

# Sacred Heart University



## Band Program Handbook

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“The Sacred Heart University Pioneer Band program is an open and inclusive organization, dedicated to providing its members with musical, educational, leadership, and social experiences. The Pioneer Bands does not discriminate on the basis of race, gender, age, sexual orientation, physical abilities, national origin, marital status, or religion.

## **1. History of the Pioneer Marching Band**

In the summer of 1993 Sacred Heart University played host to an unknown drum corps while they were in CT for a competition. Their presence on the quickly growing campus set off a chain of events that resulted in the formation of the first band at Sacred Heart University. Duane Melzer was hired as the first Band Director, and he put together a small Pep Band of 13 players to play for football and basketball games. By the fall of 1994 the band had grown to 30 players and presented its first halftime field show. This was followed shortly thereafter by their first performance in the NY City Columbus Day Parade and St. Patrick's Day Parade.

In 1997, following the departure Mr. Melzer, the University appointed Marvin McNeill to the post of Director of Bands. Under McNeill's direction the Pioneer Marching Band experienced steady growth, ultimately numbering 65 members. During this time the band began to make appearances at local and regional Marching Band events, showing off their new uniform design. The band also made its first appearance at the Boston St. Patrick's Day Parade. The band also makes its first visit to an away football game, traveling to Pittsburgh as the team played against Robert Morris University. McNeil wrote the Pioneer Fight Song, which is still the Fight Song of SHU, and played at University events to this day.

In 2002 Marvin McNeil left to take a position with the University of Connecticut Band program, at which time Charles Bennedum was appointed interim Director. In 2003 Keith Johnston was hired as the new Director of Bands, and Charles Bennedum was appointed Assistant Director of Bands. Charles remained in that position until 2007. At that time Tim Holcomb was appointed as Asst. Director of Bands until he departed in 2009 and Andy Kolar was hired in the fall of 2009.

As the band's reputation has grown they have received an increasing number of offers to perform at various shows and competitions both in CT and throughout the Northeast. In 2004 the Pioneer Marching Band made its first appearance at the highly regarded Halloween Parade in NY's Greenwich Village, performing for almost 2 million spectators. This was followed shortly thereafter by an appearance at the annual Thanksgiving Day Parade in Stamford, CT. The Pioneer Marching Band has developed a reputation among area TV and film producers who seek a talented University Marching Band for different projects. Recent media appearances include a national television commercial for Verizon Wireless in 2004; an appearance on MTV in 2005; and an appearance in a national television commercial for Publisher's Clearing House, also in 2005. We have performed in Lancaster, PA for Tournament of Bands, and at the Cavalcade of Bands PA Championship in Hershey, PA. Additionally, the Marching Band makes regular appearances at Walt Disney World's Magic Music Days parade at the Magic Kingdom.

With backing and support from the University, the band program has grown to include many different instrumental ensembles for students to study and perform including Pep Band, Concert Band, Jazz Ensemble, Brass Ensemble, Woodwind Ensemble, String Ensemble, and Percussion Ensemble. We also have a competitive Winterguard, Terpsichore, which competes both regionally and nationally.

The pride, dedication, and commitment to excellence of the band program has contributed to making it the largest and most visible organization on the campus of Sacred Heart University and allowed it to serve as musical ambassadors for the University. Through many appearances, our ensembles bring the name of Sacred Heart University to communities near and far and helps to raise awareness of the quality of both individual students and the University as a whole.

## Instrumental Ensembles

### *Marching Band- “The Heart of Connecticut”*

The Pioneer Marching Band is a 70+ member band that performs at various campus events throughout the year and home football games. We also play at High School Exhibitions during the season. The Marching Band occasionally takes part in parades around the Tri-State Area. Past parade performances have been the Columbus Day and St. Patrick's Day Parades in New York City, the St. Patrick's Day Parade in Boston, the NYC Halloween Parade and the Stamford Thanksgiving Day Parade in Stamford, CT.

### *Pep Band- “The Beast of the Northeast”*

*“If he doesn't play basketball, I want him to join the band!”*

-Women's Basketball Head Coach Ed Swanson speaking about  
his newborn son, *March 2006*

The driving force behind the atmosphere at SHU basketball and hockey games, the SHU Pep Band is comprised of highly spirited players who entertain fans, and distract the other team. With its hallmark *SHU x 4*, the band cheers on the Pioneers, and plays some great music. In 2006 CSTV.com's Rink Rat rated the Pioneer Pep Band better than Cornell's “Big Red” band, especially praising the SHU bands varied repertoire, and performance of *Soul Bossa Nova*. The Pep Band performs at pep rallies, men's and women's basketball, men's ice hockey and special events. We turn games into events.

### *University Concert Band (MU-136)*

The University Concert Band performs music from the traditional wind band repertoire, as well as contemporary and modern works. Concert Band also commissions new works for band/wind ensemble. Membership is open to all students with a background in performing instrumental music that are enrolled at Sacred Heart. A placement audition is required. The Concert Band meets Monday evenings from 7:30-9:30 both fall and spring semesters. The schedule is flexible to allow for marching band practices, and pep band performances. The University Concert Band performs a Christmas Concert and Spring Concert each year. Concert Band is offered as a one-credit course.

### *Jazz Ensemble (MU-138)*

The Jazz Ensemble gives students the opportunity to develop their musical skills within the context of a variety of styles of jazz music. The Jazz Ensemble is often asked to perform for various events on-campus, and performs several concerts each year. The Jazz Ensemble meets during both semesters and is offered as a one-credit course.

### *Brass Ensemble, Woodwind Ensemble, String Ensemble, Percussion Ensemble*

Our chamber ensembles focus on small ensemble performance techniques and literature. These ensembles take many forms from small trios and quartets to larger arrangements involving the entire ensemble. These ensembles meet year-round and perform throughout the semester.

### *Winterguard*

Sacred Heart University's Winter Guard program, Terpsichore, practices from December through April. The guard performs at local and regional Musical Arts Conference (MAC) events, and regional and national Winter Guard International (WGI) events. Membership is open to any Sacred Heart University student.

