Welcome to the University of North Carolina at Pembroke Marching Band, aka The “Spirit of the Carolinas.” I want to thank you for your interest in and commitment to making this marching band a wonderful experience for us all. Marching band at UNCP will be entering its 11th season in 2013, and this handbook will be the easiest way to get a lot of information out to people. As a member of the “Spirit of the Carolinas” Marching Band it is expected and required that you are familiar with the requirements contained herein. If, after reading this handbook, you find that you still have questions or concerns, please do not hesitate to contact me.

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**Staff**

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**Goals of Instruction**

The student will: Continue developing proficiency in instrumental performance; develop team skills and the ability to contribute to an ensemble; develop the skill of self-evaluation as applied to the student’s own performance as well as that of the ensemble as a whole; develop a heightened awareness of performance quality and necessary skills for presentation effectiveness; develop marching abilities and skills for teaching marching band; increase awareness of
students’ roles in the balance, pitch, blend and overall concept of acceptable sound for an instrumental ensemble; develop an acuity for movement to music activities and performance; develop important skills in the areas of organization and prioritization of schedule in relation to successfully functioning in a large group activity; develop friendships and relationships to last a lifetime!

**Student Learning Outcomes**

Categories All Professional Degrees BM in Music Education BA in Music (Liberal Arts)

I. Theory  
Composition, Improvisation, and Arranging I.C.1, I.C.2 I.C-ME.1 I.B-LA, I.C-LA  
Technology I.D.1, I.D.2 I.D-ME.1 I.D-LA

II. Performance  
Sight-reading/Sight-Singing II.A.1 II.A-LA  
Keyboard II.B.1 II.B-ME.1 II.B-LA  
Performance in major Area II.C.1, II.D.1, II.D.2, II.E.1, II.E.2, II.E.3 II.E-ME.1, II.E-ME.2 II.C-LA, II.DLA, II.E-LA

III. Music History/ Literature  
Analysis I.A.1, I.A.2, III.A.1, III.A.2III.D.1 I.A-ME.1 I.A-LA, III.A-LA  
History, Culture and stylistic Context I.B.1, III.B.1, III.B.2 III.B-ME.1 I.B-LA, III.B-LAIII.D-LA  
World Music III.C.1, III.E.1 III.C-LA, III.E-LA

IV. Professional Practice  
Advocacy III.F.1 III.F-ME.1 III.F-LA  
Professional Practice III.E.2 IV-ME.3, IV-ME.6, IV-ME.7, IV-ME.8

**Physical Requirements**

Students wishing to participate in the UNCP Marching Band must be able to fulfill all musical and physical requirements of the band. The typical physical requirements are the ability to play an instrument or operate a piece of color guard equipment while maneuvering at tempos of up to 144 beats per minute for the duration of an 8 minute show, or a two mile parade route. During the season, physical training involving stretching, running and dance-style movement can also be required of all members.

**Course Requirement**
It is a requirement that all students in the marching band be registered for the class in one of the three sections of the marching band as part of their course load for the fall semester at UNCP. The marching band is a 1 credit ensemble. It is required that all instrumental music education students participate in at least 2 semesters. It is of course encouraged that all instrumental majors will participate in all four years of the ensemble, due to the fact that the marching band is the most widely seen and heard of all our ensembles, and in many cases the musical ensemble that people associate with music at UNCP!

