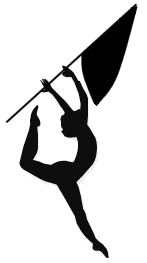
**Westfield High School Color Guard**

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**2017-2018 Handbook**

**Table of Contents**

**What is Winter Guard…………………………………………………………………….**

**History of WHS Winter Guard………………………………………………………….**

**Meet the Staff………………………………………………………………………………...**

**Team Selection/Auditions……………………………………………………………….**

**Rehearsal Expectations……………………………………………………………………**

**Communication………………………………………………………………………………**

**Fees/Expenses and Fundraising………………………………………………………**

**Competitions/Performances………………………………………………………….**

**Just for Parents……………………………………………………………………………….**

**Required Forms/Documents…………………………………………………………….**

**What is Winter Guard?**

Winter guard is similar to outdoor color guard, except that the performances are indoors on gymnasium floors through the winter season. The traditional marching band music heard during fall season is replaced with a recording of various musical genres. The gymnasium floor typically is covered by an individually designed tarp and props that generally reflects the show being performed on it. There are several ways to compete through indoor competition circuits such as IHSCGA (Indiana High School Color Guard Association) and WGI (Winter Guard International) but there are many more throughout the United States and the World.

**The History of WHS Winter Guard**

The WHS Winter Guard program was started in 80’s. Since then it has made several IHSCGA Finals appearances that are listed below. The 2014 season was the first year the program had two competitive guards.

**1988-Class A 7th place State Finalist**

**2002-Class B 12th place State Finalist**

**2005-Class A 20th place State Finalist**

**2006-Class A 11th place State Finalist**

**2007-Class A 7th place State Finalist**

**2008-Class A 11th place State Finalist**

**2009-Class A 7th place State Finalist**

**2013-Promoted mid-season from Class AA to A**

**2014(Varsity)-Class A 17th place State Finalist**

**2014(JV)-Class Regional A Silver Rating Divisional Finals**

**2015(JV)-Class Regional A Silver Rating Divisional Finals**

**2016 (Varsity)-Class A 13th place State Finalist**

**2016 (JV)-Class Regional A Silver Rating Divisional Finals**

**Meet the Staff**

**Andrea Akers (A Guard Director)**

**Erin Hughes (Regional A Director)**

**Greg Hagen (A Guard Choreographer/Designer)**

**Mark Pickett (Regional A Choreographer/Designer)**

**Emma Derouin (Guard Specialist)**

**John Hughes (Guard Specialist)**

**Miranda Riggle (Guard Specialist)**

**Dave Shinault (Program Director)**

**Team Selection/Auditions**

The WHS Winter Guard is open to all WIS, WMS and WHS students in grades 6-12. We will be having two groups again this season an A Guard and a Regional A Guard. During November, we will be monitoring everyone’s progress. We will have progress reports in the following categories: flag basics & choreography, rifle basics & choreography, movement basics & choreography, attitude, work ethic, attendance, and effort. We will grade on the levels of mastered, ongoing, and needs improvement. These will be compared to the overall level of the group.

We will meet with the members (and parents if requested) to discuss their progress throughout the season. The month of November and a Final Audition will be used to determine placement with in one of the groups. We will continue with this process on a bi-weekly basis. In order to maintain one’s position in the show, the member must maintain and continue to improve their skills and uphold group expectations. If not, the directors reserve the right to remove someone from a section of the show until expectations can be met. Weapon lines (Rifle/Sabres) will be set based on skill level with in the two groups and will be determined based on a secondary audition within the group. Being placed on a weapon line during the fall marching band season does not guarantee placement on a weapon line again for the winter.

