

# CHAPERONE DUTIES

## HOME GAMES

Items needed: chaperone tags, med bag, garbage bags & cups, feathers (aka chickens), all wagons, trombones, drum stands, duffel bag with stand tunes and any other items as stated below.

1. Chaperones are to arrive at the uniform trailer 30 minutes before the students are scheduled to arrive. The Chaperone should grab a badge that is hanging by the door in the uniform trailer.
2. Upon arrival, the chaperones are required to:
  - A. gather the trombones and place them in a wagon to carry down to the stadium. There are bungee cords in the uniform trailer to strap them down;
  - B. gather the drum stands and place in another wagon to carry down to the stadium;
  - C. gather the red wheeled duffel bag that contains all the stand tunes to carry down to the stadium; and
  - D. gather the medical bag to carry down to the stadium.
3. Once the musicians come out of the school to begin to line up, the chaperones are required to grab the black feathers box (aka chickens) and secure a feather/chicken on top of each musicians' hat with the red feather facing forward.
4. Once the band begins its cadence across the parking lot the chaperones are required to walk along with the band into the stadium (crowd control) and make sure traffic stops. They are to bring the medical bag, trombone wagon, drum stand wagon, stand tunes bag, medical bag and anything else the band needs including their windbreaker coats, sometimes raincoats, etc.
5. Once the band reaches the bleachers, the Chaperones are responsible to make sure water is available for the band when they come off the field. The parents that signed up for placing seat covers for the marching band should have filled the two water coolers for you. Coolers are placed on bleachers on either side of band stands and cups are to be filled and ready to grab as they are heading up the stands after they play. Supplies should be taken back mid-fourth quarter and trash should be collected at this time also.
6. During the 3rd quarter the band is allowed to leave the bleachers to eat. The Chaperones are required to stay in the bleachers to watch and safe-guard all of the bands' possessions including their instruments.
7. The Chaperones are allowed to leave the bleachers during the game to get food or go to the bathroom but they must take turns so that the majority of the Chaperones are always at the bleachers.
8. The Chaperone must take the medicine bag and can provide ice packs, ace bandages, band-aids, Neosporin, etc. if these items are needed. However, a Chaperone is not permitted to administer medicine to any band member.
9. Chaperones are required to sit in and around the band at all times especially when the band is performing or during the 3rd quarter. And, non-band members and relatives are not permitted to sit with the band or Chaperones in the bleachers. Please watch for/remind band members: **BIB STRAPS MUST STAY ON SHOULDERS WHILE WEARING UNIFORM TO PROTECT PANT LEG HEMS.**

10. No Band member is permitted to bring any food or drink other than water into the stands. Keep an eye for anyone who tries to bring something into the stands. They must discard it.
11. When the band exits, chaperones are to walk along the inside track and help with crowd control so they can safely get back to dock (or bus area).
12. Once the band returns back to the uniform trailer the Chaperones are required to collect the chickens and return to their container/bag before the band goes into the band room.
13. Once the band goes in and changes, the kids will bring their uniforms back to the trailer to be hung for the next event. The Chaperones are required to check each uniform to be sure they are hung properly (i.e. pants are folded on the crease and jacket secured) and all pieces are intact.
14. Chaperones must stay until **all** students have been picked up. Please make sure that you hang the chaperone badge back up in the uniform trailer.
15. Any one who has signed up to volunteer as a Chaperone may not also volunteer to work another volunteer position such as pit or props at the same game.

### **AWAY GAMES**

Items needed: chaperone tags, bus bags (bus 1, bus 2, bus 3), med bag, garbage bags, bottled water, coolers, feathers (aka chickens), all wagons, trombones\*, drum stands, duffel bag with stand tunes and any other items as stated below.

Buses: There are typically 3 school buses, 2 for the musicians and 1 for the color guard. There are 2 chaperones per bus for a total of 6 chaperones. All chaperones must sit in the front of the bus.