Wind Players: MUS 1181 Section 01
Percussionists: MUS 1181 Section 02
Color Guard: MUS 1181 Section 03

Band Camp

Band Camp is required of all participating members of the marching band. UNCP will cover meal costs for all members, and housing expenses during the camp for only those members rooming in UNCP provided housing. If you live in off-campus housing, it is your responsibility to arrange early check-in with the leasing office of your apartment, and pay any extra housing costs associated with moving into your apartment a week early. Off-campus housing arrangements should be taken care of well in advance of the band camp week so apartment complex personnel have time to prepare your apartment early (arranging this is your responsibility). Spending money for free-time during camp is the responsibility of the student. The morning hours during band camp are reserved for individual practice time, uniform and equipment check-out procedures, as well as other campus business necessary before classes begin. You need to make sure that no appointments or campus business conflict with the operation of the required hours of band camp from 12 noon until 9:30 pm daily! Your check-in to university housing will occur at your assigned residence hall between the hours of 9:00 am to noon on the day scheduled for your group to arrive! Meals for band camp will start with supper on your arrival day, and are served in the Chavis University Center Dining Hall.

UNCP Marching Band Marching Fundamentals

We understand that all of you come from different programs, which all had their own unique approach to marching. Our goal is to define the UNCP approach. The concept of all movement is to essentially separate the body into two parts: the upper body, which should remain stationary, strong and consistent to allow the control of playing; and the lower body which controls all movement. We want the marching technique to appear natural and effortless.

Stipends

At the conclusion of each season, provided that all requirements have been met, all marching band participants will receive a stipend (like a scholarship). The amount of your stipend depends on years of participation, attendance, and leadership positions. The base amounts are:

- 1st year: $250
• 2nd year: $350
• 3rd year: $400
• 4th year: $500

Leadership positions (drum major, captain, section leader, equipment/uniform chairs, etc.) add $100 to the base stipend amount, provided that the person has performed their leadership duties throughout the season.

**Rehearsals and Attendance Policy**

Attendance and successful participation in all rehearsals and performances are mandatory. Rehearsals for the UNCP Marching Band will take place Monday, Wednesday, and Friday from 3:45 to 6:00 PM. There will also be “game day” rehearsals scheduled prior to all home football games. You must be present at the Saturday “game day” rehearsals to perform at the game that afternoon or evening! Rehearsals will be split between the band room and practice field depending on what needs to be covered in rehearsal.

**Rehearsal Absence Chart**

1 Unexcused absence = no punishment, though not looked upon favorably
2 Unexcused absences = letter grade reduction to “B”
3 Unexcused absences = letter grade reduction to “C” and all stipend money removed
4 Unexcused absences = dropped from ensemble/fail or withdrawal, stipend money removed

**Performance Absence Chart**

There is a “0” tolerance policy for missed performances. Any unexcused absence from a performance results in “C” or lower letter grade, no stipend money, and possible removal from the ensemble. Performances will include football appearances, all parades, homecoming week appearances, guest appearances at campus events as announced, and exhibition band festival appearances. *Note- the performance schedule is not a buffet from which you may pick what you like! You are expected to be present and ready at ALL scheduled events!

Let Mr. Spitzer know if you have an anticipated absence that is unavoidable and does not fall within the above guidelines. There may be rare excuses granted on an as-needed and as the situation arises. Communication is very important! If something does come about which might warrant an excused absence, discuss this with the instructors and director in advance! We are not unreasonable, but please get the message that all rehearsals and performances are required parts of your participation! We have no interest in part-time members!
Rehearsal Etiquette

The ability to rehearse efficiently is a collective effort. Therefore, the following rules will be in effect for all rehearsals. Failure to abide by these rules may result in a grade reduction and/or dismissal from rehearsal and possibly removal from the ensemble.

1. Rehearsals begin promptly at 3:45pm and will end no later than 6:00pm. If you are not in the set-up at this time you are considered tardy (*Note: drumline warm-up begins promptly at 3:30pm, and the drumline is expected in full ensemble at 4:15pm).

2. There is to be no talking during rehearsals. If you have a question, raise your hand to ask it, or wait until after the rehearsal is over to address it. Talking during rehearsals can result in your removal from the rehearsal, with the potential for removal from the ensemble. If Mr. Spitzer stops the rehearsal for comments, we follow the suggested “chain of command” listed below for comments or questions. When activity is stopped by Mr. Spitzer you all go to “set” position, do not drop to at ease, or leave your coordinate spot in the drill.

