

**The University of Miami**  
**Frost Band of the**  
**Hour**



**2024-2025 Handbook**

Frost Band of the Hour  
University of Miami  
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## **FROST BAND OF THE HOUR STAFF**

<b>Dr. Craig McKenzie</b>	Director of Athletic Bands
<b>Dr. Sheldon McLean</b>	Assistant Director of Athletic Bands
<b>Farid Cano</b>	Assistant Instructor
<b>Terrence Grizzle</b>	Assistant Instructor
<b>Tess Guidry</b>	Hurricaneettes Dance Coach/Choreographer
<b>Megan Chacon</b>	Color Guard Coach/Choreographer
<b>Charles Damon</b>	Assistant Director of Programs
<b>Douglas McCullough</b>	Athletic Band Advisor

## **INSTRUCTIONAL AND GRADUATE TEACHING ASSISTANTS**

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## 2024 FBOTH STUDENT STAFF

Drum Major	Noah Booz
Band Captain	Stella Bilder
Piccolos	Anna Ziebert
Alto Saxophones/Clarinets	Stella Bilder
Tenor & Bari Saxophones	Robert McNally
Trumpets	Aiden Byrne & Michael Banker
Horns	Devin Thomas
Trombones	Josh Hepp
Tubas/Euphonium	Manny Lopez
Drumline Captain	Antonio Francois
Hurricaneettes Captain	Georgia Macy & Maya Bentley
Guard Captain	Joel Thame
Guard Uniform/Equipment Manager	Mikenzie Juskalian
Equipment Crew	Robert McNally, Stella Bilder, Noah Booz, Marcus Williams
Uniform Crew	Nicole Boardman, Josh Hepp, Navith Ballines, Aiden Byrne
Librarians	Noah Booz, Kayla Goodman
Social Media	Anna Ziebert, Kayla Goodman, Manny Lopez



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## **WELCOME FROM THE DIRECTORS**

Welcome to the UM Athletic Bands. We applaud you for your decision to join us as a significant enhancement to your university experience.

We believe in the power of music and its influence on the character, mind, and spirit of the individual. We believe that in order to maximize the musical experience, the performance must be of the highest caliber. This pursuit of excellence will be asked of each of you. The rewards are based upon your willingness to give of yourself, and to the collective energy of the ensemble.

The Bands are places of friendship, pride, devotion, learning, and fun! From Hard Rock Stadium to the Watsco Center, you will have memorable experiences with us that will last a lifetime.

This Band Handbook exists to acquaint you with who, what, where, and why we are. Please take the time to read it carefully. The Band Staff and Faculty are available to answer your questions, listen to your problems or suggestions, and help you along your way. Contact us at any time.

Craig Mckenzie  
Director

Sheldon McLean  
Assistant Director

## **HELLO FROM TBΣ**

The Gamma Epsilon chapter of Tau Beta Sigma welcomes all members, both old and new, to the University of Miami for the Frost Band of the Hour's new season. We're excited for the opportunities this season presents and look forward to an excellent year of marching and music.

Tau Beta Sigma is a co-ed national honorary sorority for members of the college band and is devoted to both the band and its members. Throughout the season, TBΣ completes service projects and hosts social events for the betterment of the band. We're glad you've decided to become a part of the family and tradition that is the Frost Band of the Hour and are eager to share this season with you. Go, 'Canes!

**Dr. Craig McKenzie, DMA**  
*Director of Athletic Bands*  
*Professor of Music*

Craig McKenzie is the newly appointed Associate Director of Bands / Director of Athletic Bands in the Frost School of Music at the University of Miami. At Miami he oversees the conducting and teaching of the Frost Symphonic Winds and the Frost “Band of the Hour” Marching Band.

Dr. McKenzie received his D.M.A. from the University of Miami, Frost School of Music where he studied instrumental conducting with Robert M. Carnochan. He holds a Bachelor of Music Education from the University of Colorado at Boulder and a Master of Music with an emphasis in conducting from San José State University. His conducting mentors also include Edward C. Harris, Alan McMurray, Diana Hollinger, and Thomas Verrier.

With over 20 years of university, high school, and middle school teaching experience, Dr. McKenzie has previously held positions at Pioneer High School (Whittier, California), Abraham Lincoln High School (San Jose, California), and at San José State University. From 2019-2024, he was the conductor of the San Francisco Brass Band, taking them to back-to-back first place performances in two different divisions of the North American Brass Band Association Championships: second section in 2023 and first section in 2024. In 2023, Dr. McKenzie served as the Music Director and Principal conductor of the Golden Gate Park Band, San Francisco’s oldest professional musical organization.

Dr. McKenzie is the 2019 Grand Champion of the International Conducting Competition hosted by the National Association of Brass Band Conductors (now the Brass Band Conductors’ Association) in Eccles, England. He enjoys returning to the San Bernardino mountains of California whenever possible to visit Arrowbear Music Camp where he directed the Intermediate Session Band from 2002—2019. He credits Arrowbear Music Camp with an influential portion of his musical education and attended as a camper in his childhood.

When not on the podium, Craig resides in Miami, FL with his wife Andrea, their two sons, and their dog Freya. He enjoys traveling, exploring new cities via their restaurants, and searching for lost retro, vintage, and mid century-modern artwork to add to his collection.

**Dr. Shelodn McLean, DMA**  
*Assistant Director of Athletic Bands*  
*Professor of Music*

Dr. Sheldon "MAC" McLean is an educator, conductor, clinician, and consultant specializing in the intersection of education, community, and entertainment. He is currently the Assistant Director of Bands and Associate Director of Athletic Bands at the University of Miami.

