



Marching Band & Colorguard Handbook 2026-2027

Marching Band Director	Percussion Director	Colorguard Director
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The Sherwood Way

- Start on Time with Instrument, Music, Pencil, Equipment
- Come Prepared & Energized
- Continuous Improvement Throughout Rehearsal (regardless of direct engagement)
- Make Musical Decisions - Articulation, Dynamics, Balance, Shape, Character, Etc.
- Listen & Adjust
- Crave Excellence
- Value Craftsmanship
- Motivated to Rehearse & Practice
- Practice Good Stewardship of Equipment & Environment
- Treat Fellow Musicians & Guests with Professional Respect
- Help Others
- Take Care of the Band Family

thesherwoodway is a big component to what we do. It is the important cultural ingredient in our musical class room & rehearsals that make the Sherwood Band program special.

CALENDAR DATES

A list of dates is distributed at our Marching Band Information Meeting each year. You can access these dates online:

- Our Marching Band webpage at <https://sherwoodbands.org/marching-band/>
- Check out our calendar dates on our google band calendar link on our band webpage <http://sherwoodbands.org>

ATTENDANCE

Attendance is extremely important. While we understand that you have many responsibilities and other activities, band needs to be high in your order of priorities. You have a responsibility to yourself and the people around you to be at rehearsal and performance on time and prepared to play.

- Rehearsal schedules are posted well in advance and streamlined as much as possible.
- We rehearse to improve ourselves & our ensemble musical product. We do not rehearse for the sake of rehearsal.
- Unavoidable absences will occur but are to be limited if at all possible.
- **Scheduled absences (appointments) are to be avoided during stated rehearsal times.** Remember **rehearsals are your job.**
- The start time for rehearsal is when we intend to start. Plan to be at least **15 minutes early**, have your equipment ready and be in your place ready to begin at the call time.

Band Director/Percussion Director/Colorguard Director Approved Absences for Rehearsals

- **Emergencies.** The Band Director (or Percussion Director or Colorguard Director) should be informed before rehearsal if possible.
 - *Typical Emergencies: Contagious Illness, Death in the Family, etc.*
- An approved activity where the director has had **2 weeks** prior notice.
 - *Typical Approved Activities: Scheduled Appointment, Religious Holiday, School related activity conflict, Private Lessons, etc.*

Typical Absences NOT Excused

- Non-School Related Activities like Scouts, Club Sports, etc.
- Homework
- Concerts
- Overslept
- Forgot
- No ride
- Babysitting
- Birthday Parties

Excuse Notes - Excuse notes should include the following:

- Name of the Student
- Date of the Absence
- If you will attend part of the event, time of departure from or arrival to the event
- Reason the absence is excusable. (Be specific)

Unexcused Absence Consequences:

- **1 unexcused absence from rehearsal**
 - The student must practice at school before or after school for a minimum of the time missed within 5 school days or they will miss the next performance – the student will lose their marching spot.
- **2 unexcused absences from rehearsal**
 - In addition to the above, the student will be put on probation and is not allowed to attend the next performance.

- **Further unexcused absences from rehearsal**
 - In addition to the above, further unexcused absences will result in a parent conference and possible removal from the marching band program.
- **Unexcused absence from a performance**
 - Not attending a performance will be immediate grounds for dismissal from the program. A conference with the student and parent will be scheduled to discuss the student's future in the program.

Excused absences must be made up by documented practice outside of their regular practice time for the amount of time missed or they will be made into unexcused absences.

CHAIN OF COMMAND

It is in the best interest of the band and the student to incorporate a known chain of command. This following system eliminates most confusion, coordination and communication issues.

- Band Directors
- Hired Staff
- Parent Volunteers
- Drum Majors
- Section Leaders and Group Leaders
- Veteran Members
- New Members

COOPERATION

Follow the chain of command. You are expected to cooperate fully with band directors, staff members, and student leaders. Treat everyone with respect. Most mistakes are made from not listening to instructions. It is the responsibility of the student leadership to relay important information and make sure instructions are fully understood by their section or group.

CODE OF CONDUCT

As a member of the Sherwood High School Band, you will be a member of one of the most exciting and entertaining band programs in the region. The Marching Band has set a standard of excellence that you as a member have a responsibility to uphold. To be a successful member of the SHS band you must have the motivation, desire, and willingness to put in the time and energy to continue this success.

