

THE UNIVERSITY OF NORTH ALABAMA BANDS

MEMBERSHIP MANUAL

THE PRIDE OF DIXIE MARCHING BAND, WIND ENSEMBLE, SYMPHONIC BAND, JAZZ ENSEMBLES, JAZZ COMBO, PEP BANDS, PERCUSSION ENSEMBLES, AND CEREMONIAL BANDS

PREAMBLE:

Be it known that this manual is the governing document of the members, staff, and Directors of the University of North Alabama Bands. It is the responsibility of the Directors, staff, section leaders, and students to uphold and enforce the guidelines set forth in this document. This manual will in no way ever supersede any federal, state, or local laws or policies, or any decisions made by the Directors regarding rules or policies stated herein. It is here charged the personal responsibility of all band members to uphold the guidelines of this document and to completely support the band and its Directors.

FORWARD:

Congratulations! You are now a member of the University of North Alabama Band Program. Whether you are a member of the Marching Band, Wind Ensemble, Symphonic Band, Studio Jazz Band, Jazz Combo, Pep Band, Percussion Ensemble, or a Ceremonial Ensemble, you are an integral part of musical ensembles that rank among the finest in the nation. In becoming a member, you are joining a long list of distinguished musicians who, through the years, have worked hard to establish the tradition and reputation that the band now possesses. It is for these reasons that so many people come to the University of North Alabama; to become a part of the "Pride of Dixie." Perhaps that is even what brought you here. For whatever the reason, we welcome you!

We encourage you to read this manual through in its entirety. It is written to help you gain a better understanding of the band program and the way that it is designed. The Band Directors use this manual to make decisions on behalf of the band. Any questions that you might have concerning the policies and procedures of the band program are encouraged. It is your program, and realizing that should inspire you to take advantage of all that it has to offer. Participate as much as you can to make the band program at the University of North Alabama the best that it can be!

ATTENDANCE AND THE TIC SYSTEM:

Attendance is mandatory at all rehearsals and performances. The first unexcused absence from a rehearsal will result in a one-letter-grade reduction for the student. The second unexcused absence will result in an additional 2-

letters grade reduction. A third unexcused absence will result in dismissal and loss (repayment) of the Band Performance Award (scholarship). An unexcused absence from a performance will result in failure of the course, dismissal from the band program, and loss (repayment) of any Band Performance Award (scholarship).

The only valid excuse for a rehearsal absence is a death in the immediate family, personal illness (accompanied by a doctor's excuse), or any university activity approved by the VPAA/Provost. Excuse documentation is required from members after absences from rehearsals during the class period and additional rehearsals scheduled by the Directors, section leader, or auxiliary captains. Rehearsal absences may be excused only by the Band Directors, while performance absences require a minimum of a two-letter-grade reduction. If you are unable to fully participate and perform due to long-term illness or injury (two weeks or more), then you should consult with the Director about whether or not you should participate in the band. Attendance at all rehearsals is vitally important because without the band functioning together as a unit, it can never obtain the desired results sought after by all members. Remember, every member of the band is equally important. For information concerning how to make-up time for an excused absence, see the following section about the TIC SYSTEM.

The **TIC SYSTEM** is written documentation of attendance records as well as any infraction which may effect a student's grade or membership within the band program. It is a system under which every member is treated equally, regardless of seniority, talent, position, or performance award level. The Directors will record any late arrival, absence, or any other infraction (improper uniformity, forgetting equipment, inappropriate attitude, lack of music memorization, cell phone usage, etc.) in the **TIC BOOK**. Students may review the **TIC BOOK** before and after rehearsals. A **TIC** is a 15-minute allotment of make-up time the student is responsible for within one week of the infraction. **ALL MAKE-UP TIME MUST HELP THE BAND IN SOME WAY**. A student may make-up time by (but not limited to) doing the following: supervised practice session, equipment moving, equipment maintenance, cleaning the band room, icing water for the band, field painting, and numerous other tasks which help the band program as an organization. Any **TIC** which has been made-up within one week must be marked in the book by a Band Director's initials. Absences are made-up in the same manner. An excused absence is a one-hour make-up, and one unexcused may be made-up with ten (10) hours within one week of the infraction with the Director's approval. An excused TIC or absence will become unexcused when a week has passed and the time is not made-up.

EXCUSED TICS = 15 minutes ... if not made-up within one week becomes ...

