

# Marching Mules Handbook

Syllabus for: MUS 1005 - Marching Band



## FOREWORD:

The purpose of this handbook/syllabus is to provide students with details of the policies and procedures used by the University of Central Missouri Marching Mules. The materials here are intended to be self-explanatory. However, students should feel free to bring problems and questions to the attention of the Staff. In order to maintain the excellence of the Marching Mules, students are expected to familiarize themselves with this handbook.

## THE TRADITION OF THE MARCHING MULES:

The Marching Mules have developed a strong tradition and earned the respect of a large audience throughout the region. It is our goal to perform at such a high level that the reputation earned by those before us may be passed on to those who follow. The Marching Mules is a select organization whose function is to perform at university football games, occasionally at professional football and baseball games, as an exhibition band at The Festival of Champions, at selected away games, and on demand for other university functions, including post-season games. First and foremost, its mission is to entertain. Secondly, it is intended to serve as a training lab for members who may become band directors. In addition, Marching Band helps the student achieve the first outcome of the B.M.E. degree. This course provides students with the knowledge and skills to “teach essential elements of music and music performance at elementary and secondary school levels.” The music we present is that which will be understood and enjoyed by our audience. This music may include marches, ceremonial, show tunes, commercial, jazz/rock, folk, patriotic, and classical music. The audience should expect that whatever is done will be done well. Performances will contain variety, musical excellence, visual interest, and tradition in a well-paced show containing varying tempi, dynamics, and drills. To accomplish the above, it will be necessary to have a regular change of show content. The constant goal must be toward presenting the very best performance possible within the time limitations imposed. Individuals in the band should reflect a positive spirit and have fun, while maintaining a dedicated work ethic. The end result will be an enjoyable experience for everyone involved (students, audience, and staff). College marching bands do not enter competitions, but do present exhibition performances. In the Marching Mules, competition results through a drive for excellence, both personal and as a team.

## MARCHING BAND RESPONSIBILITIES:

The key to this structure begins with the most important element -- the individual contributions from each band member.

## Marching Mules:

Each member of the Marching Mules is responsible for his / her own commitment to the success of this team. The key word in the previous sentence is “commitment.” Students who report on time, illustrate constant improvement of marching technique, strive to better themselves as musicians, performers, and show enthusiasm toward Central and The Fighting Mules, will be rewarded with the personal satisfaction of doing their best while earning a service award (scholarship) and the highest possible grade!

## SERVICE AWARD INFORMATION:

Each member of the Marching Mules receives a service award of to \$600\* in recognition of their time and commitment to the Marching Mules and to UCM. Service awards, unlike traditional scholarships, must be earned over the course of the semester/season. Therefore, \$300\* will be deposited directly into student revenue accounts prior to the start of the fall semester. A second deposit will be made at the conclusion of the football season according to the grade each member earns, using the following distribution:

- Students earning a grade of "A" will receive an additional \$300 at the end of the season (\$600 total)
- Students earning a grade of "B" will receive an additional \$200 at the end of the season (\$500 total)
- Students earning a grade of "C" will receive an additional \$100 at the end of the season (\$400 total)
- Students earning a grade of "D" will receive no additional award (\$300 total)
- A failing grade (“F”) in MUS 1005 will result in forfeit of the initial \$300 award.

**Note:** Students with a surplus in their revenue account at semester’s end should see the revenue office to discuss access to the additional funds. In most cases, students apply the surplus to spring semester fees.

\* Undergraduate Assistants, Senior assistants, Drum Majors, Team Leaders, and students in the drum line (batterie) receive an additional service award due either to their service on the marching band staff or their additional performance requirements.

## ATTENDANCE AND GRADING (All students must be enrolled for MUS 1005):

All absences, regardless of reason, must be reported using the online Absence Request Form (found via UCMbands.com). The Directors reserve the right to pass final judgment on the validity of any excuse.