Remember the three P's.

- **Be Punctual**
 - Be at every event
 - Show up at performer call time
- **Be Prepared**
 - Have everything you need for rehearsal including a pencil, your instrument, mouthpiece, music, dot book, all uniform parts, quality reeds, proper lubrication for your instrument, proper attire & shoes, mutes, etc.
 - Colorguard members see Colorguard Addendum for additional costume requirements.
- **Be Positive**
 - Be mentally and emotionally prepared to learn.
 - Have a positive attitude and be willing to try new things.
 - Follow the chain of command (see the band handbook) and bring problems to Mr. Stai's attention.
 - Treat the band as a family, respect authority and work together.

BEHAVIOR & SOCIAL MEDIA

Even while not in public, you represent the Sherwood High School and the Sherwood High School Band & Colorguard Program. Publicly or privately sharing negative statements, experiences or feelings about the program, fellow performers, or other programs has a negative impact on the program. Any Sherwood HS Band & Colorguard members found to be making negative comments will be addressed, which may include a range of outcomes or consequences depending on the content and impact of the behavior.

SHERWOOD SCHOOL DISTRICT CONDUCT POLICY

You will be expected to follow the SHS handbook guidelines for conduct at all times. All items, including but not limited to the following, will be expected of band students at all rehearsals, performances, and other band functions. Violations of such codes of conduct will result in the same consequences as with any other school activity.

*Use of Tobacco, Alcohol, Cannabis, or Illegal Drugs will result in severe punishment and **probable** removal from the band program. **Violations will be referred to the HS administration and law enforcement authorities.***

The Dress Code applies to all band activities. **Public Displays of Affection are not permitted during any band function.**

ELIGIBILITY - All SMB members must meet the following requirements for participation:

- Woodwinds, Brass, Percussion: Be a student that is currently enrolled in a band class at Sherwood High School.
- Colorguard: Be a student that is currently enrolled at Sherwood High School, home-schooled, or in a school that does not offer colorguard
- **Grade requirements** are as follows:
 - Members must currently be passing and able to maintain grades in all classes. Grades will be checked on a regular basis. Members are not eligible to perform if they do not meet the following requirements:
 - Minimum GPA of 2.0
 - No "F" grades
 - Marching Band, Jazz Band I, and Wind Ensemble members must be current on their Career Credit and passing Advisory in order to be eligible to perform in competitions. There is a 5-day turnaround from completion of an assignment and it is input into Naviance.
- **Failure to meet grade requirements** which lead to a missed performance will be grounds for immediate and permanent dismissal from the band.
- Knowledge of commitment, all practices, camp dates, fees and team expectations.
- Have a good attitude, and be ready to learn, perform, play music and have fun!
- Students who have previously quit or been dismissed mid-season will need to arrange a meeting with Mr. Stai to identify a successful path for reentering the program before returning. Notification of a desire to return must be made by the season registration deadline, and the plan must be in place before participating in activities.

NON-BAND STUDENTS

Only band students are allowed in the following places:

- The Band Room
- The Uniform Room
- Practice Rooms
- On Buses
- The Band Practice Field
- Band Rehearsals
- In the Band Area of the stands during Football/Basketball games

REHEARSAL ETIQUETTE

- Talking during band rehearsal is unacceptable unless absolutely necessary. Use good professional judgement.
- Every student should have a pencil at all times and use it frequently.

- Moving about during rehearsal should only occur when absolutely necessary.
- Only specified leaders are able to give instructions or corrections, if there is a problem raise your hand – **follow the chain of command** (see above).

FOOTBALL/BASKETBALL GAME ETIQUETTE

- Situational Awareness. It is OK to talk in the stands but stay attentive and be ready to play at any time.
- We move together into the stands before a football game.
- It is unacceptable to change seats or move around the stands during a game.
- It is encouraged that our band and colorguard members cheer and support the team during a game.
- Never switch instruments during a game.
- Be in full uniform throughout a game.
- Students must stay in the band seating area throughout the game unless given permission for a bathroom break.
- Have your own binder & stand.
- Students are representatives of the school and the band program whenever they are in uniform, partial uniform, or a band shirt.
- Do not eat or drink anything but water while in uniform.
- Only SMB Members & Band Students are allowed in the performing area/stands.

