

KENT STATE UNIVERSITY MARCHING GOLDEN FLASHES

JOHN FRANKLIN, DIRECTOR



2018 MEMBER INFORMATION & SYLLABUS HANDBOOK "THE MACHINE"

The Marching Golden Flashes serve a variety of roles on the campus and in the community of Kent State University. Success depends on a systematic way of doing things. We call this our system of doing things "THE MACHINE". The MACHINE represents the total structure of the band including organization, procedures, activities, philosophies, teaching methods, marching and playing style, leadership structure, and policies. Success also depends on an enthusiastic, dedicated, and spirited membership eager to always keep the MACHINE well oiled and perfectly MAINTAINED. The marks of a good mechanic are great practice habits and rehearsal etiquette, positive attitudes, mental and physical discipline, commitment, cooperation, responsibility, dependability, enthusiasm, creativity, and hard work. It is our goal to constantly MAINTAIN the MACHINE which in turn brings about a tradition and legacy of excellence.



OUR CORE VALUES

The Marching Golden Flashes believe that all our actions should arise on our core values, those things we collectively believe in and base all choices upon. These values start with what we BELIEVE which in turn defines what we DO and then the outcomes we expect to ACHIEVE.

WHAT WE BELIEVE

**Respect for ourselves, our
KSUMGFamily, and our
university community**

WHAT WE DO

Show respect for all band members and leaders and treat each other with dignity and equality in word and deed

Resolve all conflicts within 24 hours with positive, constructive words, attitudes, and actions

Practice self-care and be attentive to the needs and struggles of others

Adhere to all tenets of the "Disney Rule" at all times whether in or out of uniform

Serve as the highest models of school spirit, support, and pride on campus, in the Kent community, and abroad

Be honest and transparent at all times

Respect and appreciate our resources

Faithfully complete all performance, rehearsal, and ensemble support tasks with positive attitudes.

WHAT WE ACHIEVE

The KSUMGF is a welcoming, positive environment for all members and staff and maintains a leadership role in terms of school support, identity, and pride as well as a reputation of outstanding character and citizenship in the university community.

WHAT WE BELIEVE

**Excellence in every facet of
our presentation**

WHAT WE DO

Accept full responsibility for excellent rehearsals and performances at both the individual and sectional levels and do all things to the best of our ability.

Approach rehearsals with extraordinary discipline, preparation, attention to detail, positivity, energy, and efficiency.

Choose actions before, during, and after performances that will ensure the highest quality of performance by each individual, section, and the ensemble as a whole.

Never allow “good enough” to be deemed acceptable do whatever it takes to always prepare, rehearse, and perform to our individual and collective best.

Fully commit to always be where we are supposed to be, doing what we are supposed to be doing, at the time we are supposed to be doing it, with the materials, attitude, and in the best condition and level of preparation needed to successfully do it.

WHAT WE ACHIEVE

KSUMGF rehearsals are always extraordinarily productive, positive, and energetic leading to performances of the highest quality in entertainment and execution

WHAT WE BELIEVE

A commitment to continued growth in both quality and quantity

WHAT WE DO

Maintain a spirit of self-awareness, criticism, and reflection

Remain persistent in our perseverance

Be actively engaged at the individual, sectional, and ensemble levels in the ongoing recruitment and retention efforts of the KSUMGF

Be willing to seek and offer help when needed

Be teachable and remain open to constructive criticism

Celebrate each achievement and continuously raise the bar of excellence.

Accept that yesterday's excellence is today's mediocrity and that today's excellence is tomorrow's mediocrity.

WHAT WE ACHIEVE

The KSUMGF will continue to grow in both the quality of performance presentation at both the individual, sectional, and ensemble levels as well as in the quantity and quality of students participating as members of the ensemble.



STAFF

DIRECTOR OF BANDS.....	Dr. Jesse Leyva
DIRECTOR OF ATHLETIC BANDS.....	Dr. John Franklin
DIRECTOR OF PERCUSSION STUDIES.....	Dr. Matthew Holm
DRUMLINE COORDINATOR.....	Cameron Leach
TOUCH OF GOLD COORDINATOR.....	Beth Graal
COLORGUARD COORDINATOR.....	Aylin Vural
COLORGUARD INSTRUCTORS.....	Emily Verdi, Kristen Mitzel
GA's.....	Sarah Kois, Mason Smith, Bobby Humphries, Zane Aleman
FIELD COMMANDERS.....	Michael Greene, Stephen Imler, Lauren Eckersley
MUSIC & VISUAL STAFF INTERNS.....	Derek Szabo, David Simenc
ENSEMBLES ASSISTANT.....	Tahira Habeeb
ENSEMBLES LIBRARIAN.....	Josh Thomas
BAND OFFICE STUDENT STAFF.....	Montana Hollis, Molly Ross
PHOTOGRAPHER.....	TBD
VIDEOGRAPHER.....	TBD
MEDIA SPECIALIST.....	Mitch Meyers
HEALTH ASSISTANT.....	TBD

VOICE OF THE MGF.....TBD



UNDERGRADUATE STAFF (UGS) - SECTION COORDINATORS

PICCOLO/FLUTE

Jennifer Luck
Rachel Karas

CLARINET

Taylor Thomas
Molly Ross

ALTO SAXOPHONE

Shayne Hanz

TENOR SAXOPHONE

Kayana Martin
Tyler Rickard

TRUMPET

Adam Susko
Jarett Solnick

MELLOPHONE

Hunter Cawthorne

TROMBONE

Sophia DelCiappo

BARITONE

Sarah Carter

SOUSAPHONE

Nick Rinaldi
Drew Kazdin

DRUMLINE

TBD

COLORGUARD

Ali Hoppe
Nina Gerrick

TOUCH OF GOLD

CeCe Heslet



UNDERGRADUATE STAFF (UGS) COMMITTEE CHAIRS

BAND OPERATIONS

Chair - Stephen Imler

Co-chair - Jennifer Hamilton

Sub-Committee Chairs

Archives - Taylor Thomas

Social Media - Stephen Imler

Library - Maggie Slechta

Instruments & Equipment - Drew Kazdin

Uniforms - Sam Cooper

Glue Crew - Jennifer Hamilton

CELEBRATIONS & EVENTS

Chair - Faith Forinash

Co-chair - Abby Clay

Sub-Committee Chairs

Birthdays & Bereavements -Lindsay Hipp

Social Activities - Kayana Martin

Shout-outs - Abby Clay

BBQ & Banquet - Faith Forinash

OUTREACH & RECRUITMENT

Chair - Jen Luck

Co-chair - Molly Ross

Sub-Committee Chairs

Alumni Relations - Derek Szabo

Community Service - Michael Secora

Golden Flash Days/DKS - Jen Luck

Plus 1 - Molly Ross

PERFORMANCE

Chair - Lauren Eckersley

Co-chair - Rachel Karas

Sub-Committee Chairs

Game Day Stands Cheers - Ryan Evans

Field Show Choreography - Rachel Karas

Costume Show - Lauren Eckersley

INSTRUCTIONAL

Chair - Michael Greene

Co-chair - Sarah Carter

Sub-Committee Chairs

MGFitness - Ali Sommer, Sarah Carter

Music Coaching - Michael Greene

Visual & Fundamentals Coaching - TBA



COMMUNICATION

The Marching Golden Flashes is a large organization with many diverse activities. It is inevitable that changes in schedules, itineraries, and plans will be made occasionally during the season. We will always strive to inform you of all information far in advance. For this reason, we announce all information using a variety of methods: via KSU email, mass text, on the [KSUMGF Twitter feed](#), on the [KSUMGF Facebook page](#), on the [MGF website](#), and posted on the Department of Bands bulletin board located outside Dr. Franklin's door (CPA E108). Members of the Marching Golden Flashes are expected to check their Kent University email on a daily basis for updates and important information.

BAND APP

Please download the Band communication app [HERE](#) and join the KSUMGF group [HERE](#) or by capturing the QR code below:



Please join the "members only" Facebook group by sending a request to join the following group:

[KSUMGF 2018-2019](#)

REHEARSAL CANCELLATIONS OR CHANGES

Assume that all rehearsals will be on the practice field unless otherwise indicated. Never assume that a rehearsal, performance, or event is cancelled until you have received official word from the Director of Athletic Bands. Meet in E112 in the case of inclement weather unless notified otherwise.

WEEKLY ANNOUNCEMENTS

Weekly announcements will be sent out via email every Monday.

DAILY ANNOUNCEMENTS

Daily announcements will be posted on the dry erase board at the beginning of rehearsal and read in the last five minutes of each one.

ANNOUNCEMENTS FROM BAND MEMBERS

All mass email announcements are to be sent to the Director of Athletic Bands who will review and forward them on to the appropriate parties. Likewise, any student announcements to be added to the announcement board at rehearsal must be emailed to the Director of Athletic Bands no later than one (1) hour prior to the beginning of rehearsal. NO EXCEPTIONS.