## 2. Performing Arts Grants

Concert Band, Marching Band, Pep Band, and Winter Guard members are eligible to receive a Performing Arts Grant for a maximum of \$4000. Here is a break down of the amounts:

Concert Band	\$1,000 (required to be eligible for MB/PB grant amounts)
Marching Band	\$1,500
<u>Pep Band</u>	<u>\$1,500</u>
<b>TOTAL:</b>	<b>\$4,000</b>
Winter Guard	\$2,500 (Larger amount due to length of season and nature of competitive activity. This plus the Marching Band amount equals a total of \$4,000)
String Ensemble	\$1,000

**Performing arts grants will be applied to your account by September.**

**Please do not call the band office or the office of Financial Aid during the summer to inquire about the status of your performing arts grant.** If, after October 1, your performing arts grant has not been applied to your account please contact the Director of Bands. Requirements for receiving and maintaining a performing arts grant are based on attendance and participation. These policies are outlined in this handbook.

## 3. Communication/Schedule

All official communications from the Band to its members are made via email. Members are responsible for checking their email on a daily basis. It is advised that you make a folder in your email account for Band to keep all information in one place. Updates are constantly being sent out about rehearsal, performances, other events, logistical information, etc. Members should also regularly check the bands website ([www.pioneerbands.org](http://www.pioneerbands.org)) for updates and scheduling information.

**Check the Director's door for official event schedules!**

## 4. Call Time vs. Event Time

Any performance group has a call time, which is the time members are expected to be on location ready to go. Our band program is no different. We have a call time that is earlier than the event start time. We realize that it may seem like a lot of time for you individually, but with a large collegiate group it takes more time than you may realize to get everyone in place, get equipment ready and set-up, and warm up for the event. These call times will be posted online and will often be spread by word of mouth. These are subject to change, but some general time frames for call times are:

- Home Football Games -1 ½ hours before Game Time
- Home Basketball Games played at the PITT Center -1/2 hour before Game Time
- Home Hockey Games at Milford Ice Pavilion -1 ½ hours before Game Time

## **5. Placement Auditions**

At the beginning of the school year, placement auditions will be held for every instrumental member of the Marching Band. These auditions are not membership auditions. They are done for two reasons. Primarily, they are for part placement. The Band Staff needs to know what members excel at and also what they need to improve on. This helps the Band Staff to assign parts that will best help the ensemble. The second reason is for Pep Band season. For basketball and hockey playoff games, the Pep Band is often only allowed to take a portion of the band, as mandated by NCAA and NIT. These audition scores will be a contributing factor in deciding who is allowed to attend these playoff games. The audition will be to play the following pieces from memory:

- Star Spangled Banner
- SHU Alma Mater
- SHU Fight Song
- Amazing Grace

These pieces are played most often out of the entire repertoire. As members of the Sacred Heart University community, it is the band's responsibility to display our musical enthusiasm for our University through these pieces. The Fight Song and Star Spangled Banner are played at every single athletic event. The Alma Mater will be played every week as part of the band's warm-up. Amazing Grace is played before each home football game at the Chapel.

Students who wish to be in Pep Band but will not be in Marching Band must complete this same audition by the end of September.

## 6. Marching Band

### Attendance Policy

All rehearsals and performances are mandatory in order for band members to be eligible to receive their full performing arts grant amount. Absences will be excused only under the most extraordinary circumstances. These circumstances must be approved by the Director in advance of the date in question. Any absence not brought to the Director's attention for approval prior to the rehearsal or performance will be considered unexcused. Only in cases of extreme emergency or personal illness will a person be excused from a performance. Personal obligations such as weddings, family gatherings, other club activities, etc. are not considered valid reasons for missing a performance.

Full attendance at pre-season band camp is required for participation in Marching Band. Students unable to attend camp or any portion of camp face fines as well as other actions including forfeiture of their entire performing arts grant, and possible dismissal from the Marching Band.

Unexcused absences will result in the member being given a \$250 fine, deducted from their performing arts grant, per unexcused absence. Continued abuse of this policy may result in forfeiture of your entire performing arts grant or dismissal from the Pioneer Bands program, at the discretion of the Band Staff, without precedence. **Please note that giving the Band Staff a reason for an absence by itself does not constitute an "excused" absence. The Band Staff will determine what is a legitimate reason for missing a rehearsal or performance.**

Attendance will be taken at the beginning of all rehearsals and scheduled performance days. If a student is late two (2) times to a rehearsal or performance, he/she will receive a \$250 fine, deducted from their performing arts grant. Additional tardiness may result in forfeiture of their entire performing arts grant and permanent dismissal from the Pioneer Marching Band.

Marching Band members must notify the Band Staff via email only about in advance for games or rehearsals that they will be missing or will be late to. An absence being declared excused or unexcused will be made by the band staff on a case-by-case basis without precedence.

**This policy is adhered to for all rehearsals and performances.**

### Game Day

The schedule for a typical performance day is as follows (subject to change):

- 11:30am  
(1 ½ hours before kick-off) Full Band - Dressed/Warm-ups by FLIK patio
- 12:00pm  
(1 hour before kick-off) March to Field/Parking Lot performances
- 12:50pm  
(~15:00 on game clock) Take Field for pre-game
- 1:00pm  
(Game time subject to change) Game Start Time
- 4:30pm  
(3½ - 4 hours for a game) Approximate End of Game

## Stadium Seating

Stands seating order (top to bottom)

Tubas
Trombones - Baritone - Tenor Sax
Trumpets
Horn - Alto Sax
Clarinets
Flutes
Percussion

Guard sits along side of band

## Stadium/Game Procedures

1. When entering stands all members remain standing until the Drum Major gives the signal to sit. Drum major will then give the signal to remove hats. We sit down together on the Drum Major's count of "3". Hats remain on until instructed by the Drum Major on the count of "3".
2. All members are to sit/stand within their own sections and **must be prepared to play at all times.**
3. No one shall leave the stands during the game without the permission of the Director, staff, or drum major. We will give your brief breaks for restroom trips, concessions, etc.
4. All band members must remain in full uniform, unless otherwise instructed.
5. Only band members will sit in the stands designated as the Band Area. Friends, alumni, and family may sit near the band, but not within the band proper.
6. Only behavior of the highest social caliber is to be exhibited by the band members while in uniform.
7. The band will assist the cheerleaders in making cheers successful, and lead the audience in support of the team. It is part of the philosophy of the Pioneer Bands that it is the band's responsibility to turn every game into an event.
8. The Drum Major will call music in the stands.
10. All members must refrain from negative comments directed toward the team or any other organization. We cheer for our team, not against the other team.

