

Guidelines for Chaperoning: What to Expect

Report Time and Ride to the Stadium:

- Chaperones should arrive at TJ High School ½ hour before the call time determined by Mr. Mirabella, to assist with filling coolers with water and ice, loading snacks and coolers onto the band trailer, and getting their bus assignments.
- The coordinator will assign two chaperones to each bus, if there are 2 per bus available. Please note: There may be occasions when there is only one chaperone per bus.
- Although it may not always be possible, if you would prefer to be on your child's bus (or not as the case may be) please inform the coordinator ahead of call time.
- Each bus duo will get a bag that contains 2 lanyards with chaperone tags, a folder with the student attendance list, a pen, a laminated bus number sign, a small first aid kit, and a garbage bag.
- Once students are on the bus, one chaperone should take the attendance and report any absences to the staff.
- The students will be transported from TJ to either the home or away stadium. While the bus is in transit, the chaperones are to make periodic checks on the activities of the students.
- Students must be seated at all times, should not listen to loud music unless everyone on the bus agrees, and should not be engaging in conversation or activity with other vehicles on the road.
- Chaperones should be on the watch for vaping, pda's, and general horseplay. Any such activity should be stopped immediately and reported to the head chaperone upon arrival.
- When the bus is nearing an away stadium, if necessary, the chaperones will instruct the students to get in uniform. (This is the only time that students will be permitted to stand up, but they should proceed as quickly as possible).

Arrival at Stadium, Pregame, and First Quarter:

- When the bus has parked, the chaperone should put the laminated bus number sign in the front window and put on the chaperone lanyard.
- All students should remain on the bus until orders are given by the band staff to disembark.
- The chaperones will accompany the students to the band trailer and guard them from traffic while they get their instruments and warm up.
- Once ready, Mr. Mirabella will direct the band to march into the stadium accompanied by the chaperones.

Home games:

- The band will march into the stadium and line up behind the far sideline.
- The chaperones will assist in unloading the snacks and water from the utility trailer if needed and then proceed to the fence below the spectators to watch the pregame ceremony.
- After the National Anthem and the Alma Mater are played, the chaperones will stand on the nearest sideline to receive the folded up American flag from the Color Guard and Majorettes.
- After receiving the flag, chaperones should remain in place until all the girls have passed it off and moved out of the way (to the tunnel.)
- Care should be taken by everyone to space themselves so that all parts of the flag are held up without any gaps large enough for the flag to touch the ground.
- The flag is then carried behind the bandstand where it is placed into our flag receptacle for safekeeping until the auxiliary can properly refold it.
- Chaperones will then position themselves on the auxiliary side of the bandstand for the first quarter of the game.

Away games:

- After the band has marched into the stadium, the band will be positioned in either the visiting bandstand or in the visiting spectator stands in an area reserved for the band.
 - If the latter, chaperones are usually requested to sit between the Band and the fan section to act as a barrier between the students and the fans.
- Mr. Mirabella will let the chaperones know where he wants them to sit.
- The chaperones will remain there for the first quarter.

Second Quarter and Half-Time:

- During the second quarter, the band will leave their places and gather behind the endzone to warm up.
- At this time, the chaperones will assist the snack coordinator in setting up the snacks.
- At halftime, the chaperones will move to the home side of the field to watch the bands perform.
- At some away games, a few chaperones may be asked to stay behind and watch the bands' belongings if there is concern that things may be disturbed or vandalized.
- After both bands have performed, the chaperones will return to the band area.

Third Quarter:

- The coordinator will divide the parents into 2 groups – bathroom escorts and snack patrol.
- When Mr. Mirabella gives the signal, students will be escorted to the restrooms.
 - No more than 6 students can be in a group and only 2 groups can go at the same time.