**KENT STATE
MARCHING GOLDEN FLASHES.**

CONTACT INFORMATION

Kent State University Bands
Hugh A. Glauser School of Music
1325 Theatre Drive
PO Box 5190
Kent, Ohio 44242-0001

Kent State University Bands Email: bands@kent.edu
Web Address: <http://www.kent.edu/MGF>
Band Office Phone: (330) 672-0080
Band Office: CPA E110 (Hours: 8 am – 5 pm)

Dr. Franklin's Email: jfrank24@kent.edu
Dr. Franklin's Office Phone: (330) 672-2515
Dr. Franklin's Cell Phone: (812) 679-9054
Dr. Franklin's Office: CPA E108

Facebook: <https://www.facebook.com/kentstatemgf>
Twitter: <https://twitter.com/ksumgf>
Instagram: <https://www.instagram.com/ksumgf/>
Snapchat: [ksumgf](#)

KSUMGF Messaging System: <https://band.us/n/ada2X1Tfe7Q1Q>



ASSISTANCE REFERENCE

Syllabus Grades Policies Leadership:	Dr. Franklin
Registration & Attendance:	Band Office Staff
Wind Instruments & Equipment:	Tahira Habeeb
Drumline Equipment:	Dr. Matt Holm
Colorguard Equipment & Uniforms:	Aylin Vural
<i>Touch of Gold</i> Equipment & Uniforms:	Beth Graal
Instrumentalists Uniforms:	Samantha Cooper
Music & Drill Assistance:	Your Section Coordinator
Rehearsal/Performance Absence Request Forms:	Members Only website
Class Conflict Forms:	Members Only website
Travel Deviation Forms:	Members Only website
Rehearsal/Performance Logistics:	Jenny Hamilton
Music Performance Help:	Section Coordinators/ Band Interns/Music Coaching Committee Members/Field Commanders
Visual Performance Help:	Section Coordinators/ Band Interns/Visual Coaching Committee Members/Field Commanders
Illness During Reh/Per:	R&P member on site

Medical emergency:

Any Staff/ call 911



GRADING

<u>Grade</u>	<u>Attendance</u>	<u>Assignments</u>
A	<ol style="list-style-type: none">0-1 rehearsal absences0-1 sectional absences0 performance absencesNo more than 3 tardiesAttend at least 3 Recruitment/Outreach &/or Service events	<ol style="list-style-type: none">All music pass-offs completed by the due dateAt least 90% of pass-offs must be at least "Pass"
B	<ol style="list-style-type: none">2 rehearsal absences2 sectional absences0 performance absencesNo more than 3 tardiesAttend at least 2 Recruitment/Outreach &/or Service events	<ol style="list-style-type: none">At least 90% of all music pass-offs completed by the due dateAll music pass-offs must be complete by December 1At least 90% of pass-offs must be at least "Pass"
C	<ol style="list-style-type: none">3 rehearsal absences3 sectional absences0 performance absencesNo more than 5 tardiesAttend at least 1 Recruitment/Outreach &/or Service events	<ol style="list-style-type: none">At least 80% of all music pass-offs completed by the due dateAll music pass-offs must be complete by December 1At least 90% of pass-offs must be at least "Marginal Pass"
D	<ol style="list-style-type: none">4 rehearsal absences4 sectional absences0 performance absencesNo more than 5 tardiesCompletion of 0 Recruitment/Outreach &/or Service Events	<ol style="list-style-type: none">At least 60% of music pass-offs completed by the due dateAll music pass-offs must be complete by December 1At least 60% of pass-offs must be at least "Marginal Pass"
F	<ol style="list-style-type: none">5 rehearsal absences*5 sectional absences*1 performance absence*6 or more tardies*Completion of 0 Recruitment/Outreach &/or Service Events	<ol style="list-style-type: none">Some music pass-offs incomplete by December 1 and/or less than 60% completed on time*More than 60% of music pass-offs rated as "Unsatisfactory"

*May also result in dismissal from the KSUMGF



KSUMGF ASSESSMENT FORM RUBRIC

	Unsatisfactory	Needs Improvement	Satisfactory	Exemplary
MUSIC LITERACY & TECHNICAL SKILLS - NOTES, RHYTHMS, & TEMPO	<p><u>MORE THAN 25%</u> of the notes & rhythms played incorrectly</p> <p><u>MORE THAN 25%</u> of the performance exhibits inconsistent &/or incorrect tempo</p>	<p><u>BETWEEN 75-90%</u> of the notes & rhythms played correctly.</p> <p><u>BETWEEN 75-90%</u> of the performance is played at consistent & correct tempo</p>	<p><u>AT LEAST 90%</u> of the notes & rhythms played correctly.</p> <p><u>AT LEAST 90%</u> of the performance is played at consistent & correct tempo</p>	Notes & rhythms are consistently played evenly & correctly at the marked tempo.
SOUND PRODUCTION SKILLS - INTONATION & TONE QUALITY/PRODUCTION	Performance consistently exhibits significant intonation and/or tone quality/production problems	Performance exhibits some intonation and/or tone quality/production problems common to the performer and/or instrument	Performance exhibits mostly good intonation and/or tone quality/production with only minor intonation issues such as in extreme ranges &/or dynamics	Performance exhibits consistently good intonation and tone quality/production
MUSICAL STYLISTIC SKILLS - DYNAMICS, ARTICULATIONS, & STYLE	<p>Performance exhibits LITTLE to NO attention to dynamic markings AND/OR dynamic variety is rarely attempted, is inconsistent, &/or unclear</p> <p>Performance exhibits LITTLE to NO attention to articulation markings AND/OR articulation variety is rarely attempted, is inconsistent, &/or unclear AND/OR many note releases &/or lengths are too long &/or too short</p> <p>Performance exhibits LITTLE to NO attention to stylistic markings &/or frequently plays them incorrectly</p>	<p>Performance exhibits SOME attention to dynamic markings AND/OR dynamic variety is mostly attempted, but is inconsistent, &/or unclear, especially in extreme ranges</p> <p>Performance exhibits SOME attention to articulation markings AND/OR articulation variety is occasionally attempted, but is somewhat inconsistent, &/or unclear AND/OR SOME note releases &/or lengths are too long &/or too short</p> <p>Performance exhibits SOME attention to stylistic markings &/or occasionally plays them incorrectly</p>	<p>Performance exhibits attention to MOST dynamic markings AND is consistent and clear from <i>p</i> through <i>f</i></p> <p>Performance exhibits attention to MOST articulation markings AND/OR articulation variety is mostly attempted with few inconsistencies AND/OR MOST note releases &/or lengths are correctly exhibited</p> <p>Performance exhibits attention to MOST stylistic markings AND/OR rarely plays them incorrectly</p>	<p>Performance exhibits attention to ALL dynamic markings with consistent and clear subtlety in ALL ranges</p> <p>Performance exhibits attention to ALL articulation markings AND/OR articulation variety is consistently exhibited AND/OR ALL note releases &/or lengths are correctly exhibited</p> <p>Performance exhibits attention to ALL stylistic markings AND plays them correctly</p>
MUSICAL INTERPRETIVE SKILLS - PHRASING & BREATHING	Performance exhibits LITTLE to NO regard for proper note groupings	Performance exhibits SOME regard for proper note groupings	Performance exhibits regard for MOST proper note groupings	Performance exhibits regard for ALL proper note groupings, ALL

	<p>AND/OR LITTLE to NO attempt made at phrasing</p> <p>Breaths are CONSISTENTLY taken in musically illogical places AND/OR performer exhibits a SEVERAL consistent issues regarding proper breath control &/or flow</p>	<p>AND/OR SOME phrasing AND/OR consistently exhibits illogical/improper phrasing decisions</p> <p>Breaths are OCCASIONALLY taken in musically illogical places AND/OR performer exhibits a SOME consistent issues regarding proper breath control &/or flow</p>	<p>AND/OR MOST phrasing decisions exhibit consistently logical shape &/or tension/release appropriate for the style/period of each excerpt</p> <p>Breaths are USUALLY taken in musically logical places AND/OR performer exhibits a SOME MINOR issues regarding proper breath control &/or flow</p>	<p>phrasing decisions exhibit consistently logical shape &/or tension/release appropriate for the style/period of each excerpt</p> <p>Breaths are CONSISTENTLY taken in musically logical places AND performer exhibits CONSISTENT proper breath control & flow</p>
<p>MUSICAL PREPARATION SKILLS - BACKGROUND RESEARCH & EFFECTIVE PRACTICE PRINCIPLES</p>	<p>Performance exhibits LITTLE to NO evidence of knowledge regarding the background of the excerpt including, but not limited to historical, stylistic, composer &/or original performer traits, theoretical, AND/OR common performance practice traits</p> <p>MOST if not ALL transitions are performed with little confidence &/or continuity</p> <p>Performance exhibits LITTLE or NO evidence of effective practice quantity &/or quality</p>	<p>Performance exhibits SOME evidence of knowledge regarding the background of the excerpt including, but not limited to historical, stylistic, composer &/or original performer traits, theoretical, AND/OR common performance practice traits</p> <p>SOME transitions are performed with confidence & continuity</p> <p>Performance exhibits SOME evidence of effective practice quantity &/or quality</p>	<p>Performance exhibits evidence of MOST knowledge regarding the background of the excerpt including, but not limited to historical, stylistic, composer &/or original performer traits, theoretical, AND/OR common performance practice traits</p> <p>MOST transitions are performed with confidence & continuity</p> <p>Performance exhibits evidence of effective practice quantity &/or quality with only MINOR concerns in either area</p>	<p>Performance exhibits evidence of ALL knowledge regarding the background of the excerpt including, but not limited to historical, stylistic, composer &/or original performer traits, theoretical, AND/OR common performance practice traits</p> <p>ALL transitions are performed with confidence & continuity</p> <p>Performance exhibits STRONG evidence of effective practice quantity &/or quality</p>
<p>MEMORIZATION</p>	<p>Performance can not be completed by memory after NO MORE THAN 3 opportunities to do so</p> <p>More than 10% of notes and rhythms are performed incorrectly</p> <p>More than 20% of dynamics/articulations/style are performed incorrectly</p>	<p>Performance is completed by memory with NO MORE THAN 3 opportunities to do so</p> <p>At least 90% of all notes/rhythms performed correctly</p> <p>At least 80% of all dynamics/articulations/style played correctly</p>	<p>Performance is completed by memory with NO MORE THAN 2 opportunities to do so</p> <p>At least 95% of all notes/rhythms performed correctly</p> <p>At least 90% of all dynamics/articulations/style performed correctly</p>	<p>Performance is completed by memory with NO MORE THAN 2 opportunities to do so</p> <p>ALL notes/rhythms/dynamic/articulations/style performed correctly</p>