Dr. McLean is highly active in the music community. Educators, peers, community members, and music professionals frequently praise his talent and innate ability to inspire, motivate, and connect. He maintains a community-first philosophy, and his ensembles and projects are nationally recognized as models of excellence.

Passion meeting purpose led Dr. McLean to co-found and direct The Sound Check Group. Projects in the entertainment industry and his commitment to developing infrastructure that provides equitable access to inspiring educational experiences are the driving forces behind the company's existence.

Dr. McLean earned his Bachelor of Science (B.S.) degree from Florida A&M University, his Master of Music Education (M.M.E.) degree from the Florida State University, and his Doctor of Musical Arts (D.M.A.) degree in Instrumental Conducting from the Frost School of Music at the University of Miami.

## **Tess Guidry**

*Frost Band of the Hour Hurriganettes Dance Team  
Coach & Choreographer*

Tess Guidry is the Coach/Choreographer for the Hurriganettes Dance Team, the official dance line of the Frost Band of the Hour marching band. Tess joined the FBOH staff in 2021 after completing five seasons with the Dallas Cowboys Cheerleaders, where she served as Captain for two years and filmed five seasons of Country Music Television's hit show "Making the Team." She was also selected as a member of DCC's elite traveling 'Showgroup' squad, served as a master clinician for DCC Academy, and has performed with such musical artists as Meghan Trainor, Queen, Ellie Goulding, Eric Church and Thomas Rhett.

Originally from Baton Rouge, Tess graduated from Louisiana State University with a degree in Public Relations. She was a member of the LSU Golden Girls dance team and marched in Dublin, Ireland for the St. Patrick's Day Parade. With over ten years of teaching experience, Tess has served as an adjudicator for numerous collegiate dance team auditions. Her love for dance, marching band, and football began in high school and she is excited to continue sharing that passion with the Hurriganettes at The University of Miami.



## **A BRIEF HISTORY OF THE BAND OF THE HOUR**

The University of Miami Frost Band of the Hour is the largest and most spirited student organization on the UM campus, drawing membership from the entire student body and historically representing every State and major. Along with the activities related to Hurricane football and basketball – pep rallies, parades, home games in Hard Rock Stadium, and regular television appearances – the Frost Band of the Hour has participated in numerous national conventions, television commercials, variety shows, major motion pictures, pro sporting events, recording artist concerts and music videos, exhibition appearances, and promotional recordings of new band music. In addition, the band has served four times as host band for the American Bandmasters Association, a distinction held by no other college band in the country.

Walter E. Schaeffer first organized the University of Miami Band in 1933. Schaeffer was solo clarinetist and concertmaster with the United States Marine Band under John Phillip Sousa.

It was under the leadership of Director of Bands **Fred McCall** that the Band of the Hour received its name. At a halftime show at the Orange Bowl in 1948, the band was playing Henry Fillmore's "The Man of the Hour" march. The announcer spoke over the public address system, "And here is 'The Man of the Hour,' played by the 'Band of the Hour!'"

## **GOALS OF THE BAND OF THE HOUR**

### 1. The Life Experience

To learn more about ourselves and the human experience through teamwork, focus, commitment, energy, and a deep love of music and performance art.

### 2. The Complete Entertainment Package

To provide a high energy, high quality musical and visual performance at various sporting and community events. The quality comes from the details – every note, every move, every step rehearsed and cleaned to perfection. The goal is for each performer to contribute all that he/she has to offer in every performance.

## **RESPONSIBILITIES AS A MEMBER OF THE BAND OF THE HOUR**

### I. Responsibility to Yourself

You owe it to yourself to always **try!** Trying to play your best. Trying to march your best. Trying to perform your routine the best. Trying to be positive and productive. Trying to get along with others. Trying to get the most commitment, focus, and energy possible out of yourself.

### II. Responsibility to Each Other

Getting along with others in our complex society is indeed a difficult task at times. You have an obligation and responsibility to respect the rights and opinions of others. Antisocial behavior will only breed the same in others and bring discord into the program. Excessive talking, rumors, vulgar language, bad manners, etc., are examples of this unwanted behavior. Please respect your fellow FBOTH members both on and off the field and treat them as you wish to be treated.

## **HIERARCHY OF INSTRUCTIONAL AND ADMINISTRATIVE STAFF**

Please follow this “chain of command” and direct your questions and comments accordingly at an appropriate time.

### **The Directors**

The directors are in charge of every aspect of the band’s performances and rehearsals. This includes the administration of the program as well as the vision of the band’s musical and visual direction. As they say, “The buck stops here.” – Yes means **Yes**, No means **No**, and Now means **Now!**

### **Auxiliary Coaches**

These coaches are in charge of all aspects of their unit’s performances and rehearsals. The FBOTH is fortunate to have some of the most dynamic and talented professionals in their fields serving in these positions.

### **Teaching Assistants**

The teaching assistants serve in various capacities including, but not limited to, rehearsing all aspects of any section within the band, conducting in performance, drill design, attendance record keeping and policy enforcement, other administrative duties, etc. These are excellent people who do an enormous job extremely well.

### **Drum Major**

The Drum Major serves as a teacher, demonstrator, conductor, motivator, and living example of the ideal bandmen. This prestigious position is awarded through an audition process after the season.

### **Student Leadership Staff**

This group of FBOTH members consists of the captains of the auxiliary unit as well as select wind and percussion musicians. These student leaders are called on by the Director or TAs to lead sectionals, help teach drill movements, set a good example for all performers, do odd jobs, and basically help out whenever and wherever. These positions are also awarded by audition.

### **Equipment Crew/Uniform Crew/Librarian**

These students do the extraordinary job of handling the logistics of an ACC marching band. They handle everything from setting up the practice field for rehearsal to managing all aspects of uniform distribution, check-in, parts repair, music copying, etc. This is such an important job, and yet it can be quite thankless. Please take the time someday during the season to thank these people for making it possible for you to perform.

