



Hamilton  
Southeastern  
Winter Guard  
Handbook  
2021-2022

Welcome.

Congratulations! You have been chosen to be a part of the Hamilton Southeastern Winter Guard program! In this handbook you will find all the rules and regulations for the HSE Winter Guard program. If you have any questions or concerns about items in the handbook, please contact the directors Kevin Salinas and/or David Crook.

The Hamilton Southeastern Guard program embodies the vision, missions, and core purposes set forth by Hamilton Southeastern High School. Hamilton Southeastern High School provides excellence in education and opportunities to ensure the success of each and every student, to become a responsible citizen and to positively influence an ever-changing world community.

## **MEMBERSHIP**

### Auditions and Casting

Auditions/Casting events were held on November 8th, 9th, and 10th. They were followed by our first day of training on November 22nd. Members were cast based on a proper fit of their level of achievement. Members were also evaluated on work ethic and potential growth. Available performing roles are full spots or partial spots. We are completely invested in the experience of the student and will cast them into the appropriate role for them that will facilitate an enjoyable, yet appropriately challenging experience. We reserve the right to adjust the role of any member at any point in the season.

### A

The 2022 winter program will consist of ONE A Guard. The A guard will compete in Scholastic A Class in IHSCGA and WGI events.

### Membership and Eligibility

- A student may be placed on the ineligible list due to an outstanding balance from previous seasons.
- A student may be placed on the ineligible list due to recommendation from the director and/or staff for contract violations occurring in the current or previous seasons. (see Dismissal and resignations)
- A student may be placed on the ineligible list due to infractions of the HSE High School Student Handbook.

## Dismissal and Resignation

If at any time DURING the season a student unexpectedly quits (without acceptable reason, the student may not be permitted to audition to be a member of the program in future seasons.

If at any time a member is dismissed from the program by the director, the student may not be permitted to audition to be a member of the program in future seasons.

Students who resign or are dismissed will still be charged a portion or the full amount of dues and fees. This will be determined by the band boosters.

## Captains and Leadership

Captains and Leaders are chosen by the directors and staff. The job of this leadership team includes, but is not limited to, responsibility for equipment, leading warm-up or sectionals, providing extra help to those who ask, acting as a liaison between guard and staff, taking attendance, and being role models to other members.

# FINANCIAL RESPONSIBILITIES

## Dues

Students' dues cover expenses related to uniforms, flags, props, equipment, transportation, contest entry fees, and staff. Winter guard dues are \$685. Payment Schedule will be set by the Band Boosters.

### A

December 8th, 2021	\$200
January 1st, 2022	\$165
February 1st, 2022	\$165
March 1st, 2022	\$165

If you need to make other arrangements or have any questions, please let us know. **Please contact Marabeth Pereira** ([studentaccounts@hsehsbands.com](mailto:studentaccounts@hsehsbands.com)). Accelerated payments are always accepted.

### Fundraising- Student Account

There will be a few opportunities for the students to raise funds toward their individual dues. Sponsorships are the easy way to help defray the cost of each student. Sponsorship letters will be provided for students to take to local businesses, friends, and family. Students will receive 100% of the money raised by sponsorships, Please see the sponsorship form for the additional information. Funds raised toward student fees will be subtracted from the remaining balance and said fees will be divided across remaining payments.

### Fundraising-Guard Account

The guard may host multiple fundraisers during the year to the general account. These are in place to help keep down the fees for each student. All students are encouraged to participate.

### Attendance

Attendance at all rehearsals and performances is MANDATORY due to accelerated pace of the program. All conflicts must be pre-approved by the director at the start of the season (**Deadline: December 5th, 2021**). Please understand that an absence from the activity has a direct effect on the entire program. Parents/guardians will be required to provide documentation of a student's absence.

The directors reserves the right to schedule additional rehearsals as needed, and/or to make changes to the existing schedule, provided they supply adequate notice to all members and parents.

If a member misses rehearsals for any reason, it is the responsibility of the student to learn what was missed outside of normal rehearsal hours by working with a captain/leader, or veteran member in the student's section. Failure to do so could result in revocation of student's allowance to perform.

## Excused Absences

Excused absences include, but are not limited to: contagious illness or fever, major family events, or religious obligations. All other absences other than illness need to be pre-approved. Parents/guardians will need to provide documentation concerning these absences. The director will determine the validity of all excused absences.

\*\*\*COVID quarantine and absences will need to be discussed directly with the director, to allow for any necessary contact tracing. These quarantine absences will be EXCUSED, however, should a student have no symptoms they will be required to submit videos to ensure they stay on top of necessary techniques and choreography.