PERFORMER EVALUATION RATING SCALE

High Pass

- Must score SATISFACTORY or higher on the following skills:
 - *SOUND PRODUCTION SKILLS*
 - *MUSICAL EXPRESSIVE SKILLS*
 - *MUSICAL INTERPRETIVE SKILLS*
 - *MUSICAL PREPARATION SKILLS*
- Must score EXEMPLARY on the following skills:
 - *MUSIC LITERACY & TECHNICAL SKILLS*
 - *MEMORIZATION SKILLS*
- **NOTE:** All Music Coaches must receive at least a “High Pass” to be considered passed off.
- All pass-offs must be completed by due date

Pass

- Must score SATISFACTORY or higher on the following skills:
 - *MUSIC LITERACY & TECHNICAL SKILLS*
 - *MUSICAL PREPARATION SKILLS*
 - *MEMORIZATION SKILLS*
- Must score no more than one NEEDS IMPROVEMENT on the following skills:
 - *SOUND PRODUCTION SKILLS*
 - *MUSICAL EXPRESSIVE SKILLS*
 - *MUSICAL INTERPRETIVE SKILLS*
- May not have any skills listed as UNSATISFACTORY
- At least 90% of pass-offs must be at least “Pass” to receive an A or B for the semester.
- All pass-offs must be completed by due date for an A; at least 90% of pass-offs must be completed by the due date for a B
- All non-Music Coach UGS must receive at least at least a “Pass” to be considered passed off.
- All pass-offs must be completed by December 1

Marginal Pass

- Must score SATISFACTORY or higher on the following skills:
 - *MUSIC LITERACY & TECHNICAL SKILLS*
 - *MUSICAL PREPARATION SKILLS*
- Must score NEEDS IMPROVEMENT or higher on the following skill:
 - *MEMORIZATION SKILLS*
- May score no more than two NEEDS IMPROVEMENT or one UNSATISFACTORY rating on the following skills: Sound Production, Expressive, &/or Interpretive Skills
 - *SOUND PRODUCTION SKILLS*
 - *MUSICAL EXPRESSIVE SKILLS*
 - *MUSICAL INTERPRETIVE SKILLS*
- At least 90% of pass-offs must be at least “Marginal Pass” to receive a C for the semester
- At least 60% of pass-offs must be at least “Marginal Pass” to receive a D for the semester.
- At least 80% of pass-offs must be completed by the due date for a C
- At least 60% of pass-offs must be completed by the due date for a D
- All non-UGS must receive at least at least a “Marginal Pass” to be considered passed off. Multiple “Marginal Pass” ratings may result in the performer being moved to the Reserve Block.
- All pass-offs must be completed by December 1

Retake

- Must score NEEDS IMPROVEMENT or higher on the following skills:
 - *MUSIC LITERACY & TECHNICAL SKILLS*
- May score no more than two NEEDS IMPROVEMENT or two UNSATISFACTORY ratings on the following skills:
 - *SOUND PRODUCTION SKILLS*
 - *MUSICAL EXPRESSIVE SKILLS*
 - *MUSICAL INTERPRETIVE SKILLS*
 - *MUSIC PREPARATION SKILLS*
 - *MUSIC MEMORIZATION SKILLS*
- Performers who score UNSATISFACTORY or NEEDS IMPROVEMENT on *MUSIC MEMORIZATION SKILLS* must RETAKE the playing assessment and score a SATISFACTORY or higher in order to play the selected piece by memory in performance
- Performer is placed on reserve block until assessment is retaken and may return to performance block once they receive an evaluation of "Marginal Pass" or higher as long as their performance block spot has not been filled during their absence.
- Performers are allowed only one retake of an assessment.
- An incomplete "Retakes" after December 1 will be considered incomplete pass-offs
- All pass-offs must be completed by due date

Unsatisfactory

- Score of UNSATISFACTORY on the following skills:
 - *MUSIC LITERACY & TECHNICAL SKILLS*
- Score more than 2 NEEDS IMPROVEMENT AND/OR 1 UNSATISFACTORY on the following skills:
 - *SOUND PRODUCTION SKILLS*
 - *MUSICAL EXPRESSIVE SKILLS*
 - *MUSICAL INTERPRETIVE SKILLS*
 - *MUSIC PREPARATION SKILLS*
 - *MUSIC MEMORIZATION SKILLS*
- Performer does not successfully reach the threshold of at least "Marginal Pass" after retaking an assessment.
- Performer is placed on reserve block until assessment is retaken and may return to performance block once they receive an evaluation of "Marginal Pass" or higher as long as their performance block spot has not been filled during their absence.
- Any standing "Unsatisfactory" after December 1 will result in an F for the semester.
- Less than 60% of pass-offs are completed by the due date
- More than 60% of pass-offs rated as "Unsatisfactory"
- Multiple "No Pass" ratings may result in the performer being permanently moved to the Reserve Block, a non-performance membership role, and/or dismissed from the band.



2018 PERFORMANCE SCHEDULE

(all dates/times subject to change)

Sat, August 25	SEASON PREVIEW PERFORMANCE Dix Stadium 7 pm
Sat, September 8	KENT STATE vs. HOWARD Dix Stadium Kickoff TBA (Parents & Family Day) (High School Band Day)
September 24-28	2018-2019 FLASHER BRASS AUDITIONS
Sat, October 6	KENT STATE vs. OHIO Dix Stadium Kickoff TBA (Homecoming/ Alumni Band) - Homecoming Parade (10 am)
Sat, October 13	KENT STATE at MIAMI Oxford, OH Kickoff TBA (away trip)
Sat, October 20	KENT STATE vs. AKRON Dix Stadium Kickoff TBA
Thu, November 15	KENT STATE vs. TOLEDO Dix Stadium Kickoff TBA CBSNN
Fri, November 23	KENT STATE vs. EASTERN MICHIGAN Dix Stadium Kickoff TBA ESPNU/CBSSN/ESPN3 (Senior Recognition)
early December*	MAC CHAMPIONSHIP GAME (Detroit, MI) – dependent on team success
Sunday, December 2	BAND BANQUET (time & location TBA)
mid-December – Jan 7*	POSSIBLE BOWL GAME – dependent on team success

*Attendance at all post-season games is required for all members of the MGF



SEMESTER WEEKLY REHEARSAL SCHEDULE

MONDAY

1:30 pm – 2:30 pm	Staff & Field Commander Meeting
3:20 pm – 5:15 pm	Full Band Rehearsal
5:30 pm – 6:15 pm	UGS Meeting

WEDNESDAY

3:20 pm – 5:15 pm	Full Band Rehearsal
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FRIDAY

3:20 pm – 5:15 pm	Full Band Rehearsal
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GAME DAY

8 am – 11 am	Continuity Rehearsal (Dix Stadium)
2 hours prior to kickoff	Call Time for Game Performance (Field House)

DAY & TIME TBD

Drumline/Colorguard/Wind Sectional Rehearsals (minimum 90 min per week)

All Rehearsals are at the practice field unless otherwise stated. Check email for updates regarding inclement weather relocation.



GAME DAY SCHEDULE

Game Day in the Marching Golden Flashes is what we live for. It is the main reason for existence as we serve to be the “Tip of the Bolt” in supporting our athletic teams. Whether we are up or down by 70 or going for the win on the last play, we will always be the most vocal, energetic, creative, and supportive fans our teams and fans will ever encounter.

The exact schedule for each game will be posted the week preceding that game. The tentative Game Day Schedule is as follows:

7 am - Drumline, Tubas, Colorguard, R&P Committee, & Instruments Committee meet to unload truck

7:30 am – Drumline & Colorguard Warmups/UGS and Staff report

8 am - 11 am – Continuity Rehearsal

1.5 hours before Kickoff – Call Time/Uniform Inspection

45 min before Kickoff – Line up for Pregame

25 min before Kickoff - Pregame



GAME DAY EXPECTATIONS

- Uniformity in the stands is just as important as uniformity on the field
- *We stay for the entire game*
- We stand the entire game
- *We play between all downs*
- We participate in 100% of all cheers, horn moves, etc. 100% of the time
- *We do everything with class and sportsmanship*
- We remain in FULL uniform at all times when in public unless instructed differently by the Director of Athletic Bands
- *100% of the band plays 100% of the time we play*
- We play only what is on the page
- *We are ready to play at any given time. Frequent communication will be given via PA, dry erase boards, and/or hand signals*
- We start and end playing at the same time and when the conductor starts us off
- *After pre-game and half time performances, band members should quickly get to their spots in the stands. We want to be ready as quickly as possible to play music and cheer the Golden Flashes to victory and can't do that if half the band is still wandering to their seats.*
- The band area of the stands is for the band only unless the Director of Athletic Bands says otherwise. Band members are to stay in the band area
- *Make sure any activity, conversation, etc. does not distract you from your number one priority for the game: to play music at any given moment.*
- All visuals and sectional cheers will be determined by the section leaders and Spirit Committee
- *Cell phones are not to be used when the band is playing or performing*
- When in the stands, you may not leave unless you have a restroom emergency in which case you should notify your section leader and return as soon as possible. Only 2 members of each section may leave at any time.
- *Talking on the field during a performance is not permitted for any reason.*
- Eating in the stands will only be done at the discretion of the staff. Members are NOT permitted to leave the stands during the game to visit the concession areas unless given permission to do so by the Director of Athletic Bands
- *We are all dismissed at the end of the game as a group*
- Only official KSUMGF drawstring bags or duffle bags (auxiliary) are permitted in the stands. Unless told otherwise, no instrument cases should be in the stands. No other items such as blankets, jackets, etc. should be visible in the stands. Only essential game day items should be taken into the stands and must stay in the duffle/drawstring bag when not in use.



