

**THE TEXAS CHRISTIAN UNIVERSITY
HORNED FROG MARCHING BAND HANDBOOK
2019-2020**

THE PRIDE OF TCU

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HORNED FROG MARCHING BAND HANDBOOK**

Updated 6/01/2019

“The Pride of TCU”

Bobby R. Francis.....Director of Bands
Brian Youngblood.....Associate Director of Bands/Director of Marching Band
Matt Garrett.....Assistant Director of Bands/Director of Basketball Band
James A. Jacobsen..... Director of Bands Emeritus (deceased)
Sharie OwensAdministrative Assistant
Brian West.....Coordinator of Percussion
Jeff Hodge..... Drumline Instructor
Sam Bogart.....The Voice of The Horned Frog Marching Band

TCU MISSION STATEMENT

To educate individuals to think and act as ethical leaders and responsible citizens
in the global community

VISION

To be a world-class, values-centered university

VALUES

At TCU, we value:

Academic and personal achievement

Intellectual inquiry and the creation of knowledge

Artistic and creative expression

A heritage of service in pursuit of the greater good

Personal freedom and integrity

The dignity of and respect for the individual

Active appreciation for the array of human experience and the potential of every human being

COLLEGE OF FINE ARTS MISSION STATEMENT

The College of Fine Arts provides students with a superior arts education, nurtures ethical and responsible leadership, fosters excellence in creative discovery and research, and contributes to the cultural enrichment of a global society.

GOALS

To provide the highest quality arts education within a liberal arts tradition

To enhance the quality of life through creative discovery and research in the arts

To create and educate collaboratively across disciplines

To attract and support a community of gifted students and faculty To foster an awareness of cultural diversity

To contribute to students' development as ethical leaders and responsible citizens in a global community

HORNED FROG BAND MISSION STATEMENT

The TCU Horned Frog Band seeks to provide a high level performance opportunity for TCU music majors and qualified students to utilize their musical and marching skills in a marching ensemble setting at the collegiate level. The Horned Frog Band works to promote school spirit as the "Pride of TCU" and supports TCU Athletics and the University. In accordance with TCU's mission, the Horned Frog Band seeks to educate individuals to think and act as ethical leaders and responsible citizens through the many experiences that accompany the music rehearsal and performances of a university marching band.

VISION

To be a world-class, music education focused university marching band

GOALS

The Horned Frog Band seeks to provide an opportunity for all qualified students to utilize their musical and marching skills in a marching ensemble setting at the collegiate level.

The Horned Frog Band seeks to provide TCU music education majors within the ensemble, a lab experience within the class that will inform and strengthen their knowledge and background regarding marching band styles, fundamentals and application.

The Horned Frog Band seeks to provide TCU music education majors within the ensemble, leadership roles that that will inform and strengthen their knowledge and background in leadership, teaching, and group dynamics applications.

The Horned Frog Band seeks to showcase the diversity of marching band styles while remaining focused on a contemporary approach to the visual marching arts that will be utilized by TCU graduates that teach in the public schools.

The Horned Frog Band seeks to support TCU Athletics and serve as goodwill ambassadors for the university.

I. GRADING

Marching Band is a performance class. Therefore, attendance at all rehearsals and performances is mandatory. Any absence creates a serious problem and compromises the efforts of everyone in the group. Members should make every effort to be on time and to be prepared for each scheduled activity. Every band member is required to register for marching band as a class.

With the addition of the marching band scholarship award in 2015, the record keeping for all marching band events was updated. If a student fails to attend required rehearsals and events, their scholarship pay will be deducted.

At the beginning of the Fall Semester, every student will be provided with a Marching Band Syllabus and Schedule. This will outline course expectations and grading.

ABSENCES

- I. All absences are unexcused unless approved by the TCU Marching Band Director. There are two kinds of excused absences. (Excused Absences with **NO** Scholarship Deduction and Excused Absences **WITH** Scholarship Deduction.) To request an absence, submit an email to the Marching Band Director within the appropriate timeline. You will receive an email that explains how the absence will be treated. IF you do not get a reply within 24 hrs, re-send the email. **Emails from students after business hours the evening before an event or rehearsal will generally not be addressed until the next morning.**
- II. Every unexcused absence could result in your grade being lowered by a letter grade as well as your final scholarship payment being reduced.
- III. Two tardies count as one absence, however each student is granted one free tardy.