## Unexcused absences

Unexcused absences include, but are not limited to: work, practice for other activities (unless pre-approved by the director), professional concerts/plays, routine doctor's appointments, vacations, lack of transportation, or homework. All unexcused absences may be reflected in the students allowance to perform. Repeat violations will lead to dismissal from the group.

## Tardiness

If a student is running late to rehearsal, then it is their personal responsibility to contact a captain/leader or the director. If a student does not communicate, then the student may be subject to making up the time missed or other consequences at the director's discretion. Avoid this by being on time, report time is also 15 minutes prior to the start of rehearsal. Repeat violations may be reflected in the revocation of the student's allowance to perform. This could also lead to dismissal from the group.

## Illness

If a student is absent from school due to illness, they will not be expected to attend rehearsal. HOWEVER, to be granted an excused absence an email to the director from parent/guardian is still expected PRIOR to the missed rehearsal. If a student is not contagious or running a fever, they are highly encouraged to attend rehearsal to watch and take notes.

\*\*\*COVID- Students with any Covid related illness or symptoms should not attend rehearsal. Parents/guardians of students should contact Kevin immediately to allow for proper contact tracing

## Injury

The director should be notified of any health or physical ailment immediately. As with any physical activity, minor injuries can and will probably affect a few students. A doctor's note should always be obtained in the case of a major physical injury. Students will be required to attend rehearsal while injured to take notes on changes and other information being given by the staff. Should a student be able to participate, participation will be tailored to fit recovery.

Often, minor injuries such as sore muscles, bruises, or small cuts will not affect the student's ability to participate. If a student suffers a minor injury during regular rehearsal, the severity of the injury will be assessed by the director or staff (parents/guardians will be contacted immediately if necessary). Dependent upon the severity of the injury, the student may be permitted to sit out for ONE rehearsal. After one rehearsal, the director may require a doctor's note. Major injuries should be reported immediately to ensure proper medical attention can be given and parents/guardians can be contacted.

## District Policy

A student may not participate in extracurricular activities, practices, employment or after-school functions unless the student attends the last 2 periods of that school day. Students absent all day, due to illness, may not attend an extracurricular activity that day. If extenuating school or family circumstances result in a student's failure to be present for the required four completed periods, an exception may be made. Reasons may include: approved college visits, HSE HS field trips, medical emergency, and funerals.

Communication is key. We understand that emergencies happen. Please contact the director immediately about potential absences, illness, or injury

# REHEARSAL

## Rehearsal Etiquette and Protocol

*“It is not just what we do, but how we do it”*

- Always show respect for yourself, all staff, leaders and teammates.
- Remain positive and congenial (an excessive negative attitude may result in dismissal from the rehearsal, performance, or program)
- All cell phones should be silenced during rehearsal. They should be left in bags and with personal belongings.
- Apple Watches must be removed immediately following conditioning.
- No talking or spinning during instruction. Members will be required to be in stand by position unless otherwise instructed.
- No sitting during rehearsal.
- Come prepared for rehearsal with water and snacks, but wait for a break before exiting the rehearsal space for water or bathroom breaks.
- Always respect your equipment, props, and the rehearsal space.

Should a student demonstrate on a regular basis that they do not subscribe to the proper conduct at a rehearsal, the director reserves the right to evaluate the student’s performance, and to make a decision as to whether the student should perform in the upcoming shows. The director always reserves the right to send such a student home from rehearsal and request a parent/guardian conference to determine future course of action. The health and safety of all of our performers is paramount. We will ensure to follow all Health guidelines before, during, and after all rehearsals.

## Attire

All students are required to wear black athletic clothes during rehearsal. If pants are worn, they cannot touch the ground. This is to ensure the student’s safety. Also loose and ill-fitting clothing will not be permitted. No jeans or jean shorts. Please be aware of the length of shorts and types of tops being worn. During rehearsals, no shoes will be worn after conditioning. Socks may be worn if they do not impede the movement and stability of the student. Members are encouraged to wear contact lenses in the place of glasses due to the level of physical demand and for the safety of the student (we DO NOT perform in glasses) Hair must be worn up and out of face at all times- unless dictated by the director and staff. NO jewelry or chewing gum allowed at any time- for safety reasons. Masks are required for every rehearsal and will be worn at all times.

If the student is in violation, they may be asked to call home for appropriate apparel. If a student is in continued violation, the student may be asked to leave rehearsal. Student's without masks will be asked to leave rehearsal.

### Conditioning

It is important to note that guard is a physical activity. There is great demand placed on a student to be able to march and perform a complete show. It is the belief of the guard staff that there should be some proper conditioning on the part of the students in order to facilitate a strong personal performance and to prevent injury. Calisthenics and stretching will be reinforced at rehearsal.