### **Assistant Director of Programs**

The administrative associate in the Band Office is Charles Damon. He works closely with the band students and directors to facilitate the band's busy schedule of appearances and activities. Connect with him for enrollment, forms, paperwork, fees, stipends, etc.

### **Following the “Chain of Command”**

To maximize our productivity and efficiency as an ensemble, please ensure that the chain of command is followed.

- Any matters, questions, comments, or concerns should be initially addressed with student staff and section leaders.
- Matters that cannot be addressed and/or solved by student staff and section leaders must be then directed to the Drum Major.
- Matters that cannot be addressed and/or solved by the Drum Major must then be directed to the Teaching Assistants and Professional Staff.
- Matters that cannot be addressed and/or solved by the Teaching Assistants will then be directed to Charles or to the Directors.

## **OFFICE HOURS**

### **Student Staff**

Band Rehearsal Hall or Designated Location

3:30 – 4:00 pm, Monday, Wednesday & Friday

### **Teaching Assistants**

Broby Hallway

3:30 – 4:00 pm, Monday, Wednesday & Friday

Should you need assistance with any maintenance (uniform adjustments, copies of music, instrument maintenance, etc.) during the season, Student staff and Teaching Assistants will be available during these times. If these times do not work with your schedule, coordinate with the Teaching Assistants and/or Student Staff for another time to meet.

### **UM Bands Administrative Office**

Rehearsal Center, Room #201

Office Hours: 8:00 AM - 5:00 PM, Monday - Friday

Phone: (305) 284-4273

Fax: (305) 284-5727

Email: [bands@miami.edu](mailto:bands@miami.edu)

*The band faculty maintains an open-door policy,  
but please call or email for an appointment.*

## CRITERIA FOR SUCCESS AS A MEMBER OF THE BAND OF THE HOUR

1. Be Early to Rehearsal
  - You are expected to arrive at rehearsal at least 10 to 15 minutes early for physical and musical warm-up as an individual or with your section.
  - **On time** is defined as being in concert arcs, with all necessary materials, ready to be called to attention at the start of rehearsal; anything else is considered tardy.
2. Be Organized and Prepared
  - Take immaculate care of your music, equipment, instrument, uniform, and everything you need to be successful.
  - Respect yourself enough to always have your music, drill charts, and everything you need to be successful with you for every rehearsal and in an organized and usable state.
  - Make sure your uniform and instrument or equipment is in good condition throughout the season. The biggest problem is usually neglect. Take the time to put away your equipment, uniform, and everything you need to be successful properly after each rehearsal and performance.
  - Make sure that you have all required uniform parts for each rehearsal/performance (correct shirt, orange cap, etc.).
3. Memorize All Music and Routines
  - Complete and detailed memorization of music and routines is required. This includes, but is not limited to all dynamic markings, articulation markings, rehearsal letters – everything!
4. Practice Individually Between Rehearsals
5. Avoid Wasting Time
  - Develop a quiet, productive, and engaged learning atmosphere at rehearsals. You will always be set at playing position, attention, or parade rest while instruction is being given.
  - You are expected to run back to your set to maximize the time that we have in rehearsal. Rehearsals that are efficient and productive are undoubtedly more fun!

6. Give 100% Effort All the Time
  - How you practice determines how you perform. Don't sell yourself or your fellow bandmen short: give it all you've got all the time. Every single member of this group is accountable for the success of the whole band.
7. Be Respectful and Patient with All Instructors
  - The instructional staff puts out a tremendous effort on your behalf. Everything they do is done to ensure a successful experience for all band members. Help them help you by being polite, attentive, and helpful.
8. Accept Criticism Without Excuses
  - Criticism should always be given and received in a constructive manner. Do not take it personally and do not make it personal when you are receiving or giving criticism.
9. Act Appropriately at All Band Activities
  - Vulgar language and socially unacceptable behavior will not be tolerated. Complete professionalism is expected at all performances. Your behavior is equally important at rehearsals, sectionals, on social media, listservs, etc. Many people are offended by non-politically correct behavior and we all have to work together to accomplish our goals – so think before you speak.
  - Our JOB is to set the example for the fans at games/performances/events. Cheering and dancing in the stands is expected at all times. When in doubt, follow your section leader.
  - Be classy - if there is a fan near you who is being aggressive/rowdy/obnoxious, DO NOT ENGAGE with them. Don't say anything to them, don't look at them, don't do anything. If they are making you uncomfortable in any way, alert your section leader and the nearest TA or band staff member (or stadium security guard, if necessary).

## 10. Perform as a Group

- All playing at the games will be done in an orderly manner and will be directed by the Drum Major. No one will play when not directed. This means no noodling, hacking, or random improvising when we're standing around waiting to go somewhere or do something – it is unprofessional and makes it difficult to communicate.

## 11. Follow Code of Conduct with Alcohol, Illegal Drugs, and Tobacco

- A band member shall not drink, be under the influence of, or in personal possession of illegal drugs or alcohol during any **event, practice**, at any time on any **trip**, nor during any other time and/or place designated by the Director (this includes in between a rehearsal and a performance on the same day).
- A band member shall not use tobacco during any practice or at the site of the competition or in the spectator area of any UM athletic event, nor during any other time and/or place designated by the Director. The use of tobacco is restricted in all forms.
- A band member shall NEVER drink or use illegal substances in any location or event, on or off campus, while wearing FBOTH attire of any kind. As a member, you are responsible for representing the FBOTH in a positive, professional manner at all times.

## 12. Deal With It

- Whatever it is, learn to deal with it and always try to be a part of the solution, not part of the problem.