BAND TRAVEL

Travel is one of the finest experiences about membership in the KSU Marching Golden Flashes. On trips, the band serves as an ambassador of the entire KSU band division, the Hugh A. Glauser School of Music, Kent State University, the city of Kent, and sometimes the state of Ohio and even the United States. Normally the mere presence of the band attracts attention. When the impression left behind is good, the chances are very high that students will become interested in KSU as their choice for continuing their education.

LODGING AND MEALS

Accommodations for the MGF will be in hotels/motels on most trips. Regardless of the accommodations, members are expected to follow the [Kent State University Student Code of Conduct](#), MGF Policies and Procedures, as well as proper ethical behavior. Nothing but impeccable conduct and character will be tolerated.

In some cases, meals will be provided. When this is not possible or practical, students will be given a per diem based on the State of Ohio and university regulations.

TRAVEL GUIDELINES

- *Students will sign up for roommates prior to departure. You will be required to stay with the roommates you have been assigned during the course of the trip.*
- *Students will sign up for buses prior to departure. You will be required to stay on the bus you have been assigned during the course of the trip.*
- *During most trips, the marching band travels by bus. In some cases, students may be permitted to travel to or from venues by their own means of transportation. Students who request to do so MUST fill out a [Travel Deviation Form](#) found on the [Members Only](#) page prior to the date of travel before they will be permitted to make alternate arrangements. NO EXCEPTIONS.*
- *Students will not be dismissed from any part of the travel until bus captains have given permission to do so.*
- *All venues, whether bus, rehearsal space, eating area, rest area, performance space, etc. must be thoroughly clean and neat before receiving permission to be dismissed.*
- *Upon arrival at sites, the only students allowed to get off the bus are the staff, bus captains, and assigned student leadership. These people will receive directions to give to the buses before disembarking.*

- *Violation of any Conduct rules may result in immediate dismissal from the band at which time the student will be required to arrange transportation back to campus at their own expense.*



BOWL GAME POLICY

It is a policy of the KSU Marching Golden Flashes that all members participate in any university sanctioned bowl game activity as part of the course requirements. While every attempt is made to plan these trips as early as possible, the ultimate destination relies solely on the football team's record and the invitation by the bowl committee. In cases when KSU is playing in the MAC championship game, the bowl destination will not be decided until early December. All personal plans for travel, vacation, etc. between the end of the fall and beginning of the spring semester should be tentative until the bowl game is announced. **Post-season activities are subject to the attendance and grading policies outlined in this handbook.**

Complete list of possible KSU Marching Golden Flashes bowl games

Camellia Bowl (Montgomery, AL)	Dec 15
Idaho Potato Bowl (Boise, ID)	Dec 21
Bahamas Bowl (Nassau, Bahamas)	Dec 21
Dollar General Bowl (Mobile, AL)	Dec 22
Peach Bowl (Atlanta, GA)	Dec 29
Goodyear Cotton Bowl (Arlington, TX)	Dec. 29
Orange Bowl (Miami Gardens, FL)	Dec. 29
Fiesta Bowl (Glendale, AZ)	Jan 1
National Championship (Santa Clara, CA)	Jan 7

*MANDATORY attendance for Bowl games will include up to 4 days BEFORE the game date and up to 2 days AFTER the game date.



ATTENDANCE POLICY

Perfect attendance is considered the norm. Band demands on your time are published in advance and members should make the necessary arrangements to be at all required functions. Serious illness, death in the family, marriage in the immediate family, religious obligations, academic responsibilities, and career interviews are the ONLY excused absences. An excused absence does not affect an individual's grade but may affect performance status.

REGULAR REHEARSALS

Because of the demanding performance schedule and short amount of rehearsal time, students are expected to be on time at all rehearsals. Attendance will be taken PROMPTLY at the posted call time for every event. Attendance records will be posted every Monday during the season. It is the responsibility of the student to be aware of your absence and grade situation.

SECTIONAL REHEARSALS

Each section is required to have at least 90 minutes of sectional time outside of regular rehearsal each week. This schedule will be put together during PTC by the section coordinator who will collect individual schedules to determine a time everyone is available to meet. Sectional rehearsals are required and follow the same protocols and expectations as Regular Rehearsals.

UNEXCUSED ABSENCES

Each member is allowed one free rehearsal absence and one free sectional absence to be used at his/her discretion during the season. Any further absences will result in the lowering of your final grade by one letter for each subsequent absence. Once the free absence is used up, no further "excused" absences will be granted.

Members may petition to have any absences beyond their one free one to not count adversely against their grade. Petitions for excused absences due to EXTREME and UNAVOIDABLE circumstances must be presented to Dr.

Franklin **within one week** of your return to rehearsal. In most cases, emergencies must be documented by the hospital, doctor, or authorities to receive consideration for excusal.

Attending rehearsal or performance without your instrument, drill, music, or appropriate attire will also be considered an unexcused absence.

Do not schedule doctor's appointments, lessons, hearings, academic meetings, etc. during rehearsal hours.

GAME DAY REHEARSALS

Game Day Rehearsals are held in Dix Stadium. Students arriving more than 15 minutes late may not march that game at the discretion of the Band Director. The offending member may also lose other privileges including but not limited to the temporary or permanent forfeiture of his/her *Field Performance Block* spot. Arriving late but prior to 15 minutes will be considered a normal tardy and will follow stated protocols regarding tardies.

LAST FRIDAY REHEARSAL

If any member is absent from or significantly tardy to the last regular rehearsal prior to a game (i.e. Friday afternoon's rehearsal before a Saturday game) or from the game day continuity rehearsal, they may not be allowed to perform on the field with the band that game. A second such absence may result in losing your *Field Performance Block* spot in the drill.

TARDIES/EARLY DEPARTURES

Attendance is taken promptly at the posted call time for every rehearsal, performance, and event. The field commanders will give a warning whistle 2 minutes prior to attendance block. Members must be in their assigned attendance block spot by the 2nd whistle or you will be considered tardy.

Members who are tardy or leave rehearsal early are required to sign in or out on the tardy board posted on the director's observation tower. This must be done before the end of rehearsal or the tardy will be recorded as an absence. Members who leave rehearsal early without signing out will be marked absent for that particular rehearsal. Petitions to not have a tardy beyond your first follow the same guidelines as stated in the absence policy. Any tardies beyond 15 minutes after the call time will be considered absences unless there are mitigating circumstances.

The tardy policy is:

0-2 tardies = no penalty

Every tardy after the second one = 1/2 of an absence

CLASS CONFLICTS

Band members are allowed to miss up to a certain amount of rehearsal per week for the SOLE reason of conflict with other regularly scheduled KSU classes or labs. This policy exists so that students are able to take classes they need for their major without having to withdraw from participating in marching band. This policy DOES NOT allow students to miss for any activities related to another class (such as observations, clinic experiences, extra lessons, etc.) but are not part of the schedule as outlined by the registrar. Band members may miss up to but no more than the following amount of rehearsal each week:

3rd & 4th year members – no more than 1 hour/wk
1st & 2nd year members – no more than 45 min/wk

Procedure for obtaining permission to miss rehearsal due to class conflicts:

- **STEP 1** - Complete the [Class Conflict Form](#) no later than 6 p.m. on the second Friday of Fall Semester classes
- **STEP 2** - Confirm with the Band Office Staff PRIOR to the rehearsal from which you have requested leave.
- **STEP 3** - Follow procedures for signing the board for excused tardies/early departures.

Members with class conflict-related tardies will be held accountable to the information filled out on the form. Any member arriving later than the agreed upon time will fall under the same guidelines as a regular tardy.

PERFORMANCES

Music groups exist to perform for audiences. Therefore, it is absolutely necessary that you are in attendance at each performance. This often means you have to miss an event back home or elsewhere which you heretofore thought extremely important (like your high school's homecoming or a competition with the high school band you work with). Excused absences will be permitted only for EXTREME and UNAVOIDABLE circumstances. In some cases, members may petition to be excused from a performance due to once-in-lifetime event. Each request will be addressed on a case-by-case basis with final decision made by Dr. Franklin. Unexcused absences include but are not limited to most non-KSU performances, work, vacations, etc. Policies for obtaining excused tardies/early departures/absences for performances follow those for rehearsals.