11. During football games, members must remain with the band until the band is officially dismissed, unless granted special permission by the Director.
12. The band may perform a post-game performance after the game. This is considered part of the performance of the day. Students who leave prior to performing in the post-game show will not receive credit for the day's attendance.
13. All members must remain and perform, through the post-game field show until dismissed. The band will be dismissed as a unit by the drum major or Director

### Rehearsals

Band members are expected to attend all rehearsals and performances to receive their full performing arts grant amount. Students are also expected to be on time for all band functions. This means that you must show up early enough to set up all necessary equipment and be ready to start rehearsal at the designated time. Practices are scheduled and kept to a minimum to be as non-disruptive to your academic schedule as possible. In order to be able to continue to operate under this schedule it is imperative that all band members report for practice on time, come with a positive attitude and be ready to work. Rehearsals are on **Monday and Thursday from 7:45pm – 9:45pm**.

**PERCUSSION SECTION – Due to the amount of equipment involved in the percussion section ALL percussionists are expected to arrive 15 minutes prior to the start of any practice or performance to ensure that all equipment is in place and ready to go prior to the designated start time.**

### Uniform Policy

*\*See Uniform Policy on page 23 of this handbook\**

## 7. Pep Band

The Pep Band averages around 35 regularly scheduled games during the school year. The Pep Band also plays for all tournament games in which Men's/Women's Basketball and Men's Ice Hockey compete.

### Attendance Policy

All rehearsals and performances are mandatory in order for band members to be eligible to receive their full performing arts grant amount. Any absence not brought to the Director's attention for approval prior to the rehearsal or performance in question will be considered unexcused. Only in cases of extreme emergency or personal illness will a person be excused from a rehearsal or performance. Personal obligations such as weddings, family gatherings, other club activities, etc. are not considered valid reasons for missing a performance.

Pep Band members are allotted three (3) absences during the course of the Pep Band season without penalty. These three (3) absences are given as a cushion to the season schedule and are not intended to be used for everyday occurrences. They should be used only for unavoidable circumstances that may come up in the course of the season.

Regularly scheduled classes that conflict with games or rehearsals are considered excused absences. **(Note- study sessions and other activities that take place after class time are not excused)** Students should schedule classes as to not conflict with band events when possible. Students must still notify the Director in advance if they are going to have consistent conflicts because of a class. Students who have a class that ends after call time/game time are expected to arrive within ten (10) minutes of their class ending. Students who have a class that begins after call time/game time may leave ten (10) minutes before their class is scheduled to begin. If this conflict occurs when there is a hockey game, notify the Director in advance to inquire about possible exemption from this policy, as Hockey games take place off-campus.

If a Pep Band member acquires more than three (3) absences, they will be given a fine of \$250, deducted from their performing arts grant, per each additional absence. If a student acquires a total of six (6) absences, they may forfeit their entire performing arts grant and may be dismissed from Pep Band. Attendance will be taken at the beginning of all rehearsals and scheduled performances. If a student is late to two (2) rehearsals/performances, they will be given a fine of \$250, deducted from their performing arts grant, per occurrence. Please note that giving the Band Staff a reason for an absence by itself does not constitute an "excused" absence. The Band Staff will determine what is a legitimate reason for missing a rehearsal or performance.

Pep Band members must notify the Band Staff via **email only** in advance for games that they will be missing or will be late to. An absence being declared excused or unexcused will be made by the band staff on a case-by-case basis without precedence.

ALL NEC PLAY-OFF GAMES ARE MANDATORY FOR ALL PEP BAND MEMBERS. When Sacred Heart Basketball and Hockey teams advance to NCAA and NIT playoff rounds, the Pep Band travels with them. Due to NCAA and NIT regulations the band is often limited to 30 members, including directors. Placement Audition scores will be taken into consideration in deciding who is allowed to go to these games. See *Placement Auditions* on page 6 for more details.

**This policy is adhered to for all rehearsals and performances.**

## Game Day

### Men's and Women's Basketball Games at the PITT Center:

- 30 minutes before tip-off is normally call time up at the PITT Center unless it is a televised game, in which case the call time will most likely be slightly earlier.
- There are often double or triple-headers when one game is played right after another. If there are enough members to cover all parts, the Pep Band may split so that members only have to go to one or two games instead of all of them on that day.
- The Pep Band is positioned courtside, normally against the far wall as you walk into the PITT center. See "Stadium Seating" on page 7 for seating arrangement.
- As one of the most important Spirit groups at basketball games, it is imperative that members come ready to cheer on our teams and contribute to the game not only musically, but in their best attitude as well.

### Men's Ice Hockey at Milford Ice Pavilion:

- 1½ hours before game time is normally call time because the hockey team plays at a venue off campus. The Pep Band must leave on time to ensure that everything is set up and ready for the game.
- There are often double or triple-headers when one game is played right after another. If there are enough members to cover all parts, the Pep Band may split so that members only have to go to one or two games instead of all of them on that day.
- The Pep Band is positioned at the end of the stands closest to the scoreboard. See "Stadium Seating" on page 7 for seating arrangement.
- As one of the most important Spirit groups at basketball games, it is imperative that members come ready to cheer on our teams and contribute to the game not only musically, but in their best attitude as well.

The Pep band is a large part of the game atmosphere at the collegiate level. As a result, members are expected to be the ideal fan. Members are expected to cheer when we're winning, cheer when we're losing, cheer when it's a blowout game, etc. A large part of our presence is our physical appearance at games. The Pep Band should stand while the game is in play. If there is a time-out where the Pep Band isn't playing, members are welcome to sit to rest their legs. But remaining standing throughout the game sends a message to our teams, the opposing teams, and the crowd that the Pep Band supports SHU teams unconditionally and all the time.