BUS ETIQUETTE

- When riding the bus, stay seated.
- Students should wait until they are told before getting up or leaving the bus.
- Buses should be clean, free of trash, and left in the same or better condition as they were.
- Public Displays of Affection are not permitted during any band function.

SHOW ETIQUETTE:

The uniform is a symbol that the members should embody. Their actions in uniform determine how others will view the program; giving the impression of constant professionalism should set the example for other programs.

In Uniform:

- Buddy System Always. No member walks alone in uniform.
- Members walk side by side with another member or in groups of 3.
- None of these are acceptable in uniform:
 - Running
 - PDA
 - Eating
 - Swearing
 - Roughhousing
 - Spitting
 - Immaturity
 - 'If you think it's a bad idea, it's probably a bad idea'.
- Show shirts are to be worn underneath the uniforms. In cold weather a black under armor type long sleeve shirt, no collar is recommended. This gives a sense of uniformity when we are not in uniform.
- Girls & Boys with long hair should wear their hair up in a tight bun or something similar to the third example of this video: http://www.youtube.com/watch?v=dX9kln-kE_0 starting at 4:52. Boys with long hair should do something similar.

Out of uniform:

- Out of uniform, members are still representing the organization with everything they say and do. They represent their team, family, community, school, teammates, instructors, and ultimately themselves.
- No unprofessional or immature activity.

- In stands, be professional and supportive of every other group, clap for everyone and be appreciative of others' success.

MARCHING CONTEST ETIQUETTE (AUDIENCE)

- Comments vs. Conversations. Comments during another band's marching performance is OK as long as it is done softly and is not distracting to those around you. Conversations are distracting and not allowed.
- Keep cell phones away during performance.
- Give applause when appropriate. It is encouraged at marching contest to clap for soloists
- Be seated prior to the beginning and stay there throughout the performance.
- Do not sing along with the music.
- Do not move about during a band's performance.
- If you arrive at the performance area while a group is performing, stand by the entrance and wait for the performance to end before entering.
- Students are representatives of the school and the band program whenever they are in uniform, partial uniform, or a band shirt.

ITEMS TO BRING IN BACKPACK TO A COMPETITION:

- Rain gear
- Warm Jacket
- Warm Gloves & Hat
- Sunscreen & chapstick (for the sunnier events these are always helpful).
- Sweater/hoodie
- Sweat pants
- Black under armor type long sleeve shirt, no collar.
- Towel
- Umbrella
- Water
- Hand warmers
- Multiple pairs of socks - including black
- Extra snacks
- Spending Money (if you want to buy something)
- Homework to complete during down time.
- Colorguard members see Colorguard Addendum for additional costume requirements.

MARCHING BAND UNIFORMS

- Students will always wear as a complete uniform when in public unless directed otherwise. Wear your uniform with pride.
- Property of the band and must be returned after each use.
- Students are responsible for upkeep and maintenance of your uniform and all of its parts.
- Must be hung properly after each use.
- If your uniform becomes dirty while in use between cleanings, or becomes excessively dirty you may be asked to pay for its cleaning or replacement.
- Students are responsible for lost or destroyed uniforms
 - \$300 for the jacket and \$150 for the pants; \$200 for colorguard costumes
- Students will wear the band t-shirt under the marching uniform. The band t-shirt will be part of pre-performance inspections.
- Students must wear approved black band shoes and black socks.
- Students will not wear distracting jewelry, hair ribbons, colored nail polish, make-up, etc. while in uniform.

- Students with long hair will put it up under their hat or pinned back during performances. Natural hair colors will be the only style of color accepted.
- Consumption of food or drink is strictly forbidden while in uniform without permission. Water is ok.
- Colorguard members see Colorguard Addendum for additional costume requirements.

