



Band Leadership Team Handbook

(Due no later than Friday, April 25th, 3:15 PM)

Introduction

Welcome **Band Leadership Team (BLT) Handbook!** The BLT is designed to create opportunities for student leadership that helps build a stronger and more student centered band program. Each year students manage various aspects of the band program, thus placing ownership for the program's success in the hands of those that will benefit most from their efforts. This handbook will provide you with important information to help establish the procedures and expectations that will ensure your positive and effective leadership contributions.

You will be turning in this Handbook as part of the leadership audition process. You will receive this handbook back after the BLT team has been chosen. Feel free to take notes and utilize this handbook throughout the marching season. This handbook will be due on **Friday, April 25th, 3:15 PM.**

If you are selected as a member of the Band Leadership Team, you will be expected to:

- Attend Leadership work days. *To be scheduled.*
- Attend all rehearsals and performances
- Arrive at least 15 minutes before call time to help set up
- Volunteer for after school activities - List will be provided
- Attend weekly leadership meetings to collaborate as a Leadership Team.
- Members are encouraged to attend the **Leadership Pre Training**. More information to follow..

Overview of Contents

- **Our Creed and What it Means**
- **Leadership Positions and Duties**
- **Leading By Example: Individual Expectations**
- **Leading Through Service: Helping Others**
- **Collaborative Leadership: Working with Others**
- **Teaching and Feedback**
- **Checklists: Charts to make sure we are ready for success**



Band Leadership Team Handbook

Blackout Dates for Leadership

These events are mandatory for leadership to be present. We are giving you the list of events already. It is your responsibility to put the dates in your calendar and communicate with your parents about these dates. If there are personal appointments that can be scheduled, please do not schedule over these events/dates. The directors understand life happens and some things are unavoidable. If that is the case, prior communication is required. Communication must be a form of written communication such as a remind message or an email.

Leadership is expected to volunteer for all after school activities:

- Summer
 - Band registration
 - Leadership training
 - Freshmen Band Camp
- Cycle 1
 - Webb vs Sellers Football game
- Cycle 2
 - Webb MS Band concert
 - Sellers MS Band concert
- Cycle 3
 - NTCA: Naaman Hosting
 - GISD Jazz Festival
 - MS Pre-UIL
- Cycle 4
 - Cluster Pre-UIL
 - Webb MS Band Concert
 - Sellers MS Band Concert



Band Leadership Team Handbook

Our Creed and What it Means

DM: What does it take to be a member of this band?

Response: Dedication. Determination. Discipline. Pride. Go Rangers!

DM: What is our creed?

Response:

We the members of the Ranger Band believe that participation in the band program fosters responsibility, loyalty, and leadership that music is the universal language and truly is the greatest of the arts. I am responsible for my own education and I will make every effort both mentally and physically to reach my full potential and respect the rights of others to do the same. For the strength of the Ranger is the member and the strength of the member is the Ranger. GO BAND!

DM: Band Dismissed

Response: NFHS PRIDE!

Activity: Highlight all the components of the creed and answer the questions below

What do the four words mean to you?

What does the creed mean to you?

Were you able to exhibit all the actionable components of your creed?

What can you do to achieve all components of the creed next year?



Band Leadership Team Handbook

Leadership Positions and Duties

All leaders share common responsibilities, including:

- Represents the Naaman Forest Ranger Band/Marching Unit of the Past, Present and Future
- Cooperates & Collaborates with ALL Members, Staff, and Parents
- Leads by Example
- Assists all students as needed
- BLT is separated into two groups: Instructional and Logistical.
- BLT will lead and/or serve in at least one committee

Instructional Leader

DRUM MAJOR

Drum Majors are the leader of the Naaman Forest Ranger Band Marching Unit. Responsibilities include...