3 Types of Absences

UNEXCUSED (Grade Deduction / Scholarship Deduction)

EXCUSED WITH SCHOLARSHIP DEDUCTION

EXCUSED WITH NO SCHOLARSHIP DEDUCTION

(Rehearsal and Performance Absence Charts at end of Hand Book)

Absences may be excused only by the TCU Marching Band Director.

Acceptable reasons for an absence are death in the immediate family, including grandparents and guardians, or serious illness. Weddings and significant events will be excused as per the chart that is attached at the end of the handout. You may be required to verify absences.

REHEARSALS: All are required. If any **class** conflicts exist, it is the responsibility of the band member to communicate the conflict with the TCU Marching Band Director during the first week of classes and have advisor(s) email the Marching Band Director regarding the nature of the conflict. Members can be allowed up to miss one regular rehearsal per week for **Excused Class Conflicts**. Conflicts that involve missing one day (2hrs) per week will result in a \$400 deduction from the last scholarship payment. Conflicts that involve missing 1/2 day (1hr) per week will result in a \$200 deduction from the last scholarship payment. These conflicts have no impact regarding the course grade. Other situations are decided on a case by case basis. No school of Music Class is allowed to conflict with Marching Band. (Exception = some SOM Vocal Ensembles) No TBA schedule Class from any Department or College is allowed to conflict with Marching Band. Only classes that are necessary for degree sequence are considered for this type of conflict excuse.

Rehearsals are scheduled Monday and Friday from 4:05p.m.-6 p.m. and Wednesday from 4:30 p.m.-6:00 p.m. **Drumline & Guard 4pm-6pm on Wednesdays**. Rehearsals are also scheduled 4 hours before the start of the game on game days.

PERFORMANCES: Excused absences must be cleared with the TCU Marching Band Director within the appropriate timelines. (Rehearsal and Performance Absence Charts at end of Hand Book)
Game day rehearsals are counted as a separate rehearsal and not as a part of the game day performance. Yes you can get 2 tardies in ONE day.

NOTE: Any unexcused absence from a performance could result in a grade of "F" in the course and scholarship payment deduction up to the full amount of \$1500.00 off final payment.

The Fort Worth Stack Show Parade runs every year on the weekend before the MLK Holiday . . Pit members are be required to participate by moving gear. All members should fully participate at all times.

"Marching Band Season" includes Rehearsals, Bowl Games and post-season performances.

II. EXPECTATIONS

ANY member may lose his or her position at any time due to absence, failure to contribute to the success of the band, or problems with marching or musical execution observed during rehearsals and/or performances. Absences or failure to progress in the course may also be grounds for removal from the ensemble and loss of the remaining portion of the scholarship.

Because the shows are started in Band Camp, the only spots that are guaranteed are those that attend Band Camp. New members should schedule their Orientation and Frog Camp at a time OTHER THAN the week of band camp if possible.

III. ALTERNATES – ABSENCES - CHALLENGE SYSTEM – VISUAL PERFORMANCE ACCOUNTABILITY

If ensemble numbers support an alternate system, the Band Staff will opt for a number of alternates per section. The alternate pool helps assure that that the band can rehearse and perform without holes at performances. The Alternate System allows for non-marching members to replace absent members or challenge marching members to gain marching spots.

Alternates may gain a position by replacing members that are absent at any rehearsal when directed by TCU Band staff. Alternate order for replacement begins based on seniority & part assignment and continues by taking turns. Absences that are unexcused are automatically replaced. Excused absences can be replaced as directed by TCU Band staff.

*Members that have a FULL season excuse due to **Excused Class Conflicts** are NOT automatically replaced unless their absences, in opinion of TCU Band Staff, detract from rehearsals and performances. Excused absences can be replaced even if member gives proper advanced notice if, in opinion of TCU Band Staff, the absences detract from rehearsals and performances.*

Alternate order for replacement begins based on seniority & part assignment within sections and continues by taking turns. Absences that are unexcused are automatically replaced. Excused absences can be replaced as directed by TCU Band staff.

If a tardy to rehearsal occurs where marcher is NOT present by the time that DRILL POSITION rehearsal has commenced, that individual might be replaced. If the tardy member arrives to find that the spot has been filled, they must understand that the replacement must stand.

