



GOLDEN COBRA
BAND
INDUSTRIAL

Handbook
Revised June 2008

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GOLDEN COBRA BAND

Rehearsals

Time is one of the most valuable assets in rehearsals. If one person delays the rehearsal by one minute, each member of the band is forced to waste one minute. These minutes add up to a lot of man-hours. The following regulations are the foundation of our rehearsal procedure:

1. When you get to the band hall, you should get your instrument out of its case and put the case back in your stall. Get your music ready as printed on the blackboard or get ready to do whatever the blackboard says.
2. Warm-Up: Instruments should be warmed up softly by playing warm-up exercises. Percussionists should get their equipment ready. Loud playing of scales or other exercises has no value.
3. When the tardy bell rings and the director steps upon the podium, all playing and conversation must stop immediately.
4. When the rehearsal is in progress, students should give their undivided attention to the director, even though the director might be directing his attention to another section of the band. Talking or playing while the director is speaking will not be tolerated at anytime during rehearsal.
5. A student will be considered tardy if he/she is not seated in the proper chair with music, instrument, and music stand in proper place when the tardy bell rings. Do not wait for the director to start moving towards the podium before moving towards your own seat.
6. The rehearsal room should be kept neat and orderly at all times. Each student is expected to keep instruments in their respective stall in an orderly fashion.
7. Every member of the band will be expected to attend all public appearances as well as all regular and special rehearsals.
8. Do not chew gum, throw paper, or eat in the band hall at any time or during any public performance unless excused by the director.

Eligibility

No student will be allowed to take part in band activities that are not passing all courses at the end of the grading period. Students will stay inactive until such time as the principal's office declares the student eligible to participate again. Students must attend school a minimum of half a day on the day of the activity in order to participate, or the proceeding day if the activity falls on a Saturday or holiday. The director or the principal will only make exceptions to this rule.

Notification

Students who cannot attend a performance or practice outside of school time must notify the band director in advance. Students or parents may phone the director at home or school. Determination of the absence as the director will make "excused" or "unexcused" based upon the nature of the absence. Work or lack of transportation cannot be considered a legitimate excuse for absence.

Public Appearances

Each member of the band will be expected to attend all public appearances. Illness or death in the family will be the only accepted excuse. All members will report to the designated place allowing enough time to assemble the instrument and be ready to play at the designated time. All members are required to be present in full uniform. This includes going to and from the performance where the general public might observe a band member. All rehearsal regulations are in effect during a public appearance.

Any member missing a public appearance will be removed from the performing group and will be admitted only upon the presentation of an acceptable excuse (see first paragraph).

When the band makes a public appearance, each member represents the Cobra Band, their families, school, community, and in many instances, the state of Texas. Always conduct yourself so that you, your family, school, and the general public can be proud of you as a member of the Cobra Band.

Marching Band

It is recognized that there are educational values that are unique to marching bands. It is also recognized that the marching band has a decided service and entertainment value for the community, exerting a cohesive force in unifying the school and community.

The marching band serves several purposes. First, it serves as an instrument in the teaching of a vital phase of a unique organization as a marching musical group. It employs a musical repertoire all of its own. It teaches all the fundamentals that the concert band teaches emphasizing the development of coordination, rhythm, organized thinking, and self-discipline. Finally, the purpose of the marching band is to serve as a public relations and entertainment media in providing halftime programs at athletic events and other school/community functions.

The marching band must maintain the highest standards of excellence as it is on public display more than any other organization in school. It is the responsibility of each member of the Cobra Band to maintain these high standards of excellence established by the director and former Cobra Band members so that the school and general public can continue to enjoy the pride and tradition that are part of the Cobra Band legacy.

The following regulations are the foundation of the Golden Cobra Marching Band:

1. Every member of the Cobra Band is expected to attend the August opening rehearsals. Anyone not in attendance without prior approval from the director will be dropped from band. This includes all cheerleaders, volleyball players, football players, managers, etc., who are members of the band.
2. Work or lack of transportation will not be considered an excused absence from any scheduled rehearsals. Any member missing summer rehearsals without clearance from the director will be dropped from band. If you are involved with harvesting crops, please make arrangements with the director.
3. Students should have comfortable marching shoes for practice. Canvas or similar shoes are acceptable. Avoid Dress shoes or sandals.
4. All rehearsal regulations are in effect during marching practice.
5. As we march into the stadium, we want people to stop and watch. We move single file to a percussion cadence.
6. Once we march into the stadium, we will sit in the band section and not move around. Leaving the band section will not be tolerated.

