



**PROGRAM  
HANDBOOK**

*2015-16*



## IMPORTANT CONTACT INFORMATION

### MRD WEBSITE

[www.jmu.edu/mrd](http://www.jmu.edu/mrd)

### BAND OFFICE

Music Building – Room 214  
(540) 568-6656

### SOCIAL MEDIA



Join us on Facebook – JMU Marching Royal Dukes



Tweet about us @JMUMRD

## !!REMINDER!!

*Please check your messages on a daily basis during the season. A daily MRD e-mail and TEXT message will be sent with important schedule information, and necessary updates about performances, schedules, meetings, trips, etc.*

# TEXT & EMAIL REMINDERS

*Sign up with REMIND101 for the 2015 MRD season group-texts/e-mails.*

- *This is a free service!*
- *You can sign up vis*
- *Stay updated with daily updates, location changes, etc.*
- *Follow the instructions below.*



To receive messages via text, text **@mrd15** to **81010**. You can opt-out of messages at anytime by replying, 'unsubscribe @mrd15'.

Trouble using 81010? Try texting **@mrd15** to **(703) 991-1297** instead.



Enter this number

Text this message

\*Standard text message rates apply.

Or to receive messages via email, send an email to **mrd15@mail.remind.com**. To unsubscribe, reply with 'unsubscribe' in the subject line.





# 2015 MRD Staff & Student Leadership

## STAFF

Scott Ridders, Director  
Chad Reep, Assistant Director  
J.R. Snow, Assistant Director  
Steve Cash, Drumline Instructor  
Michael Overman, Front Ensemble Instructor  
Hunter Desper, Percussion Assistant  
Carly Philp, Color Guard Instructor  
Erin Fairchild, Color Guard Assistant  
Laura Milford, Color Guard Assistant  
Julia Urban, Dukette Coach  
Elizabeth Keene, Graduate Assistant  
Drew Ross, Graduate Assistant

## STUDENT LEADERSHIP & STUDENT STAFF

**\*\* Each position listed in Alphabetical Order \*\***

### - DRUM MAJORS -

Mark Adkins  
Paige Durr  
Thomas Graham  
Megan Hendrix  
JP Riley

#### FLUTE

Katie Byrnes, *Section Leader*  
Caroline Clouse, *Section Leader*  
Grace Dingus, *Section Leader*  
  
Bridge Brown, *Drill Instructor*  
Annie Franks, *Drill Instructor*  
Madison Pappano, *Drill Instructor*

#### CLARINET

Shannon Light, *Section Leader*  
Chris Pennington, *Section Leader*  
Emily Swope, *Section Leader*  
  
Shawna Ergenbright, *Drill Instructor*  
Rebecca MacIntosh, *Drill Instructor*  
Kendra Wiley, *Drill Instructor*

**ALTO SAXOPHONE**

Ashley Kyle, *Section Leader*  
Ben Ostapovicz, *Section Leader*  
Emily Ranttila, *Section Leader*

Josh Burnap, *Drill Instructor*  
Deanna Ferrone, *Drill Instructor*  
Sarah Cruickshanks, *Drill Instructor*

**TENOR SAXOPHONE**

Gina Moore, *Section Leader*  
Tommy Nixon, *Section Leader*

**MELLOPHONE**

Austin Frank, *Section Leader*  
Lenny Grasso, *Section Leader*  
Renna Nouwairi, *Section Leader*

Jessica Myers, *Drill Instructor*  
Hunter Payne, *Drill Instructor*  
Alex Rivero, *Drill Instructor*

**TRUMPET**

Dillon Paradis, *Section Leader*  
Michael Parker, *Section Leader*  
James Pennington, *Section Leader*

Sarah Blevins, *Drill Instructor*  
Justin Dennison, *Drill Instructor*  
Allie Woodbury, *Drill Instructor*

**TROMBONE**

Will Ford, *Section Leader*  
Kyle Lundquist, *Section Leader*  
Vinny Okechukwu, *Section Leader*

Rachel Artman, *Drill Instructor*  
Stuart Brazil, *Drill Instructor*  
Dillon Thomas, *Drill Instructor*

**BARITONE**

TJ Low, *Section Leader*  
Muhammad Mehdi, *Section Leader*  
Allison Satterwhite, *Section Leader*

**TUBA**

Billy LaPietra, *Section Leader*  
Matt Showerman, *Section Leader*  
Jeremy Wojton, *Section Leader*

**PERCUSSION – BATTERY**

Tim Kaetzel, *Captain*  
Steven Vereb, *Snares*  
Eli Roberts, *Tenors*  
Grayson Simmons, *Basses*  
Elise Tessin, *Cymbals*

**PERCUSSION – FRONT ENSEMBLE**

Nicoletta Moss  
Kat Warstler

**GUARD CAPTAINS**

Melissa Caracciolo  
Erin Rizzo  
Kerri Seaman  
Sarah Slough

**GUARD EQUIPMENT MANAGERS**

Lorin Brungard  
Courtney Coffey  
Trudy Horsting  
Allison Tipsord

**UNIFORM MANAGERS**

Kami Aiello  
Taylor Young

**PERSONNEL MANAGER**

Natalie Coppola

**COMMUNICATIONS MANAGER**

Chase Maszle

**LOGISTICS CREW**

Brandon Liu  
Amanda McBryde  
Alec Moser

# MRD PROGRAM CHAIN OF COMMUNICATION

*“To effectively communicate, we must realize that we are all different in the way we perceive the world and use this understanding as a guide to our communication with others.”*

- Tony Robbins  
(Life coach and author)

**MRD Members**



**Section Leaders & Drill Instructors**



**Drum Majors**



**Graduate Assistants**



**Directors & Instructors**

# LEADERSHIP POSITION DESCRIPTIONS

**DRUM MAJOR:** This is a primary leadership position in one of the most important and visible organizations at James Madison University. The Drum Major(s) will serve as conductor; be called upon to teach drill and marching fundamentals; teach and rehearse music; warm-up the band; organize rehearsals; provide individual help to members; and assist the directors on a daily basis. Contact with the directors and student leadership is vital to the success of this program. The Drum Major(s) will be the link between the director(s) and the membership of the band. Although showmanship and professionalism are two important aspects of this position, musicianship, leadership, cooperation, communication, responsibility, and integrity will be essential for success in this role. The MRD Drum Major(s) is a role model for the band members and ambassador for the JMU band program and the university.

**SECTION LEADER:** Each section of the MRD's will have at least one Section Leader. The Section Leader(s) will work with the Drill Instructor(s) to provide a network of instruction and support to ensure that daily functions are successful and performance goals are met. Section Leaders will primarily be responsible for all aspects of music preparation, as well as working with the section members in coordinating ALL aspects of daily operation; organizing and running daily sectionals; coordinating placement auditions during band camp; distributing music and part assignments appropriately; working cooperatively with other MRD Section Leaders; distributing and organizing season music; and working with Drill Instructors to ensure the attention to marching and maneuvering. The student leadership will manage the daily operations of their section: making sure that all music, folios, drill books, and raincoats are accounted for; assisting with loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); checking uniforms before performances; taking attendance at each rehearsal/performance; and communicating with and managing his/her section at all times during the season.

**DRILL INSTRUCTOR:** Each section of the MRD's will have at least one Drill Instructor. The Drill Instructor(s) will provide a network of marching instruction and ensure that daily functions are successful and performance goals are met. Drill Instructors will work with Section Leaders to organize and run daily sectionals; coordinate placement auditions during band camp; distribute drill and spot assignments appropriately; coordinate with other MRD Drill Instructors; teach section members the MRD marching fundamentals; and assist with drill instruction and show preparation at each rehearsal. The Drill Instructor(s) will help manage the daily operations of their section: making sure that all music, folios, drill books, and raincoats are accounted for; assisting with loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); checking uniforms before performances; taking attendance at each rehearsal/performance; and communicating with and managing his/her section at all times during the season.

**DRUMLINE CAPTAIN:** The Drumline Captain(s) will work closely with the Percussion Instructor(s) and section members to prepare, manage, and maintain ALL aspects of the MRD Drumline. The captain(s) will provide a network of instruction and support to ensure that daily functions are successful and performance goals are met. The Drumline Captain(s) will be responsible for: preparation and memorization of season music; organizing and running daily sectionals; distributing music and parts appropriately; coordinating with other MRD section leaders; teaching their section members the MRD marching fundamentals; and assisting with drill instruction and show preparation. In addition to music



and marching instruction, all student leaders are to manage the daily operations of their section, including: making sure that all music, folios, drill books, and raincoats are accounted for; assisting with loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); checking uniforms before performances; taking attendance at each rehearsal/performance; and communicating with and managing his/her section at all times during the season.

**COLOR GUARD CAPTAIN:** The Color Guard Captain(s) will work closely with the Color Guard Instructor(s), Color Guard Equipment Manager(s), and section members to prepare, manage, and maintain ALL aspects of the MRD Guard. The captain(s) will provide a network of instruction and support to ensure that daily functions are successful and performance goals are met. The Guard Captain(s) will be responsible for: preparation of all season work; organizing and running daily sectionals; coordinating with other MRD student leaders; teaching their section members the MRD marching fundamentals; taking attendance at each rehearsal/performance; assisting with drill instruction and show preparation; and communicating with and managing his/her section at all times during the season. The Color Guard Captain(s) should be able to choreograph a portion of or all of a music selection if necessary.

**GUARD EQUIPMENT MANAGER:** The Color Guard Equipment Manager(s) will work closely with the Instructor(s), Color Guard Captain(s), and section members to prepare, manage, and maintain ALL aspects of the MRD Color Guard equipment and logistics. This will include: ensuring that daily logistics are successful and performance goals are met; preparation, distribution, and maintenance of all season equipment (silks, poles, stoppers, etc.); organizing equipment and uniform distribution during band camp and the season; coordinating the transportation of all color guard equipment for performances and/or rehearsals; and maintaining the assigned storage spaces in Garber and Eagle Halls. In addition to equipment and logistics, the equipment manager(s) is to be responsible for: making sure all drill books and raincoats are accounted for; assisting with and organizing loading/unloading of the band truck(s); maintaining rehearsal space (at all locations); and checking uniforms before performances.

**PERSONNEL MANAGER:** The Personnel Manager is responsible for all issues related to the MRD personnel. The primary responsibilities of this position will be daily attendance and record keeping. This job requires a working knowledge of Microsoft Office, primarily Excel. He/She will work with the Graduate Student in charge of attendance, Director(s), and Section Leaders to maintain daily attendance records. In addition to attendance, this individual will coordinate the video and picture documentation of all MRD events and performances; and assist with the planning of such events as season road trips, Family Weekend, Parade of Champions, and the annual Band Banquet. Beginning during Band Camp, the manager will create and maintain a database for season attendance, collect daily attendance records from section leaders, organize all absence/course conflict forms, and manage the attendance binder (sign in/sign out). As participation and communication are two of the most essential aspects of the MRD curriculum, this job is of the utmost importance.

**UNIFORM MANAGER:** The Uniform Manager is responsible for maintaining the inventory of ALL MRD uniforms (excluding Color Guard). He/She will organize pre-season uniform distribution and alterations, as well as post-season collection and cleaning; coordinate necessary alterations during the season; organize and be responsible for glove and plume distribution; be available before, during, and after all performances (including trips) to assist with uniform issues; maintain a collection of extra uniform parts and supplies to be available at all times. The Uniform Manager(s) will communicate with all MRD student leaders to make sure all uniform needs have been met. This position requires availability during the week prior to band camp, weeks following the end of the season, and possibly into spring semester.

**COMMUNICATIONS MANAGER:** This position has been designated to manage all aspects of communication within the program as well as contributing to the public relations of the JMU Marching Royal Dukes. Primary responsibilities will include managing the MRD website, update and keeping current the MRD Facebook page, and communicating with campus and local media sources to promote the program. The Communications Manager(s) will work collaboratively with the leadership staff and members of the program to develop communication strategies to better involve the membership and reach out to the public in order to best promote our organization. The manager(s) will work directly with the band staff to keep all social media updated during the season and school year.

