

Fightin' Texas Aggie Band

Standard Operating Procedures



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General Guidelines

- White – Walker Music Activities Center (MAC)
 - All members of the Aggie Band will adhere to all Texas A&M University and Corps of Cadets policies and guidelines.
 - The MAC is designed for all Aggie musicians. Members of the FTAB are expected to maintain all areas assigned and should only use non-Aggie Band areas when specifically assigned by a director/administrator.
 - All members of the FTAB are expected to act as a professional in the MAC regardless of activity. There will be no running, jumping, climbing, horseplay, etc...in and around the facility.
 - All members of the FTAB will be assigned an instrument/equipment as well as a specific location for storage. The storage location is to be used for equipment and materials used in rehearsal/performance ONLY. You will keep your area properly maintained and clear of unnecessary clutter.
 - The MAC is a rehearsal facility, NOT a Corps of Cadets/outfit training facility.
 - There is not a designated locker room in the MAC. All uniform changes will be done in your dormitory. Uniform materials are not to be stored in the MAC.
 - All materials and equipment not used in rehearsal or performance will be stored off site at the expense of the outfit or individual. This includes items for outfit BBQs, outfit insignia, training, and PT equipment, etc...
 - Doors to the building are not to be propped and left open.
- Aggie Band Instrument and Equipment Inventory
 - Aggie Band Instruments may only be checked out for official use in the Fightin' Texas Aggie Band.
 - Aggie Band Instruments and equipment will be checked out to each member of the band during Freshman Orientation Week.
 - All equipment and materials necessary to participate in the Aggie Band will be provided to include reeds, mouthpieces, music, music folders, etc...
 - You are welcome to use your own instrument, equipment, and materials so long as it is in good working order.
 - Instruments should be well cared for and maintained while in the possession of the student.
- Aggie Band Instrument Check-out Procedure
 - A student should check out an Aggie Band Instrument by filling out the appropriate instrument checkout form through a Maroon Link.
 - It is the responsibility of the student to ensure that serial number on the instrument matches the serial number on the case.
 - Aggie Band Instruments must be checked out through an Associate Director.
- Aggie Band Instrument Check-in Procedure
 - All instruments will be returned at the conclusion of Final Review in May.

- All instruments and equipment will be returned in the designated location with all completed paperwork in hand.
- Instruments in need of repair will be taken to the designated drop off location.
- All instruments should be turned in clean, in working order, and with only normal usage wear and tear.
- The student is responsible for any damage or repair beyond normal use wear and tear of any Instrument checked out to him or her.
- At the time of check-in, all cases should be cleared of personal items, trash, reeds etc...
- If leaving the Aggie Band for any reason, (Withdrawal from the Corps of Cadets or University, removal from the Corps of Cadets or University, etc...) all instruments and equipment will be returned through an Associate Director.
- Aggie Band Instrument Storage and Care
 - Aggie Band Instruments that are not checked out to a student will be stored in the appropriate storage room.
 - Aggie Band Instruments properly checked out to a student must be stored in an appropriately checked out locker in the Music Activities Center or be in the student's possession.
 - Aggie Band Instruments must be properly cared for and cleaned by the student who has checked out the instrument.
 - On Monday mornings, BEFORE sectionals begin, Section Sergeants/Officers will conduct instrument inspections. **Any repairs shall be reported directly to Dr. Sample**, while equipment needs (new reeds, music sheets, etc) will be managed by the Section Sergeants/Officers.
 - The student is responsible for any damage or repair beyond normal use wear and tear of any Instrument checked out to him or her.
- Accountability (Attendance)
 - All members of the Aggie Band are expected to attend all rehearsals, performances, and activities. Excusal from Aggie Band activities will ONLY be granted to those with an academic conflict, military duty, select Corps of Cadets activities or family emergency.
 - Excusal from any Aggie Band performance or activity must be submitted via a Maroon Link to the Senior Associate Director **two weeks** prior to the event.
 - An unexcused absence(s) will subject the cadet to removal from the Aggie Band, at the discretion of the director.
 - Accountability will be the responsibility of the Artillery Band Drum Major, under the supervision of the Combined Band Drum Major.
 - A weekly accountability report will be submitted to the Associate Directors by the Artillery Band Drum Major.
- Discipline (All at the discretion of the directors)
 - Tardiness