UNEXCUSED TICS = 1 hour

EXCUSED ABSENCES = 1 hour ... if not made-up within 1 week becomes ...

UNEXCUSED ABSENCES = 10 hours

Actions which may receive one or more TICS: tardiness, improper appearance, profanity, failure to prepare/pass-off music, playing/practicing out of turn, using another person's equipment/instrument, poor participation, chewing gum during any rehearsal, eating in band room, damaging school property, PDA, and any action deemed inappropriate by Directors.

If at any time a member (including section leaders) is deemed by the Director(s) to be a distraction, a negative influence, or possess a poor attitude, that member may be suspended from band and performances until such time as the Director(s) feel it is in the best interest of the organization for the member to rejoin the group. The member is required to attend practices and performances while under suspension. Failure to cooperate while suspended will result in dismissal from the program and forfeiture of any and all Band Performance Awards (scholarship).

GRADING:

Every band member receives a letter grade that becomes a part of his/her permanent record. The grade is based upon attendance (including completion of any make-up time), a cooperative and professional attitude, full participation in rehearsals & performances, and musical and/or performance improvement.

Very Important: A student may have two TICS (excused or unexcused) on his/her record without a grade-reduction. Three TICS (if not made-up) will result in the lowering of one-letter-grade for the student's final grade. Every unexcused absence results in the lowering of one-letter-grade for the student's final grade. An excused TIC or absence must be made-up within one week or it will become unexcused. It is the student's responsibility to inquire about make-up tasks.

TIC DAYS: These make-up days at the end of the semester are available to students whom the Directors feel are deserving of consideration for extra make-up time. Usually lasting 2-3 days, this time is used to prepare the band program for the closing of each semester make and preparations for the upcoming semester. Tasks may include but are not limited to: equipment moving, equipment maintenance, cleaning the band room, equipment winterization, uniform maintenance, supervised filing of music, bulk-mailings, etc. The make-up time must be a task which helps the organization.

During **TIC DAYS** the allotted amount of time will be: 1 TIC = 1 hour, 1 absence = 10 hours, unless otherwise stated by the Director of Bands.

INSTRUMENT USAGE FEES:

Any student using a school-owned instrument must pay a non-refundable usage fee of \$25 each semester. Any additional instrument(s) will incur a \$15 fee per semester. Any student not paying the fee within a reasonable amount of time (stated by the Directors) will have a hold placed on his/her account and may be dismissed from class at the Directors' discretion. Anyone dismissed from class must make-up the time missed ... so please make arrangements to pay on-time.

MARCHING BAND UNIFORMS:

The attire for marching performances is the same for men and women of the wind and percussion sections. The "Pride of Dixie" uniform consists of a purple uniform coat, cream & black uniform pants, a purple & gold vestee, two cream gauntlets, black shako with plume, black Gateway marching band shoes, white marching spats, white gloves, white socks, black socks, and a music flip-folder. Underneath the uniform, each band member is required to wear a UNA Band t-shirt and gray gym shorts. Arrival at inspection without all uniform parts will result in the student not marching with the band. Not marching at a performance with the band will result in an unexcused performance absence which results in dismissal from the program, an 'F' in the course, and loss (repayment) of the band scholarship award.

Uniforms will be issued to each member of the band at the beginning of the fall season. A non-refundable \$80.00 uniform cleaning fee is due upon receipt of the uniform (band camp). Members will order their \$20 band shoes at band camp as well as their band t-shirt and polo shirt (\$25). Band members are expected to be in complete uniform from the call time until the dismissal back at the band room. Your only other option is to be off the bus in correct dress code (see below). We ask this so that the band will maintain a consistent appearance whenever in public. The same holds true for all Majorettes, Color Guard, and Lionettes, whose dress will be determined by the Auxiliary Coordinator, Directors, and section leaders.

Male members will wear their hair short (above the collar). Female's hair must be pulled back away from the face with a conservative black ponytail holder. Hair should not be visible at all. This includes warm-up and inspection time. Hair may not be taken down in the stands when the hats are removed. Head attire may not be worn under the band hat. In addition, all facial hair must be short and very neatly groomed and may require approval by the Director. Jewelry may not be worn in uniform. Tattoos that are visible while in uniform must be concealed with make-up (not band-aides). Men are not allowed to wear makeup in uniform. Women can wear light makeup (barely visible) that is within their natural skin tones. However, women auxiliary members will wear heavy makeup because it is part of their uniform. No members will be allowed to color his/her hair with any unnatural hair color including jet-black. No band member will be allowed to style his/her hair or purchase a haircut which draws attention. These decisions will be made by the Directors and carry a penalty of dismissal from the performance and an unexcused absence from the performance.