<u>Absence Record &amp; Commitment to marching / playing improvement</u>	<u>Grd.</u>
Unexcused absences = 0 and strong improvement/consistency in marching/playing technique	A
Unexcused absences = 1 and/or limited improvement in marching and playing technique	B
Unexcused absences = 2 and/or no illustration of improvement in marching and playing technique	C
Unexcused absences = 3	D
Unexcused absences = 4 (dismissal)	F
Unexcused absence from a performance (dismissal)	F

**\*Two unexcused tardies will be graded as the equivalent of 1 unexcused absence.**

NOTE: Late arrival to a game day rehearsal without legitimate excuse MAY be viewed equal to an unexcused absence from any other rehearsal and consequences MAY include the corresponding grade and/or service award reductions.

**Excused Absence:**

Emergencies such as a death in the immediate family, or extreme illness will be considered as excused absence. Weddings, previously scheduled performance engagements, etc. must be approved by the Director before the end of Preseason Camp. In the case of illness, a physician's note will be expected, to document the absence. Excessive excused absences may result in the denial of the excuses, or the student's dismissal from the band.

**Unexcused Absence:**

Any request concerning the attendance policies must be given in writing and IN ADVANCE (2 weeks, when possible), with the exception of a death in the family or sudden illness. When requested, students must supply an official physician's note, in the case of illness. Excuses must accompany the student upon his/her return following the absence. Late written excuses may not be accepted. Verbal excuses will not be accepted under any circumstances.

Items that are normally considered unexcused: attending concerts, musicals, dances, fairs, birthday parties, etc. Work conflicts or extra-curricular university activity (activities not related to a class, including most fraternity/sorority functions and intramural sports). Broken instrument, no lyre, missing music, missing charts, will not be acceptable excuses for tardiness or missed rehearsals. If you have any questions regarding potential absences, please see the Director before assuming it will be approved.

**Tardiness:**

The Director should be notified if there is a class or another situation that may make you tardy for band rehearsals. The Director will determine if the situation is viable and if the student will be excused. Excessive tardiness may result in the lowering of the student's grade or in the student's dismissal from the band.

**Absence From Performance:**

Absence from a performance is generally considered inexcusable. Certain emergencies may require a student to miss a performance. These should be handled in the same manner as excused absences. However, weddings, anniversaries, etc., must be brought to the attention of the Director before the end of the first week of the semester, whenever possible. If a wedding or similar situation comes up during the season, while every effort to formulate a compromise will be made, you may be expected to stay for the Marching Mules performance. Unexcused absence from a performance will result in dismissal from the band and billing for the service award money that has been credited to your account (See Grading Policy).

**ALL absence or tardy requests** must be submitted in advance through the UCM Bands Absence Request Form, found online through [UCMbands.com](http://UCMbands.com).

### **Special Rehearsals/Pep Rallies:**

Please note the times for stadium rehearsals on the Bands Calendar (via Charms). Saturday rehearsals are scheduled prior to the start of the school year. Therefore, there is no reason for a student to be late, or to miss a Saturday rehearsal. Tardiness at these rehearsals will be treated as an unexcused absence and may result in more stringent grading and service award penalties.

The Marching Mules are normally asked to perform at 1 - 2 pep rallies throughout the fall semester. Performance at the Homecoming Pep Rally (see calendar) is mandatory.

### **Post-season Requirements:**

When the Fighting Mules football team qualifies for the NCAA Division II National Playoffs, or other postseason play (the Mineral Water and Kanza Bowls, for example), which are typically held in late November or early December, the following policies will be used:

1. If the game is at UCM : Mandatory performance for everyone in Marching Band
  2. If the game is off-campus : A volunteer pep band, guard, and twirler group will perform at the game at the request of the Department of Athletics.
- Official dates & times will be released as soon as they are available. All tournament games will have the same requirements. Students must have performed in at least 1 post-season event to be eligible to travel to the NCAA Division II National Championship game.

### **Post-season Concert Ensemble Requirements**

Detailed information regarding the Wind Ensemble and Symphonic Band is available online through [www.UCMbands.com](http://www.UCMbands.com), including specific audition information for the Wind Ensemble. The structure of the concert bands in the fall semester remains as follows:

Wind Ensemble (MUSIC 4010) meets MWF, 1:00-1:50 in Utt 102B.