- 1st offense: Corrective physical training administered by either the band commander and/or the drum majors at an approved physical training location (NOT on Dunlap Drill Field)
- 2nd offense: 5-7 rams/demerits and loss of marching spot for the week (director discretion)
- 3rd offense: Meeting with directors
- NOTE: If tardy to a performance: Immediate meeting with directors
- Unexcused Absences
 - Rehearsals
 - 1st offense: Corrective physical training, 5-7 rams/demerits, and loss of marching spot for that week.
 - 2nd offense: Meeting with directors
 - Note: Missing Saturday rehearsals: 10 rams/demerits, potential KINE 199 grade reduction (director discretion), possible loss of marching spot for three weeks.
 - Performances
 - 1st offense: Meeting with directors
 - Midnight Yell
 - 1st offense: 3-5 rams/demerits
 - 2nd offense: 5-7 rams/demerits and loss of marching spot for the next week
- Uniform Deficiency
 - Wrong uniform without communication of valid reason to SO/SSG
 - For each offense: 5-7 rams/demerits
 - Missing uniform items
 - For each offense: 3-5 rams/demerits
- Intoxication
 - 21 years of age or over – referred to the directors
 - Under the age of 21 – turned over to the university

Rehearsals

- Rehearsal Expectations
 - All members of the Aggie Band will attend all rehearsals.
 - Aggie Band rehearsals are designed to be as efficient and effective as possible. You are expected to actively participate in order to maintain the standard of excellence that is expected from the band.
 - Rehearsal time is NOT training time.
 - All members are expected to arrive prepared to rehearse, in the appropriate uniform, at the prescribed rehearsal time. Tardiness, for any reason, is unacceptable.
 - Tardiness is defined as being unaccounted for whenever accountability is due at 0655.
 - Repeated tardiness will result in loss of position in the week's drill.
 - An unexcused absence and/or perpetual tardiness will result in removal from the band, at the discretion of the director.

- Talking during any rehearsal is unacceptable. The only persons permitted to speak during rehearsal are the Directors, Drum Majors, Bugle Rank and Section Sergeant/Officers. Talking during indoor rehearsals is prohibited by everyone.
- All band members will have a drill card (3 X 5 note card) and pen in all rehearsals.
- All band members are required to have a flip folder with all music for each rehearsal.
- All band members will refrain from taking 0800 classes during the fall semester unless approved by Ms. Simpson.
- Weekly Schedule
 - The Aggie Band will rehearse M-F from 0700 - 0830 and Saturday morning (Home game weeks) each week during the fall semester.
 - Monday and Tuesday will begin in music sectionals, split 2 or 3 ways, followed by marching rehearsal.
 - Wednesday through Friday will begin in full band music rehearsal, followed by marching rehearsal.
 - In the event of a schedule change, the Director will pass the rehearsal plan to the band through the Combined Band Drum Major.
- Playing Section Rehearsal
 - Playing Sectionals will take place in a designated location assigned by the directors.
 - Each band member will have a designated place to sit. During the first section rehearsal of the season, you will be assigned a position in the band set up. It is the responsibility of the Section Sergeants to ensure that the set-up is completed prior to the beginning of each rehearsal and members of the section are arranged properly.
- Marching Section Rehearsal
 - Marching Sectionals will take place on the drill field, as necessary.
 - Section Sergeants and Officers along with the Bugle Rank will be the primary instructors during marching sectionals under the supervision of the Associate Director and Drum Majors.
- Full Band Playing Rehearsal (inside)
 - During the first Full Band playing rehearsal of the season, you will be assigned a position in the band set up.
 - All cadets need to be seated when it is time to begin rehearsal.
 - All talking stops when the director enters the room for rehearsal.
 - It is the responsibility of the Section Sergeants to ensure that the set-up is completed prior to the beginning of each rehearsal and members of the section are arranged properly.
- Full Band Playing Rehearsal (outside)
 - The band will be arranged in music arches on the field, using the same arrangement as the inside rehearsal seating set-up.