1. Chaperones are to arrive at the uniform trailer 30 minutes before the students are scheduled to arrive. The Chaperone should grab a badge that is hanging by the door in the uniform trailer.
2. Upon arrival, the chaperones are required to:
  - A. gather the wagon for the trombones to load on the bus. There are bungee cords in the uniform trailer to strap them down so take them along. The trombones go to the game on the instrument trailer. Once at the game, the chaperone needs to go gather the trombones from the musicians/instrument truck and load them into the wagon to take into the stadium;
  - B. gather the wagon for the drum stands to load on the bus. The drum stands also will go in the instrument truck and the Chaperones must go gather them to place into the wagon to carry down to the stadium;
  - C. gather the red wheeled duffel bag that contains all the stand tunes to load onto to the bus and then to carry down to the stadium;
  - D. gather the medical bag to take onto the bus and then carry down to the stadium;
  - E. distribute all of the bottled water and coolers evenly between the 3 buses and load them onto the buses;
  - F. gather the black feathers/chicken box and load onto the buses; and
  - G. If the members are wearing their windbreaker coats or the raincoats the Chaperones must gather them and carry them into the stadium so that they can wear them when allowed.

3. Once the musicians come out of the school to begin to line up, the chaperones are required to direct the musicians to the appropriate bus for loading and then board the bus as well. In most cases the musicians will bring their uniform and hat box onto the bus to take to the game. The uniform trailer typically does not go to away games.
4. The Chaperone for each bus will take the 2 bus signs out of their bus bags and use the tape to tape 1 sign in each of the front windows so that everyone can find their bus at the end of the evening.
5. Once all the members are on the bus the Chaperone for each bus will take the clipboard from the bus bag and use the list of students that should be on that particular bus to take roll call. If anyone is missing, the Chaperone should note it on the attendance sheet. If a member will not be riding the bus home because they are going home early or with a parent they must provide the Chaperone with a note.
6. Once the buses arrive at the stadium the musicians will unload and begin to get into their uniforms. The chaperones are required to grab the black feathers box (aka chickens) and secure a feather/chicken on top of each musicians' hat with the red feather facing forward.
7. The chaperones are required to take the wagons and grab the trombones and drum stands from the instrument truck, and grab the red duffel bag to take into the stadium.
8. Once the band is ready to line up and begin its cadence across the parking lot into the stadium, the chaperones are required to walk along with the band into the stadium (crowd control) and make sure traffic stops. They are to bring the medical bag, trombone wagon, drum stand wagon, red duffel bag with the stand tunes, medical bag, and anything else the band needs including their windbreaker coats, sometimes raincoats, etc.
9. Once the band reaches the bleachers, the Chaperones are responsible to make sure water is available for the band when they come off the field. Therefore, sometimes it will be necessary to take a case or two of bottled water into the stadium as well.
10. During the 3rd quarter the band is allowed to leave the bleachers to eat. The Chaperones are required to stay in the bleachers to watch and safe-guard all of the bands' possessions including their instruments. At away games, it is imperative that all Chaperones remain at the bleachers because there have been instances where the opponent has tried to take our bands' belongings.
11. The Chaperones are allowed to leave the bleachers during the game to get food or go to the bathroom, although not during the 3rd quarter, but they must take turns so that the majority of the Chaperones are always at the bleachers.
12. The Chaperone must take the medicine bag and can provide ice packs, ace bandages, band-aids, Neosporin, etc. if these items are needed. However, a Chaperone is not permitted to administer medicine to any band member.
13. Chaperones are required to sit in and around the band at all times especially when the band is performing or during the 3rd quarter. And, non-band members and relatives are not permitted to sit with the band or Chaperones in the bleachers. Please watch for/remind band members: **BIB STRAPS MUST STAY ON SHOULDERS WHILE WEARING UNIFORM TO PROTECT PANT LEG HEMS.**
14. No Band member is permitted to bring any food or drink other than water into the stands. Keep an eye for anyone who tries to bring something into the stands. They must discard it.
15. When the game is over and the band begins its cadence back to the buses, the chaperones are to walk behind them and help with crowd control so they can safely get back to the bus area.

The Chaperones should have with them everything that they took into the stadium, i.e. wagon with trombones, wagon with drum stands, duffel bag with stand tunes, any bottled water, etc.