Any unexcused absence from a performance will result in a semester grade of F as well as immediate dismissal from the Marching Golden Flashes

ABSENCE REQUEST FORM

- **STEP 1** - Complete a [Planned Absence Request Form](#) no later than Friday, September 2.
- **STEP 2** - Confirm with the Band Office Staff in PRIOR to the rehearsal/performance from which you have requested leave.
- **STEP 3** - If you have an ongoing class conflict that will prohibit you from being at rehearsal on time, you must fill out a [Class Conflict Form](#).

REMEMBER!!! FOLLOWING THESE PROCEDURES DOES NOT GUARANTEE THAT AN ABSENCE OR TARDY WILL BE EXCUSED. IT IS THE STUDENT'S RESPONSIBILITY TO FOLLOW UP ON THEIR REQUESTS TO ENSURE THAT AN EXCUSED ABSENCE/TARDY HAS BEEN GRANTED. IN ALL CASES, THE DIRECTOR OF ATHLETIC BANDS WILL HAVE THE FINAL WORD CONCERNING THE EXCUSABILITY OF ANY ABSENCE/TARDY.

IT IS YOUR RESPONSIBILITY TO COMMUNICATE ALL CONFLICTS WITH REHEARSAL/PERFORMANCE IN A TIMELY MANNER. IN EXTREME CASES WHEN AN UNEXPECTED EMERGENCY ABSENCE/TARDY OCCURS, YOU MUST MAKE ALL ATTEMPTS TO NOTIFY THE BAND LEADERSHIP (SECTION LEADER AND BAND DIRECTOR) IN A TIMELY MANNER.



REQUIRED MATERIALS & EQUIPMENT

The following items are required by all students participating in the Marching Golden Flashes:

PROPER REHEARSAL APPAREL

As we will be outside on the practice field for most rehearsals, it is required that all band members wear loose, comfortable clothing (dependent on the weather) and tennis shoes with supportive soles designed for exercise or athletic activity (NO CHUCK TAYLORS, DRESS SHOES, SANDALS, FLIP-FLOPS, CROCS, ETC.). Jeans, slacks, skirts or dresses are NOT permitted for outdoor marching rehearsals. A ball cap or wide-brimmed hat and sunglasses are also strongly recommended.

UNIFORM ITEMS

Members of the MGF are to purchase several required uniform parts and smartphone/tablet apps that are only available through the [Kent State Athletic Bands Storefront](#) (Click "Athletic Band" to access MGF items). These can be purchased at any time before and during PTC using a credit or debit card. **Payment for all Storefront items is due no later than the 7th day of Fall semester classes (Friday, August 31).** Other items, marked below by an asterisk (*), can be purchased through each student's vendor of choice and should be purchased by the beginning of PTC. Some items for Colorguard and *Touch of Gold* will be ordered around the start of PTC and are indicated below by a double asterisk (**). All other items are **REQUIRED** unless indicated otherwise. The following is a list of items, by section, that are to be purchased by each member of the KSUMGF:

Brass/Woodwind/Percussion First Year Members

- Official KSUMGF First Year Member uniform pack (t-shirt, ball cap, beanie, drawstring bag, 2 pairs of gloves) - \$90
- KSUMGF Instrumentalist App Pack - \$15
- eFlip Phone/Tablet Lyre (brass & woodwinds only) - \$20
- Solid black Drillmaster marching shoes (if needed) - \$35
 - *NOTE: first year members may be allowed to use their high school shoes as long as they pass inspection. Please bring them to PTC to be examined by the uniform staff.*
- Khaki shorts*
- Black calf-length socks*

Brass/Woodwind/Percussion Veteran Members

- Official KSUMGF Veteran Member uniform pack (t-shirt, ball cap, 2 pairs of gloves) - \$60
- KSUMGF Instrumentalist App Pack - \$15
- eFlip Phone/Tablet Lyre (brass & woodwinds only) - \$20
- Official KSUMGF uniform beanie (if needed)- \$15
- Official KSUMGF uniform drawstring bag (if needed) - \$15
- 1 extra pair of white uniform gloves (if needed) - \$5
- Solid black Drillmaster marching shoes (if needed) - \$35
- Khaki shorts *
- Black calf-length socks*

Colorguard First Year Members

- Kulerswift shoes - \$40
- KSUMGF Colorguard App Pack - \$5
- Warm-up suit - \$80**
- Duffel Bag - \$20**
- Makeup - app. \$30**
- Summer uniform - app. \$40**

Colorguard Returning Members

- KSUMGF Colorguard App Pack - \$5
- Makeup - app. \$30**
- Summer uniform - app. \$40**

Touch of Gold Members

- Warm-up suit – \$80**
- Duffel Bag - \$20**
- Makeup – app. \$30**
- Summer uniform – app. \$40**
- Tan jazz shoes**
- Tan instep shoes **
- 2 pair Capezio tights #1815 or 1816 LSN**
- (3) 28" or 29" ABC or Sharp Batons (7/16")**

EMERGENCY REPLACEMENT UNIFORM PARTS

Uniform inspection will be conducted by section coordinators prior to each performance. Students not up to standard will be required to pay a non-refundable rental cost the [Kent State Athletic Bands Storefront](#) for temporary replacement of the part or will be unable to perform for that performance. The availability of extra parts for rental will be based on the remaining unused inventory. Any replacement items not returned in good condition immediately following the performance will result in the cost of cleaning, repair, and/or replacement levied against the responsible person and stipend awards may be revoked.

Replacements for non-school-owned uniform parts (such as gloves, t-shirts, etc.) will have to be purchased through the [Kent State Athletic Bands Storefront](#).

Price for rental and/or replacement of uniform parts

	<u>Rental Price</u>	<u>Replacement Price</u>
Shako	\$10.00	\$60.00
Shako box	N/A	\$15.00
Shako medallion	\$10.00	\$25.00
Plume	N/A	\$25.00
Coat	\$25.00	\$280.00
Shoulder drape	\$10.00	\$100.00
Gauntlets	\$10.00	\$60.00
Bibbers	\$10.00	\$160.00
Shoes	N/A	\$35.00
Gloves	N/A	\$3.00 a pair
Band t-shirt	N/A	\$25.00
Ball cap	N/A	\$20.00
Beanie	N/A	\$15.00
Raincoat	\$25.00	\$100.00
Sousa berets	N/A	\$25.00

UNIFORM CHECK-OUT/CHECK-IN

A schedule will be announced for issuing uniforms. Be sure to report to the Uniform Closet when your time is scheduled. Once you have been fitted for a uniform, you will need to sign the Uniform Rental Contract before leaving. This contract shall include the inventory numbers which appear on the uniform parts, as well as a signed agreement that each band member will be held legally responsible for all uniform parts. At the end of the season, there will be a scheduled uniform return date. If you do not return your uniform within fourteen (14) days of that date, the uniform/equipment will be considered stolen property and will be reported to the police. The university reserves the right to place a hold on your account or charge you for the full amount of the missing property.

UNIFORM INSPECTION

Uniform Inspection will take place before each game or performance. UGS members will be responsible for inspecting KSUMGF members. **Failure to pass uniform inspection may result in lowering of grades, reassignment to the Reserve Block at any time, or may even meet disciplinary action including suspension or dismissal from the MGF.** To insure successful passing of inspection, it is the responsibility of each band member to know and adhere to the following uniform policies and standards:

UNIFORM POLICY

- Uniforms are to be fully on or fully off. At no time should you ever have jackets hanging on your shoulders, improper shoes, etc. This includes any time before or after a game, exhibition performance, parade, etc. For games during warm months, the Band Director may instruct the band to remove their jackets in the stands. Any student not wearing the official band t-shirt will not be permitted to remove his/her jacket during the game, and may cause the entire band to not be allowed to remove their jackets.
- No alcohol consumption, smoking, gum chewing, or profanity is allowed by band members in uniform. This applies to any clothing identifiable as the Kent State Marching Golden Flashes. Remember the "Disney Rule"!
- Wear the uniform to the specifications that are established by the **Uniform Standard** (listed in full below).
- All uniforms must fit correctly. Proper pant length (4 inches above the ground) is the responsibility of the individual member.
- All parts of the uniform **MUST** be clean, neatly pressed and wrinkle-free. It is **YOUR** responsibility to dry clean your uniform during the season. Dryel is not an appropriate substitute!

- Uniforms must be hung up between performances (the trunk of your car is not an acceptable place to store your uniform!)
- There will be at least one assigned professional cleaning midway through the season. Band members are REQUIRED to have uniforms cleaned during this time.

UNIFORM STANDARD

JACKET AND RAINCOAT

- Dry clean only!! DO NOT iron any of these items!! Do not let the arms of the jacket extend past your gauntlets.

SHOULDER DRAPE

- Clean and wrinkle free
- Left shoulder (KENT) for home games; Right shoulder (FLASHES) for away games/exhibition performance

BIBBERS

- Pants should be four (4) inches off the ground when standing at attention. If adjusting the snaps on the hem does not equal out to four inches, you may need to adjust the suspender straps.
- When hanging pants, make sure to fold in line with the seam that already exists. Do not alter or create a new seam.

GAUNTLETS

- Should be kept spotless
- Worn to cover all sleeve cuffs and skin

GLOVES

- Should be washed on a regular basis. Use warm water and detergent, tumble dry afterwards. DO NOT BLEACH.