1. Auditions for the Wind Ensemble will be held during the first week of fall classes. Audition signups will be posted on the bulleting board outside of Utt 109.
2. The Wind Ensemble is open (by audition) to all students and will satisfy the degree requirements for ensemble participation for music majors and minors.
3. Once the marching season comes to a close, those students who are in both Wind Ensemble and Marching Band in the fall will be released from any commitments during the Tuesday/Thursday Marching Band rehearsal schedule.
4. Any music major or minor not in Wind Ensemble, who needs to use MUSIC 1005 (Marching Band) toward their degree's ensemble requirements, OR any student who is on a music scholarship from the department's Woodwind, Brass & Percussion Area must complete the fall semester as a member of the **Symphonic Band**. We also encourage any non-music major/minor to take advantage of this outstanding ensemble opportunity

## **RECORDING RIGHTS POLICY:**

In exchange for the instruction students will receive in this class they acknowledge that they will participate in performances that may be recorded, reproduced, altered into derivative forms and distributed for educational purposes, and by remaining in this class they agree to waive all claims and transfer to UCM all ownership rights and rights to income, royalties, damages, claims and payments due in law or equity related to these performances.

## **EARNING THE SERVICE AWARD:**

By accepting the university service award you have agreed to a team commitment that, when fulfilled to the best of your abilities, will result in the highest level of achievement by the Marching Mules. As a “paid” performer, you will be expected to treat your commitment to the Marching Mules no differently than you would a job, an athletic team, or any other organization expecting only your best efforts.

In order to help students best understand the expectations of the staff, we will hold “performance reviews” throughout the season – the first review being scheduled during Preseason Camp. The performance reviews will generally fall into two categories: March-Offs and Sound-Offs. Both types of review are detailed below.

### **“MARCH-OFFS” / “SOUND-OFFS” - Excellence and Accountability:**

Regardless of the number of students on each Team, each member of the Marching Mules is, and will be treated as a key part of the total program. Maintaining the standards and expectations of the Marching Mules begins with each individual and will result in a more rewarding experience for everyone involved with this program. Virtuoso ability is not expected. However, commitment and a willingness to try are.

To insure that each member of the Marching Mules recognizes their vital contribution to our success, there will be “March Offs” and “Sound Offs” during the season. The march off is a marching assessment while the sound off targets the musical performance level of each individual. Dates for both reviews will be indicated in advance on the season calendar. Requirements for each review will be given to Team Leaders well in advance. The march-offs and sound-offs will occur during designated times within our regular rehearsal time.

### **Assessment:**

March-Offs / Sound-offs will be administered by the Marching Mules senior staff, graduate staff and faculty, in either individual or small group sessions [sound-offs consist of visual evaluation for color guard].

Evaluation material (marching fundamental execution, drill execution, memorization, selected passages, etc.) will be available well in advance of the review.

Team Leaders define a desired performance level in sectionals through personal illustration, or assistance from an outstanding marcher or player on their team.

**Results:**

Our goal is to assist every student with personal marching and musical growth. Team Leaders will advise students of methods (occasionally recommending additional sectionals) to improve performance levels. In cases where a student is making an effort to improve, but requires faculty assistance, they will be referred to the appropriate staff member for additional instruction. Students who are not showing an effort to improve will be referred to the band staff for counseling.

Consistent band staff referral of an individual who is not striving for personal improvement will result in a lowering of the grade, and possible dismissal from the class. Color Guard members are not allowed to perform during halftime shows until they can demonstrate mastery of each routine while performing individually.

**REHEARSAL PROCEDURES:**

The normal weekly schedule for the Marching Mules will consist of two 2-hour rehearsals (3:30-5:30 PM) each Tuesday and Thursday. **IF**, in a week in which there will be a performance, circumstances dictate, the Directors reserve the right to ADD in a 1-hour "polishing" rehearsal from 4:00-5:00 PM that Friday. There will ALWAYS be a 2-hour rehearsal on the Friday afternoon of the week of the **Festival of Champions**. Stadium rehearsals on game day Saturdays will be treated as "dress rehearsals" (no uniform required, unless expressly stated) for the pre-game and half-time performances that afternoon or evening. Please check your UCM e-mail account regularly for location changes, especially in the event of inclement weather.

Students are encouraged to bring a water bottle to rehearsals. Although we will take short breaks with water provided, students may find it most convenient to rehydrate using their own water bottles.