**Attendance**

**Attendance**

The Winter Guard Program is a competitive ensemble much like any other sport and in order to be successful, students must be able to commit a large portion of time and effort to the program in and out of rehearsal/performance time**. Attendance is mandatory at all performances!** Any problems will be dealt with on an individual basis. Any absences from all or part of a rehearsal will require a **written excuse from a parent or doctor giving an explanation or reason for the absence**. Missed rehearsals of more than 2 days due to illness will require a note from a doctor in order to be excused. Notes must be given to Mr. Shinault, Andrea or Erin within 24 hours of the absence or at least 24 hours in advance of the absence when possible. Students with jobs will be expected to be at all rehearsals and performances. Inform your employer accordingly. Family vacations need to be planned around guard activities. Students that plan to miss due to vacation will be placed in alternate status and **will not** have a permanent performance position in the show. Students placed in alternate status will still be required to attend rehearsals to learn all parts of the show and fill in for a student who may be injured or ill. Students that miss any part of a rehearsal or camp must make up anything they missed before the next scheduled rehearsal outside of rehearsal time. The instructional staff will not take time away from rehearsal to assist a student that has missed. **If a student has one unexcused or two excused absences from a rehearsal within a one-week period, they may not be allowed to participate in that week’s performances.**

**Being on time is being 10 minutes early. Being on time is late. Being late is unacceptable**. Please arrive to practice and be ready by the noted time. Lateness can result in laps or push-ups for group or individual (s) depending on the circumstance. If you are prepared and ready to go, we can work efficiently and get out on time or even early. That is up to you as a group. If you are going to be late to practice, you need to notify a director.

To report an absence please send an email and a text message to the Program Director Dave Shinault at [shinaultd@wws.k12.in.us](mailto:shinaultd@wws.k12.in.us) or text to 317-250-4272 and your student’s individual Group Director (A) Andrea Akers at [andrea.hobkirk@gmail.com](mailto:andrea.hobkirk@gmail.com) or text to 260-449-1183, (RA)Erin Hughes at [mejones89@att.net](mailto:mejones89@att.net) or text to 317-319-0145.

**Rehearsals**

**What to Expect**

At rehearsals, you can expect at least 20 minutes of stretching and endurance building exercises or body movement, at least 20 minutes of basic equipment fundamentals and the rest of the time will be spent working on the show. There will be at least one staff member for each guard at rehearsals at all times. Saturday Camp days are when you will be learning most of the show routine and drill.

**Rehearsal Etiquette**

* Minimal talking during rehearsals. Excessive talking can result in push-ups or laps.
* Being on time is being 10 minutes early. Being on time is late. Being late is unacceptable.
* Please do not spin when someone is talking. It is disrespectful and distracting.
* Your equipment is your responsibility. If it needs repaired or re-taped, especially before a show day, it is your responsibility to fix it or notify an instructor. All members should have at least 1 roll of white and 1 roll of black electrical tape with them at all times.
* Rehearsal time is for the group as a whole. It is not individual practice time. If you are struggling on something whether it be drill, work, or movement, you need to take time outside of rehearsal time to work on it. If you need help, please ask for it. There are directors and other members willing to help you when you need it.
* Please show respect to your other team members, band members, and directors. You may disagree with a statement, belief, or action of someone else, but if it has nothing to do with color guard, please ignore it while at practice. Again, rehearsals are made for the group as a whole and not individual drama. If there is a severe situation, please notify a director.
* A positive attitude at practice is very important. Not only do positive attitudes make people feel better, we become more efficient and more focused. Everyone has bad days. When you come to practice, leave everything but color guard on the door step. Focus on why you are at practice (because you love color guard), and focus on what YOU need to do.

**Dress Code**

**Rehearsals**

• Dark colored shorts, capris, or pants rolled up (we need to be able to see

your ankles and feet, especially during drill and movement practices)

• Dark colored shirts can be either long sleeved, short sleeved, or tank tops

(no spaghetti straps unless worn with a sports bra underneath)

• Hair pulled back out of face

• Little to no jewelry

• Gloves

**Contests**

• Same as above for rehearsal before contests

• Warm-up jackets and pants (must be worn once you leave the school

unless you are in uniform)

• Show shirts

**Safety**

Just like any other sport or activity we take performers safety very seriously. If you have a preexisting injury please notify us along with documentation from your family doctor.