**MRD HISTORIAN:** The MRD Historian will be responsible for documenting the events, performances, and personnel from the current season, as well as organizing and archiving media, publications, and other documents/items from previous seasons. The Historian will be responsible for organizing photography and videography during game days and performances, and will update our database files on a weekly basis. In addition, the Historian will work with the Communications Manager to keep the MRD website updated with photos, videos, and other records.

**LOGISTICS CREW:** Members of the MRD Logistics Crew provide the necessary daily support structure for the logistics and management of the MRD rehearsal and performance schedule. The crew is responsible for setting up for daily rehearsals (including podiums, sound equipment, yard line markers, etc.), game days, and performances. They will work with the MRD student staff and leadership to ensure that all logistical needs for rehearsals/performances are met. Members of the Logistics Crew will need to be available before and after regular rehearsals and game days, as well as during band camp. This position is paid through JMU Student Employment, and individuals selected for the Logistics Crew will be asked to submit an application for employment at a later date.

**ALL POSITIONS:**

In addition to preparing the music and marching elements of the program, ALL MRD Leadership Staff members are expected to:

- be responsible for creating a professional, safe, and focused atmosphere at all sectionals, rehearsals, and performances.
- demonstrate a respectful and productive attitude during all sectionals, rehearsals, and performances.
- provide a positive role model for all members of your section and the entire program at all times.



## PROGRAM GOALS 2015

Continue to develop our role as a JMU Ambassador through . . .  
Travel, Performances, Communication, Events, Alumni

Diversify the teaching and learning strategies for an effective daily rehearsal process.

Improve communication & interaction between sections (leadership and members)

### REDEFINE AND INCORPORATE GROUP RESPONSIBILITY

Improve breath support, tone production, and unified sound

- 100% contribution from every member
- Commitment to sound production
- Stagger breathing, stepping out (awareness)
- Full and supported sound production

Continue to develop a refined and consistent marching style

- Straight-leg
- Slides & Visual alignment
- Backward marching – “push” backward, stay on toes
- Refine transitions/direction changes/adjusted step

Focus on HORN ANGLES and body posture – foster a commitment to better visual presence.

### IMPROVE DRILL-LEARNING PROCESS

- Focus on charted position (“dot”) when setting/cleaning
  - Focus on form when moving/performing
- Create a more active/invested approach to learning drill – don’t just follow!
- Productive pace during rehearsals – RUN back to spots – positive energy!

### CREATE MORE OPPORTUNITY FOR COMMUNITY INVOLVEMENT

- Involve JMU community – faculty and staff
  - Band Day/Guest Bands
- MRD Food Drive, partner with local bands



## PROGRAM OBJECTIVES 2015

**The schedule, programming, and curriculum of the JMU Marching Royal Dukes are designed collaboratively to serve several purposes and entities:**

1. To provide opportunities for a positive musical, visual, creative, and social, experience to all members of the JMU Marching Royal Dukes
2. To provide the directors, instructors, and staff of the JMU Marching Royal Dukes with a positive and organized process through which to serve the members of the program and university community.
3. To contribute to the guiding principles of the JMU Mission Statement.
4. To provide the JMU community with a quality program that can be an example of excellence, positively representing James Madison University locally, nationally, and abroad.

### STUDENT OBJECTIVES

1. Students will develop their musical and technical skills through a variety of literature chosen for the season, and through organized sectionals and rehearsals.
2. Students will enhance their performance skills by gaining experience performing for a variety of different audiences: JMU students, football crowds, alumni, high school bands, potential future JMU students (recruiting), etc.
3. Through the curricular structure and process of rehearsing, performing, and operating with the organization, students will aid in the development of:
  - Social skills
  - Teamwork skills
  - Communication skills
  - Time Management skills
4. Membership in this program will help individuals develop a sense of both individual and group responsibility



## PARADE OF CHAMPIONS 2015

**IMPORTANT INFORMATION – PLEASE READ!!!**

**MARK YOUR CALENDARS . . .**

# 2016 PARADE OF CHAMPIONS

**FRIDAY, October 16 & SATURDAY, October 17**

### ALL MARCHING ROYAL DUKES

Are required to assist with the Parade of Champions contest on October 17. You will be able to sign up for job shifts during the first week of October. Job assignments will be made and announced during the week prior to POC. This one of our greatest recruiting events for the MRD's and JMU – we rely on our members and staff to contribute to the success of this contest each year.

### PARADE OF CHAMPIONS REHEARSAL AND JOB ORIENTATION

**FRIDAY, October 16**

**→ → 5:00 – 8:00PM ← ←**

Bridgeforth Stadium

**PLEASE NOTE: This is an EXTENDED rehearsal.**

### PARADE OF CHAMPIONS PERFORMANCES

**SATURDAY, October 17**

Afternoon Performance – around **2pm** (at class break)

Evening Performance – around **10pm** (at conclusion of contest)

**YOU are our greatest recruiters!**

# ATTENDANCE POLICY

The most important factor contributing to the outstanding performances of the Marching Royal Dukes is an expectation and fulfillment of 100% participation by all members. Although it is understood that emergencies or conflicts may occur during the season, each member should strive to make this program successful through commitment to regular attendance. ***The following policy has been established to define the expectations and responsibilities of all members:***

- 1.) Attendance at all rehearsals and performances of the Marching Royal Dukes is required. This includes game day rehearsals (Saturday mornings) and all performances at home football games, away games, post-season play-off and championship games, and all other trips/performances according to the posted season schedule. ***Please note: our season is not complete until the JMU football season has ended, or the final scheduled performance. This could potentially be after the JMU fall semester has concluded – see season schedule.***
- 2.) Each member is responsible for managing their own attendance records in accordance with the prescribed MRD Attendance Policy.
- 3.) All members are expected to check their schedules (class schedules, work schedules, or other school-related commitments) against the MRD schedule (rehearsals and performances) to identify any possible conflicts that may exist. If a conflict exists, it is the responsibility of the student to submit the appropriate attendance paperwork and address this with their section leadership.
- 4.) All requests for an excused absence from a performance must be submitted **at least two weeks prior to the date** to allow for consideration and an alternate to be assigned to your position. **FAILURE TO SUBMIT AN ABSENCE FORM AT LEAST TWO WEEKS PRIOR TO AN ABSENCE WILL RESULT IN AN AUTOMATIC UNEXCUSED ABSENCE AND APPROPRIATE GRADE REDUCTION.**
- 5.) Submitting forms – although required – **does not guarantee an excused absence or tardy.**
- 6.) An excused absence/tardy will be considered by the JMU band staff in cases of unavoidable academic conflict, illness, or family emergencies/commitments.
- 7.) Course conflicts will be excused if:
  - *A class ends at 5:50pm and the student cannot make it to rehearsal by 6pm, to allow the student to make it to rehearsal by 6:10pm.*
  - *A class begins during MRD rehearsal, excusing the student to arrive 15-minutes prior to the class start time.*
  - *A Course Conflict form is submitted via the MRD website and has been approved by the director(s).****Note: members are not allowed to miss more than one full rehearsal each week due to class conflicts.***
- 8.) An absence due to illness can only be excused if the student presents a note from a doctor.
- 9.) Attendance issues not resolved (proper attendance form submitted) by the last week of the semester will not be adjusted or considered for an excused absence/tardy.
- 10.) The director(s) has the responsibility to make all decisions regarding absences and tardiness.

# ATTENDANCE PROCESS

## REGULAR REHEARSALS

Each member is responsible for managing their own attendance records in accordance with the prescribed MRD Attendance Policy.

1. Attendance is taken by the section leadership at the beginning of each rehearsal (during sectionals).
2. Attendance is taken promptly at 6:00pm.
3. Individuals who are late will need to sign-in at the attendance book located at the front of the field (by drum major podium) – even if you have an approved course conflict on file.
4. Individuals who need to leave rehearsal early will need to sign-out at the attendance book located at the front of the field (by the drum major podium).
5. Every 2 weeks, attendance records are available from the Personnel Manager – individuals are encouraged to check for any discrepancies.

## GAMEDAY REHEARSALS

1. Attendance is taken by the section leadership at the beginning of each game day rehearsal.
2. Individuals who are late to morning rehearsal should report immediately to the director.
  - a. You will not march pre-game
  - b. Your grade will be lowered by one (1) letter.
3. Individuals who miss a morning rehearsal should report immediately to the director before pre-game warm-up at Eagle courtyard.
  - a. You will not march during the performance
  - b. You will lose your marching spot, and have to challenge back into a spot at the next challenge opportunity.
  - c. Your grade will be lowered by two (2) letters.

## SUBMITTING FORMS

An attendance form must be submitted for every absence or tardy:

- All attendance forms must be submitted in advance for consideration.
- In case of an unplanned or unexpected absence/tardy, a form must be submitted within 48 hours for consideration.
- FORMS ARE AVAILABLE ON THE MEMBERS SECTION OF THE MRD WEBSITE: [www.jmu.edu/mrd](http://www.jmu.edu/mrd) AND ARE SUBMITTED ELECTRONICALLY.
- After submitted, you will receive a reply e-mail stating the status of your attendance request.

**FAILURE TO SUBMIT AN ATTENDANCE FORM WITHIN THE REQUIRED TIME PERIOD  
WILL RESULT IN AN AUTOMATIC UNEXCUSED ABSENCE/TARDY.**

**ABSENCE/TARDY FORMS** are to be used in the case of a planned or unplanned absence/tardy from rehearsals or performances. This form must be submitted at least two weeks in advance of an anticipated absence or tardy. In case of an unexpected absence/tardy, a form is to be submitted within 48 hours of your return to be considered. Forms must be accessed and submitted online at [www.jmu.edu/mrd](http://www.jmu.edu/mrd).

**COURSE CONFLICT FORMS** are to be used in case a member has a class that conflicts with ONE MRD rehearsal per week or will cause that member to be tardy for/leave early from rehearsal on a weekly basis. **All forms must be submitted within the first week of the semester or appropriate block.** Forms can be accessed and submitted online at [www.jmu.edu/mrd](http://www.jmu.edu/mrd).

### **MEDICAL/DOCTOR'S NOTE**

If an absence or tardy is related to a medical issue, the attendance form should be accompanied by a note from the doctor or the JMU Health Center. Because forms are submitted online, the accompanying note should be turned in to the Personnel Manager or Band Office.

**ATTENDANCE RECORDS** for each section are managed by the Section Leader(s) on a weekly basis. All records are kept by the MRD Personnel Manager. An account of attendance issues will be provided to Section Leaders each week. Individuals are responsible for checking these records and immediately addressing any inconsistencies or questions with the Personnel Manager.

**It is recommended that all members check the attendance records regularly.** Even if it is assumed that no absences or tardies have been recorded, it is possible that mistakes or oversights have been made. Please take responsibility for your own records.


**PLEASE NOTE THAT THE JMU HONOR CODE AND ALL  
ACADEMIC POLICIES OUTLINED IN THE JMU  
UNDERGRADUATE HANDBOOK ARE IN EFFECT WHEN  
COMPLETING ALL JMU BANDS FORMS:**

**[www.jmu.edu/honor/code.shtml](http://www.jmu.edu/honor/code.shtml)**



# ATTENDANCE FORM SAMPLES

[www.jmu.edu/mrd.shtml](http://www.jmu.edu/mrd.shtml)



## JMU BANDS Attendance Forms

### ABSENCE/TARDY FORM

Please complete the form below prior to or immediately following an absence or tardy. All forms must be submitted within 48-hours of absence/tardy. If multiple days, please complete a separate form for each day. If multiple ensembles, please complete a separate form for each ensemble.