Challenges will usually occur on Wed rehearsals and involve equal “run thrus” for Challenger and Marcher with marching scores recorded by the band staff **at the request of the Challenger**. Alternates that want to challenge need to notify the Marching Band Director by email before noon the day before the challenge. If the challenge results in a tie, the marcher will retain the position.

The initial evaluation to gain a spot in the drill happens during the **VISUAL PERFORMANCE ACCOUNTABILITY** evaluation as a part of Marching Fundamentals. **VISUAL PERFORMANCE ACCOUNTABILITY will occur during the first week of rehearsals at the Summer Band Camp**. Members demonstrate visual performance at stages for evaluation.

IV. PREPARATION OF MUSIC - MUSIC PERFORMANCE REFERRAL SYSTEM

Students are responsible for the preparation of the music assigned. Show music and short stand tunes are to be memorized as the rehearsal schedule dictates or allows. TCU Band staff may institute a play-off system for instances where memorized music is not performed at acceptable levels. The **MUSIC PERFORMANCE REFERRAL SYSTEM** will be utilized when a staff member hears a member performance that is below acceptable level. That member will be referred to the TCU Marching Band Director. The member will be contacted to arrange a play off of the segment for a member of the TCU Band Staff. The play off will be Pass or Fail. If passed, the Referral is concluded. If Failed there will be appropriate chances to repeat. If the Play Off is never passed it will be recorded as the equivalent of an Absence and lower the final grade by one letter.

V. MARCHING PERFORMANCE

Each student is expected to demonstrate the fundamental skills necessary for marching to the best of their ability. This proficiency and subsequent improvement during the season will be monitored by the staff and section leaders. **Failure to participate or progress in the class will be documented and communicated via email.** Members will be given notice regarding expectations before grades or awards will be impacted. Failure to progress in the course can be grounds for deduction of course grade or removal from the ensemble and loss of the remaining portion of the scholarship.

VI. EQUIPMENT AND FOLIOS/MUSIC

Each student is responsible for having folio and required equipment at every practice field rehearsal. Each member is also required to have necessary music at non-marching rehearsals. Failure to have required materials can result in a recording of a tardy or disciplinary action. **After 1st week of Band Camp, folios should remain in Shako Box for season unless instructed otherwise.**

VII. PEP BAND - CAP AND SHIRT AND MUSIC FOLIO

Each student is responsible for having and/or wearing the TCU Band Travel Polo or purple DriTech shirt, baseball cap, black socks, and Nike shoes at all pep rallies, games, pep related performances and Game Day Rehearsal. Each member is also required to have a complete music folio at all pep rallies, games, pep related performances and Game Day Rehearsal. **Members will also need to purchase BLACK SHORTS** to be worn with the above mentioned clothing. **Pep rallies are really the only instance where a member might need a folio AWAY from a football game or practice field/stadium rehearsal. (FROG WALK PERFORMANCES DO NOT REQUIRE FOLIOS.)** Failure to have and or wear the above mentioned items will result in the member being issued a new cap, shirt or folio, (as needed) at a cost of \$20.00 each, except polos which are \$30, to be charged to the student's account. Failure to have the BLACK SHORTS can result in a recording of a Tardy for that event. Returning members should note that shirts and hats from past years are allowed, assuming they look acceptable and the style is the SAME. Please use discretion when wearing anything but new band gear.

We are always working to project a uniform image. Each member's contribution is very important to the "look" of the band. It is equally important that we are always prepared to play music for extended periods of time with little or no warning. Hence, the need for folios at SOME pep rally and ALL football game performances.

VIII. SOCKS AND GLOVES

Members will need BLACK socks and WHITE gloves. Gloves are provided at the beginning of the season with initial uniform check out, but each member will be responsible for providing their own black dress socks. Failure to have and/or wear BLACK socks and WHITE gloves, as with the pep band items above, will result in the member being issued socks and/or gloves at a cost of \$10.00 per pair to be charged to the student's account.

Section leaders will be responsible for initial uniform check at Frog Fountain before the "March to the Stadium". Any uniform issue or missing parts should be corrected before "march in". Member with issue should be directed to TCU Band GA's for Socks/Gloves & TBS Uniform Representatives for other uniform issues.

ALL should arrive for "march in" to allow adequate time for the process.