Failure to meet the expectations listed in these criteria may result in any of the following:

- Earned points - See “Point System for Accountability”
- Dismissal from rehearsal
- Dismissal from a performance (this will include the student’s entire section if the issue is a breach of #11)
- Dismissal from the ensemble

Any problems regarding #11 may result in expulsion from the University.



## ATTENDANCE AND GRADING POLICIES

Rehearsal Schedule: M, W, F from 4:00pm – 6:00pm

Saturday from 9am – 12pm

Rehearsal Locations: Various

**The Frost Band of the Hour practices rain or shine.** In order for us to accomplish our standards of excellence, our attendance policies have been established below. Attendance at all regularly scheduled rehearsals, dress rehearsals, and performances, including extra scheduled events, is *mandatory*.

- Tardiness
  - Defined as NOT being in concert arcs, with all necessary materials, ready to be called to attention at the start of rehearsal.
  - Excused Tardy - Class Conflict
    - **Unavoidable** class conflict due to a required course for your major that is offered no other time of day or week.
    - See “Class/Lab Conflicts”
  - All other tardiness will initially be considered unexcused
    - Excusing tardiness will be at the discretion of the Director
    - See “Attendance Procedures”
  - Two Unexcused Tardies = One Unexcused Absence
- Excused Absences
  - Severe illness
  - Emergency
  - Class Conflict
    - **Unavoidable** due to a required course for your major that is offered no other time of day or week.
    - See “Class/Lab Conflicts”
- Last Rehearsal Before a Game
  - Marching Band members who miss 30-60 minutes of the last rehearsal before a game will not march the Pregame Show.
  - Absence from or tardiness in excess of 1 hour to the rehearsal before a game rehearsal in excess of 1 hour will not march the Pregame or the Halftime Show.

## Performances

- Tardiness
  - Defined as 5 or more minutes late to call time
  - Two unexcused tardies = One Unexcused Rehearsal Absence
  - Football games – buses will leave without you
    - You will be responsible for getting yourself to the game
  - Trips – buses will leave without you
    - If we are taking the bus to the airport, you will become responsible for getting yourself there in time for us to board the plane and leave.
- Attendance is always assumed to be MANDATORY
  - School Breaks
    - Some performances take place during school breaks (i.e. Fall Break, Thanksgiving Break, Winter Break etc.) THESE ARE STILL MANDATORY. Plan your travel accordingly.
  - Class conflicts
    - For any performances, trips or other events scheduled during school time, all students will receive an official excused absence letter from the Dean of Students.
  - Given an unlikely or extenuating circumstance that will not permit you to attend a mandatory performance, you MUST contact and meet with the Director IMMEDIATELY.

## Grading

- Performance Tests - **40% of your final grade.**
  - Every member of the Band of the Hour will be evaluated a minimum of 3 times during the course of the semester.
  - These will take place just before or immediately following rehearsal.
  - The following will be evaluated - music memorization, routine memorization, drill marching, performance accuracy, and showmanship.
  - If you are not satisfied with the grade you receive on one of these tests, you may petition the Director for a re-test to prove your ability on the material.

- o **PRO TIP** - If you are in attendance for and practice in between all rehearsals, you are most likely to know the material well and therefore do well on the performance tests.
- Rehearsal Attendance - **60% of your final grade.**
  - o For every unexcused rehearsal absence your attendance grade will drop one full letter.

## **Attendance Procedures**

All tardy, absences, early dismissal requests **MUST** be submitted via the

### **Absence Request Form.**

- How to Submit an Absence Request Form
  - o Go to [www.bandofthehour.miami.edu](http://www.bandofthehour.miami.edu) > Members
  - o Complete and submit form at least 48 hours **before** the applicable rehearsal.
  - o Contact your section leader and notify them of your tardy/absence/early dismissal.
  - o Await review and approval from the Director.
    - If the request is not approved, students may appeal the decision to the Director. Approval after an appeal is not guaranteed.
- Any tardiness, absence, or early dismissal that occurs last minute or unexpectedly due to extenuating circumstances must be submitted via the Absence Request Form within one week **after** the applicable rehearsal.
  - o Any forms submitted after one week will automatically be denied regardless of the reason.

## POINT SYSTEM FOR ACCOUNTABILITY

In order to hold each of our members accountable for the expectations outlined above, we have created a point system to keep a record of who is, or is not, meeting these expectations. Each issue or lack of preparedness corresponds to a certain number of points given which in turn corresponds to specific consequences. If you do everything that you're supposed to do, you won't earn any points, and you won't have anything to worry about!

### Point System Structure

Number of Points	Reason
1 point	Violation of Rule 2: <ul style="list-style-type: none"><li>● Missing chips, drill, music, and/or water</li><li>● Missing uniform parts</li></ul>
2 points	Violation of Rule 1: <ul style="list-style-type: none"><li>● Tardy to rehearsal or performance time</li></ul> Violation of Rules 7, 8, 9, or 10: <ul style="list-style-type: none"><li>● Inappropriate attitude or behavior at any band activities.</li></ul>
3 points	<ul style="list-style-type: none"><li>● Unexcused absence from rehearsal.</li></ul>

\*Two Unexcused Tardies = One Unexcused Absence

\*Certain point values may be reduced by half if the section leader is informed in advance (i.e. a student informs the section leader that they have forgotten their drill and/or chips, is apologetic, and *wants* to rectify the situation).