If you are hurt during a rehearsal or performance please notify a director immediately. A doctor’s note may be required for you to resume participating depending on the injury.

If you are feeling sick or have injured yourself during a practice, it is up to YOU on how much you participate. This is based on you knowing your limits and how much you can handle. Like mentioned before, this is a team sport where everyone needs to hold themselves accountable. There is a difference between being hurt or sick and just giving up because you’re tired, bored, frustrated, etc. If you need a moment, inform an instructor and take a few minutes.

**Communication**

Communication is a key to success for any group. The WHS Winter Guard operates through the WHS Band Boosters using the Charms Office Suite. If you are not set up with a Charms account please email [info@westfieldbandboosters.org](mailto:info@westfieldbandboosters.org) to get an account set up. On the Charms web page you will be able to view our rehearsal/performance calendar, fundraising events and individual student financial statements. A weekly email will come from the band boosters with important info regarding upcoming events for the week and the weeks ahead. A winter guard only weekly email will be sent as well with important info pertaining to winter guard only information**.** Quick reminder text will be sent via remind 101.

Band Booster Website: [www.westfieldbandboosters.org](http://www.westfieldbandboosters.org)

Charms Website: [www.charmsoffice.com](http://www.charmsoffice.com)

Color Guard Facebook Page: Westfield High School Color Guard (Indiana)

Remind 101: Text @whsguard1 to 81010 or email [whsguard1@mail.remind.com](mailto:whsguard1@mail.remind.com) to receive messages from us via remind 101.

Band Booster Facebook Page: Westfield Band Boosters

Follow us on Twitter: @shamrockbands

Instagram: @westfieldrocksband

Indiana High School Color Guard Association (IHSCGA) Website: [www.ihscga.org](http://www.ihscga.org)

Winter Guard International (WGI) [www.wgi.org](http://www.wgi.org)

Staff Contact Info:

Dave Shinault – email: [shinaultd@wws.k12.in.us](mailto:shinaultd@wws.k12.in.us), cell: 317-250-4272

Andrea Akers – email: [andrea.hobkirk@gmail.com](mailto:andrea.hobkirk@gmail.com), cell: 260-449-1183

Erin Hughes – email: [mejones89@att.net](mailto:mejones89@att.net), cell: 317-319-0145

**Fees/Expenses and Fundraising**

**Fees**

As an Extra-Curricular activity, the WHS Winter Guards are not funded through Westfield High School so we have to raise our own funds in order to function. The WHS band boosters have a financial policy form that will need to be completed and on file by the due date listed on the form. We do have participation fees for the winter season of **$425.** Unfortunately, due to the way the Winter Guard is funded we cannot give sibling discounts like they have for marching band. It is very important that we collect the fees so the students will be able to have uniforms, props, equipment, transportation to and from contests, staff, etc. We do our best to have several fund raisers so they can earn money to go towards their fees. We intend that all members will take advantage of these opportunities.

The main fundraiser we offer is sponsorships for our show shirts. Members can go around to local businesses, family members, and friends and ask if they would like to purchase an ad on the back of our shirts. We wear the shirts to and from each contest, and tend to wear them around our local areas. They can include whatever information, logos, or messages they would like as long as they are appropriate. The minimum ad is $100 for a small size ad, $150 for a medium size ad and $200 for a large size ad. This is a great and easy way for members to earn their fees. Other fundraising opportunities will be announced as they become available.

We will be having payment plans this winter. This is a more detailed and consistent plan in order for us to maintain our budget. We will be having payment due every two weeks. **If a member fails to meet the designated deadline, they will be suspended from rehearsals and performances until payment has been made.** If there is an issue with meeting payments or you would like to set up a different payment plan, a parent or guardian must contact Dave Shinault immediately to set up a meeting with the booster treasurer. If you’d like to pay all at once or before the due dates, those are also acceptable options. **Please hand all payments to Dave Shinault at the Start of Rehearsal on the due dates. If you plan to pay via the booster pay pal or from your individual student account please send a note to Dave on the due date indicating which payment option you are using. Please have your payment in an envelope with you students first and last name on it. Please make all checks payable to Westfield Band Boosters. Listed is the payment schedule:**

