Mission Statement
The goal of the Oakton High School Color Guard Program is to provide an opportunity for students to participate in representing their school, to grow as individuals and team members, to teach performance skills and build self-confidence and self-esteem. Group activities require that an individual put aside their personal feelings for the good of the group. What is required of one is required of all. When each individual is willing to give up a small part of himself/herself, the group benefits as a whole. Personal sacrifice and understanding the dynamics of a team will be crucial to becoming the best color guard member possible.

Most importantly, membership in color guard is a privilege not a right.

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POLICIES & PROCEDURES

Attendance Policy

Each member plays an integral role in the color guard program. All other activities and appointments must be scheduled around rehearsal and performance dates and times. Social plans, dental/doctor/optometry appointments, jobs, group project meetings, and other appointments or commitments of this nature cannot interfere with rehearsals or performances.

1. Attendance at every rehearsal and performance is mandatory.

2. Excused Absence Policy
   a. Each member is allowed three (3) excused absences during each color guard season. Although summer camps, clinics, or intensives are not mandatory, all members are highly encouraged to attend.
   b. An absence is excused if both of the following criteria are met:
      i. The member’s parent or guardian notifies an instructor one week in advance of the absence, or the member’s parent or guardian notifies the instructor of a sudden, serious family emergency.
      ii. The absence is not related to any of the following events or activities: social plans, dental/doctor/optometry appointments, jobs, studying, and other appointments or commitments of this nature.
   c. Illness is an excused absence.
      i. If you attend school, you must attend rehearsal unless you are contagious or too ill to observe rehearsal.
      ii. If you do not attend school, you may not come to practice.
   d. Missing school the Friday before a competition, for any reason, may prohibit you from performing in the competition. This will be discussed on a case-by-case basis with the administrative staff.

3. Unexcused Absences
   a. All other absences not addressed in the Excused Absence Policy are unexcused.
   b. After one (1) unexcused absence, will result in a phone call to the member’s parents/guardians to discuss the reason for the unexcused absence and to give notice that the member has been put on probation.
   c. Should a member on probation incur an additional unexcused absence, totaling two (2) unexcused absences, the member will be asked to leave the color guard.

Rehearsal Policies & Procedures

1. Arrive 15 minutes early to every rehearsal.
2. No chewing gum is allowed at any time during rehearsal.
3. All members must bring a water jug that holds at least one gallon. The jug should be full of water before practice starts. Members are not permitted to share water jugs.
4. Appropriate rehearsal attire is required. You should be in rehearsal attire before practice. “Appropriate rehearsal attire” includes:
   • comfortable workout attire
   • gym/tennis shoes with socks
   • hair must be pulled back and secure
   • No jewelry should be worn at rehearsal. Stud earrings are acceptable.

Initials: ________________________  ________________________
Parent/Guardian  Student
- Hats and sun visors are acceptable during band camp.
- Sunglasses are not acceptable unless you have an eye condition and a written note from your doctor.

5. All black rehearsal attire, “blacks,” is required on all show days, and may be required during some weekday rehearsals.
6. Members must have their “dot book,” “drill book,” and a pencil with eraser at every single rehearsal starting with Band Camp.
7. All members must come to every practice. Only exceptions are made for those who are sick or have sudden or serious family concerns.

Performance Policies & Procedures
1. You are never to be in “partial uniform.” The uniform is either entirely on, or entirely off.
2. You are not to run in uniform.
3. You are not to eat in uniform.
4. You must be on your best behavior while at a performance venue. Making negative comments about other performing groups is not permitted.
5. You may not leave the performance venue early unless you have it approved in advance with one of the staff members.
6. You may not go anywhere alone while at a performance venue. You must always be with another guard member.

Eligibility
Academic & Physical Eligibility
All students must meet the Oakton High School requirements to be eligible for participation in a sport. All students must have a current (signed on or after May 1st for the following school year) physical on file with the activities office.

Financial Obligations – Revised August 2010
Each member will be responsible for paying all pay-to-play fees. Additionally, the color guard may decide, as a group, to purchase additional personal equipment (gloves or shoes) or spirit wear (t-shirts, sweats, etc.). These costs will be communicated to the member and his or her parents/guardians in a timely fashion. Fundraising through the band booster organization is available to color guard members in order to off-set the pay-to-play costs of participating in color guard.

<table>
<thead>
<tr>
<th>Fall 2010</th>
<th>Estimated Student Fees</th>
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</thead>
<tbody>
<tr>
<td>Uniform Shoes</td>
<td>$37.00</td>
</tr>
<tr>
<td>Show Gloves</td>
<td>$11.00</td>
</tr>
<tr>
<td>Warm-up Suit – Estimated Cost</td>
<td>$62.00</td>
</tr>
<tr>
<td>Practice Flag</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Color Guard Total:</strong></td>
<td><strong>$130.00</strong></td>
</tr>
<tr>
<td>Marching Band Fee</td>
<td>$200</td>
</tr>
<tr>
<td>Band Camp @ Orkney ($200 deposit due 7/11/2010)</td>
<td>$535</td>
</tr>
</tbody>
</table>

Initials: _______ Parent/Guardian _______ Student

OHSCG | Fall 2010 Agreement
Pay-to-play Fees – Fall 2010 Color Guard
The fees outlined above include all costs associated with the Band Boosters. Additional purchases may include: material for flag bags and make-up for shows and football games.