\* Required

**FIRST NAME: \***  
Scott

**LAST NAME: \***  
Rinkens

**E-MAIL: \***  
[@dukes.jmu.edu](mailto:@dukes.jmu.edu)  
rinkensrd@dukes.jmu.edu

**ENSEMBLE: \***  
Marching Royal Dukes

**ABSENT OR TARDY? \***  
Absent

Continue »

12% completed

## ABSENCE/TARDY FORM

\* Required

### ABSENCE INFORMATION

**MONTH: \***  
October

**DAY: \***  
8

**YEAR: \***  
2015

**REASON FOR ABSENCE: \***

I am submitting this form in advance, because that is the responsible thing to do. I made sure to read the MRD Handbook and carefully review the Attendance Policy and Procedures and understand that I am required to submit an absence request at least 2-weeks in advance of an anticipated absence (if possible). Therefore, I am completing this to request an absence for Tuesday, October 27 as I have an important appointment with my doctor. While I made absolutely every effort possible to change this, I'm afraid it wasn't possible. Thank you for your understanding.

**WAS/IS THIS ABSENCE HEALTH-RELATED? \***

Yes  
 No

« Back Continue »

50% completed

## JMU BANDS Attendance Forms

### ABSENCE/TARDY FORM

### HEALTH-RELATED/ILLNESS REMINDER

If you missed or were late to a rehearsal/performance due to illness or a doctor visit, you must submit a valid doctor's note to the attendance manager or ensemble director. If you will need this documentation for other classes, please make a copy prior to submitting.

If you had an appointment at the JMU Health Center, please provide the document provided to verify your visit.

« Back Submit

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100%: You made it.

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# COURSE CONFLICT FORM SAMPLE

[www.jmu.edu/mrd.shtml](http://www.jmu.edu/mrd.shtml)



## JMU BANDS Attendance Forms

### COURSE CONFLICT FORM

\* Required


FIRST: \*

LAST: \*

E-MAIL: \*

ENSEMBLE: \*

I WILL BE: \*



33% completed

# JMU BANDS

# Attendance Forms

## COURSE CONFLICT FORM

\* Required

### CLASS INFORMATION

**COURSE NUMBER:** \*

ex: MUAP 237

MUS 200

**COURSE NAME:** \*

ex: Marching Band

Keyboard Skills

**INSTRUCTOR:** \*

M. A. Mozart

**THIS CLASS WILL MEET:** \*

All semester

**PLEASE INDICATE THE DAY(S) DURING WHICH THIS CLASS MEETS:** \*

Mondays/Wednesdays

**CLASS END TIME:** \*

Please include AM or PM

6:10pm

**CLASS LOCATION:** \*

Building

Music Building

**REQUESTED LATE ARRIVAL TIME:** \*

Please include AM or PM

6:20pm

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[Submit](#)

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100%: You made it.

# GRADING POLICY

**Your grade for the semester will be determined by the following aspects of your contribution to the JMU Marching Royal Dukes:**

- Attendance and participation at rehearsals and performances
- Level of preparedness and performance level
- Overall attitude and contributions to the organization
- Adherence to all guidelines and policies outlined in this handbook.

**The following guidelines have been established to create a system of evaluation for grading purposes:**

- 1.) Each unexcused absence from a rehearsal = grade lowered one full letter.
- 2.) Every two (2) unexcused tardies = one (1) unexcused absence.
- 3.) Individuals who are selected **three times** to attend an extra rehearsal session (Section Evaluations) will receive a reduction of one (1) full letter grade for the semester. Each extra rehearsal session beyond the third will also result in an additional letter grade reduction.
- 4.) No instrument or improper attire/equipment care = one (1) unexcused tardy.
- 5.) An unexcused absence from a game day rehearsal will result in an automatic grade reduction of two (2) full letter grades.
- 6.) An unexcused absence from a performance will result in an automatic failing grade and removal from the program.
- 7.) Attendance issues not resolved by the last week of the semester will not be adjusted or considered for an excused absence/tardy, and the appropriate grade will be assigned.
- 8.) Failure to return a university instrument or uniform (including all accessories pertaining thereto) will result in an INCOMPLETE for the semester and a charge to the student account for the amount of replacement (outlined in subsequent contract samples).
- 9.) Damage incurred to a university instrument or uniform (including all accessories pertaining thereto) will result in an automatic incomplete grade for the semester until the corresponding repair charge(s) has been paid.

**!!! IMPORTANT !!!**

## **UNETHICAL/INAPPROPRIATE BEHAVIOR**

The JMU Student Handbook and Code of Conduct are in effect during all rehearsals and performances with the Marching Royal Dukes. It is expected that each member of our program act as a positive ambassador to the organization and university at all times. If a member uses any action or language that is deemed inappropriate to the mutual respect for all members of the band and/or staff members, that individual will be subject to a grade reduction and/or removal from the program. In addition, if any member is found in violation of the JMU Code of Conduct while in rehearsal, at a performance (on or off campus), or on a trip with this organization, the steps of reporting and prosecution will be strictly enforced as prescribed by the JMU Judicial Handbook.

**<http://www.jmu.edu/osarp/handbook/index.shtml>**

**<http://www.jmu.edu/honor/code.shtml>**

# BEHAVIOR EXPECTATIONS & HAZING

The JMU Student Handbook and Code of Conduct are in effect during all rehearsals and performances with the Marching Royal Dukes. It is expected that each member of our program act as a positive ambassador to the organization and university at all times. If a member uses any action or language that is deemed inappropriate to the mutual respect for all members of the band and/or staff members, that individual will be subject to a grade reduction and/or removal from the program.

In addition, if any member is found in violation of the JMU Code of Conduct while in rehearsal, at a performance (on or off campus), or on a trip with this organization, the steps of reporting and prosecution will be strictly enforced as prescribed by the JMU Judicial Handbook.

**<http://www.jmu.edu/osarp/handbook/index.shtml>**

**<http://www.jmu.edu/honor/code.shtml>**

As one of the largest student organizations and academic classes on the James Madison University campus, we are responsible for ensuring the operation of this organization is focused on a sound educational process as well as a positive social and collaborative environment. All class objectives and requirements are clearly outlined in this handbook (see page 15).

## **JMU HAZING POLICY**

In keeping with JMU's expectations for a positive academic environment, the university unconditionally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment or ridicule. Hazing, under Virginia law, is defined as activities for the initiation or induction into an organization which include calisthenics or other strenuous physical activity; exposure to inclement weather; consumption of food, liquid, beverage, drug or other substance; confinement in any room or compartment; spraying, painting or pelting with any substance; burying in any substance; burning, branding or tattooing or another activity which may result in physical injury or endanger the health or life of the individual being hazed.

J17-101 Section 18.2-56 of the Code of Virginia, as amended, which declares hazing illegal, establishes conditions for civil and criminal liability and outlines the duties of the university when a student has been found guilty of hazing. It is hereby incorporated as part of this policy and will serve as a guide for action by the university when hazing results in bodily injury.

### **INAPPROPRIATE BEHAVIOR:**

If you or any other member of your section observes behavior or activity that is inappropriate, offensive, or in violation of the JMU Code of Conduct, this must be reported to the MRD staff immediately.

**IF YOU HAVE TO QUESTION WHETHER SOMETHING IS APPROPRIATE OR NOT . . . it is most likely NOT appropriate, and should be addressed immediately.**

## **ALCOHOL/SUBSTANCES:**

If you or any other member of your section is seen consuming alcohol or illegal substances before/during MRD rehearsals, MRD performances, MRD trips, or when in uniform, this must be reported to the MRD staff immediately.

If a band member reports to a rehearsal or performance intoxicated, or if you or any other member of your section suspects a band member to be intoxicated, this should be reported to the MRD staff immediately.

**The JMU Student Handbook, Code of Conduct, and all university policies are in effect at all times when practicing, performing, and traveling with the Marching Royal Dukes.** It is expected that each member of our program act as a positive ambassador to the organization and university at all times. If a member uses any action, language, or behavior that is deemed inappropriate in regard to the mutual respect for all members of the band and/or staff members, that individual will be subject to being made a permanent alternate or potential removal from the program.

In addition, if any member is found in violation of the JMU Code of Conduct while in rehearsal, at a performance (on or off campus), or on a trip with this organization, the steps of reporting and prosecution will be strictly enforced as prescribed by the JMU Judicial Handbook.

**<http://www.jmu.edu/osarp/handbook/index.shtml>**

**<http://www.jmu.edu/honor/code.shtml>**

# BAND CAMP SCHEDULE

The 2015 Marching Royal Dukes will begin our pre-season band camp on Sunday, August 23, 2015.

- SUNDAY**            **10am-3pm** – Registration  
*Uniform Distribution for returning members w/same uniform.*  
**3:30pm** – opening meeting (Wilson/Quad)  
**6:00pm** – first rehearsal (final locations T.B.D.)
- **Winds** @ Stadium
  - **Guard** @ Godwin Field
  - **DL** @ Godwin Patio
  - **Pit** @ Stadium
- 7:00pm** – WW marching / Brass music  
**8:00pm** – WW music / Brass marching  
**9:00pm** – ALL @ stadium
- FULL DAYS**        **8:30am** – Music Sectionals  
**10:00am** – Break  
**11:30am** – Lunch  
**1:00pm** – Music Sectionals/Full Rehearsal  
**2:30pm** – Break  
**3:00pm** – Music Rehearsal/Marching  
**4:30pm** – Dinner  
**6:30pm** – Music & Marching (Stadium)
- THURSDAY**        Morning/Afternoon – **Freshman Orientation**  
**5:30pm** – Sectionals  
**6:00pm** – Full rehearsal at stadium
- FRIDAY**            **Regular Full Day**  
**6:00pm** – Drumline cadence to stadium, all others @ stadium  
**7:45pm** – Freshman Pep Rally @ Stadium
- SATURDAY**        **12:00pm** – FINAL REHEARSALS @ Stadium
- *Set the stands*
  - *Stand Band rehearsal*
  - *Distribute stand tunes and folios*
  - *Review Handbook & MRD Policies*

# BASIC CAMP INFORMATION

## CAMP ATTENDANCE

The regular MRD attendance policy is in effect beginning the first day of camp. All members are required to be present at all rehearsals and performances during camp week. Any conflicts must be addressed with the Director(s) in advance. Failure to attend all of camp will result in the loss of your marching spot. Incoming freshmen and transfer students will receive a special schedule at band camp registration. This schedule has been devised with the Office of Orientation to accommodate both MRD camp commitments as well as necessary Orientation events.

## REHEARSAL LOCATIONS

A complete schedule of locations will be available at band camp registration. The majority of rehearsals will be held at the Stadium, Music Building, and Godwin Field. The opening session will be held at Wilson Hall and the first rehearsal will take place at the Stadium and surrounding area. Section leadership will be responsible for announcing locations for each rehearsal and all members of the band are expected to be willing to adjust as rehearsal locations may be moved or adjusted due to inclement weather.

## BAND CAMP MEALS

All band members will receive a meal card to be used for meals during band camp, beginning with dinner on Sunday, August 23. Freshmen will begin to use their regular JAC cards at **dinner** on Tuesday, August 25. Upperclassmen will begin to use their regular JAC cards (if you have a JMU meal plan) at brunch on Saturday, August 29. Meal vouchers will be provided for Saturday brunch to those who do not have meal plans (and want to each Saturday brunch).

### **- SPECIAL ATTENTION -**

**If you register to come to the pre-season MRD camp, but do not show up or you leave the organization for any reason during camp or before the end of the semester, you will be billed for all camp meals – this applies to ALL members of our organization, including Alternates.**

## UNIFORM DISTRIBUTION

Each member of the MRDs will be issued a complete marching uniform during band camp. All returning members requesting their 2014 season uniform will pick this up at the Forbes Center loading dock during MRD Camp registration times on Sunday (10am-3pm). All returning members requesting a new uniform, and new members will be fitted for a uniform during or after camp – a schedule will be announced. Distribution will be held at the Forbes Center for the Performing Arts.

***Please pay special attention to the uniform return policy indicated on your contract.***

## EQUIPMENT DISTRIBUTION

James Madison University provides instruments and equipment for the following sections: Drumline, Color Guard, Mellophones, Trombones, Baritones, Tubas, and Electric Bass. Equipment distribution for Drumline and Color Guard will be scheduled by the respective coordinators. All other sections are to check-out an instrument during band camp registration, 10am-3pm at the MRD Storage Room in the Stadium. ***Please pay special attention to your equipment return policy indicated on your contract.***



# AUDITIONS

## GUARD & PERCUSSION AUDITIONS

Color Guard and Drumline membership is determined in June. Auditions are held for all interested members the last weekend of the month. Individuals who do not make the Guard or Percussion sections will have the option of joining the band on a secondary wind instrument (if they play one), or re-auditioning the following summer.