* Monday, November 27th -$100 due
* Monday, Dec. 11th -$50 due
* Monday, Jan. 1st -$50 due
* Monday, Jan. 15th -$50 due
* Monday, Jan. 29th - $75 due
* Monday, Feb. 12th - $100 due

**Expenses**

Other Expenses that are not a part of the participation fee are:

* Warm-up Jacket and Pants (Ordered online through My Logo Shop)
* Show Shirt
* Winter Guard Gloves
* $$ for concessions at contest or fast food stops on contest weekends
* Uniform undergarments
* All make-up items and hair products
* IHSCGA Clinic $20 plus money for lunch
* Team Building Events

Other miscellaneous expenses can occur that are not listed. The Directors will do our best to inform families in advance.

**Competitions/Performances**

**Competition/Performance Calendar**

The Rehearsal/Contest Calendar is available as a separate document, on the Charms website and on the band booster website. Performance and Contest Rehearsal times will be provided each week of the contest via an email itinerary and handout at rehearsals.

**IHSCGA**

The Indiana High School Color Guard Association or IHSCGA is the competition circuit that we will be competing in for the 2014-2015 season. In August of 1982, a small group of band directors and other classroom teachers met at Brownsburg High School to form the Indiana High School Color Guard Association. For the previous few years, various high schools had sponsored winter color guard shows giving students an opportunity to continue the development of performance skills after the marching band season concluded. Each year more high schools participated. Most felt a structure for the contests, with one judging system and one universal set of rules was necessary. So, with this in mind, the group formed IHSCGA. The first contest season began in February of 1983, with 28 high schools as members. Six contests and a state championship were held that year. None of the original founders envisioned the scope and effect color guard would have in Indiana. Today more than 120 high schools participate in 16 contests per season including Divisional Finals, State Prelims, and State Finals. Each fall, a convention for directors and students is held. At the Winter Guard International World Championships in Dayton, Ohio, Indiana has always had guards in the scholastic finals competition, underscoring the quality of color guards Indiana high schools produce.

**Competition Day Procedures**

Each contest day will start with a rehearsal. At the rehearsal we will review any changes or areas of the show that the staff deems necessary. These rehearsals will usually last an hour and a half to two hours. We will then spend an hour folding tarps, loading props and equipment, getting hair and make-up finished and getting into uniforms with Warm-Ups on over the uniform. In the past the contest host would provide a homeroom for us to use as a dressing room but as of 2014-2015 season that is no longer the case so it is very important that all this is done prior to leaving for the contest. Once we arrive at a contest we will be checked in and given a small area in a hall or auditorium to store our stuff.

**What to Bring to contest:**

* All equipment
* Uniform
* Hair/make-up items
* Warm-Ups
* Sandals
* $$ for concessions
* Pillow and Blanket for Bus ride (optional)
* White and Black electrical tape

It is important that students do not bring valuable items with them to a contest that can be lost or stolen. A staff member or Parent Volunteer will have a backpack that students can keep some items such as cell phones in during the contest however they are not responsible for those items if they are lost or stolen.

**Conduct and Expectations**

All school rules and policies are in effect and are expected to be followed at all rehearsals and contest. Proper disciplinary action will be taken if students or parents are found in violation of any rule or policy as stated in the WWS Student handbook.

Please be aware of what you say at shows…parents and students. You never know who is sitting behind you, in line with you to get a hotdog, or in the restroom stall next door. Keep everything positive and respectful of our competitors and other groups. Represent Westfield H.S. with Great Sportsmanship, Pride, and Integrity!

All members will sit **TOGETHER** as a group, at shows. At most shows guards are not allowed in the front stands and must sit in the back stands at performances.

Videotaping of our performance or any other performances may not be permitted at all contests. Please check with contest personal before videotaping. At some shows we could be penalized if someone from our group is caught videotaping. There is to be **NO FLASH PHOTOGRAPHY** at any time.