Rehearsals begin at 3:30 PM on Tuesdays & Thursdays, and end at 5:30 pm. (Note: stadium rehearsals are scheduled the mornings of game days on Saturdays, or during the normal rehearsal time on Thursdays when there is an evening game). "Begin" means that you should have your instruments tuned and warmed up by the designated starting time. Please be prepared to begin playing or marching at the start times listed above. Students are expected to stay for the entire rehearsal unless special arrangements have been made with the director. Each student is responsible for his/her instrument and should see that the instrument is properly cared for at the conclusion of the day's rehearsal.

**POINTS OF EMPHASIS REGARDING DAILY REHEARSALS:**

Tennis shoes are required for all marching rehearsals. Students arriving at rehearsal with any other type of footwear will be counted tardy until they return to the rehearsal with tennis shoes.

The following are required at every rehearsal: Instrument (in working condition), all drill Charts, Coordinate Sheets, and Flip folder (with music to be used at each rehearsal), and a pencil.

## **SECTIONALS:**

Several sectionals will be scheduled into the season calendar during the regular rehearsal times. March Offs / Sound Offs will be administered during these sectionals. Team Leaders may request that students attend specific team sectionals outside of class time. If you agree to attend a sectional, you will be expected to attend. Tardies and absence will be recorded for students who abuse this honor system. Team Leaders are instructed to be sensitive to class conflicts, work schedules, etc. that may prevent students from attending a team sectional. Students can expect outside sectionals to be kept to a minimum.

## **PERFORMANCE POLICIES:**

Following is the usual schedule for performances (excluding off-campus events).

1. Meet in Utt 102B (according to scheduled time communicated by the directors; warm-ups, short music rehearsal, and information).
2. March to game
3. Perform Pre-game
4. Perform cheers and yells during the game, during time outs, and during quarter breaks
5. Perform Half-time show
6. Perform during 2nd Half of game
7. Perform a closing selection(s) after the game
8. March back to UTT
9. Gather for last minute announcements
10. Dismissal

Itineraries will be provided for all out-of-town events. The performance schedule listed above will apply to out-of-town events also, including the Chiefs performances, at which students are expected to remain with the Marching Mules for the duration of the event.

## **GENERAL PERFORMANCE POLICIES:**

Policies concerning dress and performances are designed to present a positive image to the audiences for which we perform, and to reflect the objectives of "The Tradition of the Marching Mules." Remember that you represent the university, the music department, and yourself at public events. Our goal during a performance day is focused on entertaining the audience, supporting the athletic teams, and representing the university in a positive manner. Please make arrangements to meet your friends and/or families after the dismissal time (item #10 above).

## **General Policies:**

1. Only current Marching Mules members are allowed to sit with the band. Students are expected to sit with their instrument team during 1st, 2nd, 3rd, and 4th quarters. Individuals not enrolled in marching band will be asked to sit elsewhere.
2. Teams may be given a designated break time if necessary during the 3rd quarter of each football game. This time is intended to allow for time to use restrooms and as an opportunity for a chop break and refreshment. Athletics provides chilled bottles of water following every halftime performance.

3. No gum chewing, smoking, or other tobacco use at rehearsals or performances.
4. Only small gold or silver post earrings may be worn with the uniform.
5. Sunglasses may be worn in the stands at the stadium, but may not be worn during performance times (halftime, pregame, march to stadium, and march from stadium). The staff reserves the right to exclude sunglasses that do not match the colors of the uniform. (Black, White, or Red frames).

### **UNIFORM POLICIES / MUSIC / INSTRUMENT POLICIES:**

The Marching Mules uniform is not only one of the most expensive items on loan to students (\$600 per uniform), it also represents the PRIDE that we hope every student will have for the Marching Mules and the University of Central Missouri. No student should have possession of any part of the uniform, unless exclusively checked out by the Marching Mules faculty. Anyone found in possession of any part of the uniform without permission should expect to face appropriate legal consequences.

The following wearing and use of the uniform apply to all Marching Mules members:

1. The uniform is to be worn exclusively for Marching Mules performances. If you have another obligation in close proximity to a performance, please make arrangements to change out of the uniform. Students in violation of this policy should expect severe consequences, including dismissal from the program.
2. When in public, the uniform is to be worn one of two ways:
  - i. No part of the uniform displayed : Uniform should be transported on a hanger for changing inside a building or restroom.
  - ii. All of the uniform on: Please do not come across campus with the uniform coat and/or pants unbuttoned, regardless of the weather. Instead, remove the coat and carry it on a hanger, or drape it across your arm. Suspenders should be up, and not hanging to the sides while crossing campus.

