



Sound of Suwannee Leadership Guidelines

General Leader Responsibilities

Understand what being a Leader means. Being a section captain is difficult; not only do you have to worry about your own music/routines, but you have to ensure that everyone in your section is up to par. This doesn't mean you get to be a dictator; you are just as much a member of your section as they are. However, it is your responsibility to serve the people of your section and help them to see and fulfill their potential.

Learn names. If you haven't already, learn the names of and get to know all the people in your section ASAP. Not only does this make communication easier, but you become more approachable as a result when people know you care enough about them to learn their name.

Lead by example. Not only will this let the band know what to do, but it also is an essential aspect of leadership. Members learn to trust and respect you when they see you practice what you preach. Obviously, if you were chosen for this position, you have significant skill in your

area, and now is the time to prove it to your section. This means: treat others with respect, have a positive attitude, come to school each day (not just for practice), know your music/routine, be on time for practices/performance, keep your instrument/gear in good condition, helping out in many areas for the good of the group, etc.

Participate in band activities. It is absolutely essential for all of leadership to be directly involved in band activities not only as a means of creating unity, but also to show your passion toward band and being the best you can be. Examples include but are not limited to Solo and Ensemble, NFHB and All-State Auditions, Football games, community concerts, fundraisers, Middle School connections, etc.

Follow up out-of-band. This leadership position isn't limited to band activities; plan to keep up with everyone in your section and how they're doing outside of band. Ask about their grades, their school life, their hobbies etc. Genuine care for others shows them you are interested in them and not just performing well. This strengthens your effect as a leader.

Captain Responsibilities

Assist with tasks outside your responsibility range. If you see an issue with another area, like prepping the rehearsal field or loading the trailer, step up and lend a hand. Going along with leading by example, by doing this you are showing the next generation of leadership students what a fully committed band member looks like.

Section performance: You are responsible for the discipline and performance of your group. It falls on you to make sure everyone is where they need to be at the correct time, wearing the right thing, using the correct equipment, and behaving appropriately. While we expect you to maintain the expectations set for all members, heed this caveat: you are not the disciplinarian. Hold your members accountable, sure, but punishments should never be given out by anyone but band director staff. If you have a recurring problem with a student, speak with the appropriate band director staff member to resolve the issue.

Teach and maintain technique: You should consider yourself the teaching staff for your section; when specific instructors aren't available, you should be the first voice in reinforcing (complementing) good habits and correcting (lovingly) poor ones. You should personally work on how to approach this; you must be firm with enforcing proper technique, but tender enough to maintain the section balance. Remember, at the end of the day, you are just a student too; calling someone in your section out in front of everyone else is most often not the avenue to go with. Criticize in private, praise in public.

Track attendance. During EVERY rehearsal, performance, football game, trip, etc. you should take note of who isn't present (and mark tardies) and report to the Drum Major and/or Band Captain during the first water break (most often after warmup block). Take that opportunity to call missing students to check on them, and also see if there's a solution we can find to getting them to rehearsal. If it's "I don't have a ride", offer to get them or help arrange a new solution.

Performance pass-offs (winds/perc only): when the time comes for pass-offs, you will be the one doing so. Watch their music while they play (either by memory or not) and approve. Report pass-offs to Mr. McPeak soon after completion. You should set up time with your members to do individual or small group pass offs (no more than 3).

Individual Responsibilities:

Drum Major:

- Study the score of each piece the band is performing. Work with the band director to understand how each piece should be performed and when (within the Football Game).
- Establish and conduct a warmup routine that will allow the band to be ready to perform.
- Oversee all of the following jobs and be the forward face of the organization. You are always on display, so *always* be representing the band in the best way possible.
- Collect attendance reports from Captains and communicate absences with staff.
- Be approachable by all members by getting to know everybody and consciously vary who you spend your time with. Always being with the same group of 3 friends during breaks makes you unapproachable, whereas if you make rounds and are constantly developing new relationships, everyone will know you are someone they can count on.
- Before traveling, complete the travel checklist and ensure we have all of the equipment and uniform we need for success.
- Maintain order and a sense of direction as much as possible in the absence of the director.
- Set and uphold expectations for how students should act both during and outside of band. As a leader, people will reflect a large portion of how you behave and act. Setting the correct standard allows others to perform too.
- Understand that your behavior and attitude will be seen by all: band members, parents, school staff and board members, other community members. This directly impacts how the band is seen and viewed throughout the community.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Band Captain:

- Maintain order within the band by effectively communicating with section leaders to disseminate and gather information.
- Support the band staff's and drum major's decisions in front of the band; any disagreements or additional suggestions should be made privately to band staff or drum major. We need to present a united front to maintain good morale for practices, games, and performances to run smoothly; it's hard to keep the band moving toward success if leadership seems to be in disagreement with each other.
- Make yourself approachable by all band members by taking an interest in each individual and not just your friend group, section, or classmates.
- Assist the fellow Captains, Equipment Manager, Uniform Manager, Librarian, and Historian in fulfilling their roles. This does not mean to do those jobs for them, but rather work together to see that the job is accomplished.

- Work directly with the band director staff to help provide suggestions to improve the effectiveness of the band. Understand that just because a suggestion has been given, it does not indicate that the suggestions will be taken. The band director staff will have the final say in whether the suggestion is an appropriate one for the band at this point in time.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Brass Captain:

- Your primary responsibility is to assist any brass band member in every way to ensure they are a successful and critical member of the Sound of Suwannee. Members of the other families will be the responsibility of the corresponding captains and should not be given your primary attention.
- Assist the Librarian with the distribution and upkeep of music regarding the brass family. Students will come to you when they are missing or need new music. All music passed out will have a master copy stored in the filing cabinet in the copy room; whenever a student requests it, communicate with the Librarian to make them a copy from the master (*don't* let them do it themselves!). NEVER pass out the master because you will likely never get it back. If a master is missing, music will need to be ordered and therefore will raise the costs of the organization.
- Assist Equipment Manager with overseeing the loading and unloading of the trailer(s). Help the brass family to develop a specific order and routine for loading and unloading, and help ensure that loading order is met consistently every time. Understand the norms for where to put cases, and help maintain that sense of discipline.
- Assist Uniform Manager with the oversight of the uniform inspection and maintenance process for uniforms. Report any uniform infractions to the Band Captain. Communicate with the band member and the Uniform Manager for misfit uniforms or missing pieces.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Woodwind Captain:

- Your primary responsibility is to assist any woodwind band member in every way to ensure they are a successful and critical member of the Sound of Suwannee. Members of the other families will be the responsibility of the corresponding captains and should not be given your primary attention.
- Assist the Librarian with the distribution and upkeep of music regarding the brass family. Students will come to you when they are missing or need new music. All music passed out will have a master copy stored in the filing cabinet in the copy room; whenever a student requests it, communicate with the Librarian to make them a copy from the master (*don't* let them do it themselves!). NEVER pass out the master because you will likely never get it back. If a master is missing, music will need to be ordered and therefore will raise the costs of the organization.
- Assist Equipment Manager with overseeing the loading and unloading of the trailer(s). Help the woodwind family to develop a specific order and routine for loading and

unloading, and help ensure that loading order is met consistently every time. Understand the norms for where to put cases, and help maintain that sense of discipline.

- Assist Uniform Manager with the oversight of the uniform inspection and maintenance process for uniforms. Report any uniform infractions to the Band Captain. Communicate with the band member and the Uniform Manager for misfit uniforms or missing pieces.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Drumline Captain:

- Your primary responsibility is to assist any percussion band member in every way to ensure they are a successful and critical member of the Sound of Suwannee. Members of the other families will be the responsibility of the corresponding captains and should not be given your primary attention.
- Assist the Librarian with the distribution and upkeep of music regarding the brass family. Students will come to you when they are missing or need new music. All music passed out will have a master copy stored in the filing cabinet in the copy room; whenever a student requests it, make them a copy from the master (*don't* let them do it themselves!). NEVER pass out the master because you will likely never get it back. If a master is missing, I have digital copies of everything and can print out a new one, but do your best to keep this from happening as often as possible.
- Assist the Equipment Manager with the loading and unloading of the trailer(s). Help the percussion family to develop a specific order and routine for loading and unloading, and help ensure that loading order is met consistently every time. Understand the norms for where to put cases, and help maintain that sense of discipline.
- Many times the percussion section will be rehearsing separately from the rest of the band; it is your responsibility to either rehearse the group or help guide individual practice to make the most use of your time. Also, since percussionists are typically known for lackluster effort performances, help establish new norms for effort and behavior.
- Assist **Uniform Manager** with the oversight of the uniform inspection and maintenance process for uniforms. Report any uniform infractions to the Band Captain. Communicate with the band member and the Uniform Manager for misfit uniforms or missing pieces.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Dancing Doll Captain: In addition to all of the responsibilities specific to your section defined by your specific sponsor, all Aux Captains will help maintain the rehearsal field and stadium bleachers during football season. Recruit several members from your section to assist with this process.

- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Majorette Captain: In addition to all of the responsibilities specific to your section defined by your specific sponsor, all Aux Captains will help maintain the rehearsal field and stadium

bleachers during football season. Recruit several members from your section to assist with this process.

- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Historian: In addition to all of the responsibilities of an officer and leadership member:

- Record and take photos and/or videos of band functions (Band Camp, Football Games, Concerts) to help memorialize the events of the year.
- Work with the Band Director Staff to help broadcast posts to highlight the functions of the group.
- Create and maintain band functions to help bring the group closer together realizing the importance of the relationship between each other helps to strengthen the sound within the group.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Librarian: In addition to all of the responsibilities of an officer and leadership member:

- Maintain and update the record of music within the Band Library
- Distribute and collect the music necessary for the bands
- Hold students accountable for missing or mismanaged sheet music
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Equipment Manager: In addition to all of the responsibilities of an officer and leadership member:

- Maintain and update the record of instruments within the Band Room
- Manage the loading and unloading of the band trailer for parades and football games
- Work with the Band, Brass, Woodwind, and Drumline Captains to hold students accountable for proper working instruments and the organization of the band room lockers.
- Manage the setup and striking of the band practice field and stage for concerts.
- Fulfill any additional responsibilities requested by the Band Director Staff in an efficient and timely manner.

Uniform Manager: In addition to all of the responsibilities of an officer and leadership member:

- Maintain and Update the record of uniforms within the Band Library
- Assist with the oversight of the uniform inspection and maintenance process. Find assistants who will help, and develop repeatable systems for ease of access. Jackets will be dry cleaned every 3 football games; help ensure students know the procedures for this and enforce the norms.

Above all, remember; you signed up and volunteered for this position, and you've worked hard the entire time you've been in band to get here. Now's your chance to shine! Lead your sections to the pinnacle of performance, and encourage a can-do spirit that electrifies other students and

audience members. The band as a whole is only ever as good as its members, and YOU have the chance to make a major difference!

Consequences: In the event that a student leader fails to uphold these standards, the band staff will meet to discuss what disciplinary action should be taken. These actions include, but are not limited to:

- Conference with band staff and leadership team
- Conference with band staff and parents
- Suspension from the position for a period of time
- Dismissal from the position and recognition for the year
- Ineligibility for future leadership positions

I understand that as a student leader, I must uphold the expectations set forth by the band staff in order to do my part in helping the band run smoothly and efficiently as we strive for excellence. Failure to do so on my part will result in disciplinary action as stated above.

Student Name: _____

Student Signature: _____ Date: _____

As a parent, I understand the responsibilities my child is accountable for by accepting this leadership role. I will do my part to ensure that my child is supported at home so they can do their best for the band. I understand that if my child fails to uphold these expectations, they will be subject to disciplinary action as stated above.

Parent Name: _____

Parent Signature: _____ Date: _____