16. Once the band is back in the bus area they will begin to get out of their uniforms. If the Chaperones have the windbreakers or raincoats they should distribute them back to the band. The Chaperones must collect all the feathers/chickens and put back into the black feathers/chickens box. The Chaperone can then reload everything back onto the buses. The actual trombones and drum stands will go back onto the instrument truck but the wagons go on the buses.
17. Once everyone is on the bus each Chaperone should once again pull out the clipboard and use the attendance sheet to take roll call. If anyone new is now missing, you must not let the bus leave and tell the bus driver so they can radio the other buses and then Mr. Porter can be advised.
18. Once the bus is approximately 10 minutes away from the high school, the Chaperone must pass around a garbage bag and ask everyone to discard every bit of their trash. They can then pass it back to the Chaperone. The Chaperone can place it into the dumpsters at the high school.
19. Once the buses return back to the high school, the Chaperones must ask the members to make sure that they have taken all of their belongings and to close all the windows on the bus.
20. Once the members are off the bus, the Chaperone must do 2 things: (a) They must unload all of the bags, wagons, water etc. from the bus; and then (b) they must walk the bus front to back and back to front along with the bus driver to ensure that everything has been taken off of the bus and that there is no mess left behind.
21. Once everything is cleared and the bus is clean, the Chaperones are required to walk to the uniform trailer to help check each uniform to be sure they are hung properly (i.e. pants are folded on the crease and jacket secured) and all pieces are intact.
22. Chaperones must stay until **all** students have been picked up. Please make sure that you hang up the chaperone badge in the uniform trailer.
23. Any one who has signed up to volunteer as a Chaperone may not also volunteer to work another volunteer position such as pit or props at the same game.

## **COMPETITIONS**

Items needed: chaperone tags, Cavalcade of Bands badges, bus bags (bus 1, bus 2, bus 3), med bag, garbage bags, bottled water, coolers, feathers (aka chickens), all wagons, drum stands, and any other items as stated below.

Buses: There are typically 3 school buses, 2 for the musicians and 1 for the color guard. There are 2 chaperones per bus for a total of 6 chaperones. All Chaperones must sit in the front of the bus.

1. Chaperones are to arrive at the uniform trailer 30 minutes before the students are scheduled to arrive. The Chaperone should grab a Cavalcade of Bands **and** Chaperone badge that is also hanging by the door in the uniform trailer. The Cavalcade badge gets you into the competition.
2. Upon arrival, the chaperones are required to:
  - A. gather the wagon for the drum stands to load on the bus. The drum stands will go in the instrument truck and the Chaperones must go gather them to place into the wagon to carry into the stadium;

- B. gather the medical bag to take onto the bus and into the stadium;
  - C. distribute all of the bottled water and coolers evenly between the 3 buses and load them onto the buses; and
  - D. if the members are wearing their windbreaker coats or the raincoats the Chaperones must gather them and carry them into the stadium so that they can wear them when allowed.
3. Once the musicians come out of the school to begin to line up, the chaperones are required to direct the musicians to the appropriate bus for loading and then board the bus as well. The uniform trailer goes to the competitions and therefore the musicians will get their uniforms at the competition.
  4. The Chaperone for each bus will take the 2 bus signs out of their bus bags and use the tape to tape 1 sign in each of the front windows so that everyone can find their bus at the end of the evening.
  5. Once all the members are on the bus the Chaperone for each bus will take the clipboard from the bus bag and use the list of students that should be on that particular bus to take roll call. If anyone is missing, the Chaperone should note it on the attendance sheet. If a member will not be riding the bus home because they are going home early or with a parent they must provide the Chaperone with a note.
  6. Once the buses arrive at the stadium the musicians will unload and begin to get into their uniforms. The chaperones should grab the black feathers box (aka chickens) from the uniform trailer and the wagon with the drum stands from the instrument truck to take with them.
  7. Once the band is ready to line up and begin its cadence across the parking lot to the warm-up area, the chaperones are required to walk along with the band (crowd control) and make sure traffic stops. They are to bring the medical bag, drum stand wagon, feathers/chicken box, medical bag, and anything else the band needs including their windbreaker coats, sometimes raincoats, etc.
  8. The Chaperones will remain in the warm-up area until it is time for the band to perform. The band will line up at the stadium entrance and the Chaperones will follow behind the band. Once the band enters the stadium to perform the Chaperones can take everything over to the spectator side to sit and watch the show.
  9. Once the show is over the Chaperone will follow the band out of the stadium back to the uniform trailer and trucks. The band will get out of their uniforms. The Chaperones will collect all the feathers/chickens and put back into the box. And, then the Chaperones must help check the uniforms to ensure that the pants are hung correctly as well as the jacket and that all pieces are in their bag. The member may then hang up their uniform and put their hat box back into the trailer. If any band member must go back to the buses the Chaperones will have to take a group and walk back to the bus. Mr. Porter should be advised first if anyone needs to go back to the bus.
  10. Once everyone is changed, and back from the buses, everyone can go back into the stadium and walk around and get something to eat/drink. The uniform trailer and trucks will leave to head back to the high school.
  11. However, the band must be back in the bleachers and seated when the host marching band performs so that they can watch. Also, make sure that no one is walking on the bleachers when any band is performing. Once a band starts performing the members must stop where they are and watch.