ETIQUETTE

General
1. Arriving at rehearsal “on-time” means at least 15 minutes early.
2. If you are struggling, you will enlist someone to help you outside of practice.
3. Do not spin while staff are giving whole-group instruction.
4. Do not move or talk at the end of a repetition until you are told to “relax.”
5. If the staff is working with another group that does not involve you, you should be working silently on parts of your show while paying attention in case the staff needs you.
6. Do your color guard duties (carrying cones, guard box, music, etc.) without being asked.
7. There is a difference between being given time for water and being given a “break.” Time for water is short and mandatory. Breaks may be a bit longer and are optional.
8. In general, you may not take water or a break unless the entire group is permitted water or a break.
10. Be your best.

Technique
One of the most important aspects of color guard is having good technique. A color guard only has good technique if we all strive for, and achieve, the technique as a unit. The technique program used by each color guard is at the discretion of the color guard staff. How we spin in the OHSCG may be different than other schools or other instructors you have had in the past. Disagreeing with or questioning the technique of the instructors will not be tolerated. All of the instructors have spun with multiple color guards and thus have experience spinning within the guidelines of many different technique programs. We have pooled our experiences to create a technique program appropriate for the current level of the OHSCG.

Equipment and Maintenance
The maintenance and care of the Color Guard equipment is incredibly important. Equipment must be stored and cared for correctly. Equipment should never be lent out, left out, or unattended for any reason. It should be cleaned and handled with care per given instructions. Only color guard members are permitted to practice with the equipment. **No member should ever allow another person to spin their equipment, even if that person participate(-s –d) in color guard during another season.**

LEADERSHIP

Staff
Our experience in color guard gives the skills required to plan, rehearse, and perform fall and winter color guard activities. The staff’s overall goal is to instruct students in the development of physical skills and positive attitudes for success in the color guard program and in their lives. In

Initials: _______________ _______________
Parent/Guardian Student
order to facilitate an open relationship amongst staff, parents/guardians, and members, we have included this section which outlines the staff’s responsibilities.

The staff’s duties include:
- **General Supervision:**
  - Order uniforms and equipment for each season.
  - Plan and run appropriate rehearsals to prepare for upcoming competitions and football game appearances.
  - Plan and run the audition process for each season.
  - Ensure students adhere to the behavior code as described in handbook.
  - Discipline members, as outlined in the handbook.
  - Assign duties and responsibilities to color guard captains & members and evaluate their performance of these duties.
- **Technical Program & Show:**
  - Establish clear goals at the beginning of each season, for both individual members and the color guard as a whole.
  - Develop a technical or “basics” program that provides the tools needed to achieve the current show’s vocabulary.
  - Write work, including flag, rifle, sabre, and movement, as required to fill the current season’s show and in line with the color guard’s ability level.
  - Ensure that the vocabulary and work in the show is in line with the current technical program.
  - Constantly develop the technical program and the show vocabulary to allow the membership to achieve excellence at their current competitive level and within their abilities.
- **Administrative Tasks:**
  - Prepare and publish the current season’s handbook.
  - Confirm that all members have turned-in a current, signed handbook & agreement.
  - Confirm that all members have a physical on file and an emergency medical form signed by parent.
  - Communicate rehearsal and performance schedules to members and parents.
  - Oversee that the correct forms for all after-school group activities are submitted.

**Fall 2010 Staff Members**
Katherine (Katie) Hovanec, KEHovanec@fcps.edu
Kathrin (Katie) Egan, katejws@gmail.com

E-mail is always the best way to contact us. You are also welcome to speak with us before or after rehearsal.

**Guard Captain**
Each season, the staff may choose a member of the color guard to be the color guard captain. Being chosen as a guard captain is a privilege, and can be revoked at any time if the staff sees fit. It is a leadership role that requires self-discipline and dedication. As a member of the marching
band leadership, the guard captain must fulfill any leadership team duties assigned by the band director, staff, or drum major(s). Guard captain responsibilities include, but are not limited to:

- leading stretches,
- starting rehearsal if the instructors have a staff meeting or will be late due to work commitments,
- assisting the staff in identifying problem areas or concerns within the show/work,
- encourage all team members to achieve their full potential and,
- being an example to other members of the color guard.

**DISCIPLINE**

Color Guard is a sport of the arts, but still a sport, nonetheless. It may be necessary for the color guard instructors, band directors, or other band staff to discipline a member of the guard, just like a coach would discipline members of his or her team. Examples of disciplinary action include spins, running laps, throwing tosses, arriving early or staying late at practice, and assigning the member additional duties for the remainder of the season. In all situations where discipline is warranted, every attempt will be made to instill responsibility for his or her actions in the member and to use a form of punishment that will further enrich the member’s overall color guard experience.
Student Agreement

I have read and understand the information presented in the OHSCG Handbook Fall 2010. By signing below, I agree to abide by the guidelines listed herein. I acknowledge that by signing below, I am making a commitment, not only to myself, but to the other members of the marching band and color guard. My fellow members will depend on me to attend all rehearsals and performances, be prepared for rehearsal, and meet all the other obligations outlined in the handbook. I understand that if I am unable to or choose to work or act in a contrary manner to the standards and expectations listed in the handbook, appropriate disciplinary action will be taken which may include my being removed from the team.

Print Student Name ___________________________ Signature ___________________________ Date ____________

Parent/Guardian Agreement

I have read and understand the information presented in the OHSCG Handbook Fall 2010. By signing below, I agree to support the guidelines listed herein. I acknowledge that if my student does not follow these guidelines he or she will be subject appropriate disciplinary action which may include being removed from the team. I also agree to pay the full cost outlined in the pay-to-play fees section of the handbook as determined by the Oakton High School Band Boosters.

Print Parent/Guardian Name ___________________________ Signature ___________________________ Date ____________

Please return the entire, initialed & signed, agreement to Mrs. Hovanec by June 24, 2010.