### Equipment

It is the responsibility of the student to take care of the equipment. Lost or excessively damaged equipment will be the student's responsibility to replace. Never slam or scrape equipment on the floor. Do not sit or lay on equipment. For safety reasons, never let a non-guard member touch your equipment.

Students will be able to check out equipment from the director. Show equipment will not be allowed to be checked out. Students are responsible for lost or broken equipment on an individual basis.

### Equipment/Tarp/Prop Teams

Students will be assigned teams to ensure all necessary equipment, tarps, props, and sound systems are in the rehearsal location. These tasks will be completed before the start of rehearsal. It will also be the job of these teams to ensure all items are returned neatly at the end of rehearsal.

If a student is unable to complete the team task due to absence or tardiness, they will need to find a suitable replacement. If a student does not find a replacement, or a student consistently fails to complete the team tasks, consequences will be at the discretion of the director.

### Closed rehearsals

Rehearsals are closed until the last half hour. Only staff and current members are allowed at rehearsals to ensure that there are limited distractions to students' learning. If a parent or guest would like to attend rehearsal before the last half hour, please gain approval from the director prior to the rehearsal.



# PERFORMANCES

## Etiquette

Please remember you are representing Hamilton Southeastern High School well as the HSE CG. Be respectful of other groups, each other, and applaud for each performance. Do not talk poorly about ANY group as you never know who may be sitting or standing near you.

ALWAYS follow instructions of staff and chaperones. We are ambassadors of Hamilton Southeastern Schools, Hamilton Southeastern High School, and the Royal Command and Guard. Always conduct yourself appropriately and absolutely NO public displays of affection, emotional outbursts, or inappropriate language.

WE WILL follow any and all COVID related guidelines when it comes to shows. More information will be distributed before the first live performance.

## Uniform

- Warm-up jackets will be worn while at the show. This includes the show shirt or RCG shirt and HSE WG jacket. Guard jackets must be worn zipped up over uniform any time in uniform in the building, other than when warming up or performing.
- Hair and make-up designs will be determined by the director. ALL STUDENTS must comply with the look to the best of their ability for the purpose of uniformity. Please follow the instructions of the staff to their exact specifications.
- If a student colors their hair, please maintain a natural hair color. Extreme colors are prohibited.
- DO NOT eat or drink anything other than water in uniform.
- NO visible jewelry will be worn while in uniform.
- All members are encouraged to wear contacts in replacement of glasses due to the level of physical demand and for the safety of performers.
- A mask will be part of the uniform and must be worn at all times other than when performing.

## Buses

- Respect chaperones, bus drivers, volunteers, and event personnel just as you do the staff.
- ALL HSE Schools bus rules apply.
- All students are required and expected to ride the bus to competitions. If a student would like to ride home with their parents, a handwritten note must be given to staff or head chaperone PRIOR to leaving HSE for the performance. Students must be seen leaving with THEIR OWN parents/guardians. Students may not leave the show site with someone else's parents/guardians even if consent is given. (Special circumstances will need to be discussed with Kevin and both students' parents/guardians). It will be the responsibility of the student leaving to make sure their job/team task is taken care of, and that their equipment and uniform are returned to the school the day of the performance.

### Code of Conduct

Since Winter Guard is a Hamilton Southeastern High School extra-curricular program, guard members MUST adhere to all rules and regulations as set forth by Hamilton Southeastern High School and Hamilton Southeastern Schools.

- Superior, attentive conduct is mandatory at all rehearsals and competitions along with the full cooperation with guard staff and faculty.
- There will NO use or carriage of illegal substances, drugs, alcohol, or tobacco in any form or at any time.
- Violent actions or aggressive behavior WILL NOT be tolerated. Guard members should keep their hands and comments to themselves.
- Guard members will refrain from any questionable behavior or action. (Avoid the perception of wrongdoing)
- Vulgar and profane language in any form WILL NOT be tolerated.
- Bullying in any form WILL NOT be tolerated.
- Adherence to current CDC, local health, and HSE Schools COVID guidelines will be followed at all times and by all staff, students, chaperones, and volunteers.

# Parental Support

Congratulations Parent! You are now a member of the HSE High School Band Boosters! The support of the boosters helps with the success of the HSE Winter Guard. The Boosters hold informational parent nights throughout the season. These are communicated via the Weekly News every Sunday. Reach out to Kevin if you are not currently receiving the Weekly News e-mails.

## Communication

Email is the most effective way to update and inform. Email communication will be sent to both parent and student email addresses. Please check frequently for information. Also, please make sure the email address on file is the email address you check frequently. We also utilize a private Facebook page for daily announcements. Please ensure that the student or parent/guardian is on this page. Should neither the parent nor the student have Facebook, alternate daily communication plans can be made.