- Liaison between the NFRBMU and the Band Director
- Provides oversight to all sections... Woodwind, Brass, Percussion, Color Guard
- Field Conductor
- Sets Stretching Circle / Warm-up Arc
- Responsible for Long Ranger(s), Metronome, Rehearsal Bag
- Coordinates Pep Band
- Team (Community) Building Activities / Community Outreach
- Ensures all equipment / facilities are in order following rehearsals/performances (prior to dismissal)
- Dismissal
- Other responsibility to assist in running the band smoothly

CAPTAIN

Captains are Section Leaders and/or Squad Leaders who oversee the larger Woodwind, Brass, Percussion, and Color Guard sections. Responsibilities include...

- Liaison between the Section Leader and the Drum Major(s)
- Provides musical and marching leadership during sectionals
- Primary student Music Leader. Helps set goals with section captains for student run music rehearsal
- Awards House Points
- Other responsibility to assist in running the band smoothly

SECTION LEADER

Section Leaders are the musical leaders of their section. Responsibilities include...

- Liaison between the MU Members and the Captain(s)
- Provides musical (choreography) leadership during sub-sectionals
- Assists with teaching/learning music
- Music Memorization (Check-Offs)
- Instrument Cleaning/Maintenance
- Organizes and manages music distribution
- Organizes section bonding experiences in collaboration with the Squad Leader
- Other responsibility to assist in running the band smoothly



Band Leadership Team Handbook

Logistical Leader

Office Manager

- Office Assistance - Copying, Distribution of Materials, Etc.
- Organizing band binders
- Keep track of the current music the band is working on
- Keep the copy area neat
- Restock the printer
- Help maintain the Music Library
- Record important information from BLT meetings
- Assemble and manage a "Office Assistant Committee" of 2 non-BLT members

Uniform Manager

- Work with Colorguard director and Mr. Choi to manage uniforms
- In charge of cataloging the uniforms
- Assist in distributing the uniforms
- Help with uniform "emergencies"
- Assemble and manage a "Uniform Committee" of 2 non-BLT members

Spirit Leader:

- Manages student recognition
- Organizes NFRBMU Spirit Days / Appreciation Night in collaboration with the Drum Major(s)
- Plan and execute social activities for band
- Centralize all band photos in a drive
- Plan superlatives
- Plan ways to spotlight students/sections
- Assist Mr. Choi with social media posts
- Assemble and manage a "Spirit Squad" of 2 non-BLT members

Committees:

Committee provides an opportunity for non-BLT students to show their interest in serving the band without being a part of the BLT. Captains will lead committees of non-BLT members to improve the overall band experience. If you think there is a need to create additional committees, please talk to the directors about the addition.

Current Committee:

- Truck Committee - At least one drum major and other leaders will lead a team of non-BLT members in loading and unloading of instruments, props, and equipment during marching season (Priority for meals and first to get seconds)
- Office Manager Committee - Office Manager will lead a team of non-BLT members to fulfill the responsibilities of the Office Managers.
- Uniform Committee - Uniform Manager will lead a team of non-BLT members to fulfill the responsibilities of the Uniform Managers.
- Spirit Committee - Spirit Leader will lead a team of non-BLT members to fulfill the responsibilities of the Office Managers.

Leading By Example: Individual Expectations

The most important part of your role in band leadership is to model the behaviors and actions expected of all members in the band. This list identifies the specific expectations of all students. Leaders need to meet all of these expectations and achieve learning expectations earlier than the rest of their section.