Marching spots for the Guard and Percussion sections are limited due to instrumentation and equipment.

## WW & BRASS AUDITIONS

All woodwind and brass musicians interested in being a part of the JMU Marching Royal Dukes are welcome to enroll. All wind players will have a charted spot in the pregame show. However, in order to achieve a balanced instrumentation, a select number of marching positions are charted for the halftime shows.

Auditions for halftime marching spots for all wind players will be held during the first two full days of the pre-season band camp. The audition will have two parts, consisting of a brief playing assessment and marching fundamentals:

## MUSIC AUDITIONS

- Music auditions are administered by the Section Leaders from each section.
- Music auditions are administered as a blind format (evaluators cannot see the individual(s) playing).
- Drill Instructors or other selected leadership staff will monitor the audition process.
- Each member will play excerpts from select Pregame and/or Season Music, determined by the section leadership (Fight Song, School Song, show music, etc.).
- All music will be provided to the membership during the summer, prior to the pre-season band camp/auditions.
- Music does NOT have to be memorized for the audition, and copies of the music will be provided for those who need this accommodation.
- In addition to excerpts, selected scales may be requested in order to better assess tone and range.

## MARCHING AUDITIONS

- Marching auditions are administered by the Drum Majors and Drill Instructors from each section.
- Marching auditions will be administered in small groups (5-10) from each section.
- Drum Majors will call a basic set of commands (attention, forward/backward march, slides, halt, etc.) and the Drill Instructors will evaluate each individual using a rubric provided.
- Each individual will be evaluated on their posture, visual presentation, execution of commands, and marching style.

## AUDITION RESULTS

When each section has completed the audition process, Section Leadership will total the marching and music scores and create a ranked list. This list is submitted to the MRD staff in order to create marching assignments for the halftime show. Please see the [Alternate Information page](#) in this handbook for additional details about this process.

# ALTERNATE PAIRING INFORMATION

The Alternate System is an integral part of the MRD program. Prior to band camp, a predetermined number of marchers will be established for each wind section. This will be adhered to for halftime drill-writing purposes and will be primarily determined by a balanced instrumentation and equipment availability.

***In order to ensure an effective system, the following process has been established:***

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- 1.) Initial alternate assignments will be determined through an audition processes during the pre-season band camp in August. Marching spots and alternate positions will be assigned the following day.
- 2.) Each section will carry a pre-determined number of alternate positions. Following auditions, all section leadership teams will rank the individuals who auditioned and submit this list to the MRD staff.
- 3.) The band staff will review the list and create pairs of alternates, assigning two to each alternate drill spot. *Example: If the Trumpets have 4 alternate drill spots, the staff will select 8 individuals to share those positions as Alternates.*
- 4.) Each Alternate pair will share their assigned drill spot for the entire season.
- 5.) The Alternate Pair will be assigned to march either Halftime or Postgame at each home game.
- 6.) The leadership team from each section will be responsible for managing and organizing the alternate system in their section.
- 7.) Alternates are considered to be active members of the Marching Royal Dukes and will attend all rehearsals and perform at all home pre-game performances.

## SECTION EVALUATIONS

In order to better assess the preparation and progress of our members, an evaluation system will be implemented for the 2013 season. On a weekly basis, the MRD staff will visit each wind section in the band to evaluate the members.

***In order to ensure an effective system, the following process has been established:***

1. A schedule will be established each week to evaluate the wind sections on Tuesdays, Wednesdays, and Thursdays.
2. The staff will visit each section while the section leaders run the show tunes or other season music as determined by the staff.
3. As the section plays through the music, the staff members will evaluate each individual.
4. Individuals who do not demonstrate appropriate preparation and/or performance of the selected music will be identified and their names recorded on the evaluation roster.
5. All individuals who are identified as not meeting program expectations will be responsible for addressing these issues outside of rehearsal time (working with section leadership if so desired), and will be required to attend an extra rehearsal during sectional time on the following Monday.  
***NOTE: If there is a schedule conflict with the Monday session, an individual meeting will be set up with the staff.***
6. **THREE STRIKES:** Individuals who are selected three times to attend the extra rehearsal sessions will receive a reduction of one full letter grade for the semester. Each extra rehearsal session beyond the third will also result in an additional letter grade reduction.

# UNIVERSITY EQUIPMENT

University equipment is provided to the following sections\*:

- Percussion/Color Guard
- Mellophones (Yamaha YMP204M)\*\*\*
- Trombones (Yamaha YSL447G)\*\*\*
- Baritones (Yamaha YBH301M)\*\*\*
- Tubas (Yamaha YSH411)\*\*\*/Electric Bass\*

\*All university equipment is available to members of those sections at no charge.

\*\* The Electric Bass player(s) may choose to use his/her own equipment.

\*\*\* Individuals playing university-owned instruments (above) must provide their own mouthpiece.

## INSTRUMENT/EQUIPMENT DISTRIBUTION:

**WHO:** Brass, Electric Bass

**WHERE:** Stadium Storage Room

**WHEN:** MRD Registration – 10am-3pm

**WHO:** Drumline/Guard

**WHERE:** Stadium Storage Room

**WHEN:** First rehearsal (6pm)

University instruments and all accessories are the property of James Madison University and therefore the Commonwealth of Virginia. If your instrument and/or necessary accessories are not returned on the date(s) set for instrument turn-in, you will receive a failing grade for MUAP 237 and you will be billed for the cost of replacing the instrument and/or those parts that are missing. **Any university equipment in need of repair during the season will be immediately taken to a local music store. The cost of said repairs will be the responsibility of the student in possession of that instrument, and will be charged to his/her student account.**

Please note that the MRD season will conclude at the end of the fall semester, or after our final performance (which may be after the end of the semester). Information concerning instrument return will be announced during the final week of rehearsals and posted on the MRD website.

These instruments are the property of the Commonwealth of Virginia, and should be treated with the utmost care and respect.

While in your possession, you are responsible for the care and upkeep of the instrument until it is turned in at the end of the season.

Weekly maintenance is required of all instruments:

- Valves oiled
- Slides greased
- Lacquer cleaned with a cloth (removing dirt/fingerprints)
- Valve caps and tops tightened

***NOTE: Any damage or repairs needed must be reported to the directors and MRD Logistics staff immediately.***

**The instruments must remain IN THE CASE whenever not in use.**

## INSTRUMENT CARE DURING REHEARSALS

- 1.) Instruments should be placed in an organized fashion along the sideline when not being used (ex. *drill repetition without horns*).
- 2.) Instruments are never to be rested on the bell, but rather, on the side.
- 3.) If the instrument is to be placed on a hard surface or cement, a towel must be used on which to set the instrument.

## CASES

- 1.) Instruments should remain in their cases at all times, unless during rehearsal.
- 2.) Instrument cases should be treated with the same level of care and respect as the instruments themselves.
- 3.) Please make every effort to keep the case in good condition.
- 4.) After the horn is removed from the case, please make sure the case remains closed, and is placed out of the way of foot traffic.

**IN CASE OF RAIN, please make sure cases are not left outside and are placed in or around the MRD storage room or in a covered area.**

## DAMAGE & REPAIR POLICY

If your instrument is damaged and/or in need of repair during the season:

1. This must be reported to one of the Directors immediately.
2. The instrument will be given to a member of the MRD Logistics Crew and a temporary replacement will be issued until the instrument has been repaired.
3. The instrument will be sent to Shen Valley Band for repair.
4. The cost of the repair will be charged to the student account

**If an instrument receives damage that is minor or only cosmetic, the instrument will be repaired at the end of the season. The cost of the repair will be charged to the student account.**

## PEP BAND INSTRUMENT POLICY

If you are a member of the JMU Pep Band and will continue to use your JMU instrument, you still need to return the instrument in at the end of the MRD season and then complete another instrument contract for the spring semester.

The same procedures (above) apply during Pep Band until the horn is returned at the end of the basketball season.

# MRD UNIFORMS

*“The uniform makes for brotherhood, when universally adopted it covers up all differences of class and country.”*

*- Sir Robert Baden-Powell*

*(British military scholar, founder of the Boy Scouts)*

**Uniform:** 1. Not varying in form, rate, degree, etc.; 2. like others of the same class; 3. distinctive clothes of a particular group, such as soldiers.

**UNIFORMS:** During performances (anytime the uniform is on – including Eagle warm-up, pre-game, post-game, etc.), the following rules apply:

- 1.) **All MRD’s are to wear the official MRD T-Shirt underneath their uniform.**
- 2.) If individuals do not have on their MRD T-Shirt, Section Leaders/Staff will instruct individuals to put/keep their jackets on.
- 3.) In cooler weather, students are to wear BLACK undergarments. If long sleeve – the MRD T-Shirt is to be worn over the long-sleeve shirt.
- 4.) If/when jackets are removed, the bibbers are to remain completely zipped. **If jackets are removed (for excessive heat only), this will be done as an ensemble. Either all jackets will be off, or no jackets will be off – percussion included.**
- 5.) If jackets are removed, they should be folded neatly, and placed on the seat/bench with the white section/JMU logo facing up. When hats are removed, the plume should be removed and placed in the bucket, and the hat placed on top of the jacket.
- 6.) All individuals are to wear the official MRD baseball cap. **NO OTHER HEADWEAR WILL BE PERMITTED IN THE STANDS.**
- 7.) In cold weather, all members should wear the black MRD headband (provided). Knit caps will not be permitted.
- 8.) **SUNGLASSES ARE NOT PERMITTED** during performances.
- 9.) Game day **BUTTONS** will be limited to ONE, for that weekends’ game. Multiple buttons will not be permitted and should be removed prior to performance.

**RAIN COATS** will be distributed in August during band camp. Each individual will be assigned a specific raincoat and this information will be recorded on the uniform contract. Raincoats will be marked with your name, collected by the section, and stored in bins at the stadium. If rain is predicted, distribution will occur at the game day rehearsal.

**If it does rain during a performance**, the jackets are to be kept hung to dry. They will be re-collected at the next TUESDAY rehearsal. Section leadership will be responsible for coordinating this.

## OTHER UNIFORM REGULATIONS:

- NO face paint (other than JMU temporary tattoos)
- No excessive jewelry (earrings)
- No hair is to be visible below the front and back hat line (all hair must be put up, inside the hat – this includes males/females with long hair)
- ABSOLUTELY NO artificial hair dye (will run onto uniforms if rain)
- No streamers/pompoms/paraphernalia visible outside the uniform – if students would like to use this in the stands, it should be delivered to the stadium BEFORE MRD warm up.

## CLEANING AND CARE . . .

Please review the following information carefully as it addresses the preventative maintenance and care of your NEW uniform.

Probably the most detrimental agent to band uniform fabric and fiber is perspiration. Second only to perspiration are dirt and grime particles that can become embed into the material and do permanent harm to the dye and fibers, causing a discoloration and permanent damage.

The following information is provided by the **DeMoulin Uniform Company** to help you in maintaining your uniforms in tip-top condition.

### DRY CLEANING

- Read and understand the complete user care responsibilities contained herein and on the care label inside each uniform garment piece.
- Examine the uniform garment after each use for soiling, stains, etc.
- Abnormally stained uniform garments should be cleaned as soon as possible after the staining occurs by the approved professional dry cleaner. **Do not wash the uniform** – Professional dry clean only.
- **Do not hand clean in any manner** – professional dry clean only.
- Do not contact uniform garment with:
  - antistatic treatment,
  - water/oil proofers,
  - spot cleaning chemicals,
  - other topical chemicals such as: bleaches, spray deodorants, perfumes, brighteners, facial makeup, etc.
- **Do not store uniform garment wet. Hang the garment in an open space (no closet, or between other garments) and not in its garment bag until it is thoroughly dry.**
- The garment should not be heated – do not tumble dry, iron, or blow dry any part of the uniform. Hang properly and allow to air dry at ambient conditions. Follow-up promptly after air drying with requisite dry cleaning and/or pressing.