3. All students should have their instruments, coordinate sheets, flip folder and lyre for stand music, binder for show music, a pencil and a tuner (wind players) with them at all rehearsals. Guard should have practice equipment at all rehearsals and show equipment as announced.

4. During rehearsals if you are not at attention you are to be in the “set” position unless you are told you can relax by an instructor, drum major, or visual caption head.

5. All woodwind and brass personnel are required to have a flip folder, lyre, and extra windows for music at all rehearsals, at the stadium for stand tunes, and for any performances where music memorization is not required. Music memorization is required of all PREGAME and HALFTIME shows. Until the music is successfully checked off, you need to have it present with you on the field and in flip folders with lyres attached to your instrument!

6. Proper attire including gym shoes or marching shoes are required at all rehearsals. No flip flops and no jeans!

7. When given a break for water you should “gush and go,” unless some other break time is announced by the director. This means get water as fast as possible and return to the next starting set announced by the director. This is not a time for socializing.

8. You are expected to use accepted techniques regarding both musical and visual performance whether in rehearsal or performance; there is no excuse for coasting through a rehearsal or performance or ever playing your instrument or marching with bad technique!

9. Make sure you throw away trash and generally groom all areas we utilize following a rehearsal or activity by the UNCP Marching Band. Especially, treat the Lumbee Regional Development field and parking areas with respect. Drive sensibly. Remember they allow us to use this facility for free! Let’s be good guests and respect their territory!

10. Instrumentalists, DO NOT change or embellish the music from the printed score, unless a staff member, or band leadership member given authority over music informs you of a change. It is not your place to add to, or change the written music, no matter how “cool” you think it might be!
11. The UNCP concept of a quality marching band sound is that of a dark, centered, focused, sound that is built up from the tuba line of the ensemble. Always “match sounds” around the ensemble and blend with the group. All members must make every effort to center and focus their sound at all times, and to stay “within their sections.” There is never a time where it is OK to “blat” or stick out of the ensemble!

* Note: we have far less rehearsal time than other marching bands with the same objectives and goals. Thus, we cannot waste time!

**Rules Policy/Simply Stated**

Follow all instructions from staff and student leaders. Treat all with whom you come into contact with respect. Treat the equipment, instruments, rehearsal areas and performance spaces with respect. Treat and wear the uniform of the “Spirit of the Carolinas” Marching Band with the utmost of respect, pride and reverence! Conduct yourselves in a mature, courteous, and sensible manner. Be on time and mentally engaged in all rehearsal and performance situations. Leave your hands off of others and any equipment not assigned to you for your use. When in the stands at all performance situations you are to sit in sections as designated by the director, staff, and drum majors. We are “on call” during all phases of a sporting event. You will have a short break for refreshments during 3rd quarter of the football games. You are to be back in the band block and ready to play with 6 minutes remaining of the third quarter clock. When we are instructed to play a musical selection by the director or drum major, all members are to stand and perform the tune as requested. There will be no cell phone conversations occurring during our “on call” times in the stands.

**Equipment Usage Policy**

You are responsible for the repair or replacement costs for any equipment, uniform, or instrument that is signed out to you or for which you are responsible for damaging should it suffer loss or damage which is not reasonable or customary. Be sure to report all damages to Mr. Spitzer or Mark Clark as it occurs. Some damage may be excusable, but not if you wait until the end of the season to report it!

A failure to abide by the above Rules and Equipment Usage policies will result in grade reductions, removal of stipends, and/or withdrawal from the ensemble!