## Consequences

<b>Number of Points</b>	<b>Consequence</b>
3 points	<ul style="list-style-type: none"><li>● Formal check-in with Section Leader and Drum Major required.</li></ul>
5 points	<ul style="list-style-type: none"><li>● Formal check-in with Professor Rees required.</li><li>● Stipend deduction of \$100.</li></ul>
8 points	<ul style="list-style-type: none"><li>● Stipend deduction of \$200.</li><li>● Grade deduction of 1 letter grade.</li><li>● Potential dismissal from FBOTH.</li></ul>
10 points	<ul style="list-style-type: none"><li>● Stipend deduction of \$300.</li><li>● Grade deduction of 2 letter grades.</li><li>● Potential dismissal from FBOTH.</li></ul>

Points are documented by Band Staff and section leaders and are reviewed by the Drum Major. All points are subject to approval by Professor Rees. Contact Professor Rees for appeal and/or questions.

## **CLASS/LAB CONFLICT**

We understand that there are occasional conflicts with a class or lab that may make it difficult for you to participate in the FBOTH. We have another form for this, known as the Class/Lab Conflict Form, which can be found in the Band Office.

If you have a class scheduled which takes away from some rehearsal time, fill out this form and bring it by the Band Office. You, as the member, must understand, however, that you have the responsibility to learn the music/drill/routine and keep up with the other members of the organization who are attending all rehearsals. It is imperative that you obtain the Class/Lab Conflict form from the Band Office or a Band TA and submit it so that we know about your conflict.

## **HURRICANE PLAN**

In the event or threat of a Hurricane, the Frost Band of the Hour will follow University procedures. If the Coral Gables campus is closed, there will not be rehearsal. If the campus is open, rehearsals will continue. Do not make assumptions regarding rehearsals or performances. When in doubt, contact your section leader for up-to-date information.

## **STIPEND**

Members of the Band who are full-time degree-seeking students at the University of Miami will receive up to a \$1500 stipend. Students who are not full-time UM students will receive up to a \$1000 stipend.

Stipends will be paid in two parts – at the end of the fall semester and in the spring semester. The spring semester portion will be awarded only after all uniform parts, instruments, and equipment are returned in satisfactory condition by the specified deadline.

All deductions according to members' earned points and attendance violations will be taken from the SPRING semester portion of their stipend.

## **FEES AND PAPERWORK**

**Every band member is charged a non-refundable band fee due no later than August 31st, 2023.** Fees and Documents that are not turned in by this date will severely impact your grade, stipend, participation, and travel.

Fees will be accepted via cash, check, or money order. Checks and money orders must be made out to the University of Miami. Each fee must be paid separately (**TWO separate payments – one check for your combined Band Fee & Rental Fee, and a second check for your Rental Deposit**). The memo section on checks and money orders **MUST** contain your **first and last name**.

The fee structure is listed below:

### **All Members (Winds, Brass, Percussion, & Auxiliaries):**

- 1) **Band Fee** - Fee includes 1 pair of marching shoes, 2 pairs of gloves (1 performance pair, 1 practice pair), white Dri-Fit shirt and black shorts to be worn under the uniform, 2 t-shirts for pep performances, hat, a duffel bag, and a water bottle.
  - a. \$75 for new members
  - b. \$40 for returning members
  
- 2) **Instrument/Equipment Rental Fee** - Fee is applicable to all members who use any equipment belonging to the band i.e. poms, instruments, flags, etc.
  - a. \$30
  - b. \$60 deposit – refunded at the end of the season pending equipment returned in suitable condition and in a timely manner.
    - i. Deposits do not carry-over from year to year.  
Students that fail to receive their deposit at the end of the year/season will not get it back.

### **Required Documents for non-UM students:**

- 1) Course Registration Fee - \$150
- 2) Most recent official transcript
- 3) W-9 form
- 4) Health/immunization records

## SUPPLIES FOR SUCCESS

You will be provided with all of the following supplies as a member of the Band of the Hour:

- Music
  - Winds – digital library available on the Flip Folder App
  - Percussion – music books
- Flip Folders
- Lyres
- Drill Charts
- Drill Notebooks
- Chips

You are required and expected to have all of the above items with you at all times. You are also required and expected to provide and have in your possession at all times:

- Pencil
- Safe apparatus in which to carry and maintain these items

ALL of these items are imperative to learning our music and drill successfully.

If you are missing any of these items at any point during a rehearsal, you will earn points in accordance with the Point Accountability System.

If at any point in the season you need to replace any of the provided items above, you must fill out the Supply Request Form and pay for the replacement item. This form can be found on the Facebook Group. The replacement costs and methods of payment are outlined on the “Replacement Costs” page of this handbook, as well as on the Supply Request form. Should you need new copies of music, you will be able to find them on the Google Drive folder link on the Facebook page.



## **INSTRUMENT RENTAL**

The Instrument Room is located inside the Band Rehearsal Hall. The use of a FBOOTH instrument is a privilege extended to you by the Frost School of Music. Every effort has been made to provide you with a clean, functioning instrument.

### **Instrument Rental Procedure**

- Wind players will receive their necessary instrument/equipment on the first day of Band Camp at the end of camp Registration, after they have paid their fee (\$30) and their deposit (\$60).
  - If you do not pay your fee AND deposit, you will not receive your instrument until they are turned in.
- Upon receiving the instrument, examine it for damage and immediately report to the tending Teaching Assistant of any pre-existing damage.
  - Failure to do so may require you to pay for such damage upon returning the instrument.
- With your instrument (WINDS) you will receive the following
  - Lyre and cell phone adapter
  - Mouthpiece (if needed)
  - Appropriate maintenance supplies (i.e. valve oil, neck strap, slide grease, cork grease etc.)
  - Instrument Luggage Tag
- Make sure that the bar code on your instrument has been scanned and that the tending Teaching Assistant has all your correct information in the computer.
- Drumline and Auxiliaries will receive their necessary equipment from their staff members.