- **Do not attempt to hand clean.**
- Do not store stained uniform garment for long periods of time such as at the end of the current band use season until the next band use season.
- **Time tends to set stains.**
- Examine the uniform garment before dry cleaning and identify location and type of stain (if possible) to the dry cleaner on delivery of the garment for cleaning.
- Examine uniform garments at the dry cleaners after cleaning to determine whether or not the identified stains have been removed or if staining has occurred on dry cleaning and/or pressing.
- **Follow up undesirable variances immediately.**
- Do not hand press for touch up. Professional press only.
- Any unsatisfactory conditions found after all of the above have been followed up rigorously should be referred to the uniform garment manufacturer first.

## **SHAKOS**

Shako care is equally important in retaining the appearance and life of your uniforms. Below are some helpful tips on maintaining the life your shako.

- Brush lightly to remove loose dirt and grime.
- If dirty, you may brush the vinyl sections gently with luke-warm water and a washcloth. This should remove dirt and grime.
- **DO NOT USE BLEACH**
- **DO NOT IMMERSE IN WATER.** Wash by hand.
- Be sure to dry in the shade or in a very dry place inside. Do not dry out in the sun, as the fabric can fade and experience color migration.

**Never wear plumes in the rain.** Plume colors will run, as dye on the feather plumes will bleed when wet. Remember, your shakos are as much a part of your uniform as the coats and trousers. Proper maintenance and upkeep will retain their appearance and extend their life.

## **STORAGE**

Storing your uniforms when not being worn is an integral part of caring for and preserving your uniform. The following points should be considered before storing your uniform:

**Use your Garment Bag** - This is an excellent way to protect your uniform from inclement weather, dust, and other potentially damaging contents/conditions. However, do not store your uniform in its garment bag immediately after use. Even if it doesn't "feel" damp – perspiration still exists and should completely dry before closing the garment bag.

**Make sure the uniform is completely dry** – This prevents moisture retention and mildew, which can rot and destroy the fabric.

**Ample Space** - Plenty of space prevents wrinkling and allows moisture to escape from your uniforms. Do not store your uniform in your closet squeezed between the rest of your clothes.

**Use your hat box** – always use your hat box to store your hat. DO NOT throw your hat inside your garment bag (especially with the plume still on). And again, just as with the jacket, do not CLOSE the hat box (just like the garment bag) until the shako is completely dry.

## **SUGGESTIONS FOR TRIPS**

- Do not wear the uniforms over jeans, coats, or other outer garments, either on the bus or during a performance. This causes undue stress and strain to the uniform seams, buttons and zippers.
- Use shako bags if at all possible for carrying and storing shakos.
- Always hang your uniform properly during your trip in order that they can dry out and the moisture can escape from them. It is very doubtful that your uniforms will be dry-cleaned during your trip, so make sure that every precaution is taken to keep them clean and dry.
- When returning home from an active trip with many performances, have your uniforms dry-cleaned. They will have absorbed much perspiration inside and probably received much wear outside.

## **REVIEW OF GENERAL CARE AND TIPS FOR YOUR NEW UNIFORMS**

- Always hang up uniforms after a performance.
- Repair your uniforms and have any stains removed from them as soon as possible.
- Never wear plumes in the rain!
- Protect your uniforms from Mother Nature by the use of garment bags, rainwear, and proper storage.
- Always hang up your uniforms in a dry place to allow moisture to escape properly.
- Never wear coats, jeans, or other outer garments under your uniforms.
- Dry-clean frequently to remove moisture, perspiration, and dirt.
- Use a reputable, professional dry-cleaner.
- Never dry-clean overlays or shakos made of vinyl or having any vinyl trim.



## UNIFORM DISTRIBUTION & RETURN

All MRD members will receive a uniform and accessories during MRD Band Camp in August. The items issued are listed below (and may vary by section (Guard, Dukettes, Front Ensemble, etc.)). Each member should pay close attention to the uniform contract received at uniform distribution and listen for announcements during the season pertaining uniform care and cleaning.

The MRD uniform inventory is kept in the marching band storage room in the basement of Garber Hall. Complete records for each member are kept each season on a database managed by the Uniform Manager(s). In addition to the required uniform items, this record will include any additional “parts” issued on game days or trips for those who forget or lose uniform items. A complete list of prices follows:

<b>Jacket</b>	<b>\$207.00</b>
<b>Bibbers</b>	<b>\$76.00</b>
<b>Shako</b>	<b>\$51.00</b>
<b>Plume</b>	<b>\$12.00</b>
<b>Raincoat</b>	<b>\$68.00</b>
<b>Garment Bag</b>	<b>\$8.75</b>
<b>Guard Uniform</b>	<b>\$172.00</b> ( <i>unitard</i> )
<b>Guard Uniform</b>	<b>\$161.00</b> ( <i>tunic</i> )

**Each member will be responsible for keeping and maintaining their own uniform and all parts.** The **Uniform Manager(s)** should be contacted with any questions or concerns regarding uniforms during the season – including loss or misplacement of parts, damage or stains, or maintenance and upkeep. The Uniform Manager(s) will be available during all game days to address any uniform issues prior to a performance. Missing items can be replaced in exchange for a JAC Card or ID, and will be charged to your student account if permanently lost.

### **!!!PLEASE PAY SPECIAL ATTENTION TO THE FOLLOWING INFORMATION!!!**

The MRD uniform and all parts are the property of James Madison University and therefore the Commonwealth of Virginia. If your uniform and/or necessary parts (listed above) are not returned (in good condition) on the date(s) set for uniform turn-in, you will receive a failing grade for MUAP 237 and a hold will be placed on your student account your account until the uniform is properly returned to the JMU Band Office. In addition, you will be billed for the cost of replacing the uniform and/or those parts that are damaged/missing. Information concerning uniform return will be announced during the final week of rehearsals and at the last performance, as well as posted on the MRD website for reference. Uniform return details can also be obtained by contacting the Uniform Manager(s) or the Band Office.

**IMPORTANT!! YOU MUST TURN IN THE RAIN COAT THAT YOU ARE ISSUED. THE RAINCOATS ARE NUMBERED AND THIS NUMBER IS RECORDED ON YOUR UNIFORM CONTRACT. AT UNIFORM DISTRIBUTION, EACH MEMBER WILL BE ISSUED A RAINCOAT AND YOUR NAME WILL BE PLACED INSIDE THE JACKET (WITH MASKING TAPE). IF YOU DO NOT RETURN THE SAME RAINCOAT THAT WAS ORIGINALLY CHECKED OUT TO YOU, YOU WILL BE CHARGED A REPLACEMENT FEE OF \$68.00 AS INDICATED ABOVE.**

# ADDITIONAL SEASON INFORMATION

## SIGNING UP FOR MUAP 237

ALL members of the Marching Royal Dukes must be registered for MUAP 237. The university deadline for registering for fall classes is Tuesday, **September 9, 2015**. **However, all MRD members are expected to be registered for MUAP237 PRIOR to the first regular season rehearsal – TUESDAY, September 1, 2015.**

In the case of a scheduling conflict, an override may be obtained by visiting the MRD website (see below).

## COURSE OVERRIDE

If you have a class conflict or a course that overlaps the MRD rehearsal times, you must complete an OVERRIDE FORM (available on the MRD website) and submit this to the Registrar's Office in order to register for the course.

**[www.jmu.edu/mrd/downloads.shtml](http://www.jmu.edu/mrd/downloads.shtml)**

1. Download and Print the override form.
2. The form is partially completed with the necessary course information and director signature. Please insert your information to complete the form.
3. Turn the form into the Registrar's Office.
4. They will process the form (usually within 48-hours) and allow you to register for MUAP237.

## E-MAIL, TEXT MESSAGES, & WEBSITE

**You will receive daily e-mails with schedule updates and important announcements.** Please check your e-mail daily. If you are not receiving regular e-mails, please contact Mr. Ridders immediately: riddersd@jmu.edu or 540.568.6033.

In addition to e-mail, you will receive group text messages (Remind101) with rehearsal reminders, changes in schedule/location, weather-related updates, etc. You can find additional information about this system by visiting the Remind101 instruction page located toward the beginning of this handbook.

**Make sure to check in with the MRD website: [www.jmu.edu/mrd](http://www.jmu.edu/mrd)**

This is an excellent resource for program information, itineraries, downloads, music samples, drill charts and coordinate sheets, etc.

## SEASON RECORDINGS

Each year the Marching Royal Dukes record our season music and other selections for our annual CD. Recordings of the MRDs' recent seasons can be purchased at the JMU Bookstore and are released in August. In addition, an archive of past recordings (dating back to the late 80's) can be accessed on the MRD website or the JMU Music Library, located in the basement of the Music Building.

# MRD REHEARSALS

*“There is a fine line between being consistent and being repetitive.”*

*- John C. Maxwell*

## SCHEDULE

*The following daily rehearsal schedule will be used unless otherwise directed – check daily e-mails and the MRD Hotline for updates:*

<b>5:30pm</b>	Logistics Crew/Staff/Drum Majors report to the E-gate entrance to the stadium
<b>5:45pm</b>	Drumline begins warm-up Pit and Pit Crew report Tubas report ALL Section Leaders report
<b>6:00pm</b>	Sectionals Attendance taken – return attendance binders to center podium
<b>6:20pm</b>	Concert Arcs or Fundamentals Block Music Rehearsal
<b>6:40pm</b>	Drill/Marching Rehearsal
<b>7:15pm</b>	Continuity/Run-Through
<b>7:25pm</b>	Huddle
<b>7:30pm</b>	Dismissal

### **ATTENDANCE PROCESS: Attendance is taken each day at 6:00pm.**

- If you are not present at 6pm (regardless of whether you have a Class Conflict form or attendance form submitted), you will be marked absent.
- **If you arrive late** (regardless of whether you have a Class Conflict form or attendance form submitted), you **MUST** use the attendance book at the main podium to sign immediately. Please do this immediately, before joining your section or getting your instrument/equipment out.
- **If you leave early** (regardless of whether you have a Class Conflict form or Attendance form submitted), you must sign out using the attendance book at the main podium prior to your departure.
- **If you are absent or tardy** you must submit an absence form (online) within 24 hours (prior to or after the absence).
- **IF YOU SUBMIT AN ATTENDANCE FORM** you will receive a response via e-mail confirming whether or not your absence/tardy request has been approved.
- Attendance records that are not accounted for (via an attendance form) will be automatically considered unexcused.

**E-MAIL / TEXT / WEBSITE:** Remember to check your MRD e-mails/text messages daily for important updates about rehearsal locations and other program details. Also, utilize the MRD website and MUAP 237 Canvas site for program documents, updated schedules, including rehearsal times, locations, etc. Any changes to our daily rehearsal schedule or rehearsal location will be updated via text message.

## **MONDAY SECTIONALS**

MRD Sectionals will be held each Monday. Sectionals are an essential part of our rehearsal schedule, as we must focus on full music rehearsal, learning drill, and continuity during Tuesday-Friday rehearsals. Sectionals will address music and marching, memorization, and other organizational issues in preparation for our performances. It is expected that all members attend all sectionals unless a course conflict exists.

**MONDAY SECTIONAL LOCATIONS:** If weather permits, it is recommended that all MRD sectionals be held outside. However, please be sensitive to classes in session if rehearsing near an academic building. Indoor sectional locations will be established during band camp, but cannot be guaranteed during the season. Due to a shortage of indoor space, sectionals may be held in: Music Building, Wilson Hall, Anthony-Seeger Auditorium, Forbes Room 1115, or Memorial Hall. In case of changes to these locations, please be cooperative and willing to relocate.

## **ADDITIONAL SECTIONALS**

All sections can hold additional sectionals if/as needed, in order to prepare music and marching for performances. The appointed Section Leader(s) will be responsible for scheduling such meetings with concern for the members' schedules and academic commitments.