- **Actively monitor calendar of events**
 - How are band events communicated? Email, Website, Remind, Paper Copies, Postings
 - Record band events in an organized manner along with other activities
 - Share calendar with parents/guardians
 - Communicate conflicts with coordinators of all conflicting activities as soon as conflict is apparent
- **Before events - Plan for what is needed at the event**
 - Attire expectations?
 - What is needed and where are required supplies located?
 - Do you need to plan to provide food and/or water?
 - Does everyone in your section know about the event?
 - Transportation?
- **Attend all rehearsals**
- **Arrive early enough to be prepared to begin event expectations at the stated start time**
 - Example of things to do before a rehearsal begins:
 - Plan travel time - the time needed to enter room, location of supplies, move to rehearsal/event location
 - Plan setup time - the time needed to gather all required supplies
 - **ACTIVITY:** *What are examples of supplies you need for most rehearsals?*
 - _____
 - _____
 - _____
 - _____
 - Plan time to help - set aside time to help your section/band
 - Is everyone present? If not, find out more information and make contact.
 - Does everyone have their supplies?
 - Is anyone in need of unusual help to participate? (i.e. instrument issues, health)
 - Do you have an assigned duty? (Water jugs, set up tables, move equipment, etc.)
- **Meet performance expectations**
 - What music are we working on?
 - What are the next learning goals/assignments?
 - What do I need to work on based on feedback provided and individual assessment?

- **Model rehearsal expectations**

- Where should we be and when?
- Move quickly, with a sense of purpose
- Communication - what is appropriate communication and when?
 - Stay silent when teachers are actively teaching
 - During rehearsal, only discuss ways to improve section performance/participation
 - **ACTIVITY** - Highlight the statements below that are appropriate ways to communicate to other students during the active parts of rehearsal
 - "We are starting at set 7"
 - "You brought your horn up one beat early"
 - "I'm thinking of pizza for lunch, where do you want to go?"
 - "Set 10 has 12 steps and a 4 count hold"
 - "It is hot today"
 - "Coach Wesselton's test today was rough, that was not fair"
 - "You are doing a great job! Let's keep this up!"

- **Actions to complete at the end of events**

- Move supplies to proper place. (How are instruments stored? Where do personal items go?)
- Does anyone need help?
- Note anything that needs to be addressed before the next rehearsal and plan how that will be accomplished.

- **"Flip the Switch"**

- Know when to play and when to be professional
- What does the switch turned off look like?
- What does the switch turned on look like?

- **Always lead with kindness**

Leading Through Service: Helping Others

When you help others, you are being a leader through your service. Servant leadership comes in many forms, and is crucial to the success of a group. This list identifies actions to take that will help put your peers in a position to succeed.

- **Establish reliable communication methods with everyone in your section**
 - Get everyone's phone number and email
 - Set up a group chat
- **Organize student led sectionals**
 - Have at least one sectional in August, and 2 in the months of September and October
 - Communicate with your directors when you plan to have a sectional.
 - Sectionals can be held before school, during lunch, after school at a time the entire section can be present
- **Provide opportunities for individual pass offs.**
 - Listen to music assignments in advance of director communicated pass-off dates
 - Music assignments include playing with music and memorized
 - Observe marching assignments in advance of director communicated pass-off dates
 - The goal is to help individuals be aware of current progress. Leaders do not need to provide significant assistance for those who are not prepared.
 - Communicate successful pass-offs to directors for possible credit
- **Make sure section is prepared for needs of rehearsal**
 - Check in with section before events to make sure everyone knows details and confirms availability
 - Make sure students have proper supplies
 - An organized binder with all music
 - A flip folder with all stands music, organized in the same way
 - Water, hats, sunscreen, earplugs, proper shoes, and attire
 - Instrument specific supplies
- **Make sure section places instruments/supplies in correct locations at all times**
- **If there is a need; fill it**



Band Leadership Team Handbook

Collaborative Leadership: Working together as a group

While there are important individual expectations for our leaders, the Band Leadership Team is a team that is stronger together. There are several ways we will work together to create a team of leaders that supports the entire band.