7. You are not allowed to eat, drink, smoke, etc., during the game. In most cases you will be given third quarter off to purchase refreshments and go to the restroom. If the performance is below the Cobra Band's standards or because of unusual circumstances, there may be times you will sit through the third quarter. You will be provided with cold water and an opportunity to go to the restroom at all games.
8. Tardiness to rehearsal or a performance is unacceptable and will be punished.
9. Do not chew gum at any time while participating in a Cobra Band uniform.
10. Do not play instruments when the band is not playing as an ensemble.
11. No one but uniformed members are allowed in the band section.
12. Watch the director when he is in front facing you. Get music up quickly and be ready to play at the proper time.
13. Be completely and properly uniformed at all times. Do not roll up uniform sleeves or have uniform coats unbuttoned.
14. Treat guests with respect.
15. Each student is responsible for their own instrument and music at all games.
16. All band members should help promote school spirit.
17. Use of tobacco in any form will not be tolerated.
18. No alcohol or drugs will be allowed at any time. Punishment will be according to school policy. Trip privileges may also be revoked.
19. All public appearance and rehearsal regulations are in effect at all football games and parades.
20. On days where there are after school rehearsals, all band members (driving or non driving) must remain on campus and in the band hall. Students may leave campus ONLY with the permission of a band director. Student where-a-bouts must be known by a band director at all times. Students may not go home, to the store, or wander on campus without the knowledge of the band director. Any student leaving the band hall or the campus without permission from a band director will be subject to discipline.

Trips

The band will take trips to football games, contests, and competitions. It is imperative that all band members do their part to make trips enjoyable and safe. The following guidelines will be in force on all trips:

1. Everyone will ride the bus to and from the performance unless excused by the high school principal. Parents must provide the director with the "**Ride Home Form**" signed by the director, principal, parent and student **prior to the trip**, in order to pick up students after a performance. Band members can not ride home with friends or relatives unless approved by the parents, principal, and director **prior to the event**. This is school policy.
2. All instrument cases should have your name, address, and the name of the school somewhere so that they may be identified if they happen to get lost.
3. It is the student's responsibility to make sure that his/her instrument is loaded on the bus or truck. Do not depend on anyone else to do your packing for you.

4. Students will be expected to remain on campus after school until we leave for away football games. Food will be provided at a reasonable charge.
5. Bus trips will be chaperoned and instruction given by chaperones and drivers must be obeyed at once, without question.
6. Enter and exit from the front door only. The bus emergency door should not be used for loading the bus.
7. While the bus is in motion remain in your seat with hands and feet inside the bus.
8. Do not throw or shoot objects, yell or make loud noise, use profanity or tell/sing off-colored jokes or songs.
9. Ride the same bus during the trip unless permission has been given to ride a different bus. Permission can ONLY be given by the director.
10. Do not collect souvenirs that do not belong to you such as towels, silverware, signs, etc.
11. Use of tobacco, alcohol, or drugs is prohibited on all trips.
12. After reaching the destination, remain on the bus for instructions from the director.
13. All regulations for games, rehearsals, public appearances, and school policy are in effect for all trips.

Conduct

Students should conduct themselves as young ladies and gentlemen at all times. This includes in all other classes at school as well. Students violating regulations or behaving in a way that does not bring credit to them, the director or the principal may dismiss their families or the school from the organization. Parents will be notified when a student is to be disciplined according to this policy.

Extended Trips

Each year the Cobra Band Seniors will be allowed an extended trip during the school year if it has met the guidelines set forth by the Board of Trustees Policy Handbook. All guidelines set by the policy book will be used in determining chaperones, eligibility for students, and trip qualifications. A student must have been a member of the band for three years in order to be eligible for any trip. The only exception will be transfer students provided they pay for their trip. Students also will be required to participate in all UIL sponsored events to be eligible to go on any trip.

Initiations

THERE WILL BE NO INITIATIONS IN BAND

Lessons

Each member of the Cobra band will have an individual lesson or a sectional during or after school hours. Students will be allowed to choose their time and method of fulfilling this grade requirement. The grade from this area will account for fifteen percent of the band grade for the six weeks-grading periods.