**Cell Phones**

Cell phones are to be turned off and left out of the rehearsal/performance space. Students are not to wear any form of Bluetooth or wireless apparatus during rehearsals or performance. If a cell phone needs to be available for emergency purposes that must be cleared with the director in advance. If you are operating a cell phone or text message during a rehearsal, during a performance, or during on call time during a game situation when you should be playing your instrument, or performing (guard), the cell phone may be removed by a staff member, or drum
major, and you may suffer a grade reduction or removal of your stipend. Mr. Spitzer will have a “0” tolerance policy for cell phones and text messages interrupting rehearsals, or performance situations. *New Policy: You may use the Drill Dot program available as an App for your cell phone for the purpose of retrieving drill coordinates during rehearsals; however, the rules about talking and texting still apply.

Sectionals

All sections are expected to have extra rehearsals on occasion. These are required for all members of the section. The previously-stated attendance policies do apply to sectional rehearsals also, though section leaders should make every effort to hold sectionals when every member of their section can be in attendance!

Grading

Grades for this course will be based upon a combination of attendance, attitude, and preparation. All students will be required to play their music individually during the course of rehearsals. A lack of individual preparedness will be factored into your grade. You can figure into the grade any reductions due to lateness or absence from rehearsals or performances. To stay in good stead with respect to final grade just be on time, know your music to the best of your ability, and don’t miss rehearsals or performances.

Play-Offs of Music

Before the first public performance of any piece of music, students shall be required to demonstrate their knowledge of the music by playing it for their section leader, Mr. Spitzer, or Dr. Wiggins. If the performance is deemed unacceptable the student will not be allowed to perform until the piece is approved. Routine check-offs will occur similarly with the colorguard for the colorguard captain. If you are “benched” from a performance you will receive a letter grade reduction, and possibly lose your stipend money. If you are “benched” from a performance for any reason, those who are benched will be required to stand at attention as a group on the sideline during the duration of the performance by the remainder of the ensemble. All pre-game music should be memorized by your arrival at band camp! It is in the Dropbox folder at all times. The other show music will be posted as it arrives, check Dropbox regularly for additions and deletions of show music! As it appears, begin learning it and committing it to memory!

Attire

Non-uniformed performances (as announced): UNCP Marching Band Shirt, Khaki shorts or pants, (guard wears black shorts), gym shoes, and white socks.
Parades and football games: The official UNCP Marching Band uniform, worn in its entirety unless specified by the Director. Make sure that you both wear and regularly wash the assigned Under Armour that accompanies the uniform. It is designed to protect the uniform jacket/vest by absorbing the bulk of perspiration and thus prolonging the life of the uniform!

**Band Uniform Etiquette**

1. All hair must be above the collar when in uniform.

2. No colored nail polish is to be worn.

3. Only stud-type earrings are allowed when in uniform.

4. The uniform is only to be worn in its complete state! When in uniform there is NO smoking, and language and behavior is in check!

5. If the jacket is on it must be zipped and worn correctly, when taken off at the Director’s instruction it is to be folded and stored properly.

6. If the Aussie (hat) is not on, it must be carried in the three fingered grip, in the left hand. Instruments will be carried in the right hand.

7. You must wear black socks and your black band shoes. No crop socks or anklets. No tennis shoes. Black band shoes are to be kept clean and polished for performances.

8. Make sure you hang the uniform up properly, and store in the garment bag. Do not put other items, dirty socks, food, etc. in the garment bag.

9. All woodwind and brass personnel are to wear the white gloves provided at uniform check-out and regularly wash them for performances. You will receive one pair at uniform check-out; if you require another pair throughout the season they are $3.00. All clarinet players may cut the white glove fingertips to expose your finger tips at the first knuckle. Percussionists need to provide their own wrist bands as instructed by the drumline section leader, and these take the place of the glove requirement.

**Color Guard Uniform Etiquette:**

1. Hair and make-up will be decided by the colorguard instructor. If she says the hair is up, this is not negotiable!

2. All members are to wear black leather slip on jazz shoes, details from the instructor. There may be accessory items that you may need to purchase for the uniform as well.