IX. ATTITUDE AND OVERALL PERFORMANCE

Students' attitude and overall performance (both in music and visual) during rehearsals and performances will be evaluated. Band is an interdependent activity. Each individual's contribution is essential to the success of the entire band. In a class of this size and type, cooperation, individual responsibility, and mutual respect are essential for success. As stated in the EXPECTATIONS section above, failure to progress in the course may be grounds for removal from the ensemble and loss of the remaining portion of the scholarship.

If you are having difficulties that need special attention, please come by the band office or make an appointment to discuss these problems with a member of the Band Staff. We'll be glad to help in any way that we can. Suggestions are always welcome. Obviously, it may not be possible to implement every suggestion, but always feel free to visit with us about things you think might benefit the group. Your representatives on the Band Council may also be able to offer you the assistance you need.

X. PROCEDURES AND ADDITIONAL INFORMATION

Band Registration Day

Returning TCU band members will try on their uniform from the previous year to insure the uniform size is correct. New members to the Horned Frog band will need to be sized for all uniform parts including rain poncho.

Game Uniform Procedure

Uniforms should be brought to Game Day in Uniform bag with all parts. Uniform bags are stored in Walsh 104 during "4 hour before" rehearsal. All change to uniforms before meeting at Frog Fountain for "Stadium March In".

Away Game Uniform Procedure

Uniforms will be placed on inside luggage racks for bus trips as directed. Change to jacket and bibs upon arrival at event as directed.

Uniform Care - Cleaners

Uniforms will be cleaned twice a season and after the stock show parade or otherwise determined by band staff. Uniforms will be returned for cleanings. Do NOT attempt to clean your uniform yourself. ALL cleaning is to be done at Bluebonnet Cleaners.

You are responsible for all uniform parts that are in your possession. If you lose or damage any uniform part, you will be charged for it at the end of the semester. Take care of your uniform, gauntlets, and shako.

***If you lose your shoes, you will either be handed a pair of last year's marching shoes or order your own pair for \$130.**

Taking into account that we will be televised at games and should look UNIFORM as a band, keep these things in mind:

- Long hair should be pulled back/braided in a way that would NOT affect your ability to wear a shako and cap.
- Small bows may be worn if kept back in a low ponytail/braid.
- No face paint may be worn. Too many uniforms have been ruined by face paint. Small TCU logo stickers and face tattoos are acceptable.
- Try to keep jewelry simple (silver studs, no dangly earrings, nothing super flashy, etc.)

- Only one game day related sticker is allowed to be worn on the cap, and it must be on the left side of the cap above the left ear. NOT ON THE BILL OR ANYWHERE ELSE.

All members should be properly attired in FULL UNIFORM for the “March to the Stadium” on game days. All parts should be accounted for and ready to wear. Section leaders will be responsible for initial uniform check at Frog Fountain before the “March to the Stadium”. Any uniform issue or missing parts should be corrected before “march in”. Member with issue should be directed to TCU Band GA’s for Socks/Gloves & TBS Uniform Representatives for other uniform issues. ALL should arrive for “march in” to allow adequate time for the process.

GUARD UNIFORM

Guard members supply their own Black Jazz Pants and Black “tight fit” Tank Top.

TCU Will supply the Logo Tunic Top.

- Hair should be pulled back/braided in a way that would NOT affect your ability to perform.
- Small bows may be worn if kept back in a low ponytail/braid.
- No face paint may be worn. Too many uniforms have been ruined by face paint. Small TCU logo stickers and face tattoos are acceptable.
- Try to keep jewelry simple (silver studs, no dangly earrings, nothing super flashy, etc.)
- Follow uniform check out / in that the Band utilizes.

UNIFORM - INSTRUMENT - BAND FEES

All members of the Horned Frog Marching Band and Colorguard pay annual band dues of \$200.00 to offset the cost of uniform accessories (band polo, baseball cap, and undershirt) and cleaning, folio and other social activities. University owned Instrument use fee is \$75.00. TCU uses all silver finish brass instruments. Student owed brass can be used with staff approval.

1. TCU Supplies marching band uniforms. All members are financially responsible for the loss and/or damage of TCU uniforms or equipment. ALL MEMBERS MUST TURN IN UNIFORM FOR CLEANINGS WHEN REQUESTED. Failure to do so will result in a Tardy being assigned.