PUBLIC DISPLAYS OF AFFECTION (PDA):

There will be no public displays of affection (PDA) while in a band uniform of any kind: marching band uniform, auxiliary uniform, auxiliary practice uniform, wind-suits, tuxedos, formal female attire, jazz band attire, pep band attire etc. This includes member to member as well as members to family members or boyfriends and girlfriends. PDA includes but is not limited to: holding hands, kissing, hugging, walking arm-in-arm, blowing kisses, etc. It is important for band members to act in a professional manner at all times. The wearing of any garment which sets a student apart as a member of the band program is considered a uniform. At that point you (the student) lose your personal identity and are a member of the band program representing the University. The no PDA policy also includes standing around the buses and practice times. We do, however, encourage your families and friends to come visit us after performances, after rehearsals, at the buses, or any time or place which is convenient for the band. As time is usually limited after performances, encourage them to make it quick.

RETURNING THE BAND UNIFORMS:

Uniforms will be kept at the band room at all times with the exception of the shako, spats, and flip-folder which each student will return when the Director instructs that there will be no other performances. In the event that a band member does not turn in any part of his/her uniform, or turns in damaged parts (including the flip-folder) a hold will be placed on the student's account for the replacement amount of the uniform part. Auxiliary members will return their entire performance uniform to the band room for storage until the next set of uniforms is purchased. At that point the auxiliary member may pick-up her uniform at the band room (uniforms cannot be mailed). In the event the uniforms are used again, the auxiliary members sell the uniform to a new member for a fair price set by the Director of Bands.

UNA WIND ENSEMBLE AND SYMPHONIC BAND ATTIRE:

The "look" we are trying to achieve with our Wind Ensemble and Symphonic Band attire is that of professionalism. The gentlemen wear a one, two, or three-buttoned, black tuxedo with a black bow-tie and black cummerbund or vest, plain black socks, a white tuxedo shirt, and black tux shoes, plain-toed dress shoes, or capped toed dress shoes. Tuxes may be ordered through the band program. Males will not be permitted to wear any type of earrings, facial jewelry, or make-up. Facial hair must be closely trimmed and neat.

Females will have their choice of a floor length black skirt or palazzo pants and a uniformed top which are all ordered through the band program; and black

closed-heeled and closed-toed heels with black hose or knee-highs (no socks). Females will wear diamond/pearl/gold/silver studs on the earlobe only and a pearl-necklace (real or fake). Conservative finger rings are acceptable and fingernail polish may be clear or pearl – no other colors. No facial jewelry is allowed. We want uniformity and elegance to be achieved.

Attire that is **unacceptable and not considered formal** is:

- A black suit, black dress pants and a black dress coat of any kind.
- A white dress-shirt (as opposed to a pleated tux shirt), with a black neck-tie or bow-tie.
- Thick-soled shoes, suede shoes, open-toe shoes, loosely-woven slip-ons, sandals, flats, boots (anything other than closed-heeled and closed-toed heels for females and a tux shoe, plain toed black dress shoe, or capped-toed black dress shoe for males.)
- Any un-hemmed portion of the attire such as a pant-hem, sleeve cuffs, etc.
- Unnatural hair color (including jet-black) and inappropriate hairstyle.

STUDIO JAZZ BAND, JAZZ COMBO, PERCUSSION ENSEMBLE ATTIRE:

The Directors will announce dress for these ensembles. It can include anything from a designated dress-shirt & pants in all black to a full tux for males and formal attire for females (just like the concert organizations). The same standards which apply to the marching and concert bands apply to these smaller ensembles as well.

DRESS CODE:

Every time the band leaves campus to represent the University of North Alabama it has an image to uphold. We do this through our conduct and our dress. During performances we wear our designated uniforms, but there are times when we are in the public's eye as the "UNA Band" even though we are not performing. What we wear in those situations is our "dress code." Any time we are loading or getting off the bus while on a trip with the band, any time that you are seen, all those involved with the band must be in dress code. These rules apply to all members, faculty, and guests of the band. These rules are applicable even if you are driving your own vehicle. Auxiliaries are sometimes allowed to wear wind suits or other pre-approved attire over their uniforms as long as it is uniform throughout the section. Students not in dress code will not be permitted to board.