Grading Procedure for the Cobra Band

Grading for each six weeks grading period will be divided into three categories:

1. Major Work--60%

- All performances, including pep rallies, football games, concerts, marching contests, parades, or any required public performance.
- Any absence from any public performance will result in a zero for that grade, unless arrangements are made between the student and the director. At that point, a zero will be given until make up work is turned in. Make up assignments are posted on the band website, or are available from the director.
- Any unexcused absence from a public performance will result in a zero.

2. Minor Work--40%

- Daily Grade—The daily grade is the cumulative class participation grade. The student will receive a grade of 100% each day provided he/she is in class on time and prepared. The student must also follow all rehearsal guidelines set forth in this manual. The student must participate the full class period. Tardiness will result in a 80 for the day. An Excused tardy (special circumstances worked out between the student and director in advance) will not result in the lowering of the daily grade. An unexcused absence will be a zero, while an excused absence will be allowed to be made up for a grade. The written make up work is posted on the band website, or is available from any director.

3. Annual Playing requirements

- In an effort to assure that each and every musician in the Golden Cobra Band is working to improve themselves as a musician, each student is encouraged to do one of the following: ATSSB All Region Band Audition, Solo OR an ensemble.

Instrument Rental Fees

The Cobra Band members playing school instruments must pay a rental fee according to the following schedule:

Summer	\$ 10.00
Fall	\$20
Spring	\$20

Each member of the band is required to pay a \$40 band fee annually. This fee covers the cost of needed supplies throughout the marching and concert season. This includes instrument rental, PowerAde, reeds, cleaning supplies, maintenance, and many other needs. If you own your own instrument, you may use it as your home horn. In order to maintain complete control of instrument quality, all band members must use a school instrument for all performances. Exceptions will be made on a one-on-one basis by the head band director. School instruments are all of the same make and model. That is one of the reasons the Golden Cobra Band is as successful as it is. Only professional quality instruments will be played on I.H.S. GCB performances. If a student owns an instrument that is the identical make, model and mouthpiece that the rest of the section is using, that will be the only exception that will be made. Otherwise, all personally owned instruments will be allowed for home rehearsals only. THEREFORE, all band students will be charge this \$40 annual fee, regardless of ownership of an instrument. This amount by no way covers all actual expenses of band members.

Student is expected to reimburse school for “unusual wear and tear” and/or loss of instrument.

The Cobra Band does not charge for uniform usage, but since the uniforms must be cleaned periodically, sometimes over the weekend, we will send the uniforms to be cleaned as a group. The uniforms must be cleaned a minimum of three times during the season and additionally as required. Uniforms will remain in the band hall when not being worn at a performance. Replacement cost of uniform parts are listed as follows:

Coat	\$ 134.92
Trousers	\$ 85.50
Shakos	\$ 39.98
Gauntlets.....	\$ 16.95
Plume	\$ 18.00
Garment Bag	\$ 35.00
Tuxedo	\$ 100.00
Total	\$ 430.53

*** Due to possible increase in prices, the amount is subject to increase at the time of replacement.**

All fees and fund raising monies must be paid at the band office. All monies will be receipted as it is received. Please keep accounts current.

Music

The music library consists of complete arrangements and transcriptions for band. There are also method books, solos, and ensembles. The cost of music is extremely high. We expect students to take care of what is issued them.

Marching and Concert Music Folders

All students will receive a music folder. It is that student’s responsibility to take care of all music issued. The wind players will keep their folders in the instrument slots. All percussion folders will be stored in the percussion cabinet. Music is a required element of rehearsal. Parts missing at the time of collection will be charged to the student.

Part Assignments

The director determines the part assignments and placement in the ensemble. Solos may be determined by challenge requirements.

Challenges

Students may use the challenge to move up in a section. Students desiring to move up must challenge the person higher. The following guidelines will be used:

1. The student must inform the director that he/she wishes to challenge.
2. The director will inform the student to be challenged.
3. Music will be assigned for the challenge.
4. One week will be given to practice the material.
5. The director will listen to the same material from each student. The director will not face the students during the performance. The outcome is final.
6. Students must wait three weeks before challenging again.

