



2018-2019 HANDBOOK AND SYLLABUS

University Basketball Band - ES 121 01, ES 321, ES 521

DIRECTOR OF ATHLETIC BANDS

Dr. Matthew Smith

GRADUATE ASSISTANT

Melissa Johnson

In accordance with the Butler University School of Music Student Learning Outcome #3 (By graduation, students will demonstrate a mastery of the technical and artistic appropriate to the area of applied study, including solo and collaborative music making), wind ensemble members will:

- Rehearse and perform athletic bands repertoire drawn from different musical periods
- Demonstrate technical and artistic development through part preparation before and between rehearsals in order to maximize the effectiveness of the ensemble rehearsals
- Develop collaborative ensemble rehearsal techniques essential for performers, conductors, and music educators.

STAFF CONTACT

Dr. Matthew Smith	mjsmith3@butler.edu	317-940-9876	LH 016
Melissa Johnson	mfjohns1@butler.edu	317-940-9876	LH 016

MEMBERSHIP

Membership in the Butler University Basketball Band (BUBB) is open to college degree-seeking students who are enrolled in courses at Butler University. All members must register for ES 121-01, ES 321-01, or ES 521-01 in the **Fall and Spring Semesters**. Please note that members are not allowed to take pep band as one's only class in any given semester. Students who are not registered for both semesters will be ineligible for NCAA and Big-East Travel.

FIRST REHEARSALS & ONLINE REGISTRATION

Any student who wishes to participate in BUBB must complete the [Online Registration Form](#) by **September 5, 2018** (this applies to new members and current BUMB members). Instruments and/or music will not be issued to a student who has not completed the registration process. Students who are in need of an instrument for Basketball Band must fill out the [Instrument Rental Agreement](#) Form.

All members of BUBB are required to attend our pre-season rehearsals. The First Rehearsal is on September 22nd from 11am - 3pm in LH 112. Rehearsals will then default to every Friday from 4:40 - 6:30pm in LH 112 and continue throughout the Fall Semester.

Spring Semester Rehearsals will also be on Fridays from 4:40pm - 6:00pm. Rehearsals may be cancelled if there is a game on the same night as a rehearsal date - Note: *pay attention to communications from the staff.*

Attendance is required as a majority of the music performed by the ensemble is covered during this time as well as announcements that may not be formally made over E-mail or Social Media. **Students who do not attend these meetings without a compelling reason (I.E. illness, death in the family, class conflict, study abroad, etc. Note: Work schedule is unacceptable) will not be allowed to join BUBB. Any requests to miss one of these meetings must be emailed to Melissa Johnson directly.**

CORE

For NCAA or BIG EAST post-season games, the 30- member travel band is comprised two separate bands - the Blue Core, and the White Core bands; any remaining spots will be filled from the At Large Membership (see next section). Those students who have fulfilled their core responsibilities have the "right of first refusal" to decline post-season games. If you are unable to travel, let the staff know and your spot will be given to "At Large" members based on needed instrumentation, attendance and seniority.

Beyond the membership commitment of the Blue or White core band members, ANY BUBB member may attend ANY game they wish. If you are not assigned to the Blue or White band, you are an "At Large" member.

AT LARGE MEMBERSHIP

At Large members are not restricted in any way as to which games they may play and are encouraged to attend every game that their schedule will permit. Your chance for post-season travel increases with your attendance. Ex. A member with 20 games is far more likely to travel than a member with 13.

GRADING

There are approximately 34 home events each season and grades are based upon the number of games that a student attends. Members are required to attend *approximately* 1/3 of these games, and a full assignment schedule will be posted on Facebook, Moodle, and the List-serv by the Director.

- **A** = Attend at least 13 games and have no unexcused absences (including practices)
- **A-** = Attend at least 12 games and have no unexcused absences (including practices)
- **B+** = Attend at least 11 games and have no more than 1 unexcused absence (including practices)
- **B** = Attend at least 10 games and have no more than 1 unexcused absence (including practices)
- **B-** = Attend at least 9 games and have no more than 1 unexcused absence (including practices)
- **C** = Attend at least 8 games and have no more than 1 unexcused absence (**No Travel**) (including practices)
- **F** = Attend fewer than 7 games or have more than 2 unexcused absences (**No Travel**) (including practices)

Late arrival/departure from game = **.5 game penalty on Grade and Travel eligibility**