Parents, if you have any questions first ask your student. (Students, please make sure you are passing all information along). If the student is unable to answer, contact the Director.

## Parent Volunteer Opportunities

**All chaperones will need a criminal background check on file with the district. Please see Kevin or Audrey Torres**

- CHAPERONES: For each contest, 2 chaperones will be needed to ride the bus and be with kids throughout the day. These parents will receive free contest admission.
- FOOD
- TARP CREW/TRANSPORTATION: During competitions, the guard has a set amount of time to set up, perform, and then exit the performance area. This crew will help with this procedure. They will also help with loading and unloading at HSE High School and the show site. This crew may also be asked to help transport props and tarp to the show site.
- BOX MOMS: Help the guard get into uniform and show hair and makeup before leaving HSE. They also help with the cleaning and maintenance of uniforms.
- UNIFORM/FLAG: This team helps with any alterations or fixes to uniforms and sometimes flags

- PROP CREW: This crew will help with painting and building props for the show. We are still looking for parents to lead this endeavor.
- MEDIA CREW: This crew will be responsible for taking photos and/or helping record throughout the season.

If any parents/guardians have any special talents, skills, or resources that would benefit the program please contact Kevin Salinas or David Crook and let them know.

### Communication Expectations from Members/Parents

It is the goal of the staff that each student receives the most rewarding and fulfilling experience. It is important to understand that there will also be times when things do not go the way you and your student wish. When this occurs, discussion with the staff is encouraged. It is the FIRST and most integral step in understanding and coming to a resolution.

#### *Appropriate Concerns to Discuss*

- Treatment of YOUR student
- Ways to help YOUR student improve
- Concerns about YOUR student's behavior

#### *Inappropriate Concerns to Discuss*

- A student's spot in drill/show, or changes to an existing spot
- Assigned equipment
- Show design
- Other Students

**Parents should never discuss any student other than their own with any one.**

If you have a concern, please call or email Kevin and David to discuss the matter or to set up an appointment. If the meeting does not provide satisfactory resolution, please contact Mrs. Torres to set up an appointment to discuss the situation. Please DO NOT attempt to confront a staff member or the director before or after a contest or rehearsal. This can be an emotion, stressful, and hectic time for both staff, students, and parents/guardians. This is an unacceptable form of communication and will be dealt with quickly and with authority.

Concerns with a staff member: The guard staff has been selected on their qualifications to do the job asked of them and share many years of experience between them. If a concern about a staff member arises, please contact Kevin immediately. Your cooperation with this is greatly appreciated.

## **Director and Staff**

Audrey Torres  
Director of Bands  
[atorres@hse.k12.in.us](mailto:atorres@hse.k12.in.us)

Kevin Salinas  
Director of Color Guards  
[salinas.crookdesigns@gmail.com](mailto:salinas.crookdesigns@gmail.com)

David Crook  
Director of Color guards  
[salinas.crookdesigns@gmail.com](mailto:salinas.crookdesigns@gmail.com)

### Staff

Shelby Cahill - Technician

Samantha Elfreich - Technician

Anthony Kee - Intern

Rebecca Sims - Technician

Braeden Watkins - Technician

Other instructors may be introduced to the students strictly by means of furthering the progress of the guard. These instructors will be all of ages and come from different backgrounds and skill sets. All guard members are to treat these instructors and guests with respect.



# Hamilton Southeastern Winter Guard Handbook Agreement 2020-2021

## ***Student Statement***

I hereby certify that I, (print student's name) \_\_\_\_\_, have read and understand the contents of the HSE Winter Guard handbook. I recognize and fully understand the rules and regulations by which I may participate. I understand and agree that membership in the HSE Winter Guard is voluntary, extra-curricular, and contingent upon my fulfillment of these requirements and I am prepared to accept the consequences for any violation.

Student Signature \_\_\_\_\_ DATE \_\_\_\_\_

## ***Parent/Guardian Statement***

I hereby verify that I have read and understand the contents of the HSE Winter Guard handbook. I recognize and understand the rules and regulations by which my student may participate. I understand and agree that membership in the HSE Winter Guard is voluntary, extra-curricular and contingent upon my student's fulfillment of these requirements and I acknowledge that my student may have to face the consequences of violating the contents of this handbook. Parents INITIAL \_\_\_\_\_

I understand the payment schedule for the winter guard dues. By signing this document, I agree to pay the winter guard dues in full per the outlined payment schedule (or otherwise agreed upon payment terms). I understand that even if my student leaves the program at any time during the season, I am still required to pay dues.

Parent/Guardian Printed Name \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_