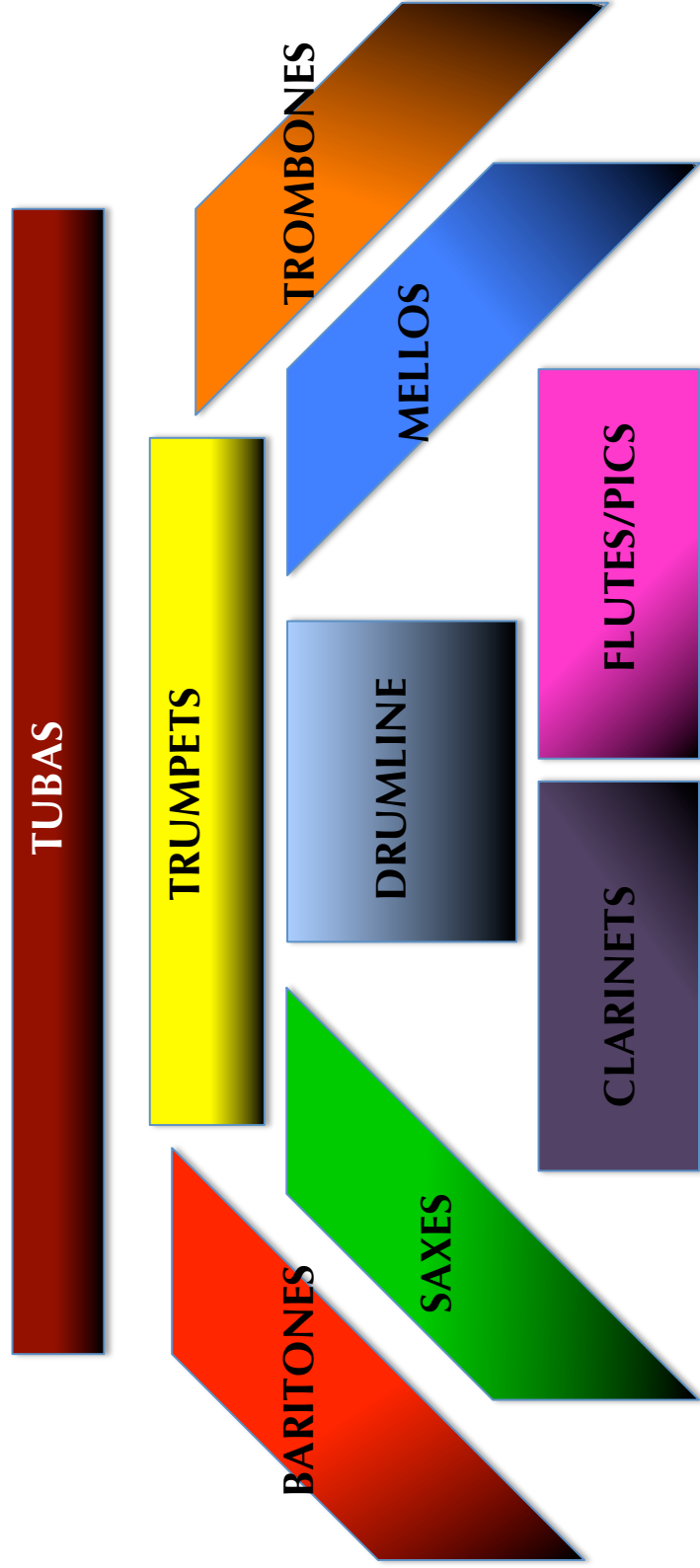
## **SECTIONAL LOCATIONS**

Sectional locations are to be determined by the Section Leadership and are dependent upon facility/space availability. All outdoor sectionals can be held on Hillside Field, Bridgeforth Stadium, Godwin Field, or areas adjacent to the Music Building including the courtyard (by Cleveland Hall) and Duke Sculpture Garden (be aware of the construction). It is absolutely necessary to be aware of the areas near academic buildings as classes may be in session. In case of inclement weather, rehearsal locations will be assigned in the Music Building, Anthony-Seeger Auditorium, Wilson Hall, Forbes Center Room 1115, and/or Memorial Hall. Please check your e-mail, text messages, and the MRD website for updates

**RESPECT YOUR CAMPUS – PLEASE MAKE SURE TO CLEAN ALL REHEARSAL AREAS AFTER YOU ARE DONE USING THEM. PICK UP ALL OF YOUR PERSONAL BELONGINGS, AND THOSE LEFT BY OTHERS, TO LEAVE THE REHEARSAL SPACE IN BETTER SHAPE THAN YOU FOUND IT. THIS APPLIES TO BOTH INDOOR AND OUTDOOR SPACES.**

# CONCERT ARCS – OPTION A

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# MARCHING TERMINOLOGY

**Adjusted Step:** movement from one set to another during which all marchers are taking a different size step to reach their position(s) in the prescribed number of counts.

**Backward Marching** (drag step): This step is executed using a straight leg technique where the toes will maintain contact with the ground creating a dragging effect and adding balance and stability. The initial step will take the marcher up and back and both feet will be on the platform. The upper body and horn angle remains steady and does not bounce up and down. Backward march steps always feel bigger than they are.

**Bottom of the Numbers:** Yard line numbers on college fields are placed on the 50, 40s, 30s, 20s, and 10s, with the bottom of the numbers being 12 steps (270", 7.5 yards) from the sidelines.

**Cover/Dress:** Terms concerning line alignment: Cover deals with front to back. Dress deals with side to side.

**Forward Marching:** This step is executed using a straight leg technique where the body will move forward and the attack will be with the heel. The initial step will create movement from the bottom block and create equal weight between the two legs.

**Halt:** Halts will be executed on the right foot. The right foot will plant using a point step and the left foot will snap forward to rest against the right, heels and toes touching and parallel.

**Hash Marks:** College hash marks are located 32 steps from the sidelines. There are 20 steps between hash marks in the middle of the field. Referred to as front and back hash marks with relation to the concert side of field.

**Horn Positions:** You will encounter many horn positions during your marching tenure at JMU – they are:

**Horns Carry:** Horns are by the side in preparation for movement.

**Horns Front:** Horns in position at attention before performance position.

**Horns Up:** Horns are in performance position.

**Horns to the Box:** Horns are raised to the pressbox.

**Platform:** Term used to describe the front triangle of your foot created by your toes and the ball of your foot.

**Plecker Side/Student Side:** Referring to the two sides of the 50-yard line.

**80/20:** Term used to describe the balance of weight while standing still: 80% on your platform, 20% on your heel.

**Plus one / minus one:** When running drill, this technique will help the individual connect the previous move (minus one) or the upcoming move (plus one) in order to practice transitions.

**Point Step:** Term used to describe a stop or transition step.

**Set:** Shortened command for "attention." When called (usually during marching/drill rehearsal), this instructs all marchers to assume the "attention" position. If during fundamental block/rehearsal, the

horns will be in front and will be raised by the command of the director/staff. If “set” is called during drill rehearsal/run through, the horn position will be dictated by the drill move or part of tune.

**Slide:** Term to describe the movement where the feet and lower body face the direction of the next position while the upper body and horn remain parallel to the sideline. Forward slides are used when moving to any position within the 180 degrees in front of you. Backward slide is used when moving to any position within the 180 degrees behind you. Terms used to teach slide include:

**Step Size:** You will encounter many different step sizes during your learning and performance. We study and learn 4 specific step sizes:

16 to 5: 11.25” step size, 16 steps fill 5 yards

12 to 5: 15” step size, 12 steps fill 5 yards

8 to 5: 22,5” step, 8 steps fill 5 yards

6 to 5: 30” step, 6 steps fill 5 yards

**POSTURE:** Proper posture does not just affect the look of our ensemble, but also the sound. When addressing posture, make sure that 1.) feet are together, 2.) torso is extended, 3.) shoulders are relaxed and rolled back slightly, 4.) chin is elevated and eyes are looking just above the horizon.

**UPPER BODY POSTURE:** Think of a string being attached beneath your chin and that it is slightly being pulled up from above.

1.) Have your section take the “deepest breath they can” and hold it.

2.) Then, have them fill up more (feeling their torso expanding – don’t get tight shoulders) and hold it.

3.) After holding briefly, have them exhale but keep their upper body/torso in the same position.

4.) THIS is how their upper body posture should be at all times.

**HORNS FRONT (not playing):** Each section should have a uniform position for the instruments when carried in front (attention). **Directional Brass** should all carry horns away from the body with the mouthpiece at eye level. **Saxophones** should carry instruments away from the body and parallel to the ground. **Flutes** and **Clarinets** should determine a uniform carriage and **Sousaphones** should determine a uniform position for the right hand and arm.

**HORNS UP (playing):** All **Directional Brass** should hold instruments 10-degrees above parallel and arms at a 45-degree angle. **Flutes** should have their instruments parallel to the ground. **Clarinets** should position their instruments at a 45-degree angle away from the body and **Saxophones** should allow the instruments to fall comfortably with the neck strap – but slightly way from the body. Tubas should keep bells parallel to the sideline at all times (unless otherwise directed).

**SLIDES:** Always use the “push/pull” approach. When sliding, individuals must pull with the elbow in the direction of travel, and push with the shoulder/elbow of the opposite arm. This will create a much more effective slide and parallel plane for the upper body.

**BOX DRILL:** This exercise can be done in several count structures, but should always be done using forward and backward marching, and slides. It is recommended that the box drill be implemented in music rehearsals (especially with the fight song).

**ADJUSTED STEP:** This term refers to a marching sequence that involves a changing step size every five yards. It is recommended that sections practice marching 6, 8, 12, and 16-to-5. Create exercises that utilize different intervals. This will help individuals develop a better understanding of step sizes and the ability to change step size when necessary during a show.

**8-to-5 GUIDING:** Incorporate guiding exercises both with and without the yard lines. All sections must be able to march an 8-to-5 step with little reliance upon the yard lines. If learning to march without lines, set the line(s) on the hash marks, sidelines, or numbers and march up and down the field – using peripheral vision to guide the formation.

**CLOSING:** When closing a drill move that continues on to another set, take all counts to arrive. When closing a drill move that is followed by a hold, arrive in your spot the count before and close on the final.

**For example:** In a 32-count move, you will arrive in your spot with the point of your left foot (toe) on count 31 and close with the right foot on count 32. This should eliminate extra movement after the end of a move. Also, your left foot will plan in either 1. The direction of the next move, or 2. In front to close.

**DEVELOPING MUSCLE MEMORY:** While we try to spend quality time “practicing” our marching fundamentals, the reality is that we will not be able to perform these techniques effectively until our muscles are trained properly. It isn’t so much a matter of practicing slides, but rather doing them more often. To develop horn angles, we cannot just remind ourselves about them before a performance, but rather, we must consistently work on them during our rehearsals. Drill Instructors and Section Leaders can help members of the band develop the necessary muscle memory by implementing marching/visual concepts in the daily rehearsals:

- Practice music in a slide position (make sure to do both left and right slide). Make an effort to do this at least once during a warm-up or rehearsal.
- Create exercises that will include both physical and musical warm up.
- Incorporate calf raises with air exercises.
- Implement a box drill during breathing exercises or scales.
- Implement marching on the toes (forward and backward) to build muscle strength and control.



# GAME DAYS

**GAME DAY REHEARSAL:** There will be a rehearsal at Bridgeforth Stadium the morning of each game day, unless otherwise announced.

- Rehearsal is usually held between 8AM and 11AM. Times will be announced at the preceding Friday rehearsal, as they will vary depending upon stadium availability.
- All members must wear the MRD T-shirt and warm-up pants to this rehearsal.

**GAME DAY REHEARSAL ATTENDANCE:** Each individual is responsible for managing his/her own attendance. The following process has been specifically designed for game day rehearsals:

1. Attendance is taken by the section leadership at the beginning of each game day rehearsal.
2. Individuals who are late to morning rehearsal should report immediately to the director.
  - a. You will not march pre-game
  - b. Your grade will be lowered by one (1) letter.
3. Individuals who miss a morning rehearsal should report immediately to the director before pre-game warm-up at Eagle courtyard.
  - a. You will not march during the performance
  - b. You will lose your marching spot, and have to challenge back into a spot at the next challenge opportunity.
  - c. Your grade will be lowered by two (2) letters.