- It is the responsibility of the Section Sergeants to ensure that the section is organized properly.
- Full Band Marching Rehearsal
 - The band will begin each marching rehearsal in block band.
 - Final accountability will be taken, and all empty positions will be filled.
 - Alternates will typically be excused once all positions in block band have been completely filled.
 - Alternates are permitted to fall out to work on schoolwork or watch rehearsal.
- Alternates
 - Alternates for the week are expected to attend all rehearsals until dismissed by a director or drum major.
 - Alternates will attend all music rehearsals and sectionals, as normal.
 - During full band marching rehearsals, alternates will remain on the sideline until all drill positions are filled in block band. If an empty position is identified by a Drum Major, you will be eligible to fill in for the remainder of the week. Priority will be given to an alternate that plays the **same or most similar instrument** as the empty position.
 - Alternate instruments will be checked out by an associate director either after drill or by appointment.
- End of Rehearsal
 - Each marching rehearsal will conclude with gather-round. All members, including alternates, will be present to receive all necessary information.
 - All band members will remain behind the front sideline until all director announcements have concluded.
 - All equipment will be returned to its proper location once rehearsal concludes via the designated route.
 - All storage areas will be clear of unnecessary clutter before departing.
- Absence from Rehearsal
 - Academic rehearsal conflicts should be communicated to the Artillery Band Drum Major. An alternate will be temporarily placed in your drill position in your absence. This should be arranged PRIOR to the rehearsal, or your spot will be taken permanently by an alternate.
 - Missing drill, for any non-academic reason, will result in you becoming an alternate for the week.
 - Missing drill on Friday or Saturday, unless approved by a director, will result in removal from, at minimum, the following week's drill.
 - NOTE: Further information regarding absence from rehearsal can be found in the Discipline section of this document.
- Ladders

- During all marching rehearsals – regardless of location, ladders should be placed in the centerfield position of the goal line in the South end zone and the 50-yard line of the East sideline.
- Arrangements should be made to have the equipment in place prior to the beginning of each rehearsal.
- **Speakers**
 - The speakers in the tower will be set up prior to the beginning of each rehearsal.
 - If sectionals or any other rehearsal is held in a place other than Dunlap Drill Field, speakers will be set up at that location upon director or band leadership request.

Performances

- **Performance Expectations**
 - All Aggie Band members will attend all performances.
 - Any absence from a performance must be submitted to the Associate director for approval **two weeks** prior to the performance through Maroon Link.
 - Missing a performance will result in removal from the band and grade reduction in KINE 199, at the discretion of the director.
- **Midnight Yell**
 - Midnight Yell is a required activity for all members of the band.
 - Accountability will be submitted to the Artillery Band Drum Major by Section Sergeants and Officers.
 - All members of the band will play their assigned instrument/equipment.
 - All necessary equipment should be retrieved from the MAC no later than 30 minutes before the prescribed form up time.
 - After Midnight Yell – band members will be permitted to keep equipment in their dorms, if they so choose.
- **Midnight Yell Dates**
 - Member dates are to meet the band in the stands.
 - Members and their dates will dress casually but in a manner that represents the Aggie Band and Texas A&M University appropriately.
- **Game Days**
 - The schedule of the day will be determined by the game time. Typically, kick off times are revealed one week before each game. The Director will pass down the schedule of events and activities through the Combined Band Drum Major.
 - All game day events are considered Aggie Band rehearsal or performance(s).
 - Away game procedures are the same as below, as applicable.
 - Game day morning will begin with final run-throughs of the week's drill.
 - Spirit Band will meet and perform 3 hours prior to kick off.
 - The Aggie Band will form up on the quad and step off 1.5 hours prior to kick off.