The policies above include campus parking lots, sidewalks, overpass, etc.

The goal of the Marching mules regarding uniformity of dress is to be “uniform” as often as possible. However, certain situations may warrant that a break from the “uniform” posture to accommodate the physical needs of all of the band members take place (i.e., rainy, misty and wet weather; extremely cold weather; extremely hot weather; etc.). During these times, the director will make a decision regarding uniformity. Uniform flexibility is not an option at any time except in the seating area during football games. Lack of uniformity will not be tolerated during march to the stadium, pregame, halftime, march from stadium, pep rallies, parade, or any event that places the Marching Mules in close contact with their audience.

### **Band Tee-Shirts:**

Marching Mules Shirts are required and will be available from the uniform staff. These shirts are worn under the full uniform and are considered as much a part of the uniform as the shoes and hat. The shirts are also worn for other university events such as pep rallies.



**Summer Uniform:**

In the event of extremely hot weather and/or during Pep Rallies (or similar events) the Marching Mules will be required to wear a “summer uniform” consisting of:

- Marching Mules Tee-shirt (tucked into shorts)
- Khaki shorts (belts are optional, but should match the uniform colors)
- White ankle socks (socks should come slightly above the ankle; in between crew and "no show" socks)
- Tennis shoes (predominantly white)

**Caps:**

Students may wear caps in the Marching Mules seating area during games and during outside rehearsals only, and they must be official UCM or MARCHING MULES caps. Caps will not be permitted at any other time.

**Dress:**

With the full uniform you are required to wear calf-length BLACK crew socks and black MARCHING shoes (available the first week of rehearsals). Black fabric gloves are also required (these may be purchased from band staff). Band members are not permitted to wear uniforms while attending any non-band function. Please change from your uniform immediately after each performance.

**Personal Appearance:**

Band members must be well groomed at all times. Neatly combed hair and a clean appearance are necessary for uniformity. Hair longer than the collar must be placed under the hat. (Make allowances when checking out hats).

**Uniform/Music check-out:**

Students will be notified of uniform and music check-out procedures (See [season calendar](#)).

**Uniform Cleaning:**

Students are expected to hang their uniform outside of the plastic garment bag for airing after each performance. Dr. Stagg will inform students of any mid-season uniform cleaning and the procedure for checking-in uniforms.

**Shoe Cleaning:**

Students are expected to have their shoes clean for every performance. Please see your Team Leader, or a staff member for suggestions on proper cleaning of your shoes.

**Plumes:**

Plumes are used for halftime performance only and are distributed by the staff before each halftime. Please be extremely careful with the plumes as they soil easily and are very expensive.

**Uniform/Instrument check-in:**

Times for returning uniforms and instruments will be printed on the [season calendar](#). The check-in times are usually scheduled during the band rehearsal times during the week following the conclusion of marching performances. The timely return of uniforms

is critical. Failure to return uniforms or music by the end of the term will result in the withholding of grades. Fees will be assessed for uniform damage.

### **Items Students Must Purchase:**

These items have already been mentioned but include:

1. BLACK marching shoes. Students will be able to try on sample shoes for sizing during Preseason Camp. If you own white marching shoes from high school, check with the Uniform Director for compatibility with the current Marching Mules shoe. This must be done during Preseason Camp.
2. BLACK crew socks (for full uniform) and White Ankle Socks (for summer uniform) .
3. A Marching Mules Shirt (available at Preseason camp registration).
4. BLACK gloves (available from Uniform Director).
5. A lyre (For Woodwinds/Brass only: students must supply their own lyre even if they are using a school instrument).
6. A Music Flip Folder (For Woodwinds/Brass only: we will have a representative available during Preseason Camp Registration to sell flip folders and lyres).

### **Equipment:**

Each student is responsible and liable for the music and equipment checked out for his/her use. Please take care of it.

### **Instrument Lockers:**

Individual lockers are available for storage of your instrument. You must furnish your own combination lock. Pick up an assignment card from the Music Department Office Professional in Utt 111 during normal business hours.

