



RED DEER  
*Royals*

# **Chaperone Manual**

*2017*

**Thank you for volunteering as a chaperone for the Red Deer Royals!**

**The following information is intended to help you better understand your role in the Royals organization. If you require clarification or additional information, please speak with the Chaperone Coordinators or the Band Director.**

<b>Chaperone Coordinator:</b>	Orlean Lizotte	<a href="mailto:chaperones@reddeerroyals.com">chaperones@reddeerroyals.com</a>
	Sonja Hoefman	<a href="mailto:chaperones@reddeerroyals.com">chaperones@reddeerroyals.com</a>
<b>Band Director:</b>	Michael Mann	<a href="mailto:directorofbands@reddeerroyals.com">directorofbands@reddeerroyals.com</a>

## General Policy

1. At all times members of the Red Deer Royals are under the direction of the Band Director. Chaperones are there to provide supervision, help ensure everyone's safety, assist with uniforms, help ill members in whatever other way is requested, and to establish an "adult presence". If you are ever in doubt about what to do or how to react to a situation, please speak with the Band Director.
2. It is expected that chaperones will lead by example at all times. Rules apply to both chaperones and members, including guidelines regarding alcohol consumption and smoking.
3. Chaperones should be familiar with the Royals handbook. It has a lot of information regarding expectations of the Royals. If these expectations are understood and followed there should be no problems of any consequence. Several excerpts from the Manual are reprinted below.
4. Please let your own child be a member of the Royals team and experience independence when it comes to their performance preparations and cleanup. "You're a parent to all members when you chaperone." or, conversely, "You're not a parent when you chaperone."
5. Chaperones should show respect for the members as people, maintaining positive and cooperative relationships. Requests and suggestions will go much farther than directives and demands. We suggest you find ways to build rapport with members of the band. Adolescents and young adults will react more positively when they believe that you care about them as individuals, not just as a component part of the band.
6. Chaperones will exist in a support role, but will not engage in any instruction.
7. Chaperones will remain "present but invisible" during all performances. With this in mind, **chaperones will not march alongside the band** when on parade unless specifically requested to do so by the Director.
8. When formed-up or under the authority of the staff, chaperones should refrain from interacting with band members. If the matter at hand is important, please discuss it with the staff member in charge.
9. If a band member is found to be in violation of any rule, chaperones will not establish consequences ('punishment') for the infraction. This is the role of the Band Director and staff.
10. Chaperones will wear black bottoms (pants, walking shorts, skirts), a white, black or red shirt, black shoes or sandals, and a travel jacket for all performances. Non-performance chaperones (marching camps, Stampede or Tour when not performing) may choose their attire, but should wear clothing that follow the member manual policies.
11. All chaperones must have a criminal record and vulnerable sector check completed prior to volunteering. The letter to get this done free of charge is on the website. All chaperones for overnight camps, competitions or tour must also have a social services check completed prior to departure. These documents must be filed with the Chaperone Coordinator.

## Overview of Member Rules – Discipline & Deportment

From the Members' Handbook:

Behavior at all rehearsals, engagements, and trips must enhance the efficient operation of the band and contribute to its strong public image.

1. Smoking by band members is not allowed during rehearsals, camps, at public performances, whenever in uniform, or whenever identifiable as a group. Band members must not eat or drink while in uniform unless this is deemed appropriate in the circumstances by the Band Director.
2. The non-medical use of drugs and use of alcohol by band members during rehearsals, performances, on Band trips, camps or at Band Council events will not be tolerated and will cause immediate suspension and possible dismissal from the Band.
3. Any member behaving in a manner incongruous to the goals of the Band may be dismissed from the band. The specifics of the dismissal will be detailed to the band member once a decision to dismiss the band member has been reached by the Director of Bands.