SHOES

- Only approved black marching shoes are allowed. If you have a pair of flat black marching shoes from previous experience, you must have them approved by the Rehearsal & Performance Committee heads.
- Shoes must be completely clean and polished (flat black polish, not shiny) prior to inspection. (It is recommended that you polish your shoes the day before a performance.)
- Solid black, mid-calf length socks are required

HAIR

- Hair should be worn up inside the hat. No hair should be hanging out or touch the collar or go over the ears; this applies to men and women (this includes when wearing the KSUMGF ball cap). Braids are fine as long as the braids can be tucked into the hat. Hair color should be natural or professionally colored (no spray-colored blue or gold hair). All hair must be worn in a manner that allows the shako to sit in proper position when worn.
- Facial hair is not permitted when in uniform.

UNDERGARMENTS AND ACCESSORIES

- Only official KSUMGF t-shirts may be worn under the uniform coats.
- Uniform t-shirts, hats and beanies must be clean and neat. No faded, dingy, or dirty shirts will be permitted. If yours does not fall under acceptable guidelines, you will need to purchase a new one.
- Jeans, cargo pants, or any rough material may not be worn underneath the uniform as it may cause damage to the uniform. Appropriate uniform apparel includes the following: leggings, tights, or yoga pants (solid black only), long sleeve compression shirt (black only; worn under the KSUMGF t-shirt).
- Only official KSUMGF ball caps or beanies may be worn with the uniform. Headbands are permitted but must be navy blue ONLY and no more than two-inches wide. Handkerchiefs or “do rags” are NOT permitted.
- Sunglasses may be worn in the stands only but must come off for any field performances. Sunglasses must be solid black or navy blue frames with black lenses only.
- No jewelry or piercings are allowed in uniform (including wedding and/or engagement rings). Piercings must be completely removed for performances or a clear/nude stud must be put in. **Band-Aids will not be accepted for covering up piercings, as they commonly fall off mid-performance.** No industrial or other similar unusual piercings or ear “art” is permitted.
- Visible tattoos must be covered with natural flesh-colored concealer
- Minimal make-up is permitted but not recommended; a thin layer of foundation is allowed, but not enough so it does not rub off onto your color or shako strap. Individuals (excluding twirlers and colorguard) with excessive amounts of make-up (eye liner, eye shadow, lip stick, etc) will be required to remove it or not participate in the current game.
- No face paint is allowed. Students may wear only “officially licensed” temporary tattoos and only one per side of face.

SHAKO AND BERETS

- A properly fitted shako should consist of: two fingers space between the bridge of your nose and the hat-bill, comfortable fit to your head (move

your head side to side to make sure the hat is not too tight but not loose enough to fall off).

- If your hat becomes dirty, hand wash or scrub with a toothbrush using a mild liquid cleaner (Woolite or mild dishwashing detergent) diluted with cold water and allow to drip dry. DO NOT place in a dryer or by an artificial heater.
- Berets must be clean and not wrinkled. Use warm water and detergent.

PLUMES

- Plumes will be passed out and collected immediately before and after a performance.

GARMENT BAG

- No tape, or other identifying marks will be permitted on the garment bag. Garment bags may only be labeled using the clear window on the bag. Do not store your shoes or shako in your garment bag between games/performances.
- These bags are new and any items not permitted to be stored in them may cause premature wear and tear, which will result in replacement costs.

PEP RALLY UNIFORM

The uniform for pep rallies and similar performances includes the official KSUMGF band uniform and ball cap (or beanie in cold weather). All members are required to wear the ball cap (or beanie as directed) during these performances AND in the stands during football games.

SUMMER UNIFORM

In some more informal performances, the KSUMGF will perform in the official summer uniform which consists of the official KSUMGF ball cap, khaki shorts, and the official KSUMGF uniform t-shirt.

REMEMBER

THE

“DISNEY” RULE!

INSTRUMENTS & EQUIPMENT

All Kent State University owned equipment (including instruments, uniforms, music, and equipment) must be treated with great care. Equipment, while loaned out to you, remains the property of Kent State University and may be called at any time. You are financially responsible for normal maintenance and for the repair of any damage that results from negligence or misuse.

NO university instruments or equipment are to be taken without the WRITTEN approval of the Director of Bands or Director of Athletic Bands.

Responsibility for the issue/return, care, and maintenance of University Band equipment rests with the student who has signed for that equipment. There is no charge to use school-owned instruments but items not returned will be billed and collected by the university. Further requirements include:

- All parts working (slides, valves, etc.)
- Outside of instrument shined and polished, inside cleaned
- Clean mouthpiece

INSTRUMENT CHECKOUT/CHECK-IN

All University instruments must be checked out and in by the KSUMGF Instruments & Equipment Committee Chair or assigned member OR by Bands Office Staff during posted office hours or by appointment. Instruments and accessories must be returned in the same condition as when they were issued. All university instruments must be returned at the conclusion of the season. Flasher Brass members will need to recheck the same instrument again.

Instrument Cases are to be clean of **ALL** personal items including music, drill charts and any item that is not on the list below

- Mouthpiece (if checked out)
- Valve Oil
- Cleaning devices
- Ligatures, Leadpipes, Bits, etc.

GUIDELINES FOR INSTRUMENT USE

- *Band members are allowed to use ONLY the equipment that is checked out to them.*
- Absolutely no swapping of equipment or instruments is permitted.
- *Use equipment for its appropriate use.*

- All instruments and equipment (including personal instruments) are to be stored in designated spots. This includes locker storage, on the practice field, and at performance venues.
- *Do not place instruments or equipment in the way of foot or vehicular traffic.*
- Drumline members are to maintain instruments according to the direction of the Drumline instructor.
- *All instruments are required to be clean and in good working order regardless if they are school or student owned.*

REPAIR REQUESTS

The Instruments & Equipment Committee will be responsible for coordinating repair schedules. It is the responsibility of the individual band members to make all necessary repairs known by completing an [Instrument Repair Request](#) form followed by bringing your instrument to the Band Office. There is no fee for routine repairs such as leaky pads, stuck mouthpieces, etc. However, if the damage is caused by carelessness, the student will be charged for the repair or replacement, if necessary.

PREPARING INSTRUMENTS & EQUIPMENT FOR TRAVEL

Each member is responsible for the transportation of his/her own equipment for rehearsal, performances, etc. This includes loading equipment on the truck, bus, etc. Equipment must be in its appropriate case **EVERYTIME** it travels; meaning to and from all rehearsals, performances, etc. All large instruments **MUST** be transported to and from performance sites on the band equipment truck. **THERE ARE NO EXCEPTIONS TO THIS.**

All Drumline members, Colorguard members and sousaphone players must stay and load/unload the truck until it is completely loaded/unloaded. **THERE ARE NO EXCEPTIONS TO THIS.**

The Instruments & Equipment Committee Chair has the final say on how the truck is to be loaded.



THE KSUMGF WAY: PERSONAL MUSICAL PREPARATION

The KSUMGF is excited to announce that the 2018 season will mark the beginning of our transition to becoming a “paperless” band. Not only will this be a more sustainable approach to printing music and drill now and in the future, but it will allow for a dramatically improved rehearsal and learning experience. To facilitate this change, all MGF members will be required to download and purchase subscriptions for the following apps (available for both Android and iOS systems) and must have a tablet or smart phone at PTC and every rehearsal and performance.

BRASS & WOODWIND MUSIC

All brass and woodwinds will be required to purchase and download the UNISON music app to their personal smartphones and/or tablets. Purchase of each student’s individual license is part of the \$15 “KSUMGF Instrumentalist App Pack” that is to be paid for using a debit/credit card on the [Kent State Athletic Bands Storefront](#) (Click “Athletic Band” to access MGF items).

Preparing Music for Rehearsal

One of the great features of the UNISON music app is its ability to allow musicians to write notes on the PDF just as you might do on paper sheet music with a pencil. As such, it is expected that each member will mark drill instructions in his/her music before, during, and after each rehearsal to make the learning process more efficient and effective. Information such as counts, set number, specific instructions, facings, visuals, and even form descriptions are all useful things to include in your music. Here is an example of what that might look like:

DRILL

The use of the [Ultimate Drill Book \(UDB\) App](#) for drill reading and rehearsing will be another exciting new change for the 2018 season! As with the UNISON app, the cost for this is part of the “App pack” required for all instrumentalists and colorguard as outlined in the [Storefront Items](#) listed above

OTHER SMARTPHONE/TABLET APPS

We are fortunate to live in a time when there has been a number of fantastic smartphone/tablet Apps that have been created or adapted to make marching band instruction, rehearsal, performance, assessment, and organization more efficient than ever before. In order to maximize all of these areas, members are encouraged to download the following Apps prior to band camp. In some cases, all of these Apps are free. Prices for those that are not are indicated below:

COMMUNICATION APPS

- [Band App](#) - The KSUMGF will be using the [Band App](#) for announcements, calendars, schedules, text messaging, etc. this year. Please download this free app [HERE](#) and join the KSUMGF group [HERE](#) or by capturing the QR code below:



- [Facebook Messenger](#) – KSUMGF also uses Facebook Messenger to communicate to its membership. Please download this app and join the [KSUMGF 2018-2019 Private Group](#) to receive “members only” communication.