- You are encouraged to mingle with friends and family prior to the prescribed fall-in time. However, once the whistle blows any non-member of the Band should be OUTSIDE of the block.
 - Section Sergeant's will ensure that their section is evenly distributed on both sides of the block.
 - The band will march into the stadium and be arranged appropriately into the band section of the stands.
 - All members will play all music as led by a director or drum major, regardless of convenience, while in the stands.
 - Members may only leave the stands for restroom, concession, or entrance to the field for the halftime performance.
 - If you must leave the stands for the restroom or to purchase concessions, you must return immediately to the stands. Linger at the concessions will not be tolerated.
 - Members will 'check out' with a section sergeant or officer to ensure that there is a complete section in the stands to perform. ***No more than 10% of any section should be missing at one time.***
 - Band members are not to be corrected in front of guests or dates.
 - At the conclusion of the game/Victory Yell, the band will be released by the Combined Band Drum Major or Director.
- Game Dates
 - Only seniors are permitted to pull date tickets.
 - Date tickets may be passed down from senior to junior/sophomore/freshman.
 - Dates will dress casually but in a manner that represents the Aggie Band and Texas A&M University appropriately.
 - Date behavior is the responsibility of the member who invited them.
 - Any disruption caused by a date will result in the inviting member losing date privileges.
 - Dates will meet the band in the stands. They will not march in with the band.
- Spirit Band (Home Games only)
 - Two outfits (A's, B's or C's) will be assigned weekly to participate in the Spirit Walk.
 - This group, 'Spirit Band', will meet at a location determined by the Associate Director 3 hours prior to kick off.
 - Spirit Band is considered an Aggie Band performance.
 - At the conclusion of the event, the Spirit Band will be released by the Associate Director to resume the day's activities.
- Travel Bands
 - Travel Bands consist of approximately 100 upperclassmen that travel to select away games.
 - Travel Bands will perform from the stands during the game but will not march during halftime.
 - Pre-game and Post-game – the group will march in and out of the stadium.

- The schedule of the day will be determined by the game time. Typically, kick off times are revealed one week before each game. The Associate Director will pass down the schedule of events and activities through the Drum Major assigned to the trip.
- Travel Bands are Aggie Band performances. Therefore, those selected are required to participate.
- The Associate Director will assign members of the Aggie Band to these groups and pass down those lists through the Combined Band Drum Major.
- Academic conflicts and family emergencies are the only events that will excuse you from these activities. If you must miss a Travel Band performance, you are required to find a suitable replacement that plays the same instrument/part as you. All replacements must be approved by the Associate Director 48 hours prior to departure.

White – Walker Music Activities Center usage

- Corps of Cadets Activities (outfit meetings, silver taps team, interviews, etc...)
 - MAC spaces are only available for events/meetings during normal operating hours. Additionally, nothing will be requested after 5:00pm on Fridays.
 - Activities that require use of any portion of the facility, to include the drill field, will require a reservation through the building proctor.
 - Any unscheduled activity taking place in the MAC is subject to immediate removal from the facility.
 - Any spaces used in the facility will be left in the same condition they were found in. This includes ensemble set-ups in rehearsal rooms and furniture in common areas such as lounges and conference rooms.
- Bass and Drum Room Expectations
 - These rooms are a privilege and should be treated as such.
 - Defacing the walls in or around these rooms is unacceptable. This includes signing the walls, outfit or section drawings/pictures, etc. Any person in violation will be responsible, including cost of repair, for any damages.
 - The expectations are that these spaces are properly maintained at all times. The rooms are designed for safe storage of your unique equipment. Therefore, only items that are used for Aggie Band rehearsal and performance are permitted to be stored in these rooms.
 - All equipment will be organized and properly maintained at all times.
 - Section Officers of the Bass and Drum sections are responsible for the spaces and will be held accountable for any and all disorder.