## Bus Trips, Day Travel, and Performances

1. Upon arrival, chaperones should check in with the Chaperone Coordinator or designate and/or Director and introduce yourself to the bus driver(s).
2. Please wear a Royals travel jacket. If you don't have one of your own we have loaner jackets. See the Chaperone Coordinator if you need to borrow one. You are also asked to wear black pants or black shorts as well as black shoes and socks. The appearance and deportment of our chaperones contributes to the professionalism of the band in general.
3. From the time the Royals meet at the bus until the time they return, they are under the direction of the Band Director. While the Royals get ready for a performance, please make yourself seen and available to help out if asked.
4. The section leaders or designate will conduct uniform checks prior to each performance. You may be requested to assist with this. If so, please make the the Director aware of any unresolvable problems (ex. hair issues, white socks, no marching shoes, etc.). The Director will make the call as to whether or not the member is allowed to perform. Uniform inspections should not interfere with the warm-ups of the band, although they often occur at the same time.
5. The Equipment Coordinator is responsible for loading the trailer and truck. For field show performances the Equipment Coordinator also has responsibility for coordinating the setting of the field markers and the stationary percussion equipment ("the pit") prior to the show and removing markers and equipment after the performance. You may be asked to help with these tasks.
6. Please vacate the bus if members – usually just the Colour Guard - are changing. Bus drivers should be asked to vacate the bus at this time also.
7. After the Royals have completed their warm-up and everything seems OK, you can find yourself a spot to watch from and meet up with the Royals right after their performance. Before or during a performance, if a band member falls ill you may be asked to stay with him/her.
8. If it's raining prior to a parade the Director will make the decision as to whether rain gear is needed or not and whether or not the members will wear plumes.
9. Once the Royals have finished their performance, they know what to do to get ready to move on. Please check around the area to make sure that nothing has been missed and that nothing has been left behind.

10. When the Royals board the bus, make sure that everyone that was originally on the bus is back on the same bus. (Switching buses is not allowed.) Section leaders have responsibility for doing attendance for their section. If any members are not returning to Red Deer on the bus and are instead going home with their parents, it's mandatory that the member and his/her parents do a "face to face" with the Director before they leave the group.
11. When on the bus, ensure that the noise level is reasonable and ensure all band members remain seated, especially within city limits. It helps to make occasional walks to the back of the bus or to have one chaperone seated near the back of the bus. Remind band members to use garbage bags and clean the bus before the conclusion of the trip. (Send a garbage bag around the bus immediately before arriving at destination.)
12. When the bus has returned home again, everyone is to remain seated until spoken to by the Director or designate. After the band members have left the bus, please be sure that all garbage has been cleaned up and nothing has been forgotten on the bus. If there is something for the lost and found, please put it on the table in the trailer or on the wagon in the trailer.
13. The Chaperone Coordinator will designate a "stay late" chaperone. This person will be the last to leave the event, ensuring that no band members are left behind waiting for a ride.

## **Band Camps And Band Trips**

1. Chaperones are "on call" for 100% of a tour (international trip or Calgary Stampede week) or band camp (generally Camp Caroline). The Director or Chaperone Coordinator in charge may or may not assign breaks for chaperones at their discretion, in consideration of the circumstances.
2. Chaperones are expected to:
  - a. monitor cleanliness of washrooms, showers, sleeping areas etc.
  - b. assist with general clean up.
  - c. coordinate with the Chaperone Coordinator and Director.
  - d. assist with "lights out."
  - e. assist with snack
  - f. consult with the Director of Bands or his designate regarding any disciplinary infractions by band members.
  - g. provide a "listening ear" to any member experiencing difficulty.

## **Band Council Events**

1. Alcohol, drugs, tobacco products, and banned substances, as always, are prohibited.
2. The Chaperone Coordinator will designate a "stay late" chaperone. This person will be the last to leave the event, ensuring that no band members are left behind waiting for a ride.
3. During a dance or other social event, chaperones have the authority to send home any band member that is in violation of band policy once he/she has consulted with the Chaperone Coordinator or designate. The Director must be notified of the incident.
4. Chaperones should:
  - a. be visible and friendly.
  - b. check washrooms and the parking lot periodically.
  - c. monitor members who are constantly "coming and going."
  - c. help clean up after event.

# CHAPERONE APPLICATION

Name:

---

Address:

---

Postal Code:

---

Home Phone:

---

Work Phone:

---

Email:

---

Band Member:

---

I am interested in the following positions:

- General supervision
- Equipment
- Truck Driver
- First Aid
- Uniform repairs and maintenance

Additional  
Comments

---

---

---

---

---

**Please submit to the Chaperone Coordinator along with Criminal Check and Social Services Check if applicable.**