Following is a schedule of replacement costs for TCU Band Uniform Parts:

TCU Jacket	\$200.00
Pants (Bibs)	\$100.00
TCU Drape	\$200.00
Shako	\$75.00
Shako Box	\$40.00
Garment bag	\$25.00
Gauntlet	\$75.00
Poncho	\$100.00

SCHOOL INSTRUMENT AND LOCKER CHECKOUT

Students who plan to use a school-owned instrument (brass, percussion, select woodwinds) may check them out from designated staff. Those needing to check out an instrument will be required to pay the above mentioned fee and complete and sign an instrument loan contract. **Instruments are to be transported and stored in the cases that they were issued with.** Failure to do so could result in extra charges for instrument use or loss of student use. All TCU Instrument cases should have serial number and student name tag on outside of case.

Instruments, cases, and lockers are to be cleaned before check in day at the end of the semester. Lockers are checked out for semester/year by designated band staff. Combination locks will be provided for you and you will be responsible for the condition of that locker and its lock. For security reasons, all lockers must always remain closed and locked. Combinations will be secured at all times. Member will be charged damage beyond normal wear and tear.

Following is a schedule of usual repair prices for brass instruments:

Trumpet	small dent	\$40.00
Trumpet	large dent	\$80.00
Mellophone	small dent	\$40.00
Mellophone	large dent	\$80.00
Trombone	small dent	\$40.00
Trombone	large dent	\$100.00
Trombone	slide replace	\$500.00
Euphonium	small dent	\$40.00
Euphonium	large dent	\$140.00
Tuba/Sousa	small dent	\$50.00
Tuba/Sousa	large dent	\$200.00

The prices above are subject to change dependent on actual damage and price quotes for repair. Charges for scratches to brass and or damage to woodwind instruments will be reflected on the estimate received from the repair company.

All materials must be removed from lockers before leaving campus at the end of each semester. Any items left for an extended period of time will be regarded as unwanted and disposed of. Charges for damaged and/or stolen instruments and/or accessories, damaged or stolen locks, damaged lockers, etc. must be paid before grades can be posted.

DAILY REHEARSAL PROCEDURE

The following schedule is standard operating procedure for rehearsals of the TCU Horned Frog Marching Band:

- 1. Rehearsals begin with a minute by minute countdown on speaker. Attendance will be taken and grades could be impacted for lack of participation in the warm-up block. Sectional time typically follows and is set aside to help members with music and reinforce memorization of band music. Pre-game and half-time music, school songs, and shorts are included in your memorization requirements. Sectionals are followed by music block. Music block is finally followed by marching and playing rehearsal.
- 2. Failure to have your supplies for class can result in a recording of Tardy for the class. Additionally the failure could impact your grade as well as your scholarship payment, and be recorded as a deduction in participation.

START Full band rehearsal begins in ATTENDANCE block.

END Full band rehearsal ends with announcements.

REGULAR WEEKLY PRACTICE SCHEDULE:

MON/FRI 4:05p.m.-6 p.m. Rehearsal - Full Band

WED 4:30 p.m.-6:00 p.m. Rehearsal - Full Band (DRUMLINE & GUARD 4:00 p.m.-6:00 p.m)

MARCHING REHEARSAL ATTIRE: You will be most comfortable if you wear good athletic shoes with socks, loose fitting shorts, T-shirt, a hat or cap, and sun glasses. No bare feet, no boots, and no sandals! Wear light colors that will reflect the heat of the sun; avoid any dark colors. **WEAR SUN SCREEN!!**

WATER DISPENSER: You may want to bring your own water jug; please mark this item with your name. Water will be provided at all rehearsals, but it is a good idea to have your own quart-sized container.

LYRES: All woodwinds and mellophones should have a lyre (or uniform section approach) for their instrument at every rehearsal and in the stands or at pep rally performances. Although we will be memorizing all music for performances, always have your lyre and the music handy. You will need to have a lyre even if you have a school-owned instrument that didn't include one in the case. Buy one!

INSTRUMENT, LYRE, ALL REHEARSAL MUSIC, ALL DRILL CHARTS AS ISSUED, AND A PENCIL are basic material for every rehearsal and performance. Do not be without them.

