

Tabb Tiger Marching Band

Parent Volunteer Guidelines & Rules

Welcome to the Tabb Tiger Band Parents Association (TTBP) volunteer team! Our parent volunteers are the heartbeat of our program. Without your dedicated time, energy, and resources, our student musicians and color guard members would not be able to achieve the excellence that has earned the Tabb Tiger Marching Band its distinction as a multi-time Virginia Honor Band and Blue Ribbon School.

Whether you are loading a 20-foot equipment trailer or serving meals to hungry band members, your support is invaluable. These guidelines and rules ensure our operations run smoothly, safely, and in a manner that represents Tabb High School and our Yorktown community with the highest degree of pride and professionalism.

1. General Volunteer Code of Conduct

As a parent volunteer, you are an essential ambassador for Tabb High School and the Tabb Tiger Band Program.

High Visibility: The parent volunteer group—especially chaperones and pit crew—is the most visible group at any event after the marching band itself. Your behavior, language, and attitude reflect directly on the band director, the school administration, and the students.

Professional Representation: Volunteers must represent the band and school appropriately. Always maintain a positive, supportive, and respectful attitude when interacting with students, staff, judges, spectators, and rival band programs.

Focus on Student Support: Our primary mission is to facilitate a safe and successful environment for our students. Please defer all student disciplinary actions or policy decisions to the Band Director. Your role is to assist, encourage, and keep our students safe.

2. Volunteer Coordinator Guidelines & Rules

The Volunteer Coordinator serves as the central operational hub for the Tabb Tiger Band Parents Association. This role is responsible for recruiting, organizing, and assigning parent volunteers across all operational committees to ensure every event is fully staffed and running smoothly.

A. Core Responsibilities

Volunteer Recruitment & Sign-Ups:

Build, publish, and manage online sign-up schedules (e.g., SignUpGenius, Band App) for all band camp events, football games, exhibitions, hospitality events, and weekend competitions.

Clearly define the number of volunteers, shift times, and specific duties required for each event.

Roster Management & Communication:

Maintain an up-to-date, secure master roster of all active parent volunteers, including contact information and preferred committees.

Send timely reminder emails, text alerts, or push notifications to volunteers at least 48 hours prior to scheduled events to confirm attendance.

Clearance & School Division Compliance:

Coordinate with York County School Division (YCSD) administration to ensure all volunteers meet necessary background check, fingerprinting, and division clearance requirements.

Maintain a confidential log of cleared volunteers and restrict assignments only to individuals with valid, up-to-date clearance.

On-Site Coordination & Briefings:

Serve as the central point of contact on event days to check in volunteers, distribute volunteer identification (lanyards, badges, or t-shirts), and redirect personnel to areas experiencing shortages.

B. Communication & Privacy Rules

Data Confidentiality: Volunteer contact details must remain strictly confidential. Never share parent emails, phone numbers, or personal information with outside

organizations, businesses, or non-band entities.

Objective Placement: Assign volunteers fairly and without favoritism. Strive to give new band parents opportunities to get involved, ensuring a welcoming and inclusive environment for all families.

Liaison Standard: Act as the primary liaison between the TTBP Executive Board, individual committee chairs (Pit Crew, Hospitality, Fundraising), and the general parent volunteer pool.

3. Chaperone Coordinator Guidelines & Rules

The Chaperone Coordinator oversees the dedicated team of parent chaperones who directly protect the safety, health, and discipline of our students during all local, regional, and overnight band trips. The Chaperone Coordinator is the glue that keeps our travel operations secure.

A. Trip Planning & Bus Logistics

Bus Assignments & Rosters:

Prior to travel days, coordinate with the Band Director and Student Leadership to create precise bus seating charts and chaperone assignments.

Assign a minimum of two (2) chaperones per bus, designating one as the "Lead Chaperone" for that vehicle.

Roster Management & Attendance:

Provide each bus lead with a clipboard containing up-to-date student rosters, emergency contact sheets, and detailed travel itineraries.

Standardize roll-call procedures: Attendance must be taken silently and then verified aloud every single time students board a bus. Never depart a venue without a physical and verbal confirmation of 100% student presence.

B. Health, Safety, & Medical Coordination

Medical Liaison Duties:

Collaborate closely with the designated Band Nurse or First Aid volunteer.

Ensure the Chaperone Coordinator and each Bus Lead chaperone have immediate access to student medical emergency forms, food allergy logs, and emergency contact numbers.

Maintain the confidentiality of student health records under HIPAA guidelines.

Emergency Protocols:

Standardize emergency response procedures for accidents, missing students, extreme weather, or medical crises during transit.

Ensure all chaperones know how to instantly contact the Chaperone Coordinator, the Band Director, and local emergency services.

C. Chaperone Conduct & Team Management

Supervision and Rules Enforcement:

Direct chaperones to maintain active supervision at all times—this includes walking the aisles of buses, monitoring stadium stands, and patrolling hotel hallways during overnight trips.

Enforce standard curfew, quiet hours, and bus safety rules (e.g., remaining seated, quiet volume, no food/drink exceptions as set by the bus driver).

Unbiased Discipline Policy:

Chaperones must manage minor behavior issues with gentle, respectful correction.

Major infractions, safety violations, or persistent insubordination must be documented and immediately escalated to the Chaperone Coordinator and the Band Director. Parents must never administer severe discipline or argue with students.

Uniform & Duty Distribution:

Assist with logistical duties such as managing uniform plume distribution, checking uniform fitting standards before performances, and distributing water/snacks to students after performances or during third-quarter breaks.

4. Marching Band Pit Crew Guidelines & Rules

The Pit Crew is responsible for the logistics and heavy lifting that brings our field show to life. This team handles loading, transporting, setting up, and striking all

front ensemble (pit) percussion instruments, field props, sound systems, and major equipment at football games, exhibitions, and weekend competitions.

A. Dress Code & Uniformity

Because the Pit Crew works in full view of audiences, judges, and cameras during performances, a unified and professional appearance is mandatory.

Required Shirts: All Pit Crew members must wear one of the following options while on duty:

An official **Tabb Band** t-shirt/spirit wear.

A **plain black, white, or orange** t-shirt (representing Tabb Tiger orange).

Note: Shirts must be free of prominent external branding, graphics, or logos other than official Tabb Band designs.

Pants/Shorts: Neutral, solid-colored pants, shorts, or jeans (black, khaki, or dark denim) are highly recommended.

Footwear for Safety: Closed-toe athletic shoes or work boots with good traction are **mandatory** at all times. Sandals, flip-flops, or open-back shoes are strictly prohibited due to the risk of heavy equipment shifting or rolling.

B. Transportation & Towing Vehicle Requirements

Transporting our high-value percussion instruments, custom props, and field gear requires specialized personal vehicles.

Required Towing Vehicles: Every event (away football games, parades, and weekend competitions) requires a minimum of **two (2) parent volunteers** who provide and operate vehicles with the following specifications:

Towing Capacity: Must be capable of towing a minimum of **5,000 pounds**.

Hitch Requirement: Must be equipped with a secure **2" ball hitch** and properly functioning trailer light hookups.

Vehicle Compliance