- **Connected in communication**
 - Join the Band Leadership Team Remind group
 - Read the Weekly Update on the Band website
 - Get each other's phone numbers
 - Establish a group chat
- **Collective Responsibility**
 - It is everyone's responsibility to help fulfill the needs of the program
 - We share the responsibility in helping each other

Teaching and Feedback

Teaching

1. State what you are teaching
 - “We are going to learn how to forward march”
2. Explain the individual parts (Components)
 - “Forward march has three parts: initiation(the start), step, and close”
3. Break it down further with key info (Details)
 - “The prep counts are 5 - 6 - 7 - 8”
 - “There is a weight transfer to your right leg on count 8”
 - “Legs are straight”
 - “Squeeze your core muscles”
 - Push into the platform of your foot
4. Demonstrate
 - “This is how you do the weight transfer on count 8”
5. Trial #1 followed by feedback
 - before trial “it is your turn to try it”
 - after trial “Mr. Choi, your leg needs to be straight on the weight transfer, focus on staying tall throughout the motion”
6. Trial #2 followed by feedback
 - feedback needs to respond to the first feedback. did it improve or not?
 1. If success “great improvement, keep it up”
 2. If fail you need to give additional information to help fix it
7. Continue through Steps 3 - 6 until the subject is taught.
 - You can isolate each part but remember to add on the exercise
- Feedback:
 1. Address the person
 - “saxophones,” or “Mr. Choi,”
 2. Where or what
 - “in measure 37, beat 2” or
 - “your initiation in forward marching technique”
 3. Verb + how to fix
 - “use faster air throughout the phrase”
 - “push the heel down and flex your toes up”
 4. Why (Optional) of the desired achievement
 - “so that the phrase flows and your tone is resonant”
 - “to achieve the proper straight leg marching technique”



Band Leadership Team Handbook

Lesson Planning: _____

What is the Activity we are teaching? _____

What are the components (individual parts) of this exercise?

What are the details (further breakdown) of this exercise?

What are the possible points of failure? How do you address them?

Write down your teaching sequence.



Band Leadership Team Handbook

Application Materials

Thank you for showing an interest in being a part of the **Band Leadership Team (BLT)**. The BLT is designed to create opportunities for student leadership that helps build a stronger and more student centered band program. Each year students manage various aspects of the band program, thus placing ownership for the program's success in the hands of those that will benefit most from their efforts. We hope that you will find the application process to be interesting and enriching regardless of the outcome. If you have any questions about the process or your application, please do not hesitate to contact Mr. Falls at any time. Good luck, and work hard to best represent yourself throughout the process.

ELIGIBILITY - Selection to the BLT is open to all rising sophomore, junior and senior wind, percussion, and guard students. Candidates must be active members of the Naaman Forest Ranger Band or Colorguard and be able to meet all requirements listed below. Candidates must be in good academic standing and maintain UIL standards for academic eligibility in extracurricular activities. Leadership experience in band or another organization is highly recommended, but not required.

Candidates will be evaluated based on the following criteria:

1. Past performance
2. Quality of application
3. Leadership potential
4. Interview process
5. Best fit for the individual and organization

When completing the application, be thorough, creative, and honest. Don't say what you think we might want to hear and say what you really think. Leaders are people who can offer something new and different to the organization. This application is structured so that you will gain insights into yourself as a person, so please be honest. Open up and show the person that you really are and the person that you aspire to be. Dig a little deeper with the intent of learning something new about yourself. **If you do not have a completed application nor attend the technical audition, you will be ineligible for leadership.**

Leadership Selection Process Process

1. Attend Leadership pre-training
2. Submit Leadership Application google Form by **Friday, April 25th, 3:15 PM**.
 - o Submit a signed NFRB Leadership Contract in the Leadership Application
 - o Submit a resume in the Leadership Application
3. Interview for all Leadership prospects
4. Technical Audition (Instructional Leadership)
5. Drum Major Audition (Drum Majors)

APPLICATION REQUIREMENTS

- [Leadership Application Form](#) needs to be submitted by **Friday, April 25th, 3:15 PM**
- Signed NFRB Leadership Contract needs to be uploaded by **Friday, April 25th, 3:15 PM**
- Interview must be completed
- Technical Audition attendance on **Saturday, May 3rd**



Band Leadership Team Handbook

PART 1 - Submissions due Friday, April 25th, 3:15 PM

All candidates must...