INSTRUCTIONAL/REHEARSAL/PRACTICE APPS

- [*TonalEnergy Chromatic Tuner and Metronome*](#) – a comprehensive tuning and metronome App that allows for greater intonation work and assessment including chord tuning (\$3.99)
- [*Hudl Technique Slow Motion Video Analysis*](#) – A tool that will allow you to be video recorded when working on marching/visual technique then play back in slow motion and pause to analyze your technique (free) –

REQUIRED FOR ALL FIELD COMMANDERS/SECTION COORDINATORS

- [*inTune*](#) – a great ear-training tool for improving your ability to hear the difference between flat and sharp intonation issues (\$0.99)
- [*Play By Ear – Ear Training*](#) – a great ear-training tool that allows you to play back exercises on your own instrument (free)
- [*Music Journal*](#) – a practice journaling App that allows you to keep track and set goals for your individual practice (free)
- [*Music Journal Pro*](#) – a practice journaling App that allows you to keep track and set goals for your individual practice (free)

OTHER REHEARSAL TOOLS AND MATERIALS

All members are also required to have the following at every rehearsal. Some of these items must be purchased BEFORE arriving to PTC while others, marked by an asterisk (*), will be provided at PTC.

- Sharpened pencils
- Water bottles/Camelbak packs
- Snacks (protein bars, etc.)
- Waterproof/Sweatproof SPF 15 or higher Sunblock
- Cooling Towels
- Insect Repellent (especially for early morning/evening rehearsals)
- Rehearsal Apparel
 - Sunglasses
 - Wide brim hat and/or ball cap
 - Loose fitting shorts
 - Loose fitting t-shirts
 - Athletic tennis shoes with good support and traction
 - Athletic socks
- Valve Oil (for brass)
- Slide/Cork grease
- Fanny packs or nail bags*
- Pinwheels*



REHEARSAL PROCESS

There are 3 Main Types of Rehearsal used to make MGF rehearsals effective and efficient:

- **TYPE 1 – Instructional Mode:** Any activity when instruction or feedback is being provided by staff or UGS; the band member's role is to listen, respond, and react.
- **TYPE 2 – Rehearsal Mode:** Any musical, visual, or marching activity that involves putting new work together or cleaning old work on the field or in arcs/sectionals; the band member's role is to be aware of his/her progress and continue to work to improve his/her performance
- **TYPE 3 – Performance Mode:** Any musical, visual, or marching activity that involves performing partial or complete work to assess progress; the band member's role is to perform to his/her best ability to provide an accurate assessment of progress

It is important for each member to know which mode you are in at any given time and to act, think, and focus appropriately in each one. It is expected that each member always performs to his/her best ability in each activity with the understanding that the Law of Accommodation states that what is difficult now will get easier with quality repetition over time and the Law of Diminishing Returns that states that too much time on one task will see the quality of that task diminish over time. The [KSUMGF Marching Fundamentals Handbook](#) is a guide that was designed to be a resource for members as a definitive description and assessment of the KSUMGF marching and visual style.

The MGF Instructional Mode Process for Learning/Setting Drill

- STEP 1 – Before rehearsal, Section Coordinators pass out drill to sections before first rehearsal & organize a “dot book party” to download and mark music and drill and review drill with sections
- STEP 2 – At rehearsal, members are asked to find their spot in the set
- STEP 3 – Once you find your set, assume Active Listen pose
- STEP 4 – Once everyone is set, adjustments may be made by staff/tower

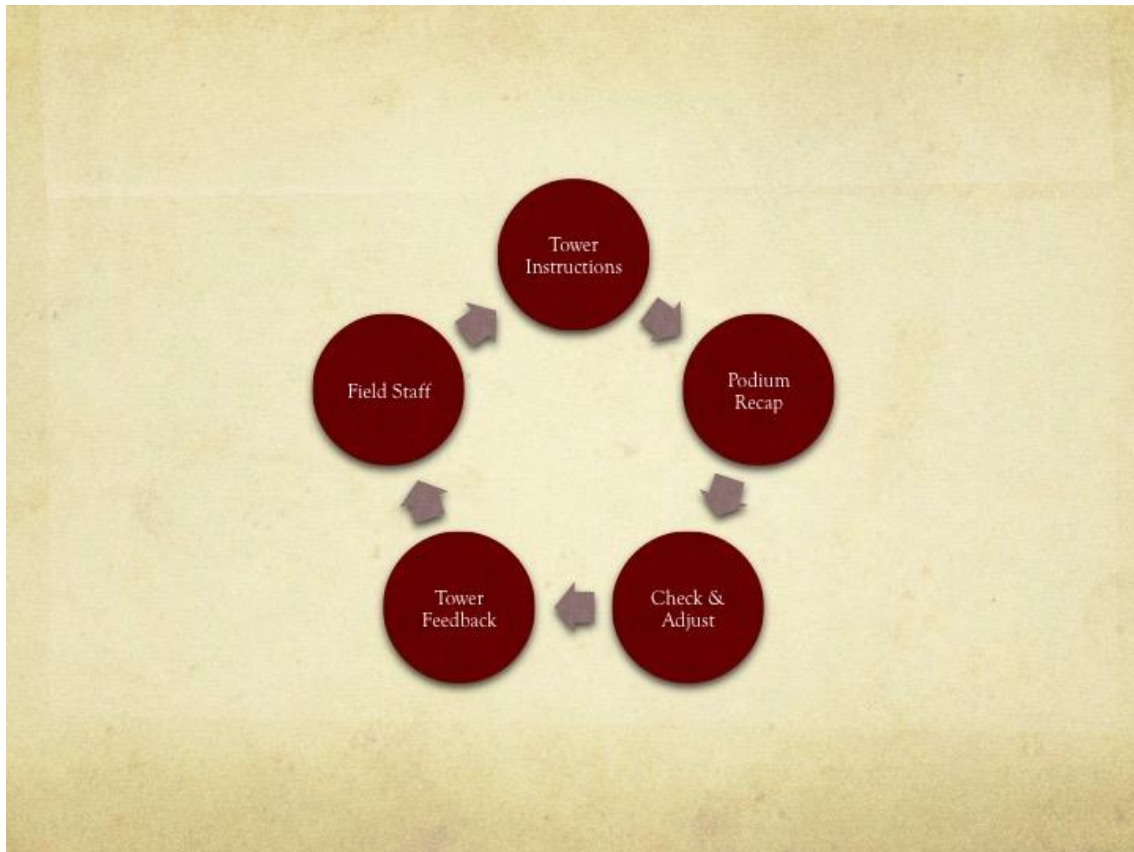
- STEP 5 - Members will be asked to mark spot with one of their tokens then go back to Active Listen
- STEP 6 - Members will be asked to march back or return to previous set or sets where they will fall into “minus one”
- STEP 7 - Members will be asked to march to next set or sets where they will end at “plus one”

The MGF Rehearsal Mode Process for Rehearsing and Cleaning Drill

- STEP 1 - Instruction Given from the Tower
 - BAND REACTION
 - During Instructions - Band Remains in “Active Listen” pose
 - *Raise hand when your group or section is being addressed by an instructor*
 - *Thumbs up/down or tilt hand to indicate understanding*
 - After Instructions - Go into “minus 1”
- STEP 2 - Action Recap from Center Podium
 - Action assignment - Start/End point - Set
 - BAND REACTION
 - 8 clicks/preps then perform segment ending in a “plus 1”
 - Field Commander Cut off while band stops playing and freezes
- STEP 3 - “CHECK!”
 - BAND REACTION
 - Look down to assess the correctness of your spot
 - No other movement takes place at this time
- STEP 4 - “ADJUST!”
 - BAND REACTION
 - Adjust position so that you are on correct spot (use dot book/drill charts as reference)
 - Check cover and dress
 - Return to “plus 1” until instructed to go into “Active Listen” pose
- STEP 5 - Feedback Given from Tower
 - BAND REACTION
 - During Feedback - Band Remains in “Active Listen” pose
 - *Raise hand when addressed by an instructor*
 - *Thumbs up/down or tilt hand to indicate understanding*
 - After Feedback - Band Remains in “Active Listen” pose to await further field staff instruction/feedback
- STEP 6 - “FIELD!”
 - BAND REACTION
 - Remain in “Active Listen” as field staff or section leaders make adjustments, corrections, instructions as needed

- *Raise hand to ask a question of the instructor*
- *Thumbs up/down or tilt hand to indicate understanding*
- Be prepared to focalize, dress, cover, and adjust
- Return to “Active Listen” to await next set of instructions from the Tower
- Field Staff gives a “thumbs up” when they are ready to move on

This process is cyclical and always returns back to Step 1 for each learning sequence. It is important that every member understands and is committed to this process as it allows us to be very efficient and effective in rehearsal. The success of this approach is completely dependent on the quality of individual preparation for rehearsal and the ability of each band member to take personal responsibility to learn and perfect his/her marching technique and drill. With the exception of field staff, you are responsible for your spot and your spot only.