## **INSTRUMENT MAINTENANCE**

### **Cases**

To avoid unnecessary damage to the FBOH instrument, **please store and transport it in its proper case at all times.** These cases are designed to hold only the instrument and limited supplies. **Store only the instrument in the case.** Please alert a Teaching Assistant if you have problems with any case so that it can be corrected as soon as possible.

### **Luggage Tags**

You must fill out and put the luggage tag provided during registration on your instrument case in order to easily identify it. This should be filled-out with name, address, phone number, and placed on all instruments both school and personally owned. If your luggage tag becomes lost or damaged, please submit a request via the Instrument Maintenance Request form found on the Facebook page.

### **Storage**

All students are responsible for the storage of their instrument throughout the season. Once instruments have been assigned, students are expected to keep their instrument with them to facilitate practicing and arriving to rehearsals and performances on time and prepared.

Exceptions to the above would be for sousaphones and drums, which are stored in the Broby Hallway; and baritone saxophones, which can be stored in the instrument storage room in RC 102. If you live off-campus and use public transportation you may be issued a locker or permitted to store your instrument on the shelves in the instrument room on a case-by-case basis.

Color Guard and Dance Line members will be given instructions from staff concerning storage of show equipment in RC 102 storage rooms, and personal practice equipment.

### **General Maintenance**

Care for all instruments as if they were your own property. Every member of The Band of the Hour should take great pride in this and do everything within their power to keep this equipment in pristine condition to honor the donors as well as past, present, and future bands.

Keep all instruments clean. Be sure to always have everything in good working order, including oiled valves, good reeds, proper drumsticks and mallets with good tape, etc. If you are unsure of how to properly maintain the care of your instrument, please ask your section leader or a TA.

All saxophone and brass players are required to wear white practice gloves anytime they are playing their instrument. This is always required without exception. Ensure that your practice gloves are in good condition. Playing with ripped and dirty practice gloves can cause more damage to the instruments, and can result in point earned. Students that need new practice gloves purchase them from the uniform crew by submitting a request on the Uniform Request Form, found on the Facebook page.

Keep cases closed at all times while outdoors in case of inclement weather. See a staff member as soon as you notice any kind of problem with your instrument or case.

### **Damage and/or Loss**

It is your responsibility to report any major damage, theft, or loss when it occurs, or you may be charged for the damage or loss. Major damage/loss must be reported by filling out and submitting the Instrument Damage/Loss form on the Facebook page. **Telling a band staff member or student does not qualify as reporting damage.**

## INSTRUMENT RETURN

ALL INSTRUMENTS must be returned at the end of marching season, REGARDLESS of your continued involvement with Pep Band. This will occur immediately after the first Pep Band Rehearsal at the start of the spring semester.

### Instrument Return Procedure

- Ensure that all of the following are in your possession:
  - Instrument inside the appropriate case with the following items:
    - Mouthpiece/neck strap (if applicable)
    - Maintenance supplies (valve oil, slide/cork grease, slide kits etc.)
    - Lyre and cell phone adapter
- Ensure that all slides and valves are properly lubricated and functioning. If your slides and/or valves are stuck, contact a TA to ensure that it is fixed BEFORE you come return your instrument.
- Bring your instrument and necessary supplies to RC 102 at designated return time.
- Return lyre **and** cell phone adapter to the tending section leader and/or teaching assistant.
- Open your instrument case for the tending section leader/teaching assistant to make sure that there are no unnecessary items in the case.
  - Make sure ALL UNNECESSARY ITEMS ARE REMOVED (i.e. gloves, chips, nametags, pencils, music, drill books etc.)
- Play the instrument for the tending section leader/teaching assistant to ensure it is properly functioning. Student must also demonstrate that all sides and valves are properly lubricated and can move as necessary.

If you are NOT CONTINUING WITH PEP BAND

- Return your lyre and cell phone adapter to the tending section leader/teaching assistant
- Return your instrument to the tending section leader/teaching assistant
- **If you fulfill all of the previously outlined requirements – Get your deposit back!**
  - Students that fail to meet ANY of the previously outlined requirements will not receive their deposit back.

If you ARE CONTINUING WITH PEP BAND

- Keep your lyre/adapter AND your instrument
- Follow all of these same return procedures AGAIN, following our annual FBOTH Mini-Camp.
- Students that meet all of the previously listed requirements will receive their deposit back at the final return day after Mini-Camp.

## **UNIFORM POLICIES AND PROCEDURES**

We need to take great care of uniforms. They are a great symbol of pride to us and to many people. We must respect and represent this with the utmost care and intent. It is your responsibility to look like the ideal bandsman at all times.

### **Uniform Necessities**

- White Dri-fit shirt
  - Always worn underneath the jacket
- Black Shorts
  - Always worn underneath the pants
- White long performance gloves
  - Worn **ONLY** for performances, **NEVER** for rehearsals
- Long black socks
  - The **ONLY** type of socks you will ever wear with your uniform
- Black marching shoes
  - Always put on **AFTER** putting on your pants to avoid ripping seams and pants fabric.
- Uniform jacket and pants/bibbers
  - **ALWAYS** hang up neatly in uniform garment bag
- Uniform gauntlets
  - Always store neatly in the back pocket of uniform garment bag
- Uniform garment bag
  - **NOTHING ELSE** goes in this bag aside from your jacket and gauntlets
- Shako
  - Always store in black shako box when not worn
- UBand Raincoat
  - Always keep in black UBand duffle bag, bring to every game, regardless of weather report.
- Black UBand duffle bag/Auxiliary bag
  - Must be labeled with nametag insert/luggage tag completely filled out.
  - Storage for marching shoes, socks, raincoats etc.