## Rehearsals

Rehearsals for Pep Band will start to be held toward the end of the fall semester when the basketball teams and hockey team start to have games. All members of Pep Band are expected to be at all rehearsals to ensure that music is adequately prepared.

## Uniform Policy

*\*See Uniform Policy on page 23 of this handbook\**

### Travel Pep Bands

For most day trips, when a Pep Band accompanies an athletic team, we will take the entire pep band, unless otherwise noted. This is especially true during NEC playoff games. For trips that are classified as a tour (i.e. that require an overnight stay), the size of the band is usually dictated by NCAA rules: 30 people including directors. Any deviation from this rule is subject to the circumstances of each event. Because these games are more high profile, we need to put forth our very best effort in terms of musical performance. The following criteria are used in selecting students for travel:

1. Instrumentation – Brass (trumpets, horns, trombones, baritone, tuba); Saxes (alto, tenor, bari); percussion; flutes and clarinets. Any flexibility in instrumentation is at the director's discretion.
2. Seniority
3. Playing ability (Placement Audition scores will be taken into consideration)
4. Attendance at games and rehearsals
5. Other factors – in making decisions where the above factors are equal, service to the band, enthusiasm, and attitude may be included as determining factors for selection.

Every student is considered individually and as fairly as possible. It must be recognized that **SELECTION FOR TRAVEL IS A PRIVILEGE, NOT A RIGHT.**

## **8. Winter Guard**

The Winter Guard at Sacred Heart competes in local and national circuits, MAC (Musical Arts Conference) and WGI (Winter Guard International). The Winter Guard competes in 6 to 10 shows in MAC and 1-2 shows in WGI each season. Being part of an independent guard means that the members have much more responsibility than many scholastic high school guards. Members are responsible for setting up/tearing down rehearsal space if needed, moving equipment, helping with transportation if needed, and knowing all logistics for all rehearsals/performances.

The band program provides most of the financial support for the season, but all members are responsible for raising a minimum of \$350 for winter guard season to help cover the cost of transportation and rental of rehearsal space. The band program will provide most of the equipment, show uniforms, and paint or props, if needed. Members may need to raise additional funds if the guard goes to WGI National Championships in Dayton, OH in April. The decision to compete at WGI Championships will be made by February.

All members are expected to be at all rehearsals and performances to receive the full amount for the Performing Arts Grant. Members are expected to make every effort to schedule classes to not conflict with rehearsals and to be available before rehearsals to help move equipment or load the equipment van.

### **Membership**

Membership is by audition only. The right to perform is at the sole discretion of the professional and instructional staff. The nature of this competitive activity demands a high commitment level of personal preparation. Members are expected to go above in terms of dedication, preparation, and professionalism. The Guard program has a long tradition of excellence and membership in this ensemble should not be taken lightly. The groups that the Guard competes against are nationally ranked programs and as such, complete commitment to the goals of the program is absolutely necessary.

In the event of injury, medical attention is required and medical clearance must be provided from the doctor to perform again. Self-diagnosis is not acceptable. For the benefit of the individual and group, professional medical attention is required for any injury. Without medical clearance, injured members will not be permitted to perform so as to not further aggravate the injury.

### **Show Days**

On show days, there will be rehearsal in the morning. This rehearsal will vary in length due to the distance needed to travel to the show and ensemble needs. The time frame will change every week depending on the competition day schedule, so members should check with captains and Guard Staff.

### **Rehearsals**

The rehearsal schedule has changed year-to-year depending on the availability of the members and their schedules. It could be only on weekends, or on Tuesday and Thursday nights. Check with captains and Guard Staff for specifics on rehearsal schedules for the current season.

### **Uniforms**

*\*See Uniform Policy on page 23 of this handbook*

## **9. University Representation**

As a member of the Sacred Heart University Pioneer Bands Program you are an extension of the University, the community, and the state. Because of the number of public performances on and off campus, each member must exemplify the quality of SHU students at all times. For that reason, there will be no smoking in public, drinking of alcoholic beverages, use of illegal drugs or profanity by any member of the Pioneer Bands while participating in a SHU Band activity or while in uniform. A SHU Band activity is defined as the period of time beginning with the call time and ending with dismissal. In the case of out-of-town trips, this rule will be enforced from the call time the buses are loaded on campus until the time the buses are unloaded on campus at the conclusion of the trip. Such behavior will not be tolerated and constitutes grounds for immediate dismissal from the organization and reporting to the proper authorities.

Each band member is responsible for both the integrity and the consequences of his or her own actions. When engaging in an activity representing the SHU Bands and the University, band members must follow the highest standards of honesty, integrity, and fairness. It is imperative that no member participates in any activity while on campus, or while engaging in a band activity, that is (or gives the appearance of being) improper, illegal, or immoral, or could any way harm or embarrass the SHU Pioneer Band program, or Sacred Heart University.

- The Pioneer Marching Band and Pioneer Pep Band serve as ambassadors of Sacred Heart University, each band member represents the student body as a whole, and the University. As such, there will be no swearing, smoking, or drinking of alcoholic beverages while in uniform.
- It is expected that all Pioneer Band members will conduct themselves in a professional, and courteous manner both in and out of uniform. This extends to your online profiles as well (Facebook, MySpace, Webshots, Twitter, etc.) Remember - if you can see it online, so can your parents, faculty, administration, and prospective employers.
- All Pioneer Band members are to restrain themselves from PDA (Public Display of Affection) while in uniform or representing the band in any way.
- Intoxication of any kind while on a University trip is strictly prohibited. Intoxication during rehearsals or performances will not be tolerated and will be grounds for dismissal from the organization and reporting to the appropriate authorities.
- There shall be no consumption of intoxicating beverages aboard transportation to or from a rehearsal or performance. Use of alcohol or other banned substances will not be tolerated and will be grounds for dismissal from the organization and reporting to the appropriate authorities.
- Members who are 21 years or older are permitted to consume alcohol on overnight trips provided that individuals follow the rules stated below. Violation of any of these rules will be grounds for dismissal from the organization and reporting to the appropriate authorities.
  - Must be at a public venue
  - Individuals will conduct themselves in a fashion that will not bring negative attention to themselves in any manner
  - There is not a rehearsal or performance within 8 hours of the last alcoholic beverage consumed.
- During all overnight tours/events, all Sacred Heart University rules and policies will remain in effect.
- All members are expected to cooperate fully with instructional staff, drum major, section leaders and other student leaders of the band. Failure to do so will result in disciplinary action.