GAMEDAY SCHEDULE

The following schedule is standard operating procedure for GameDays at Amon Carter Stadium with the TCU Horned Frog Marching Band:

5 HRS Before Kick – ALL Staff Arrive for Duration

Staff, GA's, KKY & TBS get Gameday supplies ready and positioned at stadium. Golf carts positioned.

4 HRS Before Kick – Full Band Stadium Rehearsal

Family is allowed to attend and watch – Must get Family Sticker from GA at gate

Rehearsal begins with a minute by minute countdown on speaker. (Sometimes start 10min before 4 HR mark.) Warmup in Stands. Attendance will be taken and grades could be impacted for lack of participation in the warm-up block. Rehearsal starts with Pre-game and is followed by half-time.

Failure to have your supplies for class can result in a recording of Tardy for the class. Additionally the failure could impact your grade as well as your scholarship payment, and be recorded as a deduction in participation.

3 HRS Before Kick – Band Dismissed

2/3 of band go to eat

Designated Band Stay to Perform at Frog Walk

Staff & GA's prepare for "March In" . Staff pick up Walkie Talkies. GA's get plumes ready for distribution. Visiting Band Liaison coordinate to meet & greet visiting band with TCU Officer.

1 HR Before Kick – Full Band at Frog Fountain for Uniform Check – STEP OFF AT 10 MIN AFTER

20 min before Kick – Full Band Perform at Pre Game

1st Half of Game – Full Band Perform in Stands

Halftime – Full Band Perform at Halftime – usually 7.5 minutes

2nd Half of Game – Full Band Perform in Stands

End of Game – Full Band Perform Alma Mater followed by Fight Song in Stands

Post Game – Staff helps with delivery of golf carts. Turn in Cameras & Walkie Talkies.

Band members TAKE uniforms in bags FROM Band Room following games.

CODE OF CONDUCT

The Horned Frog Band is one of the most important goodwill ambassadors for the University, and is one of the most respected and visible performing groups on campus. Membership in the TCU Band is a privilege and should not be abused. The following guidelines are designed to establish a code of conduct for all members. Violation of this code may result in the loss of privilege of membership. **It is neither the intent nor the purpose of this code to list every possible rule infringement. It is assumed that members of the Horned Frog Band are responsible adults, and will be treated as such.**

1. University Rules of Conduct are in effect at all times during rehearsal, performance and travel with the TCU Band. The University Student Conduct Code will be followed.
2. Consumption of alcohol and/or drug use is prohibited during all TCU Band rehearsal, travel and performances. Any evidence of drug or alcohol abuse will be referred to Campus Life.
3. Band members should remain in full uniform at all times unless otherwise directed.
4. Individual playing in halls, on the way to rehearsal or outside busses is not permitted. Instruments should only be played when directed or at designated rehearsal sites.
5. When in the stadium, please observe the following guidelines:
Remain in assigned stadium seating until instructed to move by directors or drum major(s).
Be alert for time outs and ALL other performance opportunities. Our function in the stands is to support our team. ALL should play, and play well. Careless playing and/or ad- libbing in the stands is unacceptable, and may result in change in performance assignment or a **MUSIC PERFORMANCE REFERRAL**.
Directors reserve the right to limit cell phone usage while in uniform.
Cheer WITH the cheerleaders and percussion section. Always maintain a high level of support! . . LOUD AND PROUD TO THE END!
Breaks for rest rooms are permissible under the following conditions:
 - o - Members never leave the stands alone.
 - o - Each group in a section should wait for last group to return.

Represent your University with pride. It is your responsibility to maintain our tradition of excellence, and your responsibility to represent the TCU Band and the University with the highest possible individual standards. **This includes a refrain from posting any electronic images or comments that could be deemed offensive to any other member of the Band, staff, directors, or University administrators.** Individuals who violate the Code of Conduct may be removed from a performance or dismissed from the band.

POLICY ON SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

Sexual harassment and sexual misconduct in any form will not be tolerated, and individuals who engage in such conduct will be subject to disciplinary action. Report any concerns immediately. To report an act of sexual harassment or misconduct, please contact the Campus Life – Dean’s Office (817) 257-7926, TCU Police (817) 257-7777, or the Hazing Hotline (817) 257-HAZE. The information contained in this memorandum can be found on the Campus Life – Dean’s Office website at www.campuslife.tcu.edu, on the TCU Police website www.police.tcu.edu.