12. After the host band performs, and any college band, the awards will be given out. Everyone should be in the bleachers for the awards.
13. The Chaperone must take the medicine bag and can provide ice packs, ace bandages, band-aids, Neosporin, etc. if these items are needed. However, a Chaperone is not permitted to administer medicine to any band member.
14. Once the awards are finished it will be a mad dash back to the area where the buses are parked and everyone will need to find the CV buses and load.
15. Once everyone is on the bus each Chaperone should once again pull out the clipboard and use the attendance sheet to take roll call. If anyone new is now missing, you must not let the bus leave and tell the bus driver so they can radio the other buses and then Mr. Porter can be advised.
16. Once the bus is approximately 10 minutes away from the high school, the Chaperone must pass around a garbage bag and ask everyone to discard every bit of their trash. They can then pass it back to the Chaperone. The Chaperone can place it into the dumpsters at the high school.
17. Once the buses return back to the high school, the Chaperones must ask the members to make sure that they have taken all of their belongings and to close all the windows on the bus.
18. Once the members are off the bus, the Chaperone must do 2 things: (a) They must unload all of the bags, wagons, water etc. from the bus; and then (b) they must walk the bus front to back and back to front along with the bus driver to ensure that everything has been taken off of the bus and that there is no mess left behind. No band members are allowed to re-enter parked buses without a chaperone.
19. The Chaperone can then return their chaperone and Calvacade badges to the uniform trailer.
20. Chaperones must stay until **all** students have been picked up.
21. Any one who has signed up to volunteer as a Chaperone may not also volunteer to work another volunteer position such as pit or props at the same game.

**Very Important: If candy grams are given to any Chaperone the candy grams should be held by the Chaperones and handed out back in the parking lot at CV. Due to airborne nut allergies they may NOT be distributed on the bus at all!**



# Chaperoning Guide Updated 10/20/2022

Mr. Porter's Cell - 717-713-0365

## Pre-Trip

- Acquire your bus bag from the uniform trailer; post your bus signs in an easy to ID window in the front of the bus; wear your chaperone tag for the trip's duration
- Introduce yourself to the bus driver by name; Get your bus driver's phone number in case of emergency
- Make sure you have electronic access to the CVMB MedForm Response Database (Mr. Porter will give you access if you don't have it) and become aware of any students with life-threatening allergies on your bus; learn their face/name
- Collect any early dismissal notes from students being taken home by their parents
- Take attendance any time students board the bus. This occurs at CVHS, the trip site prior to the trip home, as well as any stops we may make along the way. (lists provided in bus bags)
- Do a "phone wallet keys" check with students, but it's "Dinkles, black socks, instrument, uniform, money, phone"

## During the Trip

- Ensure students are safe; treat students as though they are your own children (they might be!)
- Ensure students are behaving appropriately through active monitoring
- Student "couples" must sit in the front half of the bus
- Insubordinate students will be moved to the front of the bus for the remainder of the trip; contact Mr. Porter immediately if you're in this situation
- In the event of an emergency:
  - Get the bus to pull over as soon as is practicable. In the case of a bathroom emergency, find a rest stop, convenience store, or similar.
  - Contact Mr. Porter immediately 717-713-0365. If Mr. Porter cannot be reached, contact Mrs. Underdonk at 717-350-9976.

## **End of Trip**

- Ensure all students have contacted their adults for rides home (Mr. Porter does this via Remind; overcommunication is best)
- Ensure all students have cleared trash from their area of the bus (there are big trash bags in the bus bag for this purpose)
- Make sure all windows are closed (unless the bus driver directs you otherwise)
- Dispose of any trash in the dumpster in the loading dock