- o The Chaperones should take care not to take too many people from any one section at a time because the band continues to play during the bathroom breaks.
- The snack patrol will assist the snack coordinator in distributing the food provided by the Band Patrons for that game.
- Each game may have a different type of snack, and the snack coordinator will give instructions for set up and distribution.
- Mr. Mirabella will inform the students when they are allowed to go to the snack tables and which section/year goes first.
- At home games, the drumline plays to the student section right after halftime so snacks and water will need to be set aside for them before allowing seconds.
- Directors are also included in getting snacks and come at their convenience.
- After all the band and the Directors have had a snack and water, the chaperones may also partake.
- Senior members of the band may go to visit with seniors from the opposing band during the third quarter, as part of band outreach and hospitality.
- Clean up begins as soon as possible after all the band members have been served.
- While some chaperones box up the leftovers, clean and collapse the tables, and load everything on the utility trailer, other chaperones will carry around garbage bags to collect the water bottles and trash.
- All snacks are to be cleaned up, the bathroom breaks over, and the band students return to their seats by the end of the third quarter so they can play Sweet Caroline.

Fourth Quarter, End of the Game, and Return to TJ:

- The chaperones should pass a garbage bag through the band one more time for those students who had not yet finished their water.
- After the game is over, the band will remain in place while the football team conferences on the field.
- When the team leaves the huddle, the Band plays the Alma Mater and then lines up.
- The chaperones then check the area where the band was for any stray trash.
- The band will march out and go to the trailer accompanied by the chaperones.
- They will guard the students from traffic while they are putting their instruments in the cases and loading them onto the band trailer.
- Students then return to the buses, whereupon the chaperones will take the role as quickly as possible and alert the band staff when everyone is on board.
- The laminated bus sign and chaperone lanyards should be returned to the bus bag.
- Upon nearing TJ, the chaperones will ask the students to put up their windows and pick up their garbage.
- The trash bag in the bus kit will be passed around.

- After arriving at TJ and all the students exit, the chaperones will do a check of the entire bus, searching for any garbage or forgotten items.
 - Anything more than a small amount of garbage left behind should be reported to the head chaperone.
- After the bus check, chaperones should return the bus bag to the head chaperone.
- The garbage bag should be deposited in a can at TJ.
- Any uniform items left in the bus should be given to Mrs. Gramm.
- Any other items left behind should be given to the head chaperone.
- In the event of rain during the game, the chaperones may be asked to stay awhile after returning to the high school to help the students with wet uniforms, raincoats, and the American flag.
- Please make yourself available so that all may leave as soon as possible.

Band Festivals:

- Away band festivals have the same procedures for transportation as to and from the football games.
- Once the band is situated in the stadium, the Band director usually dismisses the chaperones until the end of the festival or when the band is leaving, whichever comes first (sometimes the band goes to two festivals in one night).
- The chaperones are then permitted to sit in the stands to enjoy the festival and to go to the concession stand.

Health and Safety:

- If you are scheduled for an upcoming event, please advise the current Band Patron President and Chaperone Coordinator if you begin to experience any signs of sickness. This includes but is not limited to: fever, cough, sore throat and gastrointestinal symptoms.
- You will be asked to refrain from volunteering until you have gone 5 days without symptoms. If a sufficient number of chaperones/volunteers has signed up before 5 days of being asymptomatic have occurred, then the chaperone coordinator may relieve you of your duties out of an abundance of caution.
- The Directors/Board Members/Chaperone Coordinator has the right to refuse volunteer service if you appear to be sick or exhibit symptoms.
- If during your volunteer shift you encounter a situation that appears unsafe, or any activity that is a potential risk to our students, contact any board member immediately. Board members will report immediately to a director.

Dos and Don'ts for Chaperones

Do:

- Stay with the Band for the entire game, cheering them and the football team on!
- Come with a helpful attitude. Many hands make the work light!
- Remember that this is all about the Marching Band and all of our children!
- Complete the job for which you are assigned. Watch the game while you work!
- Stay on the bus until all the students have left and then do a bus check.

Don't

- Leave the band unless you are directed to by the head chaperone or band staff.
- Go to the concession stand for yourself or a student no matter how good it smells!
- Discipline a student directly. Report misbehavior to the head chaperone.
- Let the students get off the bus before a game until directed to do so.
- Let parents or friends of band students visit or bring over food or beverages during an away game. Politely tell them that they are not allowed in that section.
- Allow a student to leave the band area. Remember, they are in band class.