**PERSONAL BELONGINGS:** All personal belongings (cases, backpacks, clothing, etc.) must be delivered to the band seats in the stadium before our pre-game warm-up. In order to enter the stadium prior to the game, you must be in uniform when entering the stadium (Entrance B). **Note:** “personal belongings” includes section raincoats and flip folders.

**LOST AND FOUND:** If items are left at the stadium following a game or rehearsal, only MRD items (instruments, raincoats, uniform parts, equipment, etc.) will be kept by the band staff. All other personal items (bags, wallets, cell phones, etc.) will be turned into Campus Police. Individuals who think they may have left personal property at the stadium should check with the campus lost and found.

**PRE-GAME REPORT TIME:** ALL members are to report to the Eagle Hall courtyard 90-minutes prior to kick-off, unless otherwise instructed. Each member is to report in **full uniform** with instrument and/or equipment.

**UNIFORM:** Each member is to report to the pre-game warm-up in **full uniform**. Failure to do so will result in removal from the pre-game performance. All uniform issues must be addressed immediately with the Uniform Manager(s) on site. A full uniform includes:

- Jacket on, fully zipped
- Hat and plume
- Black socks and shoes
- MRD T-shirt
- MRD baseball cap
- White gloves (winds only)

**PRE-GAME WARM-UP:** Each warm-up will begin in sectionals at the Eagle Hall courtyard. Drum Majors will call the band together for a full ensemble warm-up prior to our march to the stadium. The MRD warm-up will consist of:

- Uniform inspection – all uniform issues must be addressed immediately with the Uniform Manager(s)
- Sectional warm-up/review of music
- Tuning
- Full band warm-up
- Pre-game concert in Eagle courtyard. **THIS IS A PERFORMANCE!!** Many parents, alumni, and friends will be at this pre-game session to hear us perform show music and join our parade to the stadium.

**PRE-GAME TAILGATE PERFORMANCE & STADIUM ENTRANCE:** Immediately following the warm-up session, we will line up and parade to the Godwin parking lot to perform at the Duke Club tailgate tent. After this brief performance, we will move into the stadium. When moving around the stadium, all sections must be uniform in marching style and horn carriage. Drill Instructors are responsible for determining appropriate horn carriage.

***Note: Once we have entered the stadium, there can be no physical contact with the players (Dukes or opposing team) and there is to be no negative interaction with the opposing team, fans, or the game officials. If there is a problem involving a marching band member and an opposing team player or game official, they will be removed from the stadium and be made an alternate. EACH MEMBER OF THE MARCHING ROYAL DUKES IS EXPECTED TO BE A POSITIVE ROLE MODEL FOR DUKES FANS, AND WILL DEMONSTRATE THIS AT ALL TIMES.***

**DURING THE GAME:** The Marching Royal Dukes are performing at all times when in uniform at Bridgeforth Stadium – whether we are waiting for pre-game, performing at Halftime, or in the stands. One of our most important roles is that of Dukes fans in the stands, and our contributions to the exciting atmosphere of JMU Football is integral to their success. In the stands:

- Each section is to stay in their assigned areas
- Only MRDs are allowed in the reserved band seating
- Pay attention to Section Leaders and Drum Majors for playing instructions
- WATCH (and respond to) THE GAME!
- When playing, ALL members must stand – we should all be standing anyway!
- Jackets are either completely buttoned or completely off – all sections must be uniform
- Pants are to be completely zipped with the suspenders on at all times
- MRD T-shirts must be worn if jackets are off – otherwise, you must keep your jacket on
- The only headgear to be worn, other than your shako, is the MRD baseball cap
- Cooperate with the Drum Majors, student leaders, band staff, and cheerleaders
- Support the Dukes and BE POSITIVE AND ENTHUSIASTIC!

***Note: You are not to leave the stands during the game (unless with the permission of a Section Leader or staff member) – please plan accordingly.***

## PLAYING IN THE STANDS

Always make sure your section members have the appropriate flip folders.

### **We will always have the following up:**

- 1.) *Defensive/Offensive Short*
- 2.) *Drum Cheer*
- 3.) *Long Tune (if/when applicable)*
- 4.) *Fight Song/Short or Long (depending on game play)*

Be prepared to have your section ready to play at all times during the game. Be standing and with horns up during the play previous to break – and be standing and ready to play by 10 seconds on the clock at the end of the quarter. Tubas and Drum Line, plan accordingly.

***IN CASE OF A TOUCH DOWN WHILE THE BAND IS MOVING FROM THE STANDS OR IN THE ENDZONE ALREADY, plan to play the fight song and be watching for the drum majors/directors for instruction. Also, listen for the drumline/roll-off.***

**VIDEO BOARD REMINDER:** It is likely that JMU Athletics will continue to develop their use of the video board for marketing with enhanced in-game advertisements and video spots. The staff will be in constant contact with the media/marketing folks (via radio), and will communicate sequences/requests to the drum majors/band. Our playing opportunities will continue to be organized and somewhat scripted. As leadership, please remind your sections that we are **PART** of the game day experience and to be aware of other announcements/commercials/video that are occurring on the video board, as well as respond positively to requests made by the Athletic Officials.

**3<sup>rd</sup> QUARTER BREAK:** There is **NO 3<sup>rd</sup> Quarter Break for the band**. Students are expected to return to the stands immediately following our half time performance. It is expected that we are ready to play by the start of the 3<sup>rd</sup> quarter (or as soon as we are back in the stands).

**Section Leaders and MRD Staff will be responsible for monitoring the stands and regulating when members leave the stands.**

**ALL INDIVIDUALS WHO NEED TO LEAVE THE STANDS at any time during the game, will need to check in with section leadership.** Sections should devise a plan for their section members to check-in and check-out during the game:

1. All members must check-out with leadership during the game.
2. There should be no more than 2-5 members. The leadership team is responsible for managing/regulating this in order to keep focus in the stands during the second half

**Note:** *If liquid or food is a concern during this time, it is recommended that the SL or other section members organize a system where individuals provide snacks for their section at each game.*

## MEALS DURING GAMES

Depending on game time and the daily schedule, we may choose to provide food for the band during select games. The Leadership Team and staff should help organize the distribution of the boxed (bagged) lunches/dinners as well as help manage the trash/waste removal following the meal.

- Be aware of the distribution process (Game Day crew will manage). In most cases, the food will be located underneath the endzone stands, behind the band seats.
- Help organize your section when it is their time to get food.
- Make sure members of your section are still engaged with the game even when eating – no entire section should be sitting and eating at the same time.
- Help collect and discard trash/waste after your section is done eating.

## GAME DAY RESPONSIBILITIES – Post Game

- 1.) There is to be absolutely **NO CHARGING THE FIELD** by band members at home or away games. Support the team by performing with the band! ***If a band member participates in this activity (no matter what circumstances are), they will be removed from the game and from their permanent marching assignment.***
- 2.) When instructed to exit the stands (by the Drum Major(s) or Director(s)), make sure that your ENTIRE section is mobilized and reports to the sideline.
- 3.) Following the game, and before our Post Game entrance, please make sure to organize your section(s) in order to establish a professional/uniform field entrance. Be prepared to wait for the go-ahead from Athletics before entering the field.
- 4.) Following our Post Game performance, please help the group move to the huddle. During the huddle, it is imperative that all leadership and staff members encourage and demonstrate respect for this tradition and focus for the announcements that are made. Please consider this to be part of the post game performance.
- 5.) After dismissal, assist with clearing the field and cleaning the stands/band area. **WE ARE TO LEAVE OUR STANDS IN BETTER SHAPE THAN THEY WERE WHEN WE ARRIVED.**
- 6.) Make sure your section's raincoats (if used) and flip folders are returned to the storage room or another location if so determined.
- 7.) If your section uses the stadium storage room – coordinate with staff and the Logistics Crew to organize a system of storing instruments/equipment as well as determine an entrance/exit path. **NOBODY SHOULD LEAVE THIS AREAS UNTIL EVERYTHING IS PUT AWAY.** It is recommended that sections designate at least one SL/DI to remain at stadium to ensure that everything is removed and at least one SL/DI to be at the storage room to ensure that everything is put away.

## LOST AND FOUND!

- ***MRD items/equipment*** left behind at the stadium/truck/storage room (instrument, drill book, flag, drum sticks, uniform parts, etc.) is to be returned to MRD Staff.
- ***Personal items*** that are left behind at the stadium/truck/storage room (wallet, jacket, purse, backpack) are to be returned to JMU Public Safety or Athletic Staff. **DO NOT TRY TO RETURN THESE ITEMS YOURSELF OR KEEP WITH YOU TO BRING TO THE BAND OFFICE.**

**HALFTIME/POST-GAME:** When leaving the band seating area, please consider the following:

- The band is not to leave the stands until directed by the band staff.
- Before leaving the stands (either halftime or post-game), take responsibility for cleaning your own section of the stands.
- Exit Times (on the clock): Crews/Pit – 10:00 Guard – 8:00 DL – 5:00 Winds – 4:00
- When leaving the band area, BE AWARE OF THE ENDZONE NETTING!
- Tubas are to exit the stands around the outsides (not the center) and meet on the track.
- Once at field level, there is to be absolutely no contact with the players, coaches, or officials. Failure to comply with this policy could result in a penalty against JMU.
- At the end of the half or game, band members are NOT to enter the field until instructed by the band staff.
- Following the post-game performance there will be a huddle for closing remarks, instructions for the upcoming week, and dismissal. All members are to assist with cleaning the band area following the game.

# STADIUM RULES & PROTOCOL

*The information below has been created and shared by JMU Athletics. We must remember that the stadium is not “ours,” and we are extremely fortunate to have the opportunity to use that space on a regular basis. In return, as responsible JMU citizens, we must be aware of and abide by the following rules and regulations at all times when in the stadium:*

## REGULAR REHEARSALS

1. Band enters & exits through **Service Gate 3** closest to Band Storage.
  - a. Band members are not to climb fences or pillars next to the gate.
  - b. Band members are not to enter facility until supervisor with key privileges lets them in.
  - c. Band members are to retrieve instruments from Band Storage only, not use the surrounding area for practice.
  - d. Band members are not to enter through other open gates that may be open for operations.
2. Instruments are to be played outside of gates only if members would like to practice before their scheduled time in the stadium.
  - a. Those that choose to practice outside of the gates must do so away from service gates and other operational areas that would negatively impact the set-up of football game day or daily operations (Aramark deliveries, FM support, elevator maintenance, outside contractors, etc.)
  - b. If at any point, the activities occurring within the stadium are disrupted due to practicing taking place outside of the facility, the facilities coordinator/building manager will ask the group to relocate. (i.e. drumline outside of Gate C during football practice with no noise barriers in between).
3. During the scheduled time, band members are only permitted to practice on the field and under the north grandstand.
  - a. At no point, should band members wander south of Band Storage, as they would then be in operational areas.
  - b. The lower & upper concourses are off limits, as they are considered operational areas.
  - c. All elevators, escalators, and interior spaces are off limits unless otherwise scheduled/approved by Athletic Facility Staff. This includes access for directors, coaches, photographers, family members, etc.
  - d. The bathrooms in the tunnel leading to the field are the only bathrooms permitted for use during scheduled practice times. (Maintenance of these bathrooms will be charge to the Band, as they would otherwise be locked outside of game days).
  - e. If an “open practice”/rehearsal occurs, fans are to sit on the east side grandstand only, sections 1-8, and should enter/exit through the service gate under Section 3. Open practices are to be scheduled/approved by Athletic Facility Staff.
4. Band equipment (instruments/flags/back-packs) is to be stored inside Band Storage or under stairwell 7 just inside of Gate E.
5. The band storage room is to remain in compliance with Life Safety. Doorways are to remain clear, and fire extinguishers must have a clear pathway. The fire extinguisher censor must remain clear.

