

Welcome to CRHS Band Chaperone Training 2023-2024

Chaperone VPs:

Katie Bailey & Khuzema Sulemanji

- ✓ Please initial the Contact List to verify your information is correct or update info if it isn't correct.
- ✓ Please fill out a Hold Harmless Agreement, including DOB and DL#/State

Chaperoning 101

- Chaperoning is mostly common sense, but there are rules and guidelines to follow for the safety of all our students
- If you're not sure in a situation, ask a Chaperone VP
- The band directors are in charge. We support. Students know what they need to do, we sometimes help remind them, but we never discipline. That is thankfully reserved for the paid professionals.
- Many of the details will be for the football games, but the general principles will be the same for all events.
- Always remember what our big picture responsibilities are and you'll do fine (safety of our students)

Chaperone Responsibilities

- All Students Accounted for
- Safety
- Health
- Behavior . . . somewhat. Focus on items above.
- Be good ambassadors. We are also representing the CRHS Cougar Marching Band
- Support the Band and Encore Directors in any way we can. These 5 are in charge.

A Day In The Life

- Meet in the hallway outside the band hall 30 minutes before buses leave.
- Check students onto buses.
- Ride buses to event.
- Chaperone the event.
- Check students back onto buses. No one left behind.
- Ride buses back to school.
- Leave the buses at least as clean as we found them.
- Go home with a feeling of pride and accomplishment.

Before the Event

- You will receive an email reminder a few days before the event you signed up to Chaperone. Please respond to confirm that you will be there.
- Wear Maroon or CRHS Band Shirt and comfortable shoes. Bring rain gear, sunscreen, warm clothing as needed and don't forget a water jug!
- Meet in the hallway outside the band hall at the time specified in the email.
- Have your cell phone with you during the event. Have chaperone VP phone numbers in it.
- Chaperone Meeting – Instructions, changes to the normal routine bus assignments, restroom assignments, designate a medic.
- When the band is ready, we move to the buses.

Load 'em up, move 'em out

- Typically two Chaperones per bus (one is designated “Bus Captain” for attendance)
- Bus captains get to the bus before students (with clipboard). Put magnet on the bus.
- Bus Captain checks students onto the bus using the bus list. Repeat names back to students if they give you a last name or number.
- Students do not enter until Bus Captain is ready to check them on. Once a student is checked in and on the bus they do not get off the bus.
- Students cannot switch buses. If they aren't on your list, they don't ride your bus.
- Student Bus Captains can help load equipment under the bus and secure the storage doors. They will be last to get on the bus. Truck loading Crew may also be last to get on the bus
- Once everyone is on, take the magnet off, hop on the bus.
- Bus Rules: No PDA, no standing, no hanging anything out of the window, nothing in the back window of the bus. Girls in the back, boys in the front - no boys and girls sitting together.
- Bus drivers are in charge on the bus. Student safety is most important.

Arrival at the Game

- Band Directors give instruction to Chaperone VPs.
- Bus Captains meet briefly with Chaperone VPs to get instructions, then go back and tell students. Non Bus Captains stay on bus with students.
- Loading crew and Student Bus Captains get off first. They can almost always be let off immediately unless bad weather. Everyone else waits to be released.
- Non Bus Captains accompany the band into the stadium and do any needed set up.
- Medic stays with the students.
- Bus Captains stay with buses until all students are off the bus. Do a quick sweep of the bus.
- Remember your (actual) bus number so you can find the bus later. (Quick phone pic) Don't leave the magnet on the bus, but put it on the clipboard in the front window.
- Contests sometimes have different specifics, including parades, or other events, but most of the principles are the same.