### **AUXILIARY UNITS - Special Concerns:**

#### **DRUM MAJORS:**

Band members must have been members of the Marching Mules for at least one year before becoming eligible for a drum major position. Auditions are normally held toward the end of the marching season. Audition schedules will be printed on the season calendar. Specific information concerning auditions will be posted on the bulletin board toward the end of the season.

Drum majors act as the primary link between students and staff and often appear as ambassadors for the Marching Mules. Due to these requirements, drum majors should possess the following attributes:

- a. Success as marchers and as musicians.
- b. Success as conductors.
- c. Success as leaders and role models.
- d. Success in academics.
- e. Success in personal appearance and conduct.

#### **TWIRLER(S):**

The Marching Mules have been honored with twirlers who represent the best twirling talent in the country. Twirlers are expected to meet all of the requirements for grading

and attendance as indicated earlier in this handbook. Twirlers may join a concert band at their option following the conclusion of the marching season. Uniforms are normally supplied by the Marching Mules.

Twirlers may be dismissed during times when the band is rehearsing and recording music, since their ability to practice relies on recordings of the musical selections.

Twirlers must report for roll call for all rehearsals. Twirling positions are open yearly by audition. Additional information may be obtained from the [Director](#).

### **COLOR GUARD:**

The Marching Mules Color Guard adds a high degree of visual and emotional impact to the marching band shows. To achieve the performance level necessary for each show the color guard meets for one additional rehearsal each week. This rehearsal will be arranged at the beginning of the marching band season. Students unable to attend may be dismissed from the Marching Mules.

Poles, practice flags, and game flags are issued to each color guard member. Students must purchase gloves, pants, special shoes (available from Dr. Stagg), and a Marching Mules tee-shirt. Color guard members are expected to meet all grading and attendance requirements, including the mandatory extra rehearsal. This includes special events such as pep rallies.

Guard auditions are normally held during the late spring. For additional information and audition requirements contact the Guard Director.

### **DRUMLINE:**

There are many demands required of the contemporary drum line. To meet these demands it is necessary for the drum line to meet for one extra rehearsal weekly. The Drum line Coordinator and Segment Leaders will schedule sectionals for the Drum line once all of the students know their fall schedules (typically done during Preseason Camp). Students unable to attend sectionals may be dismissed from the Marching Mules. (It is expected that there may be some class conflicts. These should be reported before the end of pre-season camp).

The Marching Mules will supply sticks, mallets, carriers and instruments. Students are responsible for equipment that they are issued. Any misuse of the equipment resulting in broken heads, sticks, etc., will be billed to the student.

All Drumline & Front Ensemble members are required to memorize their music (as designated by the Drum line Coordinator). This must be done no later than 2 days prior to each performance. Marching Percussion members are expected to meet all grading and attendance requirements, including the mandatory extra rehearsal. This includes special events such as pep rallies.

All percussion positions are open yearly. Contact the Drum Line Coordinator for any additional information concerning the Marching Mules Drum line.

### **MULEKICKERS:**

The Mulekickers are a drill team sponsored by the Athletic Department. They normally perform one number for each halftime performance. Additional information concerning auditions, etc., may be obtained by contacting the Athletic Department.

## **ADDITIONAL BAND PROGRAMS**

Please see information about each ensemble under the Jazz and Concert Band headings to the left.

### **Helpful Hints:**

Please feel free to stop by and see any of the directors anytime concerning band questions, ideas, or concerns. The band staff is sincerely interested in you as an important part of this organization and hopes that you will have a positive experience with the Marching Mules.

For emergency information please call the Music Office: (660)543-4530.

### **MARCHING BAND FACULTY:**

<u>Name</u>	<u>Building</u>	<u>Office</u>	<u>Phone</u>
Dr. Anthony Pursell, Director of Bands	Utt	202E	x4680
Dr. Ernest Jennings, Assistant Director of Bands	Utt	202D	x8508
Dr. Alex Smith, Percussion Coordinator	Hud	115	
Ms. Michelle Jurkiewicz, Guard Director	Utt	111	

Additional Music Faculty: email addresses and office numbers may be found on the [Music Department Web site](#).