Election of Officers

Election of officers will be held on the last six weeks of the school year. Band students are allowed to run for office providing they have and are maintaining a grade average of ninety (90) in band. The student must also have an overall average of eighty (80) in all non-band courses. These grade requirements are also for appointed positions (flags, drum majors). Any student who does not meet this requirement will not be allowed to run for office or audition for an appointed position. In addition, all elected or appointed students must complete an authorization form supplied by the director.

The band president will call for nominations from the floor and run the election according to Robert's Rules of Order. Officers will take the office the day the band seniors are dismissed for the school year. Elected Officers are as follows:

Band President

Additional Requirements: Record of Leadership Qualities.

1. Commanding officer of the band.
2. Preside over band in director's absence.
3. Represent the band at various school government functions.
4. Serve as student conductor when needed.
5. A band-hall period helps but not mandatory.

Vice President

Additional Requirements: Record of Leadership Qualities.

1. The student must take over in the absence of the president.
2. Assist the president with loading and stage crews.
3. Report on the condition of the band inventory (with assistance from the quartermasters).
4. Responsible for the storage areas to see that they are kept in order.

Secretary

Additional Requirement: Assigned band hall if possible.

1. Checks attendance and keeps band records (cumulative award records).
2. Does assigned secretarial work.
3. Updates and posts merit points.

Treasurer

Additional requirement: Computer skills.

1. Collects all money and writes all receipts for:
 - Band Shirts, meals, and fundraisers
2. Co-signs band activity purchase orders
3. Maintains a spreadsheet for Florida trip

Reporter

1. Publicity officer for all functions.
2. Write news releases (with director approval).

Historian

1. Keeps band scrapbook.
2. Keeps an up-to-date bulletin board.
3. Keeps the trophy case and other display areas neat at all times.

Chaplain

1. Prepares and gives devotional when necessary.
2. Is responsible for sending cards, letters, memorials or flowers as necessary.
3. Serves as assistant to the secretary.

Appointed Positions

Drum Major

1. Must have maintained eligibility the entire year.
2. Must have performed at all UIL Contest during school year.
3. Demonstrate leadership in both marching and concert activities.
4. One or two may be selected depending on the size of the organization.
5. Required to attend Drum Major Camp.
6. Be willing to incur expenses for uniforms and camps.

Flag Corp

1. Students trying out for flags must be musicians first, then a flag.
2. A flag candidate must try out for All-Region Band or play a solo at UIL Solo Contest.
3. Flags must be of high character and appearance.
4. Students must meet all grade requirements.
5. Must attend all practices.
6. Must be willing to incur expenses of uniforms and camps.
7. The number of flags selected will depend on preference of the director.
8. Preference will be given to woodwind players.
9. Students may be removed from Flag Corp for missed practice.

Quartermaster

1. Issues and keeps record of all uniforms and equipment.
2. Makes regular inspection and reports on the condition of the uniforms.
3. Inventory uniforms after each football game or performance.
4. Assists Director with inventory of instruments.

Librarian

1. One position.
2. Must be able to stay late or come early to prepare music for rehearsal.
3. Index, file and sort music.
4. Keep all method books filed and updated.
5. Keep library and music cabinets in orderly fashion.

Assistance Quartermaster

1. Assists the quartermaster at all times.
2. Oversees implementation of loading crew.
3. Load all equipment and accessories for performances.

Audition Procedures for Appointed Positions

The auditions will be in front of the whole band with the director and a panel of one or more judges. The decisions of the panel, director, and vote of the band are final. The outside judges will have one-third of the decision, the director(s) one-third, and the vote of the band one-third. Routines for the actual tryout will be assigned by the director and available for all those wanting to audition.

Point System

The point (award) system begins on June 1 of the year a student enters the high school band. Any student who participates in the band will receive point credits for awards. Point totals will be posted at the end of each six weeks.

