

2022-2023

**KAUFMAN HIGH SCHOOL COLORGUARD  
HANDBOOK**



KAUFMAN  
LION BAND

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## Contact Information

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**Color Guard Director**

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## Welcome

Welcome to the Kaufman High School Color Guard. Color Guard members are members of the Kaufman High School Band and will abide by their rules, policies and regulations. We shall also follow all policies set forth by Kaufman High School and the Kaufman Independent School District. If you have questions concerning the Kaufman High School Band, please consult the band handbook. This book is provided to further clarify the expectations, rules, and guidelines for the members of the Kaufman Guard.

## Defining the parts of the Color Guard

The Kaufman High School Color Guard is a year-round program that offers all participants experience, training, and growth in basic visual performance, dance, music, theatre, art, and emotion through practice and performance. The divisions are merely unique breakdowns of a totality in opportunity.

### Color Guard

The most seen aspect of the Visual Ensembles is the Color Guard. They perform as a part of the marching band at local events, football games, and competitions. The marching band competes on a state, area, and regional level. Rehearsals begin near the end of the school year and continue through the summer and fall. Competitions for the marching band typically begin in late September and can go through mid November. Members of the Color Guard attend all rehearsals and performances outlined in the marching band calendar.

### Winter Guard

The winter guard is also another competitive aspect of the Color Guard. The members of the winter guard are selected from the Color Guard during an audition in early December. There may be multiple winter guards hosted by the Kaufman High School Band during any given school year. This may or may not include a Varsity Winter Guard and a Junior Varsity Winter Guard. In order to be considered for the Varsity Winter Guard, Members must have completed at least one season of Color Guard. The winter guards rehearse from December through March and compete on a local and regional level. Competitions begin in late January and conclude in March with Championships. Competitions for the winter guard include various regional competitions and the circuit Championships as well as Solo and Ensemble. By being a member of these state/regional organizations, we must abide by their rules. Among those rules is a limit on membership (no more than 30 Members per ensemble) and a requirement to follow their

specific competition schedule for educational and promotional purposes as well as to follow each group's progress.

### **Color Guard Class**

It is required that all Color Guard members register for the Color Guard class in the Fall. This class allows the members to hone their dance and equipment skills in an academic setting and receive class credit for their work. This class is crucial to the development of all members.

### **Weapon Line**

Weapon Line members are selected from the members of the Color Guard or winter guard through an additional audition process. Weapon Line members are responsible for the replacement of their weapon(s) if lost, stolen, or broken as the rifles and sabers are the property of the school and must be returned at the end of each season. They will be replaced by the school if broken during normal Color Guard activity. New Weapon Line members are encouraged to purchase their own weapon. More information will be given to the Members once the weapon lines are made. In order to be considered for the Weapon Line, Members must have completed at least one season of either Color Guard or Winter Guard. All Members using a weapon and attending rehearsals will not be guaranteed spots for the Weapon Line which is limited to those who show exceptional talent and ability.

# Membership

## Eligibility

Students of Kaufman High School are eligible to audition for the Kaufman High School Color Guard. All Members must re-audition for each upcoming season. Having a spot in previous years or seasons does not guarantee the student will be accepted again for the following season. Members who have previously quit at any time during the period beginning after the audition results are posted and ending after the last winter guard competition are no longer eligible to be members of the Color Guard in the future. This includes any reason other than those that are medical. *Band fees from prior seasons must also be cleared before participation in the next season.*

## Qualifications

Members must pass an audition each spring in order to be a part of the Color Guard. Winter Guard membership will be selected from the fall Color Guard during an audition in December or by an open audition at the discretion of the Color Guard Director. All Members must complete the audition process and clear all previously owed fees in order to be a member in good standing. Any student's past disciplinary records may be reviewed each year to determine membership status.

## Physical Requirements

**Baseline Fitness** - Members of the Color Guard will be conditioned to handle the amount of strength and stamina required to perform. However, prior to entering the ensemble, members must be developing a plan to be in good physical condition. Members must be physically able to do the following: carry props, equipment, and/or implements weighing up to 20 lbs. while moving quickly and/or dancing; dance and/or march for up to one hour between breaks; sit and/or stand for up to one hour at a time between breaks. Members may also be asked to perform lifts and/or gymnastic movements once proper training has been provided.

**Injuries** - Building muscle can be strenuous. You will definitely experience minor discomfort at times. You may even feel slight pain. Be sure to use your best judgment. This is a very physical activity and you need to learn to push beyond the pain and fatigue, but never to the point of serious injury. We will work in the heat. We will stretch out and build our muscles. We will do cardio-vascular conditioning. We will run, dance, jump, spin, and toss. Sore muscles, bruises, blisters, and minor scrapes are all part of it. Occasionally Members may sprain wrists or ankles. Learn to push yourself without damaging your body! If you truly are sick or injured, DO NOT continue to hurt yourself to satisfy someone else. We ask that you be HONEST. Always give your body the rest it deserves. If a student has weakness in the joints such as knees, ankles, or wrists we strongly advise that your student purchase and wear a flexible brace at ALL rehearsals. Please be advised, the instructional Staff are teachers, not doctors or physical therapists. We cannot provide anything other than immediate first aide to your child. The Band

and Color Guard Staff, the Band Boosters, the school, and the district are not liable or responsible for injuries sustained during rehearsals and/or performances. Accidents can happen at any time, and we will do our best to prevent any injuries.

**Physical Fitness and Eating Habits** - Rehearsals and performances are very demanding physically. Therefore, it is imperative that members take care of their bodies. You must eat well, drink plenty of water, and stay in shape! Regular exercise, especially during time off is a necessity. Parents are asked to support their child in maintaining healthy habits. Please take the necessary steps to make sure your child has had the appropriate meals prior to band rehearsals both before and after school rehearsals, evening football games or competitions. Your student may find it helpful to eat a small snack of fruit or crackers and juice prior to rehearsals. Sports drinks are always a good idea and soda is an athlete's worst enemy. No soda is allowed before or during rehearsal. Please let us know if a member has any food allergens or restrictions since meals are occasionally provided for them.

### **Academic Requirements**

It is each student's personal responsibility to make sure that he/she is eligible for participation in events and field trips by maintaining passing grades. Work in classes is the responsibility of each student. Rehearsals cannot be missed for class or homework as performances will be compromised. If you are unhappy with or having trouble with a class, communicate with the teacher and set up a time for tutoring outside of rehearsal time. Your academic success is our priority but it must also be YOUR priority. We will help in multiple ways but can not compromise the program so communication is key. If your attitude or behavior in an academic setting reflects negatively on the Color Guard, you should expect to be held responsible for your behavior.

### **Grounds for Dismissal**

Any member who casts discredit to the organization by his/her conduct or actions in rehearsal, in another class, or on a trip, may lose a privilege within the program or be subject to dismissal from the Color Guard program. This decision will be at the Director's discretion in consultation with the Head Band Director and high school administration.

The following guidelines have been put in place to establish more clarity with regard to the policy:

- We cannot compromise participation in band activities with substance abuse or blatant disregard for school or band policy.
- These consequences are in reference to program membership and are in addition to school policy.
- Infractions that are against the law are more serious in nature and will be handled per KISD policy.
- During an exclusion period, Members will not participate in any band activity, pending litigation or KISD decision.

# Policies and Procedures Attendance Policy

## Attendance Policy

Attendance is required at all rehearsals. Remember, participation affects your performance eligibility.

1. In the event of an unplanned absence from rehearsal, the student must notify the Director by emailing [dsuniga@kaufman-isd.net](mailto:dsuniga@kaufman-isd.net) prior to the rehearsal.
2. If a student is too ill to attend a rehearsal, it is his/her responsibility to email the Director at [dsuniga@kaufman-isd.net](mailto:dsuniga@kaufman-isd.net).
3. If a student is ill enough to miss rehearsal, we would strongly encourage them to go to the doctor. We will always excuse a doctor visit.
4. Excessive tardies and/or absences may result in your removal from one or more sections of the show and may lead to permanent removal.
5. Stretching and conditioning will begin ON TIME! To be early is to be on time! Members must be prepared for rehearsal BEFORE the official start time. This includes going to the bathroom, filling water bottles, and grabbing equipment. Not doing so will result in a tardy.
6. Medical and related appointments should be scheduled on days you do not have rehearsal.
7. Members may not miss rehearsal or performances in order to participate in other extracurricular activities. Members should seek tutoring on days that rehearsals are not scheduled.
8. Members who miss a performance without an excused absence will result in immediate dismissal from the program.
9. If any rehearsal is missed before a performance, it will be at the discretion of the Director to determine performance readiness and safety for the performers.

Below are non-exhaustive lists of examples of Unexcused Absences and Excused Absences. An absence will ultimately be Excused at the discretion of the Director.

### Unexcused Absences

- Scheduled Doctor Appointments (eye, dentist, orthodontist, etc.)
- Concerts in which you are not a performing member
- Minor Injuries
- Personal Plans
- Babysitting/Watching Siblings
- Work
- Unable to get a Ride
- Drivers Test
- Family Vacation

- Sporting Events
- Oversleeping

### Excused Absences with appropriate documentation (Doctor note, etc)

- Emergency Doctor Appointment
- Family Death
- Contagious Sickness
- Approved School Function
- Family Emergency

***A PARENT NOTE DOES NOT AUTOMATICALLY EXCUSE THE MEMBERS.***

## Rehearsal Policies & Procedures

1. Members will be responsible and assume responsibility for their own actions.
2. Members are expected to have proper respect for themselves, equipment, materials, and others.
3. All rules stated in the Kaufman High School Band handbook are in effect at all times.
4. All rules of Kaufman High School and the Kaufman Independent School District, whether the team is on or off campus, are in effect.
5. No food, gum, or candy is to be consumed while Members are in rehearsal. Save your snacks, water, or sports drinks for break. No soft drinks during rehearsals or breaks. No food, drink or gum is allowed in the bandhall, guardroom, the stage, or in the gym.
6. A student, who fails to complete the season for any reason, is still responsible for any fees and/or costs subjected onto the band program from that student's dismissal from the program. This may include the cost of a uniform purchase for that student's wear by the band.
7. All members must bring a water jug that holds at least half a gallon. The jug should be full of water before rehearsal starts. **Members are not permitted to share water jugs.**
8. Appropriate Rehearsal Attire is required. You should be in rehearsal attire before rehearsal officially begins. Appropriate Rehearsal Attire is defined as:
  - a. Comfortable workout attire.
  - b. Gym/tennis shoes with socks are not optional and should be worn at all times unless told otherwise by a Staff member.
  - c. Hair must be pulled back and secure.
  - d. Dangling jewelry should not be worn at rehearsal.
  - e. Fingernails must be kept reasonably short to avoid injury
9. Cell phones are to be turned off or on silent/vibrate at rehearsal.
10. When the Director or drum major takes the podium, all talking will stop. If you have a question, raise your hand. Student leaders will assist in enforcing this rule.
11. It is the responsibility of each member to keep all areas clean. No personal items may be left in the bandhall, guard room, or gym.
12. Members are responsible for putting all equipment and materials in their proper place at the end of rehearsal.

### **Performance Policies & Procedures**

1. Members are expected to attend all performances. In addition, there is an expectation that Members remain for the entire competition/performance. Part of a student's education is watching the performances of others.
2. Members will not cut nor dye their hair any unnatural colors.
3. You are never to be in partial uniform. The uniform is either entirely on, or entirely off. There will be a few exceptions at the Director's discretion in extreme circumstances.
4. Members will not run in uniform.
5. Members will not eat in uniform. You will need to wear a jacket or shirt to cover up if you want to eat.
6. There will be no public displays of affection while in your uniform(s). This means no PDA before rehearsal, after rehearsal, during rehearsal, on the bus, in



uniform, out of uniform, on trips, etc.

7. You must be on your best behavior while at a performance venue. Making negative comments about other performing groups is not permitted. You represent not only our program, but the Kaufman Community as a whole.

8. You may not leave the performance venue early unless you have it approved in advance with Mr. Suniga or Mr. Loya. Communication with them needs to be more than 2 days in advance.

9. You may not go anywhere alone while at a performance venue. You must always be with another guard member.

### **The Importance of Attitude**

The greatest single factor that will determine the success of any individual or organization is attitude. The kind of person that you are is an individual choice and how we feel about something, which involves attitude, is one of the few actual independent choices that we have in life. It takes intense dedication to reach goals. Members should learn to discipline themselves to rehearsal daily on fundamentals. The “right attitude” must be present along with sincerity, concentration, and dedication as the basic foundation. Such an attitude makes an artistic performance inevitable and is the difference between a winning organization and a mediocre group. Make the most of it in every rehearsal and performance. Everything in life is a performance.

### **Parent/Guardian Expectations**

1. Parents will communicate openly and freely with directors
2. Parents will communicate with respect.
3. Parents will be honest.
4. Parents will communicate issues and concerns in a timely manner, including those of the member’s physical and emotional well-being.
5. Parents are required to attend meetings and read all information disseminated by Directors and the Band Boosters.
6. Parents will display good sportsmanship and behavior by doing the following:
  - a. Recognizing that student participation is a privilege
  - b. Displaying good sportsmanship as a spectator, and conducting yourself in a manner that reflects positively on both the team and school
  - c. Promoting the team by being supportive and positive when helping the program
  - d. Understanding that the student has an obligation to attend all rehearsals and competitions
7. Parents will create a positive and supportive environment to promote your student-athlete’s well-being by:
  - a. Supporting good conditioning and a healthy lifestyle
  - b. Placing the emotional and physical well-being of your student ahead of any personal desire to win
  - c. Supporting your student to be successful in the classroom given the demands of training and rehearsals

- d. Being a role model for other parents by remaining positive at all events
- e. Getting involved and staying involved in a positive manner as you support your student is critical to the success of the team (i.e., concessions, band boosters, fundraisers, banquets)

## **Etiquette**

### **Rehearsal Etiquette**

1. Arriving at rehearsal “on-time” means being there early enough to get prepared for the start of rehearsal.
2. Do not spin while the Staff is giving whole-group instruction.
3. Do not speak while the Staff is speaking.
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 (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 (“Gush and Go”). 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.
9. Be dependable and be your best.
10. Come to each rehearsal with a healthy attitude. A willingness to try new things is a more admirable approach than the ability to do work without difficulty but with a poor attitude. Be open to new ideas.

### **Individual Practice**

In order to make sufficient progress, Members are expected to practice at least 10 minutes per day on their own. Practice outside of scheduled rehearsals is imperative to the success of our program. Just like with anything else, you’ll have homework occasionally. Rehearsal is to go over the things you practiced on your own.

### **Technique**

One of the most important aspects of Color Guard is having good technique. It is the foundation that sets a student up for success. 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 Director. How we spin in the Kaufman Color Guard 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 Kaufman Guard.

## **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. All equipment must be signed out from the Leadership in charge of equipment until the season begins. If the equipment is not something you spin in the show, it should be returned for inventory. All equipment should be cleaned and handled with care per given instructions. Flag stoppers and silks must be taped on securely, Sabre tips must be covered, and Rifles straps need to be secured and sturdy. ALL Members must have at least two roles of white and black electrical tape with them to maintain their equipment. Only current Color Guard members are permitted to handle the equipment. No member should ever allow another person to spin their equipment, including a previous Color Guard member.

If your equipment is lost or stolen, you are held responsible for the cost of the equipment.

- Flag - \$75.00
- Rifle - \$50.00
- Saber - \$250.00
- Other Assorted Props – Varies by season.

## **Leadership**

### **Guard Captain(s)**

Each season, the Staff may choose a member(s) of the Color Guard to be the Color Guard Captain(s). 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, Guard Director, Staff, or Drum Major(s). Guard captain responsibilities include, but are not limited to:

- Leading stretches
- Starting rehearsal if instructed by a Staff member
- Assisting the Staff in identifying problem areas or concerns within the show/work
- Encourage all team members to achieve their full potential
- Being an exemplary example to other members of the Color Guard.

The Captain(s) works directly under the Staff. If the Staff is not present, the captains are in charge. More often than not, the captains directly relay information that was given from the Staff. Disrespecting the captains is disrespecting your Staff and their decisions.

### **Service Leadership**

Much like the band, we have service leadership opportunities that are open for application. If you have a desire to serve, talk with a staff member about your ideas!

## **Leadership Process**

Leadership roles are determined with a process that includes an interview with Staff members. A Leadership form must be filled out in late Spring to be considered for a Leadership position. A Leadership spot is not guaranteed for anyone, including previous Leadership. The Staff not only takes the Leadership form and interview into consideration, they also look at attitude, work ethic, and interaction with other members through previous years. If a student is given a Leadership position and breaks rules in school or in our handbook, we have the right to take that student off of the Leadership position.

# **Financial Obligations**

## **Fees**

Unfortunately, the band and Color Guard cannot operate successfully without student fees. Fees we collect help pay for: Staffing, guard equipment, uniforms, show t-shirts, and many necessary items. There is a fee for Color Guard and a fee for Winter Guard. This fee is subject to change each season based on costume and show costs. This information will be provided clearly at the beginning of each season.

## **Required Items**

Certain items are required as a member of the Color Guard team and are subject to change from season to season. Most of these items are available through the band program and a form will be sent home giving more detail on items and pricing. This has typically included body tights, gloves, and Show Uniform and makeup. If a student quits or is dismissed from the Color Guard program we request that they no longer wear band and/or Color Guard logo apparel. A student who fails to complete the season for any reason is still responsible for any fees and/or costs subjected onto the band program from that student's dismissal from the program.

## **Fundraising**

Please do not let band fees scare you away. To assist parents, we allow the full fee amount to be paid in separate installments over the course of the respective season. We also offer multiple fundraising opportunities to help lower the potential fee for each semester.

## **Booster Club**

Parents are asked to support the band by joining the Kaufman Band Boosters. The Boosters spearhead the raising of additional funds for the band and provide critical logistical support to help the Members be successful in their endeavors.

## **Discipline**

The cornerstone of any good and successful band program is discipline. The guidelines in this handbook are to allow Members to function at their highest level. When Members fail to follow

these guidelines, consequences must follow. Penalties will be imposed according to the severity of the infraction at the discretion of the Guard Director. If a student feels that he/she has been unfairly awarded punishment, he/she may discuss the penalties in private with the Director of Bands and the Color Guard Director at the earliest convenient time.

Understand that the following consequences may be enforced, should inappropriate behavior call for it:

- Alternate Status
- Sitting out from a performance
- Tardiness will result in 1 lap for each minute late to be done at the end of rehearsal
- Removal from the Color Guard Program

## The Kaufman Color Guard Handbook Agreement

### Student Agreement:

I have read and understand the information presented in the 2022-2023 KHS Color Guard Handbook. 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

\_\_\_\_\_ Student Signature.

\_\_\_\_\_ Date

### Parent/Guardian Agreement:

I have read and understand the information presented in the 2022-2023 KHS Color Guard Handbook. By signing below, I agree to support the guidelines listed herein. I acknowledge that if my student does not follow these guidelines, he/she will be subject to appropriate disciplinary action which may include being removed from the team. I also agree to pay the full cost outlined in the payment section of the handbook as determined by the KHS High School Band.

\_\_\_\_\_ Print Parent Name

\_\_\_\_\_ Parent Signature

\_\_\_\_\_ Date