FOR STUDENTS WITH DISABILITIES

TCU provides upon request appropriate academic accommodations for qualified students with disabilities.

HAZING

Hazing of ANY kind will not be tolerated within the TCU Bands. Anything that might be considered HAZING should be brought to the attention of the TCU Band Staff and will be reported to TCU Campus Life and TCU Police at once.

The Texas Legislature enacted an anti-hazing law in 1987 providing penal sanctions for convictions of hazing. Individuals or organizations convicted of hazing are subject to fines up to \$10,000 and jail terms up to two years.

Texas Christian University is committed to personal and academic integrity, respect, honesty, compassion, and recognizing the inherent worth and dignity of all persons. TCU does not tolerate behavior by individuals or organizations that contradict these values. The law defines an organization as a fraternity, sorority, association, corporation, order, cooperative, club, service, social or similar group whose members are primarily students at an educational institution. Thus all student organizations at TCU are covered by the law.

The University will take disciplinary action against individuals and groups that are involved in hazing activities (see TCU Code of Student Conduct, Section 3.2.2). Hazing **with or without** the consent of the injured/affected student is prohibited by TCU. University disciplinary action is independent of state or local judicial proceedings.

Definition

State law defines hazing as *“any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, hold office in, or maintaining membership in an organization whose members are or include students at an educational institution.”* Specific examples of hazing include, but are not limited to:

Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;

Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

Any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other

substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health or safety of the student;

Any activity that intimidates or threatens the student with ostracism that subjects the student to extreme mental stress, shame, humiliation, or that adversely affects the mental health or dignity of the student or discourages that student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection; and

Any activity that induces, causes or requires the student to perform a duty or task which involves a violation of the Texas Penal Code or TCU Code of Student Conduct

University Disciplinary Rules

The State of Texas hazing statute does not restrict the right of TCU to enforce its own rules against hazing, and the University will take disciplinary action for conduct that constitutes hazing regardless of whether public authorities prosecute students under the hazing law.

TCU disciplinary actions assigned in a particular case of hazing will vary depending on the nature of the conduct involved, the circumstances and conditions that existed at the time and the results that followed the incident. Possible sanctions may include Warning, Disciplinary Probation, eviction from Residence Hall, Suspension in abeyance, Suspension and Expulsion (see TCU Code of Student Conduct, Section 5.2).

How to Report Hazing

To report an act of hazing, please contact the Campus Life – Dean’s Office (817) 257-7926, TCU Police (817) 257-7777, or the Hazing Hotline (817) 257-HAZE. The information contained in this memorandum can be found on the Campus Life – Dean’s Office website at www.campuslife.tcu.edu, on the TCU Police website www.police.tcu.edu.

SOCIAL MEDIA

Do not speak for the TCU Band Program or the TCU Band Directors in any social media or online forum. Do not post unsubstantiated comments regarding the TCU Band or organizations connected to the Band. If any postings are found to be in question, report to the TCU Band Staff immediately.

TCU BAND LOGO CLOTHING

Do not donate or sell TCU Band Logo Clothing to outlets for RE-SALE. Destroy before disposing.

TRAVEL PROCEDURES

All members are required by University policy to travel on the buses or planes provided for the trips unless you have made special arrangements with the TCU Band Staff. You are expected to be on time for any rehearsals, meetings, and/or performances and have all necessary equipment and uniforms with you. EVERYONE IS RESPONSIBLE FOR THEIR OWN INSTRUMENTS, INCLUDING SOUSAPHONES, PERCUSSION, PIT EQUIPMENT, FLAGS, POLES, ETC. If travel includes bus lists that are finalized, you may not ride or change to a different bus. Smoking and the consumption of alcoholic beverages are ***never*** permitted on buses or at performance venues or at ANY time that it MIGHT affect performance with the group. If ANY member is believed to be “under the influence”, they will be referred to officials for evaluation. Smoking and the consumption of alcoholic beverages are ***never*** permitted by underage members. Underage members should never be offered such or accept it. If found in violation for offering or accepting, penalties can range from warnings (including report to TCU Student Life) to members being separated, removed from the organization and/or sent home immediately by bus. All members of the University Band are required to complete a Travel and Insurance Waiver.