### Game Etiquette

Students are expected to conduct themselves with the highest decorum during all band events. Under no circumstances will any behavior be tolerated that brings discredit to the band, the team, or the University. In the event of negative behavior toward the band, members will not engage such behavior by reacting or retaliating in any manner. If such behavior is prohibiting you from participating in the event normally, contact the Band Staff and they will deal with the situation. We encourage members to yell, scream, and cheer on our teams at all events! The Band is a huge part to the game-day experience, so bring your cheering caps! Band members are encouraged to bring as many friends as possible to each game to hear the band, and cheer for our team. The more people you bring, the more people see and hear us.

### Anti-Hazing Policy

#### **Hazing is against the law in Connecticut!!**

*University & State Statute*

*Prohibited by SHU Student Conduct Code*

*CT General Statute 53-23a Hazing*

The Band program at Sacred Heart University has a "zero tolerance" policy in regard to hazing. As such, the Band supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. The SHU Band unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule. SHU interprets **hazing** as any act whether physical, mental, emotional, or psychological, which subjects another person, **voluntarily or involuntarily**, to anything that may abuse, mistreat, degrade, humiliate, harass, or intimidate him/her, or compels another member to participate in any activity which is against university policy or state/federal law.

Violations of this policy include, but are not limited to, departmental or University probation, suspension from the band and/or the University; expulsion from the band and/or University. In addition, the band may be subject to group discipline that can include, but is not limited to, band probation, cancellation of individual events, and/or cancellation of the entire season.

#### **NO ORGANIZATION OR ORGANIZATIONAL MEMBERS WILL CONDUCT OR CONDONE HAZING ACTIVITIES.**

**Hazing** is defined as: Any action taken or situation created, whether on or off University property, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include, but are not limited to the following: forced consumption of food or liquids (including alcohol), paddling in any form, interruption or inference of routine sleep patterns, physical or psychological shocks, blind-folded road trips, or any other such activities carried on outside or inside of the confines of University property, the wearing of public apparel which is conspicuous and not normally in good taste, verbal abuse, engaging in public stunts and buffoonery, morally degrading, or humility games and activities, late work sessions which are not consistent with scholastic activities, and any other activities which are not consistent with Connecticut State Law or regulations and policies of the Sacred Heart University.

**Connecticut State Law on Hazing Sec. 53-23a. HAZING**

1. "**Hazing**" means any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for continued membership in a student organization. The term shall include, but not be limited to:
  - a. Requiring indecent exposure of the body;
  - b. Requiring any activity that would subject the person to extreme mental stress, such as sleep deprivation or extended isolation from social contact;
  - c. Confinement of the person to unreasonably small, unventilated, unsanitary or unlighted areas;
  - d. Any assault upon the person; or
  - e. Requiring the ingestion of any substance or any other physical activity which could adversely affect the health or safety of the individual. The term shall not include an action sponsored by an institution of higher education which requires any athletic practice, conditioning, or competition or curricular activity.
  
2. "Student organization" means a fraternity, sorority or any other organization organized or operating at an institution of higher education.
  - b. No student organization or member of a student organization shall engage in **hazing** any member or person pledged to be a member of the organization. **The implied or express consent of the victim shall not be a defense in any action brought under this section.**
  - c. A student organization which violates subsection (b) of this section (1) **shall be subject to a fine of not more than one thousand five hundred dollars** and (2) **shall forfeit for a period of not less than one year all of the rights and privileges of being an organization organized or operating at an institution of higher education.**
  - d. A member of a student organization who violates subsection (b) of this section shall be subject to a fine of not more than one thousand dollars.
  - e. **This section shall not in any manner limit or exclude prosecution or punishment for any crime or any civil remedy.**

**SEC. 53-37 RIDICULE ON ACCOUNT OF RACE, CREED OR COLOR** (Not more than \$50 and/or not more than 30 days of imprisonment)

1. Any person who ridicules or holds contempt another person or class of persons on account of religion, color, or creed, denomination, nationality or race.

**SEC. 53-37a DEPRIVATION OF A PERSON'S RIGHTS BY FORCE OR THREAT** (Class A Misdemeanor, except: when bodily injury results Class C Felony; when death results Class B Felony)

1. Any person, acting alone or in conspiracy, engages in the use of force or threat (53a-62) for the purpose of depriving another person of the equal protection, privileges and immunities of State or Federal Law.

**SEC. 53-39 MALICIOUS PROSECUTION** (Fine of not more than \$100 or imprisonment not more than one year)

1. Any person who falsely prosecutes another for any criminal charge without probable cause and with malicious intent unjustly to vex and trouble.

## NEC Sportsmanship Policy

### Sportsmanship Policy

#### A. Preface

NEC member institutions value the principles of sportsmanship and the ideal of pursuing victory with honor in intercollegiate athletics. The Conference believes that athletics should be conducted in a way that reflects positively on the individual participants and institutions. The standards of sportsmanship below are written to emphasize the basic expectations of the Conference related to sportsmanship and provide the Commissioner with broad authority to ensure that Conference activities are consistent with these principles.

#### B. Principles of Sportsmanship

The essential elements of sportsmanship and ethics in sports are embodied in the concept of character building and seven core principles: respect, responsibility, fairness, honesty, integrity, caring and civility. The highest potential of sports is achieved when competition reflects these seven principles.

#### C. Standards of Conduct

1. Member institutions' student-athletes, coaches and staff shall conduct themselves in an appropriate manner in connection with all intercollegiate sporting events in which they participate ("Events"). They shall conduct themselves as positive role models and represent their institutions in a manner that exhibits the principles of sportsmanship. They shall exhibit respect and courtesy towards all participants and facilities, and comment about other institutions, coaches and student-athletes only in a positive manner.