The MGF Performance Mode Process for Running and Repping Drill

The MGF uses certain terms to describe how a set or segment of sets is to be performed during rehearsal. The purposes of these activities are to put music to drill, build continuity, reinforce drill and music that has been learned and cleaned, and to build muscle memory among others. Below is a description of each type of Performance Mode activity:

- FROZEN RUN - Band remains in current set or position and plays assigned section; mark time, spread, step-off, and visuals are to be included
 - “On met” - Band plays with the metronome with or w/out a conductor
 - “On hands” - Band plays without metronome and watches the conductor for timing
- COLD RUN - Band marches “on met” to next set or series of sets using proper technique and counting by 8s. No playing occurs at this time
 - “No visuals” - march without doing visuals or choreography
 - “Visuals” - march doing visuals and choreography
 - “On met” - Band marches with the metronome with or w/out a conductor
 - “On hands” - Band marches without metronome and watches the conductor for timing
- WARM RUN - Band marches to next set or series of sets “on drums” (drums play their parts; auxiliary do choreography; winds perform as instructed)
 - “On counts” - All members counting by 8s
 - “Singing” - All members sing and/or articulate their parts
 - “Air pattern” - All winds air pattern their parts; drums sing
- HOT RUN - Full out performance of all music, drill, & visuals
 - “On met” - Band performs with the metronome with or w/out a conductor
 - “On hands” - Band performs without metronome and watches the conductor for timing



THE KSUMGF WAY: MUSIC REHEARSAL HABITS

- Come to rehearsal with good individual and sectional preparation as discussed in the [KSUMGF Music Performance Handbook](#)
- Always pay attention to and be critical of how you SOUND.
- Prepare your part as if you are a soloist but play your part as if you are a chamber musician
- Listen and BE MUSICAL.
- NEVER sight read at any rehearsal for which you have received music beforehand.
- Remember that rehearsals are for working on ensemble-related concepts and making music, NOT struggling through individual parts.
- Under no circumstances should your effort, focus, attitude, or level of responsible professionalism ever impede the progress of the ensemble.
- Come to rehearsal already warmed up and ready to play at your highest level. Successful musicians and music students actually have a morning warm-up routine to help set them up for the rest of the day.
- Pay attention to the rehearsal techniques that are used to help you and the ensemble be better musicians. This will help you learn how to effectively practice as well as teach.
- Ask copious amounts of questions.

- Listen to what is said to you AND to others and write things down.



REHEARSAL ETIQUETTE

Rehearsal etiquette is quite simply an agreed upon set of behaviors that invoke mutual respect and tasking. The Marching Golden Flashes work as a well oiled machine during our rehearsals in order to perfect our performances. We have certain processes for essentially everything we do including how we rehearse. These processes will be taught to you from Day 1. It is expected that you learn them quickly and make them habit. It is also expected that all members understand and adhere to the following etiquette and rehearsal expectations and procedures:

GENERAL REHEARSAL CONDUCT & EXPECTATIONS

- *Be the first, never the last, to rehearsal*
- “Early” is on time; “On time” is late – arrive at rehearsal at least 15 minutes early and warm up on your own until the attendance whistle is blown
- *Move to the Attendance Block at the 2-minute whistle. Fall into Parade Rest*
- Participate in 100% of all activities 100% of the time with 100% effort, focus, and intensity. This includes fitness, stretching, breathing activities, etc.
- *Instruments, cases, bags, etc. are to always be placed neatly and at least 10 yards off the sideline*
- Always have music, butt bag supplies, instruments, pencils, and drill/coordinate sheets at EVERY rehearsal (even Continuity rehearsals)
- *Wear appropriate clothing at all rehearsals*
- Demonstrate desire, spirit, and enthusiasm for learning, working, and contributing
- *Make something better each rep*
- Always perform each rep at max level
- *Prepare and master your part of the performance in advance*
- “Only your BEST is good enough”

- *Refrain from making comments or carrying on a conversation during rehearsal*
- *Maintain eye contact with the Staff or UGS in charge when being addressed or spoken to*
- *Use "High Intensity Listening"*
- *Be humble in your success. Demonstrate class in all situations*
- *Turn work into play. Enjoy rehearsal regardless of the circumstances. Remember the band is only as good as your attitude and contribution.*
- *Stop immediately when a cut-off is given or a move is completed*
- *When cleaning drill, always begin in "minus one" and end in "plus one" unless otherwise instructed*
- *Understand the need for repetition*
- *Embrace the concept of "CHECK-ADJUST-MARK-TOWER-FIELD-TOWER"*
- *Move with haste between rehearsal events*
- *Staff and UGS will be called upon by the Director to fulfill numerous responsibilities. Some of these responsibilities may include setting drill, running sectionals, and insuring that rehearsals run smoothly. These students have been specially chosen for their high quality of marching and musicianship as well as for their character. Listen to ALL staff and UGS*
- *You are responsible for your own spot*
- *Rehearsal is a time to practice and prepare. Leave all Non-band issues off the field*
- *Be flexible in rehearsal. Changes will occur daily to improve our performance effectiveness so be flexible, adjust, and make it happen.*
- *Be courteous and respectful to all band staff and leadership at all times. They are required to treat you in a similar matter. Save all conflicts for a time when you can handle them privately. Resolve all conflicts within 24 hours.*
- *Instructions will be given to you from both the tower and the field. When the instructions come from the tower, it is the priority and all other instruction should cease. Field instructions will be given when the tower is silent.*
- *It is imperative that the director and leadership have your undivided attention during rehearsals. Therefore, any behavior such as talking, TEXTING OR OTHER SMART PHONE USE (other than the use of approved instructional Apps), listening to mp3 players, zoning out, etc. that might distract you from remaining fully engaged in the rehearsal is prohibited.*
- *Remain positive in speech and action*
- *Take criticism and correction*
- *Faithfully and energetically complete all tasks and instructions you are asked to do, even if you don't fully understand the purpose. Ask questions when you don't understand!*
- *Always leave performance/rehearsal spaces in better shape than when you arrived.*

- See ATTENDANCE POLICY concerning tardies, absences and early departures
- *Perfect Practice makes Perfect. Practice at Performance level all the time.*
- Always count the subdivision loudly when cold running or working on fundamentals
- *Maximize!*
- If you experience failure, analyze it and make a plan to improve the next time
- *Most importantly, always accept your personable responsibility to this band.*

REHEARSAL ETIQUETTE WHEN BEING ADDRESSED BY A MEMBER OF THE STAFF

- *Remain silent when someone is addressing you or the group*
- *May eye contact with the speaker*
- *In full rehearsal, raise your hand when part of a group or section being addressed by the tower or field staff AND anytime you are individually addressed from the tower. This is just a quick, efficient way to let the staff know you are aware that you are the one being addressed at any given time.*
- *Give a thumbs up/down or shake of the hand when the instructor is finished speaking to indicate understanding or comprehension*
- *Participate if asked a question*
- *Raise hand to ask a question*
- *Speak only at appropriate times*
- *Raise your hand if you have a question and wait for a staff member to respond*
- *Know Your Role - Do not teach, correct, or criticize unless you are a staff or UGS member*

REHEARSAL ETIQUETTE BETWEEN REHEARSAL EVENTS

- *Move with haste and purpose between events*
- *During “dead time” you may stretch, take a knee, or crouch. Stay in your spot and do not sit. When your section leader pops up, follow immediately after.*
- *Do not talk during rehearsal or performance activity; this includes times when another section or individual is in activity as well*
- *Listen carefully and repeat instructions before next move*
- *Leave every area you are in in cleaner and in better shape than when you arrived.*
- *Respect and be appreciative of and patient with the R&P Committee.*



MEMO TO STUDENTS

DISABILITIES

University policy 3342-3-18 requires that students with disabilities be provided reasonable accommodations to ensure equal access to course contents. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments.

- Please note, you must first verify your eligibility through Student Disability Services.
- Contact 330-672-3391 or visit www.kent.edu/sds for more information on registration procedures.

OFFICIAL ENROLLMENT

It is the student's responsibility to ensure proper enrollment in classes. You are advised to review your official class schedule during the first two weeks of the semester to ensure proper enrollment. If registration errors are not corrected by the published deadlines and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you will not receive credit for the course at the conclusion of the semester. Every class has its own schedule of deadlines and considerations. To view the add/drop schedule and other important dates for this class, go to FlashLine and choose Print Student Schedule on the **Student Tools & Courses** tab to see the deadlines for the course (use the CRN for this class).

Kent Core Requirement

This course may be used to satisfy a Kent Core Requirement. Kent Core courses as a whole are intended to broaden intellectual perspectives, foster ethical and humanitarian values, and prepare students for responsible citizenship and productive careers.

Withdrawal Deadline

The withdrawal deadline for all full-term courses is available on Vista/Bb.

NOTICE OF COPYRIGHT/INTELLECTUAL PROPERTY RIGHTS

Any intellectual property displayed or distributed to students during this course (including but not limited to PowerPoints, notes, quizzes, examinations) by the professor/lecturer/instructor remains the intellectual property of the professor/lecturer/instructor. This means that the student may not distribute, publish or provide such intellectual property to any other person or entity for any reason, commercial or otherwise, without the express written permission of the professor/lecturer/instructor.

STATEMENT OF INCLUSION

Kent State University, as an equal opportunity educational institution, encourages an atmosphere in which the diversity of its members is understood and appreciated; an atmosphere that is free of discrimination and harassment based on identity categories. Thus, all members of the university are expected to join in creating a positive atmosphere in which individuals can learn and work, an environment that is sympathetic, respectful and supportive. (See the University Policy Register at <http://www.kent.edu/policyreg/index.cfm>) The instructor of this course is committed to teaching equitably and inclusively, addressing the needs, concerns, and interests of each and every student, regardless of age, gender/sexual identity, race/ethnicity, class, sexual orientation, religion, English language experience, or disability.

ACADEMIC INTEGRITY

As members of the community of higher education, we are all subject to the standards of academic integrity. Students are subject to the Code of Student Conduct. Using another person's words, thoughts or ideas without proper attribution is plagiarism and a form of academic dishonesty. Academic dishonesty is a violation of University policy. All students must become familiar with and abide by the University's policy on academic integrity, which states: "Students enrolled in the university, at all its campuses, are to perform their academic work according to standards set by faculty members, departments, schools and colleges of the university; and cheating and plagiarism constitute fraudulent misrepresentation for which no credit can be given and for which appropriate sanctions are warranted and will be applied." See the University Policy Register at <http://www.kent.edu/policyreg/index.cfm>