There will be two forms of dress. The Director decides which dress code to use.

- 1. Formal Dress Code:** Members must wear a collared shirt, sweater, or jersey; nice full-length slacks or jeans; and closed toed shoes with full heels (no Birkenstock's or flip-flops). Hooded jackets and sweatshirts can be worn, but only over a collared shirt, sweater, or jersey. Shirts must be tucked in at all times
- 2. Relaxed Dress Code:** Members must wear a University of North Alabama shirt; shorts, or Capri-pants in good taste; and closed toed shoes (no flip-flops).

Note to all auxiliaries: Your captain may decide for your section to wear wind-suits when it is not feasible to change. At these specific times the entire wind-suit must be worn. (The shirt under the wind-suit jacket must be tucked in. While off the bus, the jackets must be worn and zipped up to the center of the chest, and the pant-sides zipped completely down) **NO EXCEPTIONS.** Certain rules apply in this situation. The wind-suits must be pre-approved by the director. All members of each section must wear exactly the same thing (including shoes, socks, gloves, turtle-neck when applicable) and in the case that one member forgets all or part of this alternate dress code, THE ENTIRE SECTION MUST CHANGE into the regular formal dress code (See Formal Dress Code). There are no exceptions to this rule. If you are unsure whether or not something is in dress code, then it probably is not and it would be much easier for you to change into something else. If you have any questions about the dress code, please ask your section leader. The band has a great reputation and in order to keep that reputation we must always look our best. Any person traveling with the band in any capacity is considered part of the "Pride of Dixie."

REHEARSAL DRESS CODE:

All winds & percussion will wear sneakers (no boots, flip-flops, sandals, dress shoes, etc.) to practice. T-shirts & shorts are recommended. At NO TIME shall members wear the following: 1.) apparel signifying a university logo, name, or insignia, other than UNA; 2.) Social Greek organization letters, jerseys, t-shirts, sweat shirts, shorts, etc. other than those the band/music organizations: Tau Beta Sigma, Phi Mu Alpha, and Sigma Alpha Iota; 3.) No apparel with political messages, social messages, lewd or suggestive language or graphics.

LOADING EQUIPMENT:

Each band member is responsible for seeing that his/her own instrument and luggage are loaded and unloaded. Listen for announcements about where to put your instruments and luggage. On away trips, each member is allowed to take one carry-on bag in addition to their instrument and uniform.

ALCOHOL, TOBACCO, AND PARAPHERNALIA:

The band strictly adheres to the following state policies regarding the public consumption of alcohol and the unlawful distribution of controlled substances:

ALABAMA STATE LAW

§13A-11-10 Public intoxication

A person commits the crime of public intoxication if he appears in a public place under the influence of alcohol, narcotics or other drugs to the degree that he endangers himself or another person or property, or by boisterous and offensive conduct annoys another person in his vicinity.

§13A-12-211 Unlawful distribution of controlled substances

(a) A person commits the crime of unlawful distribution of controlled substances if, except as otherwise authorized, he sells, furnishes, gives away, manufacturers, delivers or distributes a controlled substance enumerated in

Schedules I through V.

(b) Unlawful distribution of controlled substances is a Class B felony.

The band also adheres to all UNA policies regarding alcoholic beverages. There will be **NO** consumption or possession of alcoholic beverages on any band trip at any time or while in any type of uniform. Additionally, there will be **NO** use of tobacco or drug paraphernalia during any trip of any kind or while in a uniform of any kind. This includes all forms of tobacco. Failure to follow these rules will result in dismissal from the band program, a failing grade, and loss (repayment) of the band scholarship award. If any band member is discovered with any alcohol, using tobacco products, or possessing any drug related substance or paraphernalia, that student will be dismissed from the band IMMEDIATELY and forfeit (repay) his/her Band Performance Award (scholarship).

TRAVEL ETIQUETTE:

All rules of the Bus Company must be followed completely. These rules may include the following:

- Multimedia devices are permitted ONLY with headphones.
- Remain seated on the bus during stops unless instructed otherwise by the Bus Captains or the Directors.
- No personal coolers on the bus unless for medicinal purposes (Bus Company Policy) or unless given permission by Directors.
- The Bus Captain is in complete command of the bus.
- In hotels, do not congregate in the halls and on balconies.
- Do not cause loud noises and/or disruptions in your room or on the bus, i.e. sticking/drumming, or loud talking.
- Do not use foul language, hateful language, or make offensive remarks of any kind.