Parents…when the students arrive at the show site, we need to stay focused and in tune with the rest of our team. **Please wait until AFTER we perform to take pictures, come speak with them,** etc… or check with a staff member before doing so.

Just for Parents

**Help Wanted!!**

In order for us to have a successful season we need your help. We have lots of volunteer positions that will need to be filled during the season by our parents. To sign up for a volunteer spot please go to the Charms website or email Dave with what you would like to sign up for. Some jobs will need to be filled by the same person on a contest day and those people will get in free to the contest. We are allowed 8 passes per guard at contest for adult helpers.

**Some of the jobs available**

**Band Booster Holiday Craft Show – on November 19th** we need parents and students to sign up on either Friday November 18th or November 19th to help with the Craft Show. We will also be having a booth that all funds go directly to the guard program that we will need help with.

**Basketball Concessions – on Winter Guard Night (TBA)** we need parents and students to sign up in Charms to run the Concession stand for the boys JV and Varsity Basketball game. This is a one-time event and is a lot of fun.

**Uniform Managers -** This job requires 2 people one for JV and one for Varsity to be willing to take all of the uniforms home after any performances to wash them and report any damage that may need repair to the directors.

**Hair and Make-up Assistants –** This job requires at least 4 people two for each guard that would be willing to help students get their hair and make-up ready for a performance. **(Must be available to be Prop Assistants as well)**

**Prop Masters –** This job requires two people, one for each guard to lead a team to build and maintain the props for rehearsals and contest. **(Must be available to be Prop Assistants as well)**

**Prop Assistants –** This job requires up to 7 people per guard to assist with getting the props and tarps on and off the performance area in the allotted time at contest.

**Bus Chaperones –** This job requires 2 people per bus to take attendance and trouble shoot to and from contest. **(Must be available to be Prop Assistants as well)**

**Band Boosters**

Westfield Band Boosters was founded in 2004 by a group of band parents seeking to help the Westfield High School Bands program excel.  
  
Our Purpose: ​​  
  
The purpose of WBB is to assist the Westfield High School instrumental program and its instructors, to promote and stimulate interest in music and related talents in the public schools and community, and to raise funds for the Westfield High School instrumental music program. ​

Band Booster Meetings are held every third Monday of the month at 7:00 p.m. in the band room.

President: Rick Miles, email: [president@westfieldbandboosters.org](mailto:president@westfieldbandboosters.org)

Vice President: Jerry Wolf, email: [vp@westfieldbandboosters.org](mailto:vp@westfieldbandboosters.org)

Secretary: Sarah Richardson, email: [secretary@westfieldbandboosters.org](mailto:secretary@westfieldbandboosters.org)

Treasurer: Gary Icenogle, email: [treasurer@westfieldbandboosters.org](mailto:treasurer@westfieldbandboosters.org)

Required Forms

All forms must be turned in by November 29th at the start of rehearsal.

* Commitment Form
* Medical Form (Not Required if already on file from Marching Band Season)
* Student Information Form
* Criminal Background Check (Adult Volunteers Only) (Not Required if already on file from Marching Band Season)
* Anti-Bullying Volunteer Training (Adult Volunteers Only) (Not Required if already on file from Marching Band Season)

Westfield Winter Guard Commitment Contract

**Due November 21st**

I, , intend to become a member of the Westfield Winter Guard. I have read through the expectations and understand the time commitment, dedication, and teamwork this activity entails. I am aware of the consequences of certain actions and will abide by them if I were to exhibit any of the actions or behaviors.

Member’s Name

Phone Number

Signature

Date

I am the parent of, , and have read through the member expectations and the parent expectations. I am aware of the time commitment, dedication, and teamwork this activity entails for my child. I am aware and will abide by the payment plan and the fees that go along with this activity. I am aware that if my child chooses to leave the group or is removed from the group that all fees are nonrefundable.

Parent’s Name

Email

Signature

Date

Student Information Form

**Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_**

**Cell phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**T-shirt Size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Birth date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Favorite Color: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Food: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Candy: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents Names: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents Phones: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parents Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**