Unexcused absence from a rehearsal = **.5 game penalty on Grade and Travel eligibility**

Members are allowed to get a sub for any game they cannot attend. Members may also go to any game to which they are not assigned to. **If a sub is used, the member will not receive trip points for that game and it will not count towards your 13-game obligation.** However, you will not be penalized for missing the game. Students who do not show up and/or do not have a sub will receive an unexcused absence for that game. Arriving after the first downbeat or leaving before the end of the game will result in the student not getting full credit for the game unless the Director was notified ahead of time

If a member cannot make a rehearsal, for any reason, they must e-mail the band office (bubands@butler.edu) more than 24 hours prior to the rehearsal. If an emergency occurs, call (317-940-9876) or e-mail the band office (bubands@butler.edu).

ATTENDANCE

Members are required to report for games at Hinkle Fieldhouse (to the side of Gate 4, next to the Bowl) in the band section at the call time indicated for the games. Students should arrive early enough to warm-up and check-in BEFORE the call time (**75 minutes before tip is highly recommended for Men's Games**). Students are required to sign-in on the attendance sheet that will on top of the BUBB Cart. **NOTE: Students must be dressed in full uniform in order to check-in.** Once the game is over, it is too late to go back and make adjustments. If a student forgets to sign in at an event, they will not receive credit for being present - **no exceptions!**

SUBSTITUTES

Members who know that they cannot be present at a game to which they are assigned are required to obtain a substitute to cover their spot. The sub must play the same instrument/part as the student who is missing and must be on the official class roster. The absent member must fill out the [BUBB SUB Form](#) at **least 72 hours prior to the game**. Exceptions to this policy include emergency situations or sudden illness, however, in either event of an emergency - e-mail the band office. Any student who agrees to sub and does not show up will be assigned an unexcused absence.

PERFORMANCE ETIQUETTE AND CONDUCT

BUBB is frequently shown on television broadcasts as well as the video boards inside Hinkle Fieldhouse. Therefore, the band must be an upstanding representation of the University at all times. **Members are permitted to use their cell phones and other electronic devices during breaks only.** Do not make the directors play phone police!!

As the primary purpose of the Basketball Band is Spirit, all members are expected to be observant to the game, cheer for the team, and join in with the Cheerleaders when they cheer. Members are required to remain standing throughout the game until instructed to sit by the Director and/or Graduate Conductor.

Smoking, illegal substances, alcohol usage, and offensive language of any kind to any person (including the heckling of opposing team players, coaches, referees, and/or fans) will not be tolerated and may result in the removal of a member from the ensemble. Friends, family, and other non-band members are not allowed in the band's seating area of the stands.

MUSIC

Student Workers and Librarians will distribute music during our pre-season rehearsals to students who have completed their online registration form. As new charts are added throughout the season, they will likely be added through Dropbox - please have an e-reader readily available.

TRAVEL

[In order to travel with BUBB, you must fill out the travel form that will be e-mailed to you the first week of the Spring Semester!](#)

Travel Rosters are finalized near the start of the Spring Semester when the Director receives specific instructions from Athletics. BUBB members who are eligible for travel will be contacted individually by the Director. If selected for travel, expenses including airfare, transportation, hotel, and daily per-diem are covered by the bands. All trips are "open-ended" depending upon the progression of the basketball team(s). Trip eligibility is based upon several factors: Core, Instrumentation Needs of the Ensemble, and Attendance - these priorities are of equal weight and realize that not everyone can travel - but we will attempt to be as FAIR as possible to all members who want to travel but it is based upon a members status as a core member, attendance, and grade.

BUBB members selected for travel are required to attend the official trip meeting, *a mandatory meeting*, (typically the last rehearsal prior to travel - *approx. one week before trip departure*). The use of alcohol or any illegal substances throughout the bands travel will not be tolerated. Violators will be dismissed from BUBB and/or reported to BU for additional consequences.

On our way the sites - travel uniform is a "Sunday's Best" and the way home will be in the BUBB Warm Ups.

If you are not enrolled in the course **YOU CANNOT TRAVEL!**

The Director reserves the right to adjust instrumentation and membership as necessary to ensure that we are always able to put the strongest band possible together to represent our university.