During the Game

- Spread out so that all areas of the band are chaperoned
- Break during the halftime show. Otherwise, stay with the band. No concession stand, no visiting friends, no wondering. Chaperone all students, not just your own, Eyes on the band more than eyes on the game. Not simply a “free football ticket”
- Only band personnel in the band area. No talking to non-band students at the back railing. Remind others that band students are being graded.
- Coolers of water throughout the stands available for students and chaperones to refill as needed.
- Restroom duty – hold uniforms jackets for students (make sure they know their uniform number), make sure students aren’t “camping” in the restroom. Watch for eating in uniform.
- Restroom visits – Students need to ask before they go. Tell students to wait if there is a line at the restroom or if most of their section is at the restroom.
- Medical situations must be referred to the Medic, because they must be logged and we need parental permission for any medicine. The medic will also inform a Chaperon VP.
- Students may only Leave Early if they have been pre-approve note to a Director. Parents must sign out their student with a Chaperone VP
- Encore is part of the band. Treat them exactly like the rest of the band. Same rules.

Show Time!

- A few minutes before halftime, band starts moving to the field.
- When the band is in full uniform, Chaperones go with the band and help with plumes and hats (gloves required to handle plumes).
- Chaperones follow band onto the field, and once the band finishes playing for the Stars, pick up flip folders from the field, return to the stands.
- Enjoy the show, rest, have a drink/snack use the restroom. This is our break time. It's okay to eat, visit friends etc. Return before the band returns.
- Chaperones will de-plume (same group as before – again, please use gloves).
- Watch for students not feeling well when coming off the field – refer them to the medic immediately if needed.

The Home Stretch

- 4th Quarter – clean up.
- No students to restroom after the game clock hits 5 minutes in the 4th quarter, unless it's an emergency (use good judgement).
- When the game ends, Bus Captains will be first back to the bus. Put magnetic bus number back on the bus.
- Remaining chaperones check stand for trash and scan for left items. Accompany the students back to the buses.
- Bus Captains check students onto buses. Same rules as before. Don't forget your loading crew and Drum Majors - they will be last to get back on the bus.
- Don't forget to take off the bus magnet.
- When nearing CRHS, pass a trash bag back (usually in the clipboard) and remind the students to clean up their space. Feel free to double check before arrival.
- Bus captains are last to leave the bus, one last sweep for trash and items left on bus.
- Return clipboard and badge.
- Trash goes in the dumpster or in the trash in the hall.

Chaperone Guidelines

Do

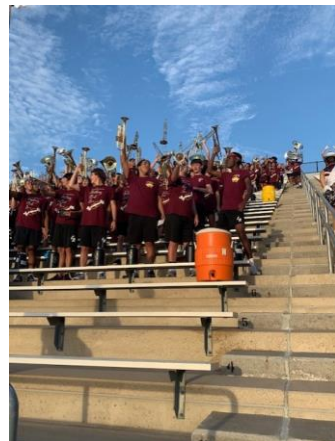
- Wear something maroon (preferable CRHS logo) and walking shoes
- Wear your Chaperone ID badge
- Have your cell phone with you
- Be a good role model. Be positive
- Show respect to the other band programs
- Stay with the band at all times
- Stay hydrated and fueled
- Be flexible and have fun

DON'T

- DO NOT give medicine to students – all medication must be administered by the on-duty Medic
- Don't treat your child differently than the other students. You are responsible for all band members equally
- Do not share a student's private information, do not gossip
- Don't allow a student to leave. Refer them or their parent to a Chaperone VP for sign out.
- No food in stands. Chaperones included (except during half time)

In Closing

- Remember our primary responsibilities: All Band and Encore students are safe, healthy and accounted for.
- Treat the students like you would expect another Chaperone to treat your child.
- Enjoy this. It's an opportunity to see a lot of special moments.
- Thank you!



Before You Leave Tonight

Please put Chaperone VP phone numbers in your phone

- Katie Bailey – 281-435-2382
- Khuzema Sulemanji– 281-638-2536

Complete the “Hold Harmless Agreement”. Include DOB and DL# if you haven’t Raptored in to campus this school year

Initial the contact list to confirm your info is correct. Correct if necessary or add your info if you aren’t on the list

If we don’t have a badge for you, we need to get a picture of you for your badge. Please email a head shot to:

crhsbandchaperones@gmail.com