6. Band members are not to ride their bicycles in the stadium. Bikes are to be locked up at the bike rack near Service Gate 3.
7. Bridgforth Stadium lights are to be scheduled by Athletic Facility Staff. These are currently pre-scheduled for routine practice times, and will be adjusted as the Fall semester progresses. If for any reason the light schedule needs to change, please notify Athletic Facility 24-hours in advance. Brandon can be reached by phone at 540-271-8490 or by e-mail at phillidt@jmu.edu.

## **GAME DAYS**

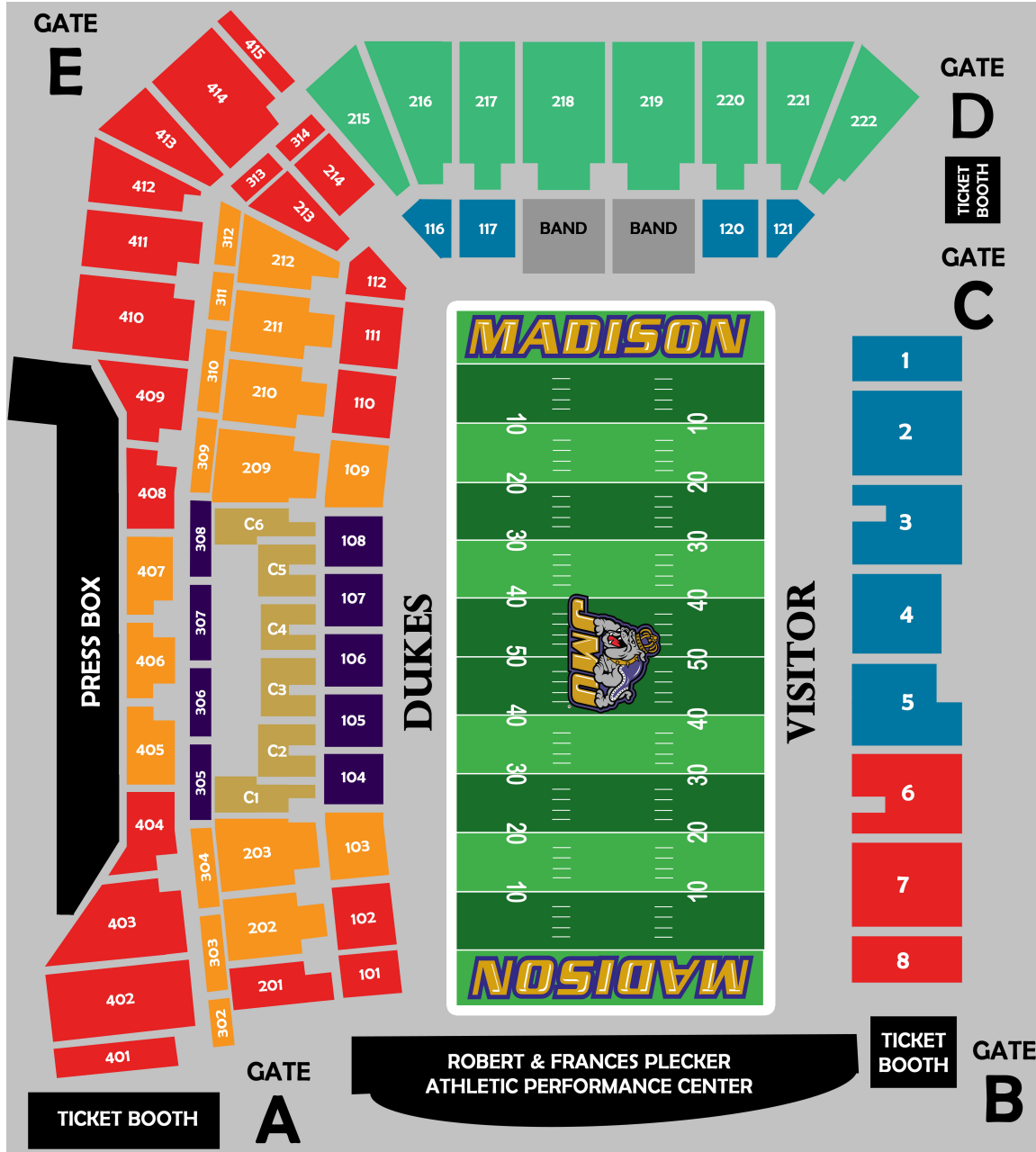
The same general rules apply to game day as they do for practices.

- Entry/Exit through Service Gate 3 (by E Gates).
- Interior spaces, elevators, escalators, Lower & Upper Concourses are off limits.
- Instruments are only to be played inside the stadium during the scheduled rehearsal time.
- Rehearsal is to occur on the field or under the North Grandstand.
- Band equipment (instruments/flags/back-packs) is to be stored inside Band Storage or under stairwell 7, not outside of Band Storage in the service corridor.

All fans must remain in Sections 1-8 during rehearsals on game days. The newly expanded side of the stadium is shut down for set-up prior to gates opening.

# BRIDGEFORTH STADIUM: Band Seating

The band is seated in sections 118 & 119 – ONLY BAND MEMBERS CAN ACCESS THIS AREA. All others will need a ticket to access the walkway behind the band.





# OTHER BANDS AT JMU

Yes, the Marching Royal Dukes continue to be “Virginia’s Finest”, however, marching band is not all that is happening at JMU. The marching and pep bands have gained a lot of notoriety, but the concert band program at JMU is extremely strong and active as well. Dr. Steve Bolstad, Director of Bands, heads a program that includes the Wind Symphony, Symphonic Band, Concert Band, and University Band.

## JMU PEP BAND

*October – March, rehearsals scheduled as needed*

One of the most visible bands at JMU is the Basketball Pep Band, twice selected by Eastern Basketball Magazine as the “Best Pep Band in the East.” With a membership selected from among active members of the Marching Royal Dukes (brass, saxophones, drum set, keyboards, and electric bass), this exciting group has become a crowd favorite at all JMU basketball games. With a repertoire ranging from the latest pop tunes to many of the standard swing tunes, the pep band has become the heart of the excitement seen at all JMU basketball games.

## WIND SYMPHONY – MUAP 346

*M/W/F, 3:30-4:50 (fall) M/W, 3:30-4:50, Th 5-6:16 (spring)*

The Wind Symphony is the premier wind and percussion concert ensemble at JMU. The Wind Symphony has been featured at the Virginia Music Educators Association Conventions, and the College Band Directors National Association Conventions. Auditions are held during the first week of each semester. The Wind Symphony meets during both the fall and spring semesters.

## SYMPHONIC BAND – MUAP 239

*T/Th, 12:30-1:45*

The Symphonic Band is a select group of brass, woodwind and percussion students who are dedicated to the performance of both traditional and contemporary band literature. This ensemble performs music from all periods. Auditions are held during the first week of fall semester classes. The Symphonic Band meets during both the fall and spring semesters.

## CONCERT BAND - MUAP 238

*T/Th, 2-3:15*

The Concert Band is active with performances each semester and is open to all JMU musicians. **There is no audition required.** The Concert Band meets during both the fall and spring semester.

## UNIVERSITY BAND – MUAP 238 (spring only)

*T/Th, 2-3:15*

The University Band is an excellent way for marching band members to continue being active musicians during the spring semester. This group presents several campus programs during the spring semester and is open to all JMU musicians. **There is no audition required for membership.**

**\*\*Audition music for ensemble auditions (Wind Symphony, Symphonic Band, Orchestras) will be posted at the end of each semester, at the School of Music website ([www.jmu.edu/music](http://www.jmu.edu/music)). If you have questions about memberships for the above ensembles, please contact Dr. Bolstad or Mr. Ridders.**

# JMU PEP BAND

## MEMBERSHIP

Membership is open to all current MRD members. Placement auditions and rehearsals will be held at the beginning of the fall semester. Instrumentation consists of: brass and saxophones, drum set, electric bass, and keyboards. Members of the MRD's who do not play the above listed instruments as their primary instrument must consult with the director(s) prior to auditions.

## INSTRUMENTS

The JMU Pep Band provides the following instruments: Mellophone, Trombone, Baritone, Tuba, Drum Set, Bass, and Keyboard. All university instruments and equipment are stored at the Convocation Center during the basketball season. **Please Note:** *During football season, MRD members are responsible for providing their assigned university instrument at each Pep Band performance.*

## REHEARSALS/SCHEDULING

Rehearsals for Pep Band will begin in October (see MRD calendar) following placement auditions. All rehearsals are required unless a course conflict exists. Games will be scheduled according to a set instrumentation and will be balanced by instrument and seniority. All members of the organization must be available to perform in AT LEAST HALF OF THE HOME GAMES LISTED ON THE CONTRACT.

## TRAVEL

The JMU Pep Band will travel with the men's and women's teams to the CAA Basketball Tournaments each March, as well as post-season tournaments as applicable. A band of 32 players will be chosen (based on instrumentation, seniority, and availability) to travel to each tournament. The university covers all transportation and housing costs, as well as provides daily per diem.

## UNIFORM AND PAY

All JMU Pep Band members wear the traditional Pep Band Uniform: Pep Band shirt and jeans. All new members will be required to purchase a new Pep Band shirt from the Band Office. Please see the attached sample Pep Band Contract for information regarding pay, scheduling, and attendance policies.

# !!IMPORTANT!!

**IF YOU ARE PLANNING TO JOIN THE JMU PEP BAND, YOU MUST HAVE YOUR DRIVER'S LICENSE AND SOCIAL SECURITY CARD WITH YOU AT THE FIRST MEETING (FIRST WEEK OF OCTOBER).**  
**THIS WILL BE USED TO COMPLETE THE NECESSARY JMU PAPERWORK – PLEASE PLAN AHEAD.**

**INDIVIDUALS WHO DO NOT PROVIDE THE NECESSARY IDENTIFICATION WILL NOT BE ABLE TO PARTICIPATE. IF YOU HAVE ANY QUESTIONS, PLEASE SEE ONE OF THE DIRECTORS.**

# JMU “Nuance” WINTERGUARD

**ABOUT:** Winter Guard is an indoor version of Color Guard that is performed inside of a gym using flag, rifles, sabres, and dance. JMU's Nuance Winter Guard competes almost every weekend from January until the middle of April in the Atlantic Indoor Association (AIA) and Winter Guard International (WGI) circuits. Nuance Winter Guard has been a medalist, as well as the highest scoring collegiate unit, in the Atlantic Indoor Association for the past 3 years. They also travel to Winter Guard International (WGI) competitions throughout the season, including the WGI World Championships in Dayton, Ohio, to compete on an International level. In 2010, Nuance was a finalist at the Richmond Regional in Virginia and the South Brunswick Power Regional in New Jersey. At World Championships they placed 21<sup>st</sup> in the world, making it into the Semi-Final round of competition! In 2011 the group were W.G.I. Finalists in the Independent A category, placing 9<sup>th</sup> in the world!

**AUDITIONS:** Auditions will take place in early November to determine who will be on the team.

**SCHEDULE:** Winter Guard practices three times per week for approximately two and a half hours each night. Practices will start soon after tryouts, begin again in January after break, and run until mid-April.

**CONTACT:** Please feel free to watch the "JMU *Nuance* Winter Guard" Facebook group for details on tryouts or E-mail Carly at [Carly.Philp@gmail.com](mailto:Carly.Philp@gmail.com). [www.nuancewinterguard.com](http://www.nuancewinterguard.com)



## JMU FIGHT SONG

*Madison, James Madison, we are the Dukes of JMU!  
Madison, James Madison,  
The fighting Dukes of JMU!*

*Fight for glory, honors won,  
Brighten the lights of Madison.*

*Madison, James Madison,  
Show your colors proud and true.  
We are the Dukes of JMU!*

*- Dr. George A. West*

## JMU ALMA MATER

*Madison, James Madison, we'll be forever true.  
Our loyalty will always be to JMU.*

*While friends remain within our hearts and knowledge guides our way,  
James Madison will lead us on to conquer each new day.*

*- Dr. James R. Riley*