HOLIDAY GAMES

For the 2018 - 19 Season, Core Members are assigned Some Games over the Holiday Breaks (The Teams are here, the Cheerleaders are here, the Dancers are here.. WE NEED TO BE HERE). **If the game is scheduled within 4 days of the Start or End of a Break Core Bands will be assigned to the game.** If you're unable to make it we request you fill with a sub. We will engage with Alumni Help - but you need to plan your subs and travel according to the Holiday Schedule (announced around Labor Day weekend)

COMMUNICATION

BUBB members are required to complete our online registration form before the pre-season rehearsals. A link to this form can be found on the BUBB Facebook page, Moodle, and Listserv. Members are also required to join both the 2018/19 BUBB Facebook Group and List-Serv.

- Announcements and scheduling updates will be done through Email, Moodle, and Facebook.
- Call-time reminders, trip memos, and last minute updates will be done via Listserv and Facebook.
- **ALL MEMBERS ARE EXPECTED TO CHECK THESE FORMS OF COMMUNICATION ON A DAILY BASIS.**
- Members are asked not to use the BUBB Pep Band Facebook group to ask for subs.

UNIFORM

Members will be required to purchase a [BUBB Polo](#) at the onset of the basketball season. You are responsible for keeping clean throughout the season. Members will be financially responsible for any damages, theft, or replacement of the BUBB Polo. Members who attend games out of uniform are will not be allowed to participate.

The complete performance uniform consists of Blue BUBB Polo, Long Khakis Pants, Socks, and Tennis (or similar) Shoes.

UNIVERSITY POLICY - HAZING

- Hazing is any action taken or situation created intentionally that places an expectation on a person joining or maintaining full status in a group that is not consistent with requirements for membership, team rules, university regulations and policies, and/or fraternal law or ritual, as applicable. Conduct that may be considered hazing is as follows:
 - A. Has the potential to produce emotional, psychological or physical discomfort, embarrassment, harassment or ridicule
 - B. Can occur on or off campus
 - C. Can occur regardless of the person's willingness to participate
 - D. Is prohibited by the criminal code of the State of Indiana
- Butler University believes that hazing is non-productive, violates students' rights, and has no place in the campus community. Hazing activity may lead to a conduct review for individuals as well as a student group, organization, or team.
- It is impossible to list all possible hazing behaviors because many are context-specific. The following list provides categorical examples of hazing traditions:

Subtle hazing—behaviors that emphasize a power imbalance between members of the group and those who desire to be accepted. Subtle hazing typically involves activities or attitudes that breach reasonable standards for mutual respect. Some examples:

- A. Deception
- B. Requiring new members to perform duties not assigned to other members
- C. Deprivation of privileges granted to other members
- D. Expecting certain items to always be in one's possession
- E. Requiring new members to refer to members with titles (e.g., Mr., Miss) while new members are identified by a term instead of by name
- F. Name calling
- G. Use/misuse of ritual symbolism outside of organization's approved ceremonies
- H. Walking/running/sitting/standing in formation

Harassment hazing—behaviors that cause emotional anguish or physical discomfort required of those joining the group. Harassment hazing confuses and frustrates, and causes undue stress for those joining the group. Some examples:

- A. Verbal abuse
- B. Intimidation or implied threats
- C. Personal servitude
- D. Sleep deprivation
- E. Degrading or humiliating activities
- F. Interference with personal hygiene
- G. Being expected to harass others

UNIVERSITY POLICY - HAZING CONTINUED

Violent hazing—behaviors that have the potential to cause physical and/or emotional or psychological harm. Some examples:

- A. Forced/coerced ingestion of alcohol or any other substance
 - B. Beating or paddling
 - C. Branding or burning
 - D. Water intoxication
 - E. Abuse or mistreatment of animals
 - F. Public nudity
 - G. Expecting illegal activity including property theft or damage
 - H. Bondage
 - I. Abduction or kidnapping
 - J. Exposure to weather extremes without appropriate protection
- Students should be aware that Indiana has enacted a state law prohibiting hazing. See the full text at www.in.gov/legislative/ (search Indiana Code IC 35-42-2-2).
 - Suspected hazing violations should be reported to the Butler University Police Department and/or the Vice President for Student Affairs.
 - When hazing activities are determined to deny, deprive or limit the educational, employment, residential and/or social access, benefits and/or opportunities of any member of the campus community on the basis of their actual or perceived membership in a federally protected class is in violation of the University policy on nondiscrimination. Protected classes include but are not limited to: race, sex, religion, ethnicity, national origin, citizenship status, age, sexual orientation, gender, gender identity and veteran or military status.* All allegations of student misconduct that are perceived to infringe upon the federally protected civil rights of any member of the University community or its visitors will be addressed through the Civil Rights Equity Grievance Resolution Process. This will include allegations related to discriminatory or bias-related harassment, sexual harassment, sexual misconduct and hazing among others.procedures.