1. Submit a completed Leadership application on Google Forms
2. Submit documents on the Leadership Application from
 - NFRB Leadership Contract
 - Resume

PART 2 - Interview

The next part will consist of an interview with the selection committee. The candidate's qualifications will be reviewed and various questions (typical of a job interview) will be asked. It is expected that candidates will dress and groom themselves appropriately for this interview.

PART 3 - Technical Audition on Saturday, May 3rd

The last part of the audition will be the technical auditions. All leadership candidates will have 6 minutes to teach a marching exercise to the other candidates. You will be judged on the quality of your information, delivery, and effectiveness. Once the leadership technical audition is finished, the drum major auditions will be held.



Band Leadership Team Handbook

Application Form Questions

Part 1 - Reflection questions

1. What leadership position are you applying for and why?
2. Why do you want to be on the Band Leadership Team?
3. When you hear the word "Leader" who comes to mind? What characteristics make them a leader? What do you admire most about them?
4. What are your greatest personal strengths?
5. What are your growth areas? This past year, has there been a time where you could have taken an action to serve but did not?
6. When have you shown your leadership potential in the band this past year?
7. What are some of the areas in which the organization could improve (grow) and how would you support/affect this growth?
8. If you do not get chosen for the position you applied for, how will that affect your contributions to the band?
9. What are your other commitments that could conflict with the band next year? (school, work, and or personal)

Projects (Write or type your answers)

1. **Leadership Project** - Interview an adult at Naaman Forest HS (faculty, staff, administrator) and ask them for their views on leadership. Who did you interview? Why? What did you learn from the conversation? How do their views about leadership differ from yours?
2. **Service Project** - Submit a plan for a service project for the band/music program. The scope and duration of the project are at your discretion. You may consider anything that you think needs to be done.
3. **Team Building** - This is where you have a chance to show off your creative side. Develop an activity/project that builds our community in a fun and creative way.
4. **Student Recognition** - Develop a plan to recognize student success and motivate student growth throughout the season.



Band Leadership Team Handbook

Part 2 - Interview Portion

Treat this portion like a job interview. Dress and groom professionally and come prepared to answer questions honestly and authentically.

Part 3 - Technical Audition (Instructional Position and Drum Majors)

Attire: Wear shorts, shirt, and athletic shoes.

You will be adjudicated based on teaching, feedback, and how well you participate. You will have a total of 6 minutes to teach a marching concept or a marching exercise (Listed in Teaching Topics) to a group of band students (could be other prospective leaders or other students). Things to keep in mind: your teaching persona, accuracy of information, relevant feedback, and focus are top priority.



**Band Leadership Team
Handbook**



Band Leadership Team Handbook

NFRB Leadership Contract

By joining leadership, students have the opportunity to shape the culture of our band program and take ownership to create a better experience for themselves and their peers. This contract serves as a guide to ensure student band leadership and their parents understand their leader's expectations and responsibilities.

By signing this contract, you are acknowledging that if you are selected:

- You represent the Naaman Forest Band Program
- You shape the culture of our program
- You will be held to a higher standard of behavior, work ethic, and performance than your peers
- You will be held to a higher standard for your academic performance
- You will be accepting all the responsibilities of your position
- You will have a role for all the BLACK OUT DATE events (pg. 2 of the Leadership Handbook)
- You will be expected to be the liaison between the band director and the rest of the band members
- You will be expected to de-escalate when issues arise
- You will be expected to be respectful in all regards

If you do not meet these expectations:

- We will have a review process of the situation and come up with an improvement plan or loss of opportunity depending on the situation.
- If the issue persists, students may be relieved of their position for the remainder of the year.

Student Signature

Parent or Legal Guardian Signature

Date