

KUMU Agreement

• Attendance Policy

1. All rehearsals are mandatory and attendance will be taken.
2. Any member who fails to attend an announced Unit rehearsal and has not presented a valid excuse will not be permitted to perform at the following performance.
3. All excuses must be on the approved absence form and given both to the director and vice president 24 hours prior to the rehearsal that is to be excused. An absence is unexcused if you fail to submit an absence form or if your form is rejected by the Director. Please do not ask to be excused for any reason relating to work or schoolwork. Absence forms are available from the Vice President and online
4. Absences incurred due to university-sponsored trips are excused. The professor organizing the trip should provide you with an excused absence letter, which you will need to provide to the director and vice president in order to have your absence excused. If you do not clear these absences ahead of time, they may be unexcused. There will be times when you may be late or miss a rehearsal. If you know that you will be absent or late, fill out and submit an absence form in advance. The director will determine whether your absence or tardy is excused or not.
5. At times there may be emergencies and exceptions. All such circumstances will be handled on an individual basis by the Director. If you are sick or have emergency circumstances, you need to visit, call or email the vice president and director. If no one answers, leave a message. All messages will be collected before rehearsal.
6. Even if you call the vice president and director, you are still responsible for filling out an absence form when you return. Failure to do so will result in an unexcused absence.
 - a. At the time a ruling will be made as to whether the excuse is valid. This ruling will be enforced at the discretion of the director.
7. Sectionals are mandatory and attendance will be taken. Each section of the Marching Unit is to meet weekly at a location and time agreed upon by the members. Sectionals will last at least 30 minutes.
 - a. Section leaders must make a reasonable attempt to accommodate every member of their section.
 - b. If a Unit member cannot attend a sectional the member must present a valid written excuse 24 in advance to the director and the section leader for the sectional that is to be missed. The director must approve these excuses.
8. In the event that a member continues to miss sectionals and/or rehearsals, further disciplinary action will be taken at the discretion of the director and members of the section. The member will be asked to meet with the director and section members to discuss appropriate actions ranging from lowering the final grade to dismissal from the Unit.

9. The director will have a list of all members with class or internship conflicts that would cause them to miss any portion of the allotted rehearsal time.
10. All members must sign a contract signifying that they will attend all practices and performances, unless a valid written excuse is approved by the director.
11. After one unexcused absence, you will not perform in the upcoming performance, but you must attend in full uniform.
12. After two unexcused absences, the director and section members will evaluate the status of your membership, and if deemed appropriate, the member shall be removed from the organization. If the class is taken for credit, an F will be assigned as their grade.
13. The Vice President will then keep track at all performances of those who are absent. The vice president shall then alert the director of the members not present.

- **Band Camp**

1. Must sign agreement to participate for the season
2. Will receive:
 - a folder containing music & agenda
 - 1 Dot book and drill charts
 - Dot book must be completed before conclusion of band camp
 - Field markers per practice to be returned same day
3. Responsible to bring:
 - Water, instrument, appropriate attire...refer to KUMU newsletter.
4. Expected to abide by established agendas unless given changes by director or authorized persons.
5. Punctuality is the norm.
6. Cooperation with leadership and ensemble is the norm.

- **Rehearsal Policy**

1. You are ready for rehearsal when you:
 - Have a positive attitude and a willingness to work hard.
 - Are on time. To be early is to be on time; to be on time is to be *late*.
 - Have your instrument ready and in working condition.
 - Have your bag with lyre, flip folder, music, and drill charts on your person.
 - Are wearing the proper clothing for marching and the current weather conditions. Tennis shoes are required for band camp and for all rehearsals. Flip flops and sandals are not appropriate or acceptable footwear.

- Are quiet. Do not talk during rehearsal. It is impossible to talk and listen at the same time, and we cannot accomplish our goals unless we can concentrate.

- **Uniforms**

1. You will receive 1 uniform:

- Jacket with front slash and back drape.
- Pants.
- Hat & plume.
- Wrist cuffs.
- One pair of gloves.
- One pair of black KUMU shorts.
- One KUMU T-shirt.
- One KUMU garment/uniform bag with wooden hanger.
- One KUMU raincoat.
- One KUMU ball cap (to be worn in stands at all games).
- Students are responsible for the cost of replacement gloves.
- Student must purchase designated shoes and brand for KUMU.
- *Gloves, shoes, shorts, and shirt are kept by individuals at the conclusion of season.

2. ALL other components of the uniform MUST be returned.

3. Responsible to be prepared in full uniform for all required events (ex. Football games, pep rallies, etc.).

4. Student will be charged if any part is missing or not recoverable.

- **Equipment**

1. The University provides the following instruments for the marching band:

- Piccolos (limited availability)
- Tenor and Baritone Saxophones (limited availability)
- Mellophones
- Baritones
- Sousaphones
- Percussion equipment
- Color guard equipment

2. Both school and personal instruments must be kept in good working condition. If any damage occurs, report it to your Section Leader. Damage to school instruments should be reported to the director. Repairs should only be made by a professional repairman. Any damage outside of normal maintenance caused to a university instrument is the responsibility of the student to fix.

3. Brass players should provide their own valve oil and mouthpiece, and keep it with them at all times.

4. Sousaphone players must exercise diligent care of these instruments to ensure they will remain in good condition for as many years as possible. Silver sousaphones must be handled using soft clean gloves
5. Clarinet and Saxophone players should have their own reeds and should always carry a spare. Saxophonists must use their own black neck strap.
6. Drumline members will be expected to supply their own practice sticks and mallets. These practice mallets can be purchased at a discount from the band once part assignments have been determined. A performance pair will be provided.
7. A limited number of lyres are available for sale to students. Extra pages are also available. The newsletter preceding camp lists current prices. It is recommended that all band members purchase their own lyre for use during rehearsal.
8. School-owned instruments are to be returned in the same condition as they were when loaned to the student. Brass instruments shall be cleaned and flushed out, with oiled valves and clean, greased slides.

- **Season**

1. Practices: Monday, Wednesday and Friday at 3:00pm to 4:30pm. Extra practice is at the discretion of the Director
2. Students are responsible to bring dot book, drill chart, instrument, proper shoes and music/equipment (All needed unless specifically stated otherwise) to EVERY rehearsal.
3. Your attention is expected- focus.
4. Execute instructions promptly (ex. Returning to previous set)- efficiency is a must
5. Concerns or personal conflicts- speak first to section leader, BEC officer, or Drum Major. It is not efficient use of staff to Director. Act responsibly and maturely.

- **Football Games**

1. Practices are held the morning of the game. These are mandatory.
2. Must be present at call time in designated area.
3. Instrument cases and surplus materials (please keep to a minimum) are required to be placed in the stands **before** call time and cannot be carried into stands when we proceed in as a marching unit.

4. All materials must be in designated area of stands for KUMU
 5. Water will be provided
 6. Must wear given T- shirt to remove jacket at any time
 7. While in stands, uniform is at the discretion of the director
 8. Will march in and out of stadium as a unit
 9. Permission from director is required to leave early or arrive late to any given event.
 10. Lyre and music is required for stand tunes regardless of memorization
- **Sectionals**
 1. Section leaders are required to convene sectionals at least once per week.
 2. Practicing music and marching is appropriate
 - **Email/Registration for KUMU Members' Page**
 1. Updated Email is required- vital for receiving information about possible changes in schedule, etc.
 2. Students are responsible for checking the following website for regular KUMU announcements: drop.io/kumarching – password = marchingunit.