BU ALCOHOL POLICY

The primary concern of Butler University in all cases, including those incidents of intoxication and/or alcohol poisoning, is the health and safety of the individuals involved. Students who actively seek medical attention on the behalf of another due to a concern for that person's intoxicated state and well-being will generally not be charged with a violation of University policy.

Use of Alcoholic Beverages

All Butler students are responsible for complying with state and local laws. Attention is called to the Indiana alcoholic beverages law (Indiana Code 7.1-5 found here: www.in.gov/legislative/ic/code/title7.1/)

The following are violations of University policy:

- A. No person under 21 years of age may consume or be in possession of alcoholic beverages.
- B. Persons 21 or over may not make alcoholic beverages available to minors nor may they provide a venue for minors to consume.
- C. It is unacceptable to misrepresent one's age for the purpose of procuring alcoholic beverages.
- D. Residence hall and University apartment students 21 years of age and their guests 21 years of age or older may possess and consume alcoholic beverages on an individual basis in the privacy of their own rooms, with their room doors closed. Individuals younger than 21 years of age may not be in the presence of alcohol within the residence halls/apartments.

Alcohol on University Property and at University-sponsored Events

- 1. Alcoholic beverages are prohibited on campus or on the sidewalks adjacent to campus property, except as noted in (d) above or with the expressed approval of the department head responsible for the administration of a designated facility/area. Student organizations wishing to sponsor an event on campus with alcohol must receive authorization from the Vice President for Student Affairs.
- 2. No University funds or monies from student organization accounts may be used to purchase alcoholic beverages without the authorization of the Vice President for Student Affairs.
- 3. Student organizations may provide alcoholic beverages at University-sponsored events on and off campus according to the social event procedures.
- 4. University-recognized Greek chapters may provide alcoholic beverages at events on their premises according to the Greek alcohol and social event procedures.

(The Student Alcohol Policy is reviewed annually by the Vice President for Student Affairs.)

Accommodation Statements

Policy on Accommodations for Documented Disabilities: It is the policy and practice of Butler University to provide reasonable accommodations for students with properly documented disabilities. Written notification from Student Disability Services is required. If you are eligible to receive an accommodation and would like to request it for this course, please contact Student Disability Services. Allow one week advance notice to ensure enough time for reasonable accommodations to be made. Otherwise, it is not guaranteed that the accommodation can be provided on a timely basis. Students who have questions about Student Disability Services or who have, or think they may have, a disability (psychiatric, attentional, learning, vision, hearing, physical, medical, etc.) are invited to contact Student Disability Services for a confidential discussion in Jordan Hall, Room 136 or by phone at 317-940-9308.

Policy on Accommodations for Religious Observance: Butler University respects all students' right to religious observance and will reasonably accommodate students' religious practice with regard to class attendance, examinations, and assignments when requests are made in a timely manner. Butler University recommends that each class should have a syllabus that provides a schedule of activities for the class. It is the student's responsibility to inform instructors of course conflicts resulting from religious observations at least two weeks in advance of the observance, so that accommodations can be made. Requests must be made in writing, and the student should include a proposed alternative due date, examination date, or make-up outline. The professor should review the request and if the student's proposed suggestion is acceptable, should notify the student of the agreement. Any solution that is mutually agreeable to both student and faculty member is acceptable. If accommodations cannot be agreed upon, the instructor and students should seek the advice of the associate dean in the appropriate college. No adverse or prejudicial effects will result to students because they have made use of these provisions.

Reporting discrimination or harassment: Butler University is committed to fostering safe and productive living, learning, and working environments free from discrimination and harassment. *Faculty members are required to report any incident of discrimination and/or harassment that students may report to them.* Any sex/gender related incident reported to a faculty member will be in turn reported to the Title IX Coordinator; any non-sex/gender related incident reported to a faculty member will in turn be reported to the Associate Vice President for Human Resources. The Title IX Coordinator or Associate Vice President for Human Resources will then reach out to the reporting student for further discussion. If you wish to make a confidential report of discrimination and/or harassment, you may do so to personnel in Counseling and Consultation Services or to Pastoral Counselors.