STUDIO JAZZ BAND, PEP BANDS, PERCUSSION ENSEMBLE, ETC:

These organizations will operate under the same rules and regulations as the Marching and Concert Bands. Attire will be designated by the Directors.

STADIUM ETIQUETTE:

1. The band will meet according to the Directors' instructions before the game for warm-up and uniform inspection.
2. Band members sit only in their assigned seats with their section and must assemble in lines (as directed by the Director) and remain there at all times.
3. Members do not eat at any time in the stadium unless otherwise instructed by the Director.

4. Water will be provided at appointed times for the entire band. No soft-drinks or any other drinks are allowed.
5. Members must go in groups of two or three to the bathroom (one male escorting two females). The Section Leaders are responsible for keeping the remainder of the section in the stands ready to play. This is not an excuse to loiter behind the stands. Anyone caught loitering, eating, smoking, or drinking will be disciplined by the Directors.
6. No clique cheering is allowed. Please support the cheerleaders and the team as a unit.
7. No consumption of alcohol will be permitted at any time. Intoxicated members or anyone caught with alcohol will be dismissed by the Directors.
8. Non-band members are not permitted to sit with the band at any time.
9. While entering the stands, the band should remain standing with shakos on until the drum major removes his or her helmet signaling the rest of the band to remove their helmets and sit down.
10. Any time the drum major is standing on the podium, the band will be attentive and ready to play.
11. The band is dismissed after the post-game by the Director.
12. No sunglasses, tinted prescription glasses, or transition lenses will be worn at any time while in uniform.
13. **UNLESS DEEMED NECESSARY BY THE DIRECTORS, ABSOLUTELY NO USE OF CELL PHONES (VOICE OR DATA FEATURES) WHILE IN THE STANDS.**

BAND ROOM POLICIES:

1. NO smoking, eating, or drinking is allowed in the band room by students or faculty at any time, day or night. Only screw top water bottles are the exception. This rule is strictly enforced and applies to any rehearsals by any ensembles or guests. (The only exception is official band receptions or gatherings of some sort.)
2. There should be no loitering in the office of the Director or Director Emeritus and student worker. This is a work place, not a lounge.
3. No practicing is allowed in band room other than sectional rehearsals. Work is taking place and new students with their families will be present many days. Percussionists have priority to practice in the band room during unused rehearsal slots and occasionally during the lunch hour.

4. The adjacent instrument storage room may be used for percussion practice only when classes, sectionals, or rehearsals are not meeting in the band room.
5. The computer and audio visual equipment in the band room are off limits to students.
6. Properly dispose of your trash. There are garbage cans provided in adequate places; let us put them to good use.
7. The Instrument Storage Closets, Uniform Storage Room, and Auxiliary Storage Room are off limits.

REHEARSAL ETIQUETTE:

1. Each member is expected to be prepared for rehearsals by warming up for a minimum of 10 minutes prior. Tuning of instruments is the responsibility of each student prior to rehearsal. Percussionists should refrain from warming up on snare drum, bass drum, and timpani prior to rehearsal.
2. Professionalism before during and after rehearsals is expected.
3. **Cell phone usage (voice or data features) will not be tolerated before or during rehearsal.** In the event a student is expecting an emergency call of some sort, arrangements will be made.
4. Uncharacteristic sounds on any instrument are not tolerated in the band room at any time.
5. Any assigned music passages should be learned before the next scheduled rehearsal.
6. Students must realize that a rehearsal is not practice time. Students are expected to practice on their own time. Failure to do so will result in graded spot-checking for individuals and sections within rehearsal time.
7. Students will remain quiet throughout the rehearsals, pay attention to whoever is on the podium, and remain mentally involved at all times. No studying, reading, or any other distracting activities are tolerated.
8. At no time should any student use an instrument or piece of equipment from another section/student. For example: Trumpet players do not twirl batons and drummer do not play tubas.

INSTRUMENT STORAGE ROOM:

The instrument room is provided for your convenience to store school-owned or personally owned instruments, nothing else. It will be open from 8:00 AM until approximately 5:00 PM. After this time, it will be locked. Students wishing to practice at night and on the weekends must remove their instruments before 5:00 PM.