## Uniform Fundamentals and Procedures

- Check your uniform weekly for any needed repairs (hems, buttons, etc.). Do not pull or cut loose threads.
  - IMMEDIATELY report needed uniform repairs and maintenance by completing and submitting a Uniform Request Form, which can be found on the Facebook page.
- Have someone else zip your jacket. Do not try to zip your own. You need to see what you are doing. *This will be a reminder of the importance of teamwork every time we dress!*
- **Never stack or store a garment or uniform part that is wet from water or perspiration. Proper hanging and drying of garments after each time they are worn is imperative.** This includes but is not limited to your jackets, pants, gauntlets, raincoats, shakos, gloves, socks, shoes. Store in a dry place OUT of your garment and duffle bag. Failing to do so will result in growth of mold and mildew in your uniform.
- Wash your gloves for every performance. (An extra pair of band gloves is a good idea for two show weekends.) Each band student is given one pair of gloves as part of their fees.
- Keep all the parts of your uniform buttoned & zipped at all times. We do not walk around stadiums, parking lots, campus, etc. with the uniform partially on.
- Be extra careful of uniforms around the buses and equipment truck. Do not stand against a brick wall or other areas that will cause the fabric to snag.
- Be extremely careful when eating while in uniform. You must also be careful of the people around you.
- Clean your shako (hat) regularly. Clean with “Fantastic” style spray cleaner. Place your shako in a secure place when not wearing it.

- Having your shako fall can cause serious damage to both shako & plume. Do not place helmet in locations where the plume can get wet or dirty. Take great care to keep plumes clean and dry. Plumes will be issued and collected at each event.
- A uniform return date will be designated at the conclusion of football season. Each uniform must be complete and in good condition at the time of check-in. Incomplete or missing uniforms or materials will result in fines and delayed awarding of stipends.



## **Proper Uniform Etiquette**

1. A band member is either in uniform or not. The uniform is either worn in its entirety or not worn. If the jacket is on, it must be fastened and closed. The uniform will be worn throughout performances unless otherwise specified by the Director.
2. Jewelry is not to be worn on the student's body, uniform, or instrument. If there is something that cannot be removed, it is to be covered with a tan band-aid. Instructors may also request the covering of tattoos.
3. Hair must be worn inside the shako and off the collar for both men and women.
4. Make-up must be worn in moderation unless specified by instructors for auxiliary members.
5. Students may show spirit by displaying one "U" or Ibis temporary tattoo on their cheek. The tattoo may not be larger than 2x2". Face painting is not allowed while in uniform!!
6. No additional materials will be added to the uniform or instrument.
7. Official University of Miami caps, as provided by the Frost Band of the Hour are to be worn in the stands.
8. Black MTX marching shoes and long black socks must be worn to every performance - absolutely no other type of shoe is acceptable. Shoes must be clean.

## CARE OF YOUR “*BAND OF THE HOUR*” UNIFORMS

### **CESARIO Uniform Washing Instructions:**

The Cesario collection of band uniforms is performance wear made for easy care, comfort and durability. **Proper care is imperative with any garment. PLEASE READ CAREFULLY!**

#### **Laundering**

- It is very important that everyone uses the **same washing procedure** to insure correct care. **Do not dry clean the uniforms.** Colors remain brighter with machine washing and chemicals used in dry-cleaning can often affect the material from which the uniforms are made. **Never dry clean sequins, metallic dot fabric or laminated fabrics.**
- **Avoid washing bib pants and jackets together! Never wash in hot water! Use only non-chlorine household laundry detergent.**
- **NOTE:** Always test wash one garment before the entire set. Water in different regions of the country can sometimes react differently in combination with different detergents and fabrics

#### **Jackets and Bib Pants:**

- Jackets and bib pants are made of completely washable polyester-gabardine. If other fabrics are sewn into the jacket they are also washable.
- Any piece that is removable (is attached with Velcro, snaps etc. **must be taken off and cared for separately.** The removable piece can consist of sequin, mylar or other delicate material.
- If a stain does occur, sponge with water or treat with an appropriate product before it has time to set and before laundering. (See stain removal “**Quick Reference**” guide) You may use “Spray and Wash” and other **non-chlorine** stain removers when washing. **Use only non-chlorine detergent!** Many detergents are harsh and have a bleaching ingredient that will cause even colorfast fabric to migrate.
- **Do not use liquid fabric softener on Cesario band uniforms!** A softener sheet may be used in the dryer, however, use only one (1) sheet per dry load (see drying directions below).

- Machine wash on the gentle / permanent press cycle, but **do not overload machines. Launder 4 to 6 pieces at a time.** At cycle completion place garments in dryer, and dry on cool/permanent press setting.
- **Caution: Do NOT use a hot dryer setting!** A hot dryer setting will remove the press. When dried on a cool or permanent press setting, uniforms will require very little touch up. **Remove garments from the dryer and place on a hanger immediately.** Launder pants with snap tape left in place, so that the length sizing does not have to be repeated each time uniforms are laundered.

### **Garments or Pieces with VELCRO:**

- Make certain that the hook side of the Velcro is not exposed when laundering uniforms to avoid a ‘picking’ of the fabric.
- If a jacket has both the hook (hard side) and loop (soft side) of Velcro, **hook pieces together evenly so the hook side is not exposed.**

### **Baldrics and Gauntlets:**

- Gauntlets are to be washed on a gentle cycle and dried on a permanent press setting in a dryer observing all laundering instructions previously provided for this fabric type.
- **Make sure to hook the Velcro closure together when laundering in a machine to avoid picking of fabric.**
- All baldrics and gauntlets with sewn in trims are laundered in the same manner with the exception of **Sequin Trim.** These must be hand washed in cool water, then towel dried to remove excess water. They should lay flat to dry and **always wash in cold water.**

### **Special Precautions:**

- No perfume, deodorant, or hair spray should be sprayed on or next to garments. The residue from these items will cause a build up on the fabric or sequins causing them to lose their luster.
- Excess friction of Velcro or sequins against the fabric may pick

the fabric. ‘Picks’ are easily removed with an electric beard trimmer or tool designed for this use.