2. Behavior that is not considered sportsmanlike or appropriate in connection with Events includes, but is not limited to, the following:

- a. Striking (e.g., kicking, hitting, throwing objects at) or other acts of violence, attempted acts of violence or attempts to incite violence;
- b. Obscene, profane, demeaning or unduly provocative language, gestures or actions directed towards an opposing team, institution, contest official, staff member or spectator;
- c. Public criticism of or publicly disparaging statements about an opposing team, institution, contest official, staff member, spectator, or the conference;
- d. Theft, damage or disrespecting of property in conjunction with an event;
- e. All other actions, as determined by the Commissioner, in violation the principles and standards of sportsmanship.

#### D. Recruiting

1. Institutional staff members shall maintain the highest standards of integrity in their recruitment of prospective student-athletes.

2. The staff shall only comment about other institutions, coaches, and student-athletes in a positive manner.

3. The staff shall fully disclose to prospective student-athletes all relevant information regarding the institution, its programs and the nature of any financial aid being offered.

4. Negative recruiting concerning another member institution of the Conference shall not be tolerated. This includes derogatory statements about another institution's program, any of its personnel, or the quality of its facilities to a prospect, the prospect's parents, high school coach, or other person interested in the prospective student-athlete.

#### E. Competitive Environment

1. The management and conduct of Events is the responsibility of the hosting institutions. In their discharge of this responsibility, all member institutions shall ensure a competitive environment that is safe, fair, and consistent with the principles and standards of sportsmanship.

2. All ancillary support groups subject to institutional control (e.g., spirit squads, bands, mascots) shall conform to the principles and standards of sportsmanship.

3. Institutions are responsible for the conduct of spectators at Events they are hosting. Spectators whose conduct is abusive to officials, participants or spectators, or that violates reasonable social standards of conduct, should be removed from the Event.

4. Spectators should be located in the stands during a contest. They may not stand or sit near the edge of the playing area in order to harass the opposing team or officials. despite

#### F. Officials

1. It is required of all Conference member institutions to provide properly located, secure, safe and adequate dressing facilities for officials. If possible, dressing rooms should be isolated from competing teams and easily accessible without the necessity of officials mingling with crowds and/or players. Where it is impractical or impossible to provide ideal arrangements, a police escort shall be provided.
2. No one, other than the Commissioner or one of his/her designees, may invade the privacy of the officials dressing rooms, either before, during, or after the game.
3. Officials are not to discuss occurrences having to do with their game calls with news media representatives or at public gatherings.
4. Coaches are not to criticize officials to, or in the presence of, representatives of news media or other organizations. All criticism should be communicated through the Commissioner. Sports information directors shall make no references whatsoever in institutional media releases as to the quality of officiating.
5. Any correspondence between coaches and officials pertaining to the work of the officials is to be carried on through the Commissioner or one of his/her designees.

#### G. Member Institution Obligations

1. Each member institution shall be responsible for promoting sportsmanship and appropriate conduct and for ensuring that its participants conduct themselves in a sportsmanlike manner in connection with intercollegiate sporting events.
2. Each member institution shall adopt policies and procedures to implement the principles and standards of sportsmanship.
3. Each member institution shall take appropriate disciplinary or remedial actions in response to any conduct in connection with sporting events that is not sportsmanlike or appropriate by its participants.
4. The athletic director of a member institution shall promptly inform the Conference Commissioner of any conduct or actions by participants in connection with events that are not sportsmanlike or appropriate, and of any actions to be taken in respect of such conduct.

#### H. Powers of the Conference Commissioner

It shall be the responsibility of the Commissioner to promote and enforce these principles and standards of sportsmanship in connection with all Conference activities involving a member institution, including competition against non-conference opponents. The Commissioner shall have broad authority to interpret the standards, review disciplinary action taken by member institutions, and further penalize those deemed to have violated the standards.

#### I. Penalties

1. Specifically and without limitation, the Commissioner has the authority to require a member institution to take any one or more of the following actions: (i) publicly or privately reprimand any participant; (ii) forfeit any sports events or competitions; (iii) suspend or expel any person from attendance at or participation in one or more events; or (iv) pay a fine to the Conference (not to exceed \$50,000) for each occurrence of unsportsmanlike or inappropriate conduct.
2. In instances of flagrant misconduct, regardless of circumstance, all individuals involved shall receive a minimum penalty of a suspension from one or more contests. Flagrant misconduct shall include, but not be limited to, striking (e.g., kicking, hitting, throwing objects at), or attempting to strike an official, coach, player or spectator.
3. Repeat violations by an individual, team or institution will subject them to increasingly greater penalties.

#### J. Procedure

1. Incidents that may involve violations of these standards shall be immediately reported to the president and the director of athletics of the involved member institution and the Commissioner.
2. The director of athletics shall immediately review the incident to determine whether these standards have been violated.
3. As soon as possible, but no later than 48 hours or prior to the next competition,

whichever is first, the director of athletics shall advise the Commissioner in writing of the finding and specific disciplinary action, if any, imposed by the institution. A copy shall go to the institution's president and faculty representative.

4. The Commissioner shall promptly review the incident and action taken, and make a determination regarding whether additional penalties should be imposed. The Commissioner may review all reports, video and other information related to the matter, as well as conduct further research. The Commissioner will notify the institution of any directive with additional penalties accordingly.

5. Penalties shall be imposed prior to the next competition.

6. Subject to the right of appeal established in Section K below, each member institution shall comply with all written directives issued by the Commissioner.

7. The Commissioner and athletic director may designate another member of their respective staffs to act on their behalf, and the Commissioner shall have the authority to waive the timing requirements set forth above.

8. Appeal

#### K. Right of Appeal

1. Any member institution shall have the right to appeal any directive of the Commissioner to the Council of Presidents' Executive Committee. To properly appeal a directive, the member institution must submit a written statement to the Conference office within 24 hours of receipt of the directive. The appeal should include the nature of the institution's objections to the proposed directive, supporting information, and the actions, if any, that the institution contends should have been taken or required by the Commissioner in the directive at issue.