Please do not leave instruments unsecured within the Instrument Storage Room or Practice Room area. School instruments left unsecured in the Instrument Storage Room will be taken to an Instrument Storage Closet and locked up. The student will receive an unexcused TIC.

PRACTICE ROOMS:

Practice Rooms are provided for individual practice. These facilities are open to all music students. Do not remove school property or leave personal property in the practice rooms. No activities other than practicing or studying should take place in the practice rooms. These rooms are locked by campus police in the evenings (usually around 9:00 PM). Any school-owned instruments found left in the practice room area will be secured in an Instrument Storage Closet and the responsible student will receive an unexcused TIC.

MUSIC LIBRARY:

The Music Library is located in the old coat room behind the band offices. A student librarian works to keep the library well organized and accessible for the band. The Directors, Music Faculty, Music Librarians, and their assistants are the only people allowed in the library. If you are assigned to practice with a computer accompaniment in the Library, do not remove school property or leave personal property in the room.

BAND LEADERSHIP & DRUM MAJOR POSITIONS:

Drum Major/Assistant Drum Major:

The Drum Major and Assistant Drum Major (if applicable) will be chosen by the Directors at the end of the spring semester. A person must have one year of experience in the University of North Alabama Marching Band before he/she is considered for a Drum Major position. The Drum Major is selected by the Directors after an interview, review of attendance records, and review of noted musical and performance improvement. The Drum Major must be a playing member of the band. He/she is in visual control of the Marching Band during parades, half-time appearances, and all other outside performances. He/she helps maintain discipline in the band, conducts inspection of the full band, reserves the section for visiting bands in the stadium, and performs any other necessary duties required of a Drum Major. The Assistant Drum Major assists the Drum Major with all duties.

Color Guard Captain(s): (Appointed by the Director)

The Color Guard Captain serves as the Section Leader of the color guard and is responsible for discipline, dress of the members, and all routines. All returning members of the Color Guard will audition every year along with the new prospective members. The Color Guard Captain will be responsible for issuing all color guard equipment and for collecting all equipment at the end of the marching season. This equipment will be issued and collected under the same procedure as band instruments and all other equipment. The Color Guard Captain will provide a list of rules and regulations (the UNA Auxiliary Standards & Expectations) for the section at the first meeting and a summer schedule of

practices. She will review the policies and band manual with the members regularly. The Color Guard captain will arrange purchases of practice attire, uniforms, footwear, wind-suits, and keep records of all financial transactions.

Head Majorette(s): (Appointed by the Director)

The Head Majorette serves as the Section Leader of the majorettes. She is responsible for discipline, the dress of the majorettes and twirling routines. All returning majorettes will audition every year along with the new prospective members. All equipment, if needed, will be issued and collected under the same procedure as band instruments and all other equipment. The Head Majorette will provide a list of rules and regulations (the UNA Auxiliary Standards & Expectations) for the section at the first meeting along with a summer practice schedule. She will review the policies and band manual with the members regularly. The Head-Majorette will arrange purchases of practice attire, uniforms, footwear, wind-suits, and keep records of all financial transactions.

Head Lionette(s): (Appointed by the Director)

The Head Lionette serves as the Section Leader of the Lionette Dance-line. She is responsible for discipline, dress, and all dance routines. All returning Lionettes will audition every year along with the new prospective members. All equipment, if needed, will be issued and collected under the same procedure as band instruments and all other equipment. The Head Lionette will provide a list of rules and regulations (the UNA Auxiliary Standards & Expectations) for the section at the first meeting along with a summer practice schedule. She will review the policies and band manual with the members regularly. The Head-Lionette will arrange purchases of practice attire, uniforms, footwear, wind-suits, and keep records of all financial transactions.

Section Leaders: (Appointed by the Director)

Each Section Leader is responsible for maintaining discipline within the section. He/she checks and rehearses his/her section in marching music and concert music. He/she inspects the section before final inspection (i.e.; uniform, shoes, hats, hair pulled back, t-shirts, etc.). The Section Leader also calls all section rehearsals, providing that they are at a reasonable time. He/she also sees that the band room, auditorium, or rehearsal room is left as found after rehearsal. The Section Leader can be asked by the Directors to distribute money and room keys to the section on band trips. He/she is responsible for keeping the Directors aware of attendance issues within the section and any other situation which may necessitate the Directors' attention. Finally, the Section Leader supports the Directors in their jobs and follows all rules as a good example for the rest of the band.

