

LNHS Band Chaperone Job Descriptions

A chaperone's job is to ensure the safety of all the students, assist the directors in any way deemed necessary, and to enforce the behavior expectations according to the band handbook. Your job may include, but is not necessarily limited to the following descriptions. These are activities that take place at football games, but you can expect similar assignments at competitions and on trips.

GENERAL RESPONSIBILITIES

- All chaperones are to be available to the band director and band members at all times. Keep in mind that all trips and activities are originated for the STUDENTS. NO PERSONAL AGENDA PLEASE.
- Dress code is a LNHS band shirt (current show shirts are available for \$15; classic shirts are available for \$5; parent "I'm with the band" shirts are available for \$15) with OCPS approved trousers and closed-toe shoes. ("Chaperones must wear appropriate clothing at all time, which is defined as being dressed from neck/shoulder area to mid-thigh or knee area.")
- Chaperones must have an ID badge indicating you are volunteering with the band. ID Badges are issued at the beginning of each game/event and MUST be returned at the end of the game/event.
- Chaperones must be at least 21 years of age, per OCPS guidelines. For liability coverage, siblings are not allowed to accompany chaperones/volunteers while on duty.
- In compliance with OPCS Chaperone guidelines, drinking of alcoholic beverages by a chaperone at any time during a game/event is strictly prohibited.
- PLEASE UNDERSTAND IT IS INAPPROPRIATE TO DISCUSS ANY STUDENT, FACULTY, OR STAFF IN A NEGATIVE WAY.
- The authority of chaperones is limited to general supervision of students and the enforcement of appropriate behavior. Chaperones should balance their authority with common sense and courtesy. Please refrain from engaging in an argument with any student. Chaperones are to report any behavior problems to the chaperone chairperson or to the band director. Any physical discipline administered will result in immediate dismissal as a chaperone.
- Chaperones must maintain a good sense of humor, but must also maintain a business-like atmosphere. Please be flexible. Unusual situations should be run by the president. Matters of serious concern or emergencies should be brought to the attention of the band director.

- Chaperones must stay with the band at all times. Restroom breaks are permitted when there is adequate coverage. Chaperones should eat away from the band stands when there is adequate coverage.
- Chaperones should always come prepared for rain.
- Chaperones MUST stay in the assigned area. Please do not invite anyone to sit with you or to join you in the band stand area.
- You will be asked to escort the students to the restrooms. ALL CHAPERONES are to help with this.
- Please hold your suggestions and ideas until the end of the trip or activity if possible. Game plans are made by the leaders in advance and changes to accommodate new ideas (even if they are better ideas) can cause unforeseen problems. All constructive ideas are appreciated at the appropriate time. Positive comments are welcome.
- Check with lead chaperone at the end of the event. You may be asked to wait until all equipment is put away before leaving. PLEASE ADJUST YOUR SCHEDULE ACCORDINGLY.

SPECIFIC RESPONSIBILITIES

Operations

Along with the following jobs, operations may also be asked to help with collecting trash, move water coolers or other equipment for the band chaperones., and escorting to restrooms.

Home games: The operations team should offer assistance to the band with moving equipment to the field. This includes pit equipment (e.g., gong, timpani, bells, etc.) and field cart (e.g., drum set, drum major stands, etc.). Prior to halftime, the operations team will move to the track to help move equipment quickly. The students will let you know where the equipment needs to be placed. After the performance, the operations team will assist in removing the equipment from the field as quickly as possible.

Away games: The operations team will ensure the trucks are ready for driving (e.g, gas tanks are full). Then you will assist the students in loading the trucks. Percussion equipment, large instruments, guard flags, water coolers and plume crates are the primary pieces to load onto the trucks. While the upperclassmen students generally know how to get the equipment loaded efficiently, the parents can offer guidance as necessary.

The operations team is also responsible for driving the truck to the away games/events.

Chaperones

Along with the following jobs, chaperones may also be asked to help load/unload equipment, and help get equipment on/off field.

On the Bus

On the bus, your primary job is to make sure the students' behavior is safe and in compliance with the band handbook and OCPS rules. If you see any safety issues (heads and/or arms reaching out the windows, standing up for more than a couple seconds, etc.) correct it immediately. If you see behavior issues, you should notify a student leader and let them handle the situation. If it is not resolved quickly, handle it yourself and report to the volunteer coordinator. The primary behavior issues will deal with public displays of affection, which are not allowed – no holding hands, no lap sitting, no blanket sharing. Bad language is also an issue sometimes and is not tolerated.

Water and Coolers

Coolers must be filled with ice and water before each game. We need at least two water bottles per student (approximately 170 students = 340 water bottles). Include at least 20 - 30 extras for staff and chaperones.

For home games, transport coolers to stadium (band stands). There is a cart to help with this. At the end of the game, return the coolers to the band room.

If the visiting team is bringing their band, ice down waters (in trash cans with wheels) for the visiting band. The vice president will provide the number of water bottles needed. Deliver the water bottles to the visitor's side prior to the game starting. During 4th quarter, retrieve the trash cans and any unused water bottles from the visitor side. Empty the melted ice from the trash cans and return the trash cans to the band room. The unused water bottles should be returned to the shelves in the closet (to dry).

For away games, when buses arrive at the venue, transport all the coolers to the stadium. There is a cart to help with this. Loading crew will unload the coolers from the truck. At the end of the game, return the coolers to the truck.

When the coolers are returned to the band room, empty the melted ice. Any unused water bottles should be returned to the shelves in the closet (to dry). The coolers should be stored open to dry out prior to the next game.

Water the Band

When indicated by the Band Director, pass out water bottles to each student in the stands. Typically occurs between first and second quarter.

Guard Area

This is a halftime job. The band area needs to be supervised at all times, even when students are not present. Just stay in the band area during halftime and make sure the stuff is secure. No one other than working chaperones, directors, band students and authorized LNHS personnel should be in the band area at any time.

Halftime Dinners

For home games, students had the opportunity to pre-order dinners. Obtain the list from the band treasurer during the second quarter. Go to the home concession stand and pick up the meals. Then, after halftime, when the students have returned to the band stands, hand out the meals. Be sure to mark off who picks up their meals so students only get what they paid for. Students can get a water bottle from the cooler. (Students can only drink water or clear drinks while they are in uniform.)

Plumes

When the band leaves the stands during the second quarter to warm up for the halftime show, take the plume crates to the warm up area (out of the way). As soon as the kids line up and put their shakos (hats) on, start inserting the plumes. Plumes should lean forward slightly. If the wire is bent, be sure to insert it with the plume leaning forward. Try to handle the plumes just by the wire and the metal base. After the show, as the kids come off the field, remove the plumes from their shakos. They should know not to do this themselves. Return the plumes to the tubes and crates. (Insert the plumes “feather side down/wire side up” into the tubes. Once the tubes are all in the crates, flip the tubes so the plumes are “feather side up/wire side down”.) At the end of the game, return the plume crates to the truck (away games) or band room (home games). The plume crates are stored in the uniform closet.

Trash

At the start of the 2nd and 4th quarters, start collecting water bottles and trash. Trash bags are available from the vice president. For home games, leave trash bags by band stands for pick up. For away games, leave trash bags by the nearest trash can.

Medical Box (Board Member only)

Pick up the medical box from the band room and keep it with you at all times, including on the bus for away games/events. Inside the box is an assortment of first aid items (eg., band-aids, cold compresses, medications, feminine items, etc.). If a student requests medication for a headache, stomach-ache, etc., check for the Medication Permission form in the binder (in the medical box). **ONLY STUDENTS WITH SIGNED PERMISSION SLIPS MAY BE GIVEN MEDICATION.** Offer water and support to students without permission slips. If it is serious, let the president know immediately.

Return the medical box to the band room and Binder to Director's office at the end of the game/event.

If anything needs to be replenished in the medical box, please let the president know at the end of the game/event.

Concessions

Please report to the stand manager. Stand manager will tell you which stand you will be working (main or visitors). We will be participating in the Tailgate party at all home games and will be supplying limited food and beverages. Approximate times for concession stand are 5pm-10pm. The stand is at its busiest during halftime, so all volunteers **MUST** be present at this time.

Tasks include:

Concession set up include setting up equipment, sales window, condiments etc

Grilling and frying

Order taker at sales window

Order puller (getting items ordered and delivering to order takers)

Cashier

Food preparation when applicable

Support sales team by fetching required items

Concession clean up including ensuring all equipment is clean, all stock is stored and concession stand is clean and secured

During quiet times please support other concession team members