2. The Commissioner shall promptly notify the Executive Committee and provide them with the institution's appeal materials, a summary of the directive, and supporting information.

3. The Executive Committee may affirm, modify or set aside the directive with or without affording the appealing institution a formal or informal hearing. All decisions by the Executive Committee shall be final.

4. If the Executive Committee finds that the appeal was made without basis, and determines that it was done in an effort to gain competitive or other advantage, it shall have the power to impose a fine to the institution no less than \$5,000 and no greater than \$50,000.

5. An Executive Committee member from the institution making the appeal shall be recused from hearing the appeal.

## 10. Marching Band Staff and Student Leadership

### Professional Staff

Director of Bands	Keith Johnston
Assistant Director of Bands	Andy Kolar
Guard Instructor	Laura Choquette
Drill Designer	Bob Kogut
Graduate Assistant Instructors	

### Student Leadership

#### **Drum Major**

#### **Section Leaders**

Flutes  
Clarinet  
Alto Sax  
Tenor Sax  
Trumpet  
Trombones  
Low Brass  
Percussion

#### **Band Council Officers**

President  
Vice President  
Secretary  
Treasurer  
Historian  
Librarian  
Recruitment Chair  
#Guard Rep  
#Senior Class Rep  
#Junior Class Rep  
#Soph Class Rep  
#Guard Rep  
#Greek Life Rep  
\*Fresh Class Rep & CCO  
(Council on Clubs &  
Organizations) Rep

\* *These positions will be voted on at band camp*

# *These positions will be voted on in the spring semester*

## Leadership Position Descriptions

### **Drum Major**

The Drum Major is the direct link between the Band Staff and the members of the band. He/She is expected to be in constant communication with the Band Staff to relay information and instructions about anything regarding the band program. The Drum Major must be an active member of Band Council. Selection process begins in the spring semester. Candidates must:

- Have a minimum 3.0 GPA
- Be at least a sophomore
- Submit an application & letter of recommendation

### **Section Leaders**

Section Leaders are responsible for making sure that their section is prepared for all rehearsals and performances. They are responsible for scheduling and running sectional rehearsals throughout the marching band season.

### **President**

The President is the head of Band Council. He/She runs all Band Council meetings and is in charge of coordinating with the executive council. The President coordinates also works with advisors.

### **Vice President**

The Vice President is second in command of Band Council. He/She is also in charge of uniforms for all ensembles. This includes records, inventory, maintenance, and communication/enforcement of all uniforms procedures/rules to members.

### **Treasurer/Fundraising Chair**

The Treasurer keeps record of all financial transactions within the band. The Treasurer gives weekly reports at Band Council meetings. He/She also is the head of fundraising efforts within the band program. He/She is responsible for approval of Band Council expenses and re-imbursments.

### **Secretary**

The Secretary takes notes, called “minutes,” at Band Council meetings of what is discussed/decided and emails them out to members of the band. The Secretary also takes attendance at all events.

### **Librarian**

The Librarian is responsible for keeping track of all music that is used by any of the ensembles at Sacred Heart. They must compile all flip folders for Pep Band and copy all music used by any ensemble. The Librarian also organizes and keeps track of the inventory of the music library. This is a work-study position because of the time necessary to complete this job.

### **Historian**

The Historian maintains an archive of written, visual, and digital history of the Pioneer Band Program. The Historian also arranges for a photographer/videographer with the Band Staff to keep record of all band events.

### **Recruitment Chair**

The Recruitment Chair serves as an ambassador to the band program. He/She works closely with advisors in expanding membership. He/She should co-ordinate with the Band Staff for representation at recruiting events.

### **Representatives**

All representatives are elected by members of the group that they represent. Their role is to bring concerns of their group to attention of the Band Council.

## 11. Uniform and Equipment Policy

### Marching Band Uniforms

Each marching band member will be assigned a marching band uniform at the beginning of the season. Members must take care of the uniform and make sure that it is in good (i.e. clean & wrinkle-free) condition for any performance. **Members are not permitted to take their uniforms with them throughout the week. All uniforms must be returned and hung in the storage room after each performance to ensure that the uniforms stay in good condition.**

Uniforms may be picked up one hour before call time and should be returned and hung immediately after an event is over. Members are also financially responsible for damage done to, or loss of, their uniform. Records are kept of each part of the uniforms as they are checked out to members. Replacement costs are as follows:

- Coat: \$300.00
- Trouser: \$140.00
- Shako/Plume/Hatbox: \$95.00
- Shoulder Cords: \$35.00/pair
- Garment Bag: \$10.00
- Beret: (tuba only): \$40.00
- Slide Cover (Trombone Only): \$65.00

Members must adhere to the following policies, which will be enforced by section leaders at each event. Failure to adhere to any of these policies may result in being dismissed from the event or from the band program. In such a case these members will not receive credit for the day's attendance.

- Cleaned and polished white shoes
- White Socks – must extend to the calf
- All parts intact and not missing
- Clean White Gloves
- Long hair tucked up inside hat (men and women)
- Pant legs hemmed to touch top of shoe
- No jewelry showing (rings, earrings) or non-prescription sunglasses
- Clean, unwrinkled Band T-shirt underneath

Members must purchase white gloves (not percussion), at least one band t-shirt, and band warm-ups that may be used as a supplemental uniform in the event of extreme weather. Guard members must purchase gloves as mandated by the Director of Guard Programs.

### Pep Band Uniforms

Pep band members are assigned a long-sleeve t-shirt as their uniform for pep band games. Members must wear this shirt as the outer-most layer at all times unless otherwise directed by the Director. It can get cold at these games (especially at hockey games) and members are encouraged to layer, provided that the pep band shirts is on top of those layers. The uniform for pep band games is the pep band shirt, blue jeans, and tennis shoes.