3. A one (1) inch gold hoop earring may be worn with the uniform. Other jewelry is not to be worn.
4. When in uniform, there is to be no smoking, and watch your language and behavior due to representing the rest of the colorguard and the marching band.

5. There may be times when the colorguard is requested to wear their summer uniforms; make sure you have purchased these by the band camp dates.

6. If you have questions regarding the uniform etiquette ask your instructor or captains.

**Necessities for Camp and Throughout the Season!**

CHOPS!!!! The more you practice in the summer, the more prepared you will be to succeed during the season!

Instrument (your personal one or check-out a school-owned one)

A three-ring binder for drill and show music (see “Dropbox” below)

Maintenance supplies – woodwind and brass

Tuner – winds

A water bottle clearly marked with your name for outdoor rehearsals (we will provide water, but if you bring your own container it will speed up the break process). Don’t drink from others’ water bottles, as this is a sure-fire way to spread sicknesses and viruses.

Pencils

Sunscreen/Bug Spray

Chap Stick or Lip Saver

A flip folder and lyre for stand music and music to be memorized that is not yet committed to memory

Comfortable shoes and clothing for rehearsals - NO FLIP FLOPS or sandals! We do not need injuries! Jeans are also not allowed, as they do not breathe in the heat or allow for movement.

A great attitude and willingness to work!!!!

**Fees = 0**

There is no fee associated with marching band participation. If you are not a UNCP student, there will be a $25.00 fee to register for marching band as a continuing education credit; however, this will be returned at the end of the season in your stipend, provided you finish the season in good standing.

**What Should I Practice?**
Wind players should concentrate on scales, tone production exercises, breath support exercises and endurance. Percussionists should work on the exercises, cadences, and technique studies provided at the audition date. Colorguard members should work on technique, stretching, physical stamina, and endurance. I would also advise you to get out and start doing some physical activity to get into shape for rehearsals. Any cardiovascular activities throughout the summer to improve your breath support and endurance are encouraged! Begin working on the pre-game show downloads and commit them to memory. In June the show tunes will begin showing up in Dropbox. Any work you can do on learning and memorizing the music before camp is desirable. The entire process of putting the shows on the field will be expedited by your commitment to learning and committing the pre-game and halftime show music to memory prior to band camp!

**Dropbox**

Dropbox is a file-sharing system. All marching band members are required to join the appropriate Dropbox folder for their area: UNCP Winds/UNCP Drums/UNCP Guard. You will be invited via your Bravemail account upon joining the marching band. All music for pre-game and halftime, all stand tunes, and all drill coordinate sheets will be placed into the Dropbox folder for students to download and print. It is YOUR responsibility to download all of your music and drill, and to have it at all rehearsals!! To save a file from the Dropbox folder to your personal computer, **copy and paste** — **DO NOT** drag files out of the Dropbox folder, or it will no longer be available to other students!!! If you find a problem with any of the files, or if you have other issues with Dropbox, please tell a staff member.

**ADA Statement**

Any student with a documented disability needing adjustments is requested to speak directly to Disability Support Services as early (preferably within the first week) as possible. All discussions will remain confidential. Please contact Mary Helen Walker, Disability Support Services, DF Lowry Building, 910-521-6695.

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**2013 UNCP “Spirit of the Carolinas” Marching Band Student Leadership Personnel**

**These positions have not been filled at this time. I will send an email & post the list in Dropbox after these positions are announced.**

**Drum Majors:**
**Colorguard Captain:**
**Student Administrative Assistant:**
**Equipment Crew: Woodwinds:** **Brass:** **Percussion:** **Front Ensemble:** **Colorguard:**
**Music Librarian:**
**Uniform Chairpersons:**
**Field Crew:**
Squad Leaders:
Piccolo:
Clarinet:
Alto Sax:
Low Reeds:
Mellophone:
Trumpet:
Trombone:
Euphonium:
Tuba:
Snare:
Tenor Drum:
Bass Drum:
Front Ensemble: