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# The World Famous

Towson University Marching Band

Member Handbook

### Rules, Regulations and Policies

*This handbook, the membership agreement form, and the calendar on www.towsonbands.com, serve as the syllabus for:*

*Marching Band Course - MUSA 160, MUSA 360, & MUSA 660*

2024-2025

Dear Towson University Marching Band Member,

We have a great season planned for this fall! The 2024 edition of the *World Famous* Towson University Marching Band will be one of your most memorable experiences from your college days here at Towson University.

We have created a highly school-spirited and classy organization whose performances are entertaining for the football crowd, yet sophisticated in the marching band world. We believe a positive experience is found not just in the end result of performing, but also in the workings of everyday rehearsals. Rules and regulations are therefore an essential part of achieving this goal. This handbook is designed to clearly state the expectations of the members of the Towson University Marching Band (TUMB). Without high standards for all aspects of our band, this goal cannot be attained.

Each member of this year’s marching band receives a stipend for full participation throughout the season. First year members receive $500, second year members receive $650, third year members receive $850, and fourth (or more) year members receive $1,000. In order to protect this money that has been given to the students of the TUMB, certain expectations must be placed upon this stipend. In order to receive the full amount allotted, each TU band member must remain a “member in good standing” throughout the season. This is defined by the rules, regulations, and policies in this handbook. We must take this approach in order to ensure that no individual takes advantage of this award without contributing to the betterment of the group. At the conclusion of our performance season sometime in December, the stipend money is deposited into each student’s account. You must be a TU student, registered for the marching band class during the fall semester, to receive this stipend.

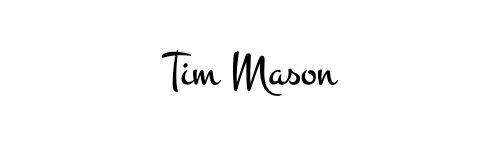
Feel free to contact us with any questions regarding the contents of this handbook. I look forward to a great season!

Sincerely,



Taylor Yozwiak

Interim Director of Athletic Bands



Tim Mason

Interim Assistant Director of Athletic Bands

**MEMBERSHIP**

Membership in the TUMB is open to all registered part or full-time undergraduate and graduate students of the university. This includes music and non-music majors. Membership is contingent upon the student’s ability to fulfill the requirements of the course as outlined in this Member Handbook and the Membership Agreement Form.

**INCLUSION and DIVERSITY**

Mr. Yozwiak, and Mr. Mason are committed to ensuring that all members of the band, regardless of gender, how they look, or how they choose to live their life, feel comfortable and accepted within our marching band community. It is our expectation that all members of the band treat all other members of the band with respect as a human being. If any member of the band is ever made to feel uncomfortable by another member of the band, they are encouraged to express their concern with one of the directors.

**COMMUNICATION**

It is the responsibility of each member to frequently check communication from the TUMB. The Remind App will be our main method of getting last minute information to you. In addition, our Facebook group, chats, and email are other methods for TUMB communication.. It is also important to pay attention to announcements at the conclusion of each rehearsal for vital information.

Please use email and office phones as the primary means to contact the directors. You may have access to our personal cell phone numbers or Facebook. If you do, please respect our privacy outside of work when texting or calling. Unless it is a performance day, or otherwise an emergency, please contact us through email, or our office phone.

Mr. Yozwiak– Office Phone 410.704.0520 – Email tyozwiak@towson.edu

Mr. Mason – Office Phone 410.704.5449 - Email thmason@towson.edu

**SCHEDULE**

A complete schedule for TUMB rehearsals and performances is posted on the official TUMB website. **Members should click the subscribe button at the bottom of the page to add the calendar to their personal calendars.** Our class schedule is Monday and Wednesday from 3:45pm-5:15pm and on Fridays from 3:30pm-6:30pm or 7pm (depending on the weekend). Each member must plan other activities and personal engagements around the schedule in order to fulfill course requirements.

<https://www.towsonbands.com/tumb/schedule/>

**STIPENDS and SCHOLARSHIPS**

All members of the TUMB receive a stipend for fully participating in a complete marching band season. First year members receive $500, second year members receive $650, third year members receive $850, and fourth (or more) year members receive $1,000. This money is deposited into each member’s university account at the end of the season (be patient with the time it takes for this money to arrive in your account). All Band Policies, Attendance, and the Code of Conduct must be followed to receive this money.

***From Financial Aid…***

*If you are a financial aid recipient, receiving a marching band participation scholarship can result in a reduction to another part of your financial aid offer.  Even if you do not apply for financial aid, you should be aware of Towson’s Over-Award Policy for Scholarships. For this and more information on financial aid and scholarships, visit the Financial Aid Office Website at* [*http://onestop.towson.edu/finaid/*](http://onestop.towson.edu/finaid/)*.*

***From Yoz…***

*My understanding is that every student has a maximum amount of financial aid (Scholarships, Stipends, Loans, etc.) that can be received. If the Marching Band or Pep Band Scholarship/Stipend increases that total amount over the limit, a rebate check will not be issued. Instead, the funds will be applied to reduce the amount of a loan or other type of aid.*

#### MEDICAL INFORMATION

1. Medical information is not required of college students at least 18 years old. If a TUMB member does have a medical condition that may constitute an emergency or unique attention, it is encouraged that appropriate information should be included in the Band Camp RSVP Form. This would include information pertaining to the condition, an appropriate plan of action in case of an emergency, and an emergency contact number. Unless instructed otherwise, our plan of action would be to contact Towson University Police. All information will be kept confidential.

2. Part of our rehearsal technique is the use of a “field metronome”. This entails the amplification throughout the rehearsal field of a metronome-produced steady tempo. If any TUMB member has sensitivity to this field metronome, musician’s earplugs are provided by the band upon request.

#### CELL PHONES

## We utilize the UDB (Ultimate Drill Book) app for drill. Google Drive will also be utilized for music files. As a result, cell phones will be a vital part of our rehearsals. Out of respect for the directors, instructors, and other members of the band, the use of cell phones for purposes other than music or drill is prohibited during rehearsal.

## ATTENDANCE

All attendance communication should happen through the email [bandattendance@towson.edu](mailto:bandattendance@towson.edu) Marching Band is just as much of a “team” effort as athletics. In many ways, the members of a marching band are much more interdependent on one another than in sports. We do not have a “bench” or “second string” to cover for a missing member. When one person is missing, the entire group’s effort and performance capabilities are diminished. With that premise in mind, absences are rarely excused.

1. The following are acceptable excused absences from **rehearsals** or **performances**:

* Religious holidays
* Death in the family
* Significant family events such as a wedding
* Illness accompanied by a well-documented doctor’s note

# Supporting documentation should be given to the director whenever possible.

2. Information about any absences, tardies, or leaving early from a rehearsal must be made using the [Absence Request](https://docs.google.com/forms/d/e/1FAIpQLSf99aYS8688pwPX0zIevjbrIKf6p7d1KNgQJ_IvHk4melpWKw/viewform?usp=sf_link) google form. If you’re aware of an upcoming absence, please fill out the form 2 weeks in advance. If you’re sick from rehearsal or unexpectedly tardy, please fill out the form asap. *This form is only for rehearsals.*

**3. Members are rarely excused from performances of the TUMB. Absences from scheduled performances or pre-performance rehearsals must be requested in writing, directly to the band director and to** [**bandattendance@towson.edu**](mailto:bandattendance@towson.edu)**, prior to the beginning of band camp. An in-person meeting during band camp is also required to approve of a performance absence.**

4. In case of an emergency on the day of a performance, the student should first call the TUMB office (410) 704-5485 at least thirty minutes prior to the announced reporting time. The second call the student should make is to their section leader or a drum major. Most importantly, if you are not with us, do everything within your power to communicate with us.

5. In order to avoid earning an unexcused absence, a student who arrives late to a rehearsal must sign in before joining the band rehearsal.

6. Tardiness and early dismissals will be excused using the same criteria as for absences.

7. Excessive tardiness will result in a reduction of grade and/or loss of stipend.

8. After a second unexcused absence from a rehearsal, a reduction of the student’s grade will occur and the student’s marching band stipend will be in jeopardy of being lost.

9. The **first** unexcused absence from a scheduled *performance* will result in **total loss of stipend**, a reduction of grade, and possibly dismissal from the TUMB. Any student dismissed from the TUMB for any reason will not receive any or part of their marching band stipend.

10. A student who has an unchangeable conflict with a course required for their major area of study may request a permanent excuse for tardiness or early dismissal from a specific day of rehearsal. In order to be registered for two courses with overlapping meeting times, students must contact the director so that the proper paperwork can be completed and submitted to the registration office.

11. A student who wishes to discontinue membership in the TUMB must inform the director and properly withdraw from the course through enrollment services. The student must understand that they will not receive any or part of the marching band stipend. No fees will be refunded for uniform cleaning, band shoes, or gloves. In addition, a fee will be charged to the student’s account to pay for band camp housing and food.

12. Any unusual or extenuating circumstances regarding portions of the attendance policy should be brought to the attention of the director immediately. Please remember that in all cases (with the rare exception of sudden emergencies), absence, tardiness, and early dismissal will be excused only if the proper aforementioned procedures have been followed.

13. At the director’s discretion, a student may be held out of a performance, or parts of performance, as a result of unexcused absence, or tardiness.

#### USE OF SCHOOL OWNED and PERSONAL INSTRUMENTS

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## Some musicians of the TUMB have the opportunity to use university owned instruments. While the student is using the instrument, it is expected that it be cared for as if it was their own instrument and returned in the condition it was received. All percussionists are provided an instrument and are expected to use that instrument while participating in the band.

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## Piccolo, clarinet, alto sax, tenor sax, and trumpet students generally use personal instruments. The TUMB does own a few of these instruments, but can not provide instruments for the entire section. Mellophone, trombone, baritone, and sousaphone students are required to use university owned instruments. Performing on “matched” instruments has many musical benefits including improved intonation and blend. There is not a charge for the use of university owned instruments unless the instrument is damaged upon return.

**GRADING**

There are two areas taken into consideration when determining a student’s final grade:

1. **50%** - Each student is subjectively graded by the director on the quality of his/her individual performances, overall attitude/effort, and contribution to the group.
2. **50%** - Each student earns an objective grade based upon his/her fulfillment of the following criteria:
   * Participates in the entire season.
   * Meets the attendance standards as outlined above.
   * Follows all rules and regulations as outlined in this handbook and as verbally instructed by the director, instructional staff, and student leaders.

**OBLIGATIONS**

1. $40.00 uniform cleaning and technology fee paid by the beginning of band camp. Checks preferred made out to the “TU Foundation”. We can accept cash if necessary.

2. IF NEEDED - $40.00 for black MTX band shoes for winds and percussion. (Sizing and orders will be taken at band camp check-in.) We all wear the same shoe, no substitutions.

3. Additional uniform accessories, as outlined in the Uniform section of this handbook, including black socks and black gloves. Gloves will be available for purchase during band camp for $2.00 per pair.

4. Khaki pants, skirts, or shorts to be used for a traveling or casual uniform.

5. A respectful and caring attitude for all equipment of the band and university. Borrowed instruments should be returned in the same condition as when issued.

6. You should be prepared with all needed materials at every rehearsal:

* Instrument
* ***UDB app, a fully charged phone, and a method to keep it charged, and a method to keep it accessible on the field.***
* ***A device suitable for viewing digital music is recommended!***
* Sneakers with good support!
* Marching/movement attire
* Sun-Block, water jug, hat, sunglasses, and any other personal needs items.

**Color Guard**

1. **$**45 for a Black Jazz Sneaker. (Orders will be taken at band camp check-in.)

***\*You may bring a pre owned shoe for approval by the Color Guard Director and/or Band Director. If the shoe is not approved, you will need to purchase the designated shoe.***

2. $15 for Black or Nude spinning gloves. These are optional for members. If you have gloves, please bring these with you for rehearsing initially. Gloves will be ordered during band camp.

3. Black socks.

4. An **ALL BLACK** outfit just in case of uniform difficulties. This can be a black tank top, short sleeve shirt, shorts, capris, leggings, or jazz pants. Small logo is fine. No big lettering. Any sneakers/jazz shoes are acceptable.

5. Khaki pants or shorts to be used for a traveling or casual uniform.

6. A respectful and caring attitude for all equipment of the band and university. Borrowed color guard equipment should be returned in the same condition as when issued.

7. Prepared with all needed materials at rehearsal:

* Guard equipment w/ labeled equipment bag
* ***UDB app, a fully charged phone, and a method to keep it charged, and a method to keep it accessible on the field.***
* Sneakers with good support!
* Athletic/movement attire
* Sun-block, water jug, hat, and sunglasses

*\*Equipment Maintenance - Performers are responsible for the construction and maintenance of their individual equipment provided by Towson. This includes having all equipment cleaned, taped properly with correct coloring and weighted properly as designated by the Color Guard Director. SMAC reserves the right to do equipment checks at any time.*

\**Makeup - It is expected that every member of the color guard will be asked to wear a portion of makeup for all performances. Performers are responsible for purchasing and applying their own makeup. A tutorial and list of materials will be given by SMAC when the uniform is revealed and time will be given to practice application. All make up shall be equitable and achievable for all genders and identities in regard to the show theme. If there are any conflicts or concerns, contact the Color Guard Director.*

*Sunglasses – In the past, most marching staff would not allow sunglasses on the drill field. It was widely thought that sunglasses created a different image of the form than the one you would see in performance conditions. Unfortunately, we as inhabitants of planet earth have learned the possible ill effects of direct sunlight. With this knowledge, wear sunglasses during rehearsals to protect your eyes, but you must compensate for the change of perspective they might create.*

**GLOVES and SCHOOL OWNED INSTRUMENTS**

## If you are issued a school owned instrument that includes mellophones, trombones, baritones, sousaphones, and tenor saxophones, you are required to wear band gloves at all times while handling the instruments. This includes all rehearsals and performances. The black cotton gloves, available through the TUMB, are ideal. Any color of gloves can be used for rehearsals.

**UNIFORM**

## You will have three acceptable combinations of uniform parts as a member of the TUMB:

## 1. Full uniform - uniform jacket, pants, gloves, black MTX band shoes, black socks, and shako (see shako policy below). The black tee shirt should be the only shirt worn underneath the uniform jacket unless otherwise instructed by the director.

2. Travel/Casual uniform – khaki pants/skirt/shorts, official TUMB band shirt (provided), and appropriate sneakers or shoes. This uniform will be used for travel and informal performances around campus.

3. Inclement Weather uniform – uniform pants, gloves, band shoes, black socks, shako, and official TUMB raincoat. This combination excludes the uniform jacket.

## Appearance While in Uniform

1. Whenever you are at a performance, you are expected to be in full uniform.

2. If we are in half uniform with jackets off, the jacket is to either be on a hanger and in a garment bag, or folded lengthwise once and carried over the arm with the collar away from the body.

3. Black tee shirts provided for members must be worn under the uniform at all times.

4. While in uniform during performances, the TUMB requires uniformity of appearance. During performances representing Towson University, the TUMB Director reserves the right to require any student to wear additional TUMB provided headgear under the shako to maintain a uniform ensemble.

5. The pants need to touch the top of the shoe without a break in the crease that runs down the front of the leg. They should be properly hemmed with thread prior to the first performance of each season – **no staples or tape of any kind.** The pants should be neat and pressed at all times, and periodically dry-cleaned during the season, if need be.

6. Only official band shoes (black MTXs) are to be worn with the pants. These shoes need to be polished or cleaned prior to every performance and must be worn only with long, black socks (no ankle-high running socks or striped socks).

7. In cold weather, performers may wear thermals, compression, or tight fitting sweats under their uniform pants. But, they should NOT be visible outside of the uniform. Jeans or other baggy clothes are not to be worn under the uniform.

8. Jewelry that is visible is not to be worn with the uniform. If it cannot be removed, it must be covered with flesh colored tape.

9. Anything that comprises our uniformity, including bandanas, is not acceptable.

10. Horns, shoes, and shakos must be clean for every performance.

**The Shako**

1. The shako should only ever be worn when in full uniform.

2. When the shako is not being worn, it should be held in your left hand with three fingers over its brim. The left elbow should be against the side of the body and the forearm should be parallel to the ground. While carrying the shako, the strap should hang down. Unless otherwise instructed, when putting the shako on the ground, place it right side up in an orderly manner within the section. The shako should never be carried by the strap like the Easter Bunny’s basket!

3. Whenever the shako is worn, it is to be worn ***correctly****.* This means that its brim should sit two finger widths from the performer’s nose. The strap should rest directly under the performer’s chin, but not back at the throat.

4. All hair should be contained within the shako. Care should be taken so that no strands of hair are protruding from underneath. If your hair needs to be pulled up to achieve this, please use a dark colored hair tie and/or a black headband.

**Uniform Care**

1. Care must be taken to see that the uniform is properly stored at all times in order for it to be neat and presentable at performances.

2. Shoes must be polished/cleaned for each performance.

3. Do not machine wash your uniform. Also, do not use the product “Febreze”, or any other type of fabric refresher on your uniform. The chemical content of these products will discolor the uniform material.

4. Do not store your uniform in its plastic garment bag if it is wet or damp.

5. Before each performance, an inspection will be made. A uniform poorly cared for may lead to a student’s removal from that day’s performance.

6. Do not use the product “Febreze” on your uniform.

**General Code of Conduct While in Uniform**

1. While in uniform, both jackets and shakos are always to be either completely and correctly on, or completely and correctly off. They should always be either worn or carried in accordance with these guidelines, and never “part way” on or off.

2. Profanity of any sort is unacceptable.

3. No public displays of affection.

4. No smoking.

5. **Use common sense.** Running, swearing, yelling, or any form of horseplay is inappropriate while in uniform. The respect that you earn through your professional appearance is worth the effort.

## STANDS POLICY

One of the major purposes of the TUMB is to provide support for the football team throughout the game. Our performance is not limited to the field at halftime, but actually begins during the parking lot concerts, continues onto the field for the pre-game show, moves into the stands, and does not conclude until after the post-game performance. In order to perform to the best of our ability while supporting the football team, there are certain guidelines for how we will conduct ourselves while in the stands.

1. Each member of the TUMB will remain *with* the TUMB and remain with his/her section throughout the entire game. There is to be no one other than TUMB personnel sitting with us in the stands. Family and friends may sit next to us or behind us, but not within our ranks.

2. There is to be no individual playing of instruments in the stands! The only time we may play is as an entire group.

3. While in the stands, we will behave in a uniformed professional manner. Everyone will participate in cheers and events of the game. Drumline members should remain on their assigned instrument throughout the game.

4. We will be a supportive and receptive audience at all times of both the football games and other bands’ performances. Always support the teams and refrain from making any negative comments. Applaud for any band that performs.

**CODE OF CONDUCT**

The TUMB is an organization that is constantly in the public eye. General conduct of all TUMB members must reflect the highest level of class, professionalism, and collegiate school spirit at all band functions. This includes rehearsals, performances, travel, and anytime you appear in public as a member of the band. The university administration funds us with great financial support. All members, therefore, have an obligation to conduct themselves in a positive manner as a representative of Towson University.

It is important to consider that such a large organization will consist of members from many different backgrounds, personalities, likes, dislikes, and interests. All members should show one another the highest level of respect, support, and encouragement at all times. Attending college is a vastly important element of building overall success in life. The camaraderie that respect, support, and encouragement can foster in a marching band can help its individual members to find overall success in college.

It should go without saying that students will not engage in the use of alcohol or illegal drugs prior to or during participation in any TUMB function. Students found to be in violation of this policy and the concurrent university policies on Alcohol and Substance Abuse are subject to immediate suspension, loss of stipend, a failing grade, and/or dismissal from the TUMB.

Towson University offers its students a great opportunity for an exceptional marching band college experience. If we do not live up to this moment, we will not only ruin it for ourselves, but also jeopardize the great reputation achieved by many hardworking individuals in the past...

...It’s your job to live up to, and pass on, the legacy of the TUMB!