

# VHS Band Game Day Chaperone Guidelines

- 1) Chaperones who wish to eat arrive in the VHS cafeteria during the band students' meal time (typically about 2 hours prior to game time for home games, and 1 hour prior to departure for away games). **Typical Game time is 7:30, but always check <http://vhsband.com/calendar> for the most up-to-date game time.**
- 2) Chaperones meet in the VHS band hall approximately 1 hour and 15 minutes prior to game time for home games, and 30 minutes prior to departure for away games. Chaperones will be given their assignments and instructions at this meeting. Each week, more specific meeting times will be distributed to all chaperones.
- 3) **All chaperones will be given badges, which must be worn at all times.** Your badge will get you into the game without a ticket, and also get you onto the field.
- 4) For home games, make sure the equipment that you have been assigned is loaded onto the golf cart (outside the door by the cafeteria). Depart for the stadium about 1 hour prior to game time.
  - a. Bleacher covers – from band hall storage
  - b. Empty flip folder tubs (2) – from band hall storage
  - c. Plumes (2 tubs) – from band hall storage
  - d. Med bag – from band hall storage or outside storage area
  - e. Ponchos (1 tub) – from band hall storage
  - f. Coolers (3-4) with halftime drinks – from cafeteria or cooler crew
- 5) For away games, board your assigned bus about 15 minutes prior to departure.
  - a. Introduce yourself to the bus driver and student leaders.
  - b. Place bus signs in front and side windows of the bus upon boarding.
  - c. Let student leaders and bus driver know you will gladly assist them if needed.
  - d. Position one chaperone at the back of the bus and one in the middle.
  - e. Give notebook to student leader for roll call.
  - f. Only band students, band staff, and working chaperones are allowed on buses.
- 6) **Student leaders are responsible for maintaining discipline during the bus ride and in the stadium.** As much as possible, try to direct behavior concerns to a student leader and let them address the students. Safety issues should be handled immediately and directly. If a student leader does not address the problem to your satisfaction, and the problem is not critical, talk to one of the band booster presidents or vice presidents (Wayne & Christy Hall, Joyce & Rick Crider). Address critical issues immediately using your best judgment.
- 7) During the bus ride:
  - a. Assure that students **observe bus safety rules** including: keeping the aisles clear, remaining seated while the bus is moving, keeping noise levels acceptable, and keeping all body parts and objects inside the bus at all times.
  - b. Assure that there is **no PDA**. This includes no sharing of blankets, no sitting in laps, no hand holding, and no arms around each other.
  - c. Assure that there is **no inappropriate language**.
- 8) When the bus arrives at the stadium, after receiving disembarking instructions from the student leader in charge of the bus, one chaperone should exit immediately and proceed to their assigned duty. One chaperone should remain on the bus to maintain proper supervision until all students are off and then visually check the area for necessary items that may be left on the bus (such as hat boxes, flip folders, uniforms, etc.) before heading for their assigned duty. Chaperones should transport the equipment that they have been assigned from the band trailer to the stands. **The notebook with student roster should be taken into the stands.**
- 9) **Chaperone assigned to the med bag** be ready to assist any student as needed. If you are assigned another job and a student needs assistance while you are doing that job, then go assist the student then return to job.
- 10) **Chaperones assigned to help with flip folders** exit the stands with the 2 empty tubs just before halftime. When the band takes the field, move to the 40 yard-lines off the field on the visitor's side of the stadium so that there is one chaperone at each 40 yard-line. As soon as the Legacies exit the field move onto the field so that the students can drop their flip folders into the tubs. Quickly exit the field and transport the tubs back to the side of the stadium by the student entrance to the stands. Divide the flip folders by section, and lay them on the ends of the bleachers by the entrance. Each section leader will pick up their section's flip folders upon returning to the stands.

- 11) **Chaperones assigned to help with halftime drinks** distribute drinks to the students as they re-enter the stands after halftime, after their plumes have been collected. Do not let the students reach into the coolers. Remind the students to wait to open their drinks until they have returned to the stands and put their shakos away.
- 12) **Chaperones assigned to distribute plumes** exit the stands with the plumes when students start to don their uniforms during the 2<sup>nd</sup> quarter so that you can prepare the plumes and place them in the students' shakos as they come out of the stands. Always wear gloves when handling the plumes. The plumes should be carefully pulled out of their containers from the bottom. Collect the plumes from the shakos as the students return to the stands. The plumes should carefully be put back into their containers by sliding the bottom of the plume into the top of the container. Students should not handle the plumes.
- 13) **After students enter the stands** chaperones sit or stand at the end of the rows or on the rows behind the students as assigned.
  - a. Keep an eye out for students requiring assistance.
  - b. Refill water jugs as necessary at the concession stand.
  - c. Students may not exit the stands before the game or during the second quarter. **Therefore, chaperones should take small groups (4 or fewer) to the restrooms during the first, third or fourth quarters.** Walk all the way to the restrooms with them, wait until all have returned, and escort them back. **Never leave an entire section without musicians!**
  - d. Be prepared to help students fasten jackets or gauntlets, tuck hair into hats and other necessary show preparations during the 2<sup>nd</sup> quarter. Be prepared to unzip hot sticky marchers upon their return.
  - e. Send students with medical needs to **the med bag which is seated at the front of the band.**
  - f. Students are not allowed to move about the stands, or talk to spectators, family, or friends.
  - g. Students are not allowed to have food or beverages in the stands, other than the drinks served after halftime.
  - h. If someone gives you a message/keys/medicine for a student, make the delivery at a time that does not interrupt playing. Medicine deliveries **MUST GO THROUGH MED BAG CHAPERONE 1<sup>st</sup>.**
  - i. Direct parents with questions to one of the band booster Presidents or Vice Presidents.
  - j. **Students leaving the game with parents must sign out with one of the band booster Presidents or Vice Presidents. NO EXCEPTIONS.**
- 14) Chaperones may drink water or sodas in the stands, but may not eat while the students are present.
- 15) Chaperones may take a break while students are out of the stands, however, **the band area should never be left unattended.** Only band faculty, chaperones, and authorized personnel are allowed in the stands because of security reasons and potential for damage to instruments and belongings.
- 16) **During the 4<sup>th</sup> quarter**, one of the Booster Officers will distribute bags for the chaperones to collect cans. Pour out excess liquid and save cans. Collect bottles and trash in a separate bag.
- 17) Visually check the stands for anything left behind as you exit the stands.
- 18) Transport the equipment you were assigned back to the golf cart at home games, or back to the band trailer at away games.
- 19) For away games:
  - a. Get the notebook and return to the bus, sitting either in the back or middle of the bus.
  - b. On the return ride, follow all bus safety and PDA guidelines.
  - c. Be sure to thank the bus drivers and please feel free to compliment student leaders on a job well done.
  - d. On return to VHS, remove numbered signs from the buses and return to one of the vice presidents.
- 20) Upon arrival back at the VHS band hall, return chaperone badges to one of the Presidents / Vice Presidents. Return the equipment you were assigned to the band storage room. Go home and get a good night's sleep!

**THANK YOU FOR YOUR SUPPORT AND DEDICATION TO THE  
VANDEGRIFT HIGH SCHOOL VIPER BAND**