reserves the right to place a hold on the records of any student in possession of university property.

5. Uniform inspection will be conducted on a regular basis prior to OSUMB performances. Officers affiliated the Ohio State University Reserve Officers Training Corps (ROTC) or the OSUMB Directing Staff will be responsible for inspecting the squad leaders and student staff prior to home football games. Squad leaders will be responsible for inspecting their rows. Any members who do not pass inspection will be assigned to march a penalty drill. Members with severe or repeated offenses will be penalized in the following manner: regular members will become alternates; alternates will lose their right to challenge during the following week.

6. **BORROWED ITEM POLICY:** If borrowed uniform items are necessary to pass inspection, band members will be given these items to pass inspection providing that the items are returned or paid in full before the following Friday (please note that borrowed gloves and spats **MUST** be paid for). Additional time may be given to return items borrowed for a mid-week performance. Penalty for not meeting this condition with delinquent borrowed items will result in failure of inspection, with consequences as listed above. Squad leaders will be notified of delinquent items and members each week. Additionally, borrowing a single specific item three or more times (i.e. borrowing a beret three times) will result in a uniform inspection failure.

B. CARE AND MAINTENANCE OF UNIFORM

1. JACKET, TROUSERS, AND OVERCOAT:

Dry clean only!! DO NOT iron any of these items!!! Belt or suspenders must be worn with the uniform at all times. This will prevent the splitting of the inseam of the trousers. Failure to wear the belt or suspenders will result in a failing of the uniform inspection. Suspenders are available in the Manager's Office. This policy is mandatory.

2. GLOVES:

Should be washed on a regular basis. Use warm water and detergent. Tumble dry. Do not bleach.

3. HAT:

- a. Remove all metal pieces to prevent rust.
- b. Remove silver hat band before cleaning to prevent color bleeding.
- c. Hand wash with a mild liquid cleaner diluted with cold water on all parts of the hat. There are many products designed for such purposes, such as Woolite or mild dishwashing detergent.
- d. Scrub soiled parts gently with a toothbrush to remove dirt particles.

- e. Allow the hat to drip dry. DO NOT place in a dryer or near artificial heat.
- f. The vinyl and plastic materials are such that they may be cleaned with a non-abrasive polish to restore the original luster. Armorall and Pledge are designed specifically for polishing vinyl and plastic.
- g. DO NOT dry clean, use spot-cleaning chemicals, or bleach on any part of the hat.
- h. Keep rain cover on hat when not in use.
- i. When packing for travel, NEVER put the hat in the garment bag.

4. BRASS:

Can and should be cleaned on a regular basis. Glass cleaner and silver polish (which is available in the managers' room) can be used for this purpose.

5. PLUMES:

Should be stored in the protective tubes at all times. Store in a dry environment. Do not allow the plume to get wet (use plastic cover).

6. CROSS-BELTS:

Should be washed in warm water with detergent (i.e. Woolite). DO NOT put cross-belts in drying machines. DO NOT use bleach. **Should always be kept in their provided mesh bag and may be washed in this bag as well.** If there is any damage done to the cross-belts beyond reasonable wear and tear the band member will be responsible for reimbursing the uniform office for the cost of those cross-belts (SEE BELOW). Reasonable wear and tear is at the discretion of the Uniform Managers.

7. GARMENT BAG:

No tape, or other identifying marks to denote name or row number will be permitted. Shoes and hats are not to be stored in the garment bag at any time. The student staff reserves the right to remove such items at any time. **These bags are new and any items not permitted to be stored in them may result in unnecessary wear and tear, which will result in replacement costs.**

8. SPATS:

Can be washed in a washing machine. To prevent scratching of buttons, spats should be turned inside-out and snapped shut.

III. INSTRUMENT ROOM POLICY

A STUDENT I.D. CARD WILL BE REQUESTED AS A DEPOSIT FOR BORROWED ITEMS. THE STUDENT I.D. WILL BE RETURNED WHEN BORROWED ITEMS ARE RETURNED.

A. The instrument room is off-limits to all band members during regular business hours and rehearsals. Report to instrument managers for service.

B. A bond card must be filled out legibly for all equipment issued. This includes instruments, mouthpieces, straps, sticks, etc. This bond card shall include the inventory numbers which appear on all items. Band members will be held legally responsible for all items which appear on the bond card. Any equipment which is lost or stolen will be replaced at the expense of the band member to whom the equipment was issued.