Each pep band member is responsible for returning their shirt at the end of the season after they have washed and folded it. Replacement costs are as follows:

- Long-Sleeve T-Shirt: \$20.00

### Instruments/ Equipment

Members are expected to keep their instruments in proper working condition throughout the season. This includes:

- All parts working (slides, valves, keys, etc.)
- Outside of instrument shined
- Inside cleaned
- Clean mouthpiece and/or good reed
- Drums clean and in proper working condition/tuned/sticks properly taped
- Proper lyre or other attachments, as directed by staff
- Percussionists are responsible for set-up, tear-down, and proper storage of all equipment

You are responsible for the upkeep and maintenance of your own instrument. The band staff can try to help with minimal repairs, but we are not instrument technicians. Many students have taken their instruments to Westport Music Center. They offer prompt service at a reasonable price.

Westport Music Center  
1460 Post Road East  
Westport, CT 06880  
203-259-7615  
[www.westportmusic.com](http://www.westportmusic.com)

Some school-owned instruments are available for student use. Members interested in renting an instrument must complete a Rental Agreement Form from the band office to be eligible to use a school-owned instrument. Members are financially responsible for any damage to, or loss of a school instrument. Students are expected to care for this equipment properly.

If you play an instrument or use equipment that is normally loaded onto the truck/van, you are responsible for bringing the instrument to the truck/van at the beginning of the call time to allow for ample time for all equipment to be loaded and secured properly. If members do not adhere to this policy, they are responsible for getting their equipment to the event on their own. (i.e. carry it on the bus)

### Guard Equipment/Uniforms

Members of the guard program must adhere to the following policies regarding the equipment used during the season.

- Clean Flag
- Flag effectively attached to pole
- All silks/weapons ready/taped for performance
- Proper rehearsal material
- Guard members are responsible for set-up, removal and proper storage of all equipment.
- Guard uniforms will be kept hung in garment bags for fall and winter seasons.

## **12. Trips and Touring**

The Marching Band and Pep Band regularly travel to performances and exhibitions. These trips are classified as either Day Trips, or Overnight Tours.

- **Day Trips** – The band departs and returns within a 24 hour period and does not provide hotel accommodations. Typically these include parades, exhibitions within CT, or performances within a 3-4 hour radius of the University.
- **Overnight Tours** – The band provides hotel accommodations for one or more nights. Dates may be added pending the playoff schedule of the various athletic teams we support. For Overnights the band will provide hotel accommodations. Students will sign up for rooms in advance. All rooming is based on 4 band members per room. There is no co-ed rooming during Overnights with the exception of legally joined spouses, where both are current members of the band.

For all trips and tours students are expected to help load and unload the bus and equipment truck. Students will be notified about information regarding meals or per diem.

During all trips and tours band members are expected to represent both themselves and the University at the highest level. All University rules and policies remain in effect during both trips and tours.

### **13. Band Council**

The Band Council is the official representative body of the Pioneer Bands. Band Council responsibilities include management of the band's music library, uniform distribution, special events, and fundraising.

A number of leadership positions are available each year in the form of class representatives and officer positions. In addition, the Band Council actively participates in the band's comprehensive recruitment activities each year, appearing at festivals and competitions throughout CT, MA, NY, NJ, and PA. All band members are encouraged to participate in these activities, and add your own voice to the future of the Pioneer Bands.

### **14. Kappa Kappa Psi: The National Honorary Band Fraternity**

Kappa Kappa Psi provides service and social activities that promote the existence and welfare of the Pioneer Bands program.

Kappa Kappa Psi is a co-educational honorary student service and leadership organization that is dedicated to promoting the existence and welfare of college and university bands; honor outstanding band members through the privilege of membership; stimulates campus leadership; provide a pleasant and helpful social experience for all members of the Pioneer Bands.

The Lambda Nu Chapter of Kappa Kappa Psi at Sacred Heart University was officially installed on May 21, 2005. The Brothers of Lambda Nu provide several important services to the band, including stage set-ups for performing groups, upkeep of the rehearsal field, and set-up of the marching band seating section at the stadium.

Membership in Kappa Kappa Psi is educational, social, and service-oriented. Unique from any other fraternity on the Sacred Heart University campus, Kappa Kappa Psi is co-educational and part of a national organization with chapters across the country, and around the world. In addition to their dedication to the Pioneer Bands, Brothers have the opportunity to meet and interact with band members from across the country to develop bonds, share ideas, and share their love of music.

The Lambda Nu Chapter is always seeking new members who share their values and goals. If you are interested please speak with one of the brothers and they will be happy to give you more information.

## 15. Band Awards

At the end of each year, during the spring, the annual Band Banquet is held for all Pioneer Band members - Marching Band, Pep Band, Winter Guard, Concert Band, Jazz Ensemble and all chamber ensembles as well. . During the banquet individual members are recognized for their contributions to the band, and for their talents. The awards are voted on by the director's and include:

- Outstanding Freshman
- Outstanding Sophomore
- Outstanding Junior
- Outstanding Senior
- The “Jennifer Binns” Positive Attitude Award
- Most Improved
- Outstanding Marcher
- Outstanding Musician
- Outstanding Leadership
- Rookie of the Year
- Jazz Musician of the Year
- Outstanding Pep Band Member
- Outstanding Guard Member
- Pioneer of the Year

## 16. School Songs

### Sacred Heart University Alma Mater

Hail to thee our Alma Mater,  
Pioneers are we.  
Sacred Heart's proud sons and daughters  
Stand in unity.

#### *Chorus*

Swell the chorus, praise her glory,  
On our fields and in these halls.  
Loyal Hearts proclaim her story,  
Red and White o'er all.

Alma Mater, grant us wisdom  
Heart and Mind, renew.  
Love and truth, her guiding vision,  
Hail to S – H – U.

#### *Chorus*

### Sacred Heart University Fight Song

Let's Raise A Cheer For Dear Old Sacred Heart  
Our Pride Remains For Dear Old Sacred Heart  
From Class To Field, Our Spirit Yields, The Quest For Victory  
We Will Lift High The Name Of Sacred Heart  
We Stand Behind You Dear Old Sacred Heart  
Our Banner's High, 'Til Victory's Nigh, Triumphant Pioneers!  
S! -----H! -----U!  
S-H-U Pioneers, Fight! Fight! Fight!  
Red And White Fly High At Sacred Heart  
Let's Raise A Cheer For Dear Old Sacred Heart  
Our Banner's High, 'Til Victory's Nigh, Triumphant Pioneers!