- Bandsmen = 0 - 399
- Musician Third Class = 400 - 799
- Musician Second Class = 800 - 1199
- Musician First Class = 1200 - 1599
- Master Musician = 1600 - and above

Merits

- Performance with band per event 10
- Texas State Wind Ensemble – Outstanding Soloist..... 100
- Texas State Wind Ensemble – Outstanding section..... 50

SOLO & ENSEMBLE POINT SHEET

Classification	Rating	Region Solo	Region Ens.	TSSEC Solo	TSSEC Ens.
I	I	50	35	100	50
II	I	35	25	NA	NA
III	I	25	5	NA	NA
I	II	30	25	75	35
II	II	20	15	NA	NA
III	II	10	0	NA	NA
I	III	0	0	50	20

*Region=UIL Region Solo & Ensemble Contest in Victoria

*TSSEC=Texas State Solo & Ensemble Contest in San Marcos

- Any other solo appearance if approved 10
- Other ensemble appearance if approved 5
- Private study on band instrument with approved teacher and work is satisfactory, per lesson 5
- Summer band camp of 5 days of more 50
- Cobra Band summer rehearsals per session..... 5
- Perfect attendance at Cobra Band summer session..... 75
- All Region audition (TMEA/ATSSB)..... 15
- All Region Band (making the band) 50
- Area audition (TMEA/ATSSB)100
- State audition (TMEA/ATSSB) 150
- Piano Accompaniments at S & E, per solo 5 (maximum of 30 points)
- Participation in any organized musical group approved by the director, with at least one rehearsal per week..... 50
- First Chair for 3 consecutive months..... 15 (sections of 3 or more)
- Loading/Dot Crew 50
- Appointed band officer 40
- Elected band officer 30
- Outstanding bandsman of the week..... 15
- Extra work in band hall, not to include officers duties penalties, per hour 5 (maximum 30 points)
- Monitoring per hour 5 (maximum 30 points)
- Honor roll, each semester..... 10

Demerits

Unnecessary blowing of instruments, talking during rehearsal/performance.....	20
Mistreatment of uniform	25
Chewing gum, eating or drinking in band hall.....	10
Missing extra rehearsals	25
Late to rehearsal	10
Non-observance of stationary commands.....	10
Failure to bring essential equipment to class.....	10
Insubordination to director, chaperone	50
Missing performance.....	50 (Includes Grade Reduction, See Grading)

Band Awards

Arion Award

The Arion Award is presented to the second highest-ranking senior band student in the point system.

John Philip Sousa Award

The John Philip Sousa Award is presented to the top ranking senior band student in the point system.

Band Senior Awards

The Cobra Band awards to each band senior that has been in the high school band four years a senior (letter) jacket, provided that it is the only major award the student has received during their four years in high school. This can be changed to a sweater or blanket award if the individual prefers. To receive a major award the senior member must attain the following:

1. Senior who enters band in their freshman year and completes four years in the Cobra Band must attain 700 points by the time the awards are ordered.
2. Seniors entering the band as sophomores must attain 550 points by the time the awards are ordered.
3. Seniors entering band as juniors must attain 350 points by the time the awards are ordered.
4. Members entering the band in their final year must have the approval of the director.
5. All seniors must have the director's approval before receiving awards.

Award Jackets

Band members may earn award jackets before their senior year under the following conditions:

1. If the band makes sweepstakes and competes in the state marching band contest in the same year and the student earns 250 merit points.
2. If the band makes the top five at state marching contest and/or top five in state honor band competition and/or the student earns 200 merit points.
3. You have to receive a minimum of points in all three areas to earn your letter jacket before your senior year.
4. If student makes ATSSB All-Region Band.
5. If a student advances to the Texas State Solo & Ensemble Contests *on a solo* or receives a Division I on an ensemble at the TSSEC.

Other Awards

- Most improved freshmen band student.
- Most improved sophomore band student.
- Most improved junior band student.
- Most improved senior band student.
- Outstanding freshmen band student.
- Outstanding sophomore band student.
- Outstanding junior band student.

Most Improved Performer

Awarded to the band student who has shown an outstanding improvement in performance on their respective instrument and merits the attention of all. This is to be presented only in the years the director feels a qualified student deserves the award.

Outstanding Band Student

Awarded to the band student who has displayed the best overall attitude and achieved the most points throughout the year. This is to be presented only in the years the director feels a qualified student deserves the award.

The “Esprit de Corps” Award

Awarded to the band student who has shown superior qualities in all phases of band. This award will be presented only in the years the director feels a qualified student deserves the award.

Band Beau & Sweethart

Each year band members, through secret ballot, will choose a senior boy and girl member of the Cobra Band as their Band Beau & Sweethart. This election is held in the fall semester and the results are revealed during the homecoming activities.