C. Only student staff and directing staff can issue instruments.

D. No instruments will be issued over break without written permission of the director.

E. Any repairs beyond reasonable wear will be paid for by the band member to whom the instrument was issued.

F. All instruments must be returned on the announced due date. **NO EXCEPTIONS!** Each student is responsible for all equipment issued and must return the equipment specifically issued to him/her. Any equipment which is damaged beyond "reasonable wear and tear," or missing will be reported to the band member who is responsible for said item(s) within 10 days of turn-in. Upon notification, band members will have 14 days to replace or pay for missing or damaged equipment. Once this two week time frame has passed, this equipment will be considered stolen property and will be reported to the police (violators will be subject to prosecution under university and federal laws). The university reserves the right to place a hold on the records of any student in possession of university property.

G. No tape, or other identifying marks on cases to mark name or row number will be permitted. **The student staff reserves the right to remove such marks at any time.**

H. Some suggestions for maintenance and care include:

1. Move all tuning slides everyday after rehearsal in order to prevent stuck slides.
2. Wash the mouthpiece once a week.
3. Should a suspected problem arise, bring the instrument to the instrument room staff immediately.
4. **Always transport your instrument in its case!!!**

I. When traveling, Trumpets, Euphoniums, Flugels, & Mellophones will be placed in special traveling cases. Each member will place their instrument in the case and store their individual cases in the appropriate location. The student staff will load and unload these cases while on the trip, but will not be responsible for the packing of individual instruments into cases or of loading the cases onto the truck from the Band Center. It will be the responsibility of the row to ensure proper packing and unpacking of each traveling case.

2012 OSUMB UNIFORM PRICE LIST

OSUMB jacket (custom tailored)	\$285.22
OSUMB trouser	\$119.43
OSUMB hat	\$75.00
Eagle Ohio hat emblems (custom made)	\$25.00
Plume holder	\$1.00
Clear plastic plume dust covers	\$0.10
Black rain covers for hats	\$2.00
Rainfair black Nylonair raincoat	\$45.00
Rainfair black Nylonair extra coat pouches	\$3.00
Holloway wool lined surcoats	\$85.00
White web cross belts (custom made)	\$24.00
Nickel finish breast or waist brass (separate)	\$12.00
Tote carry-all garment bag (custom made)	\$22.00
Wishbone high impact plastic hanger	\$2.00

****ALL PRICES ARE SUBJECT TO CHANGE**

2012 UNIFORM ACCESSORY PRICE LIST

Game plumes (custom dyes 2-color)	\$10.00
White spats (Bayly brand 27 oz.)	\$8.00
White gloves (OSU style, 30-weight cotton)	\$5.00
Red beret	\$20.00
Diamond Ohio beret patch	\$2.25
Black neckties	\$10.00
Suspenders	\$3.00
Pennants (hand-made)	\$15.00
Blazer Ties	\$20.00

****ALL PRICES ARE SUBJECT TO CHANGE**

2012 INSTRUMENT ROOM PRICE LIST

Practice Eb Cornet	\$1,200.00	Mouthpiece.	\$35.00
Game Eb Cornet	\$2,600.00		
Practice Bb Trumpet	\$1,700.00	Mouthpiece.	\$35.00
Game Bb Trumpet	\$2,200.00		
Practice Flugelhorn	\$1,200.00	Mouthpiece.	\$35.00
Game Flugelhorn	\$1,700.00		
Mellophone	\$1,700.00	Mouthpiece.	\$40.00
Trombone	\$1,700.00	Mouthpiece.	\$50.00
Baritone	\$1,900.00	Mouthpiece	\$50.00
Sousaphone	\$6,000.00	Mouthpiece	\$75.00
		-Bits	\$50.00
		-Neck	\$55.00
		-Pouch	\$40.00
Snare	\$500.00	Sticks	\$15.00
		Strap	\$15.00
Tenors	\$1,200.00	Mallets	\$30.00
		Strap	\$15.00
Small Bass	\$650.00	Mallets	\$50.00
Large Bass	\$750.00	Mallets	\$60.00
Cymbals	\$500.00	Straps	\$5.00
All Cases	10% of Instrument Price		

**THE OHIO STATE UNIVERSITY MARCHING BAND
STATEMENT OF POLICIES AND PROCEDURES
August, 2012**

I have read and I fully understand the policies and procedures of The Ohio State University Marching Band.

Print Name _____

Row _____

Signature _____

Date _____

***Membership in The Ohio State University Marching Band is official only when this form is signed and submitted.**