Assistant Section Leader: (Appointed by the Director)

The Assistant Section Leader is responsible for preparing their section for drill. He/she also helps the Section Leader maintain discipline within the section. The Assistant Section Leader works with the section and performs all duties prescribed by the Section Leader or Director.

Bus Captains:

The Bus Captains are appointed by the Directors. Only the most qualified leaders of the band will be chosen to be Bus Captains. The Directors will give the Bus Captains the information they need concerning loading, unloading, eating, changing into uniform, etc. In addition, the Bus Captains have the following responsibilities:

1. Check the dress of all students loading and unloading the bus. No student will be allowed to load or unload the bus unless they are in full dress code.
2. Be at the buses at least 30 minutes early in order to take roll and assist other band members in boarding the bus.
3. Be knowledgeable of the complete itinerary of the trip.
4. Serve as the liaison between the passengers and the bus driver concerning bus temperature, use of television, and any other issues.
5. Keep up with the bus packet and first aid kit and return them to the Directors upon returning from the trip.
6. Recover all personal items left on the bus and turn them in to the Band Office.
7. To not leave until he/she has checked the bus for trash and other items.
8. To report members who cause problems on the bus to the Director immediately after arriving back on campus.

INTERNET GUIDELINES:

The following are guidelines for all official UNA Bands web sites, and all sites containing the name, image, or likeness of the UNA Bands, including the "Pride of Dixie" Marching Band and all its auxiliary units, and all Concert and Jazz Ensembles.

1. Web pages that represent the UNA Bands or any section thereof are expected to follow the same professional and graphic standards that apply to any other official University of North Alabama publication in any other medium.
2. Materials will be carefully checked for proper grammar and spelling.
3. Materials will be maintained and updated in a timely manner.
4. Written permission will be obtained for use of copyrighted materials, with the clear understanding on the part of the copyright holder that these materials will be used on the Internet rather than a printed publication. This applies to the use of text, drawings, logos, photographs, video clips, sound clips, or other copyrighted material.
5. Photos of individuals and/or groups of individuals will not be used without permission from the individuals.
6. Official pages must include some mark identifying them with the UNA Bands.
7. Web masters will be held accountable for the contents of any guest books or any other type of visitor forum. They must be checked regularly for appropriate content.
8. Before publishing any official website affiliated with the UNA Bands you must get approval by the Director.
9. Every website must include the following statement: "This page is not a publication of the University of North Alabama. The University of North Alabama has neither edited nor

examined the content. The author or authors of this page are solely responsible for the content."

10. Social Web-based sites such as **Facebook** may contain pictures of band members in performance attire which are tastefully displayed. If the member posts a photo as his/her cover photo which represents the band in any way, then the profile photo must be of the individual member – not 2 or more people (no boyfriends/girlfriends, siblings, etc.). The profile photo must also be a quality head shot (does not need to be professional) which is representative of the values and standards within this document. Social media is a valuable and important means of communication which is viewed by thousands as representative of the organizations to which the members belong. If the Directors – or any University representative – requests that a photo be removed or changed, the member must do so immediately or risk expulsion from the organization, thus losing his/her Band Performance Award and earning an F in the course.
11. Additionally, all band members are expected to uphold the highest ethical standards when posting comments and remember that they represent the entire band. Refrain from any controversial remarks or statements which may elicit a negative response from readers. You may contact the Directors to help with these situations. Please, report any suspicious, negative, or unbecoming behavior by fellow members, former members, non-members, or readers. Please remember, your remarks, opinions, and views represent the entire band program. Please do not use foul language, hateful language, or make offensive remarks of any kind.

CLOSING:

This manual should answer any questions that you have about the University of North Alabama Bands. Any member in violation of any of the rules presented in this Band Manual will be brought before the Directors.

It boils down to 2 things: 1.) Don't break the law, and 2.) Don't embarrass this band, its directors, its alumni, or the University of North Alabama. Grounds for dismissal include but are not limited to: breaking the law, breaking school/band policy, insubordinate actions or attitude.

This booklet is worthy of being pulled off the shelf again and again by members, old and new, to maintain our program as it was designed. The University of North Alabama Band has a long-standing tradition of excellence, maintained year to year by thousands of active alumni and students around the globe. Nowhere else can you find such dedication to student achievement in the musical field as you can find at the University of North Alabama. Thank you for your assistance upholding the traditions and standards of the UNA Bands!