STUDENT LEADERSHIP

Drum Major

- Each year approximately two students are selected to become the primary student leaders in the band. A very stringent audition process is used for their selection. The drum majors responsibilities include being the liaison between the students and the band director, field instruction, conducting the field show, and providing leadership to the band.
- The Drum Majors at SHS are the executive leaders of the student leadership team and have all of the responsibilities and respect that comes with that title. Drum Majors are expected to be the first at rehearsals and the last to leave, attend all staff meetings, and lead by example in every way. Only the most respected, dedicated, and talented students should try out for Drum Major.

WW & Brass Section Leader

- The section leaders are student music teachers. They should be the best players on their instrument or fine player with more seniority. The section leaders, in combination with the band staff, have the final say on musical interpretation and horn carriage. Section leaders are selected by the band director based on playing ability, reliability, the respect of their peers, and experience.

Percussion Captain

- The Percussion Captain should be among the ensemble's top performers, possessing both seniority and an unwavering "lead by example" leadership style. The Percussion Captain works closely with the Percussion Staff to adhere to rehearsal schedules, relay important information and reiterate & reinforce all previous staff instructions when leading the group. In the presence and/or absence of Percussion Staff, adherence to the Percussion Captain's instructions is always expected by ensemble members. The position is selected by the Percussion Staff and Band Director based on experience, performance ability, reliability, the respect of their peers and by exemplifying and reinforcing the Sherwood Way. The Percussion Captain is responsible for ensuring that all battery equipment is properly accounted for, maintained, and stowed away. The Percussion Captain is responsible for regular monthly communications (meetings) with the Percussion Staff on behalf of the Percussion Ensemble, as well as supporting members who need make-up practice or additional support.

Colorguard Captain

- The Colorguard Captain should be among the best movement and equipment performers with more seniority. Colorguard Captain works closely with staff to relay important information to membership and to serve on the marching band leadership team. The position of Colorguard Captain is selected by the Colorguard Staff and Band Director based on performance ability, reliability, the respect of their peers, and experience. Colorguard Captains are responsible for ensuring that all equipment is properly accounted for, maintained, and stowed away. This includes all equipment, sound systems and guard supplies. Captains are responsible for maintaining SHS Colorguard social media and for supporting guard members who need make-up practices or additional support.

Student Leader Expectations

- Meet regularly as a leadership team to discuss and set a plan of action on how to best help facilitate needs for the marching band & membership.
- Arrive early to all band rehearsals in order to get rehearsal spaces ready and greet members.
- Stay after rehearsal until all post rehearsal cleanup and business is handled.
- Attend the Metro Capitol Leadership Academy in June.

FALL AWARDS

- Outstanding Brass, Woodwind, Percussion and Color Guard
- Outstanding Rookie
- Outstanding Improvement
- National Marching Band Award – Senior
- National Colorguard Award – Senior

SHERWOOD BAND BOOSTERS

The Sherwood Band Boosters are very active in helping the band with many of the things that just cannot be done with the limited staff. In addition to organizing fundraising efforts, they do many things to support the band. Volunteers with the band booster club are some of the most active on campus.

The Sherwood Band Booster Club is made up of the families and friends of the Sherwood High School band. The booster club holds meetings about 6 times a year. Please contact Stacy Rauch at president.sherwoodbands@gmail.com for more info. Mailing address for the booster club is:

Sherwood Band Boosters

PO Box 224

Sherwood, OR 97140

<https://www.sherwoodbandboosters.org/>

COLORGUARD ADDENDUM

Colorguard students are an integral part of the Sherwood Marching Band & Colorguard program. In addition to meeting the expectations outlined in the Sherwood Marching Band Handbook, colorguard students are also expected to meet these requirements that are particular to our section's needs:

Philosophy and Student Expectations

We encourage exploration and growth and place a strong emphasis on building individual skills and responsibility as well as learning to commit to a team. Sherwood Colorguard students are expected to:

- Bring a positive attitude always.
- Bring your best effort, every time.
- Be prepared - pay attention.
- Be early to rehearsal – EVERY rehearsal.
- Make sure your equipment is ready to go – BEFORE rehearsal. Equipment should be lined up neatly on the track or practice area.
- ALWAYS have everything you need ready for rehearsal – DOT BOOK, water, equipment, gloves, etc.
- Keep it clean, leave nothing behind.
- Show up for your teammates.
- Maintain a safe and respectful space for every student.