The TCU Bands adhere to the same policies on conduct as the institution it represents. Consequently, students will be held responsible for their personal conduct in attendance at any university-sponsored function or activity. A student who is on a university-chartered bus, on university grounds, or participating in a university function is subject to all rules and regulations of the University. TCU Band Staff will address circumstances of member misconduct on a case by case basis. Penalties for misconduct can range from warnings (including report to TCU Student Life) to members being separated, removed from the organization and/or sent home immediately by bus. Each student at TCU may obtain a copy of the Code of Student Conduct from the information desk in the Student Center on campus or at tcu.edu.

STAY INFORMED!

Being informed is an intentional act. We expect everyone to take the initiative to stay informed – The TCU Band’s success depends on it!

You will receive Horned Frog Band information through the following methods:

- Check your email weekly and daily to know your responsibilities
- Announcements in sectionals
- Announcements at the conclusion of rehearsals
- Texts concerning timing on day of events

There is no excuse for being uninformed. Thanks in advance for doing your part to keep up to date and contributing to the success of the Horned Frog Band!

This handbook is intended as a guide to help the marching band operate efficiently without misunderstandings regarding procedures. The band staff always maintains the right to update the procedures stated in this handbook when deemed appropriate. These guidelines must also comply with University policies.

PERFORMANCE ABSENCE CHART

Event	Notice	Involvement Reason	Grade Impact	Scholarship Deduction	Excused	Verification Required
Wedding	1 Month	IN Wedding OR Imed Family - Parent - GrandParent - Guardian	None	- \$300	Yes	Yes
Wedding	At Least 2 Weeks	IN Wedding OR Imed Family - Parent - GrandParent - Guardian	None	- \$500	Yes	Yes
Wedding	2 Month 1 Month	Attend	None	- \$500 - \$750	Yes	Yes
Significant Family Event	2 Month	Attend (Sig determined by TCU Band Staff	None	- \$500	Yes	Yes
Serious Illness	N/A	TCU Health Center or Equal (doc req)	None	None	Yes	Yes
DCI/WGI or Gig Event	N/A	Perform or Rehearse (Exception for "Final Cut" Camp)	F in Course	- \$1,500	No	Yes
Surgery	1 week Unless ER or Emergency	Self or Immediate Family incl GPARENT/Guardian	None	None	Yes	Yes
Family Emergency	N/A	Death of Immediate Family incl GPARENT/Guardian	None	None	Yes	Yes
Unexcused Absence (Incl Un-ExWeddings)	N/A	Unexcused Absence	F in Course	- \$1,500	No	N/A

The TCU Percussion Studio / Drumline will communicate any differences regarding Attendance Policy for their members.

REHEARSAL ABSENCE CHART

Event	Notice	Involvement Reason	Grade Impact	Scholarship Deduction	Excused	Verification Required
Class Conflict 1 day per week	Semester Start	In Non -SOM/Band Class During M-Band Reh	None	- \$200 for part - \$400 for all	Yes	Yes Email to Staff from Advisor
Absence (Incl Un-ExWeddings)	N/A	Unknown	- 1 Letter	- \$200	No	N/A
Tardy	N/A	Must Check IN w/ YB During Rehearsal Break	1 Free THEN 2 = Absence	1 Free THEN 2 = Absence	Yes	N/A most cases
Significant Family Event	2 Month	Attend	None	- \$200	Yes	Yes
Illness Related Absence	1 hour before Rehearsal	Illness Prevents Rehearsal TCU Health Ctr or Equal	None	None	Yes	Yes
Wedding Excused	ExcusedCriteria Perf Chart	In OR Attend	None	-\$200	Yes	Yes
Teaching Jr,Sr DCI/WGI Event 1 Event Per Season	1 Month	Teaching Perform or Rehearse	None	-\$100	Yes	Yes
Surgery	1 Week Unless ER or Emergency	Self or Immediate Family incl GPARENT/Guardian	None	None	Yes	Yes
Death in Family	N/A	Death of Immediate Family incl GPARENT/Guardian	None	None	Yes	Yes
Absence due to Transportation	N/A	Absence due to Transportation Failure	- 1 Letter	- \$200	★ No Yes w/ Verification 1 per semester	Yes

★ Use 1 Free Tardy - If unable to arrive late: Text or email time stamped Selfie w/ vehicle to Self / SL / YB. With excuse - 1 per semester.

The TCU Percussion Studio / Drumline will communicate any differences regarding Attendance Policy for their members.