- **Instruments and Drums** that have sharp, protruding edges points: these areas should be covered with foam or other protective substance to avoid rubbing the fabric unnecessarily.

### **Helpful Hints for Care and Maintenance of Uniforms**

**REMEMBER** – Washable uniforms, like all clothes, can get stained. It is important to remove the stain as soon as possible. This list is enclosed to help you with difficult and unusual types of stains.

- **BLOT STAINS WITH WATER, SOLVENTS, AND CLEANING AGENTS!** Do not rub!
- **PRE TREAT STAINS BEFORE WASHING** (apply stain treatment and scrub with a toothbrush or other like tool before the item is placed in the washing machine.
- Use regular laundry detergent (without chlorine or reads safe for colors)
- “Lestoil” – will take out most stains
- “Simple Green” – For hard to remove grass stains or dirt rings on collars and sleeves. (This product is found in automotive department) We prefer the spray type.
- “Carbona” – Has a variety of removers called “Stain Devils”. Listed below are the different removers. “Stain Devil” – Make Up and Grass Remover, “Stain Devil” – Blood and Milk Remover, “Stain Devil” – Coffee, Tea and Cola Remover, “Stain Devil” – Chewing Gum and Glue Remover, “Stain Devil” – Ink and Crayon Remover
- “Whink” – For removing rust stains
- Make sure that percussion harnesses/carriers are padded with foam or other cushion-like material.
- This will help prevent the metal carriers and bolts from damaging the jacket. We do not guarantee our uniforms on damage done from percussion harnesses.
- Aerosol hair spray or rubbing alcohol will remove ink stains.
- Waterless hand cleaner like those used in the automotive environments can be used as a pre-treat for grease, oil, tar, or paint. This product dissolves the oil-base stain before it sets in. **This must be used BEFORE ANY WATER BASED treatment.**

## **REPLACEMENT POLICY/ COSTS**

Proper care of the FBOTH uniform, supplies, and materials is the responsibility of each band member. Students that need to replace any uniform parts, supplies, or materials must complete and submit the appropriate forms found on the Facebook page, as well as pay for the replacement item upon receiving it.

### **Replacement Costs:**

- Marching Shoes - \$20
- Black Tote Bag - \$15
- Marching Practice or Performance Gloves - \$3
- Color Guard Gloves - \$16
- Poker Chips - \$1/chip
- Lyres - \$5
- Cell-phone adapter for lyres - \$30
- Drill Charts - \$2
- Drill Notebook and shoelace - \$3

## FlipFolder Setup Guide – Wind Players

The FBOTH is excited to switch to a digital, paper-free music library. Band members will now be able to view music on smartphones. The following guide will help familiarize you with Flip Folder, the app FBOTH will be using.



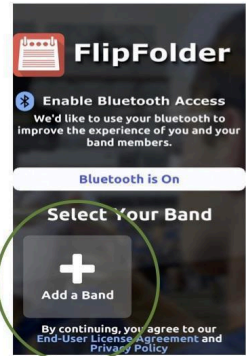
1. Download *FlipFolder* app and install on your device, the icon looks like this:



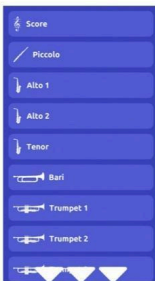
2. Open the app and select how you would like to sign in. Use whatever email you prefer, however we recommend using your school email.

3. Make sure your Bluetooth is on

4. Select “Add a Band”

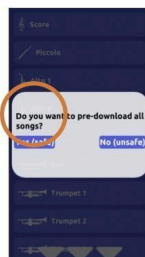


5. Enter “hurricanes” into the connect ID

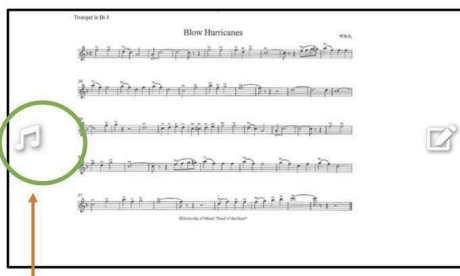


6. Select your instrument from the dropdown menu. Returning members should choose the part they played last year. New members - take a guess and adjustments may be made during band camp.

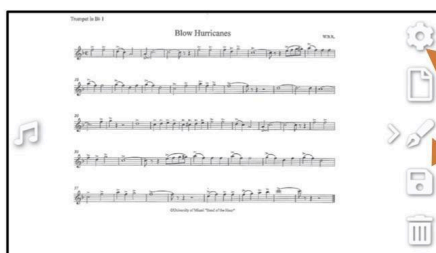
7. We recommend pre-downloading all songs. This avoids a lag when pulling up songs during rehearsals.



8. Your screen should now look something like this:



This icon on the left of your screen opens the music library and allows you to change the song displayed on your screen.



By tapping on the notepad icon on the right, the following options appear:

Settings (allows you to change parts and manage app settings)

Display options, allows you to flip orientation of music

Mark-up tool

## UNIVERSITY OF MIAMI ALMA MATER

The Alma Mater was composed by Christine Asdurian, with words written by William S. Lampe. It is played and sung by the band after every sporting event, win or lose.

*Southern suns and sky blue water  
Smile upon you, Alma Mater;  
Mistress of this fruitful land,  
With all knowledge at your hand.  
Always just to honor true,  
All our love we pledge to you.  
Alma Mater, stand forever  
On Biscayne's wondrous shore.*