Positive Energy

Rule #1 – be positive. Just like negative energy, positive energy is contagious. You are required to be a positive influence on your teammates. Make sure that you are the one that provides the positive feedback that your friends need and deserve – even when you don't feel like it.

Relationships

During this season, you will make some of the closest friendships and form some of the strongest bonds in your life. It is inevitable that special friendships will form. Please remember that your first priority is to be a fantastic performer and contributing member of the band. Do not let interpersonal distractions interfere with the goals and performance of the band.

Teaching Each Other

All of you are blessed with many talents and experiences. Please make sure that you lead by example and allow your teammates to learn from your actions. You have several incredibly gifted and experienced staff members that will ensure that you receive all of the information you will need to be successful. As a member, you don't always see the big picture or understand the priorities of the band. We have a whole set of priorities and we know what to focus on and when to focus on it. If you think a piece of information needs to be addressed mention it to the Colorguard Captains who will let us know. Remember, even when you have the most loving intention, when you try to instruct your friends, it doesn't sound like information, it sounds like criticism and that will only lead to negativity within the team.

Responding to Information

All information delivered to you by your staff is provided with a loving heart and for your benefit. Our only goal is to make the team better – that is why we are here! When you receive information, please acknowledge that you heard it with a "Yes!" or "Thank You!" Once you receive a correction, you are expected to immediately try the part/exercise/choreography being addressed and apply the information.

Absences

The colorguard is subject to the same absence policy as detailed in this handbook. In addition to informing Mr. Stai, absences must be communicated and approved by Charlotte Morrow.

Health and Safety

Colorguard is an athletic activity. We provide physical training to ensure each student receives the necessary conditioning and dance training they will need to participate successfully. Outside of practice and performance, the responsibility of self-care and health rests with the student and parents. Make sure to take care of your health and stay on top of the physical conditioning program to avoid injuries.

Keep in mind that colorguard involves manipulating pieces of equipment. The process of learning these skills requires effort and, at times, bumps and bruises will occur. We expect you to work through these minor injuries. Sitting out will only be allowed for injuries diagnosed by a physician. Students who are temporarily sitting out are expected to watch and pay attention to all instruction. If an injury requires that a student to sit out for more than two rehearsals, the spot will have to be filled or closed.

What to bring to rehearsal

When you arrive at rehearsal, be prepared in the proper clothing and bring what you need with you.

Colorguard students should wear black or dark, form-fitting clothing that is weather appropriate. Non-black layers are acceptable for health and comfort for sun/heat or cold/rain. Wear supportive athletic shoes and hair should be up in a ponytail or bun (out of your face) at all times. We rehearse rain or shine. Ensure you have the correct clothing to participate in rehearsal. In addition, please have with you these items at every rehearsal:

- Pencil and dot book. The consequence for forgetting your dot book is attending a one-hour makeup practice with the captain.
- Water bottle.
- Hat/visor/bandana and sunglasses.
- Use necessary supports (knee, wrist, ankle) if required.
- Sunscreen, SPF chap stick.
- 1 roll of white and 1 roll of black electrical tape (Scotch/3M).
- Band-aids, K-tape and any other health/safety needs.

Costume Requirements

Colorguard costumes are unique each season and custom fit for you. Replacing costume or parts if necessary will be your responsibility.

- A pair of black performance shoes will be purchased for you your first year. If your shoes become worn or destroyed, you are responsible for replacing them. You must wear long black socks.
- All students should have a pair of beige colorguard gloves which can be purchased here: <https://fjminc.com/products/ever-dri-fingerless-gloves>
- Students are asked to keep natural hair colors during performance season (Sept-Oct). Permission must be requested prior to changing hair style during the performance season.
- Students will not wear distracting jewelry, colored nail polish, while in uniform.
- Consumption of food or drink is strictly forbidden while in costume without permission. Water is ok.
- Students will be provided information on the show theme's particular hair and make-up style in September. Students will be responsible for their own hair and make-up supplies (typically \$20-25). Examples include: hairspray, hairbrush, bobby pins, and make-up items such as base/foundation, blush, eyeliner, lipstick.
- Students will need appropriate undergarments for costumes - may include items such as clear/nude bra straps, tights, etc.
- When not in costume, students should wear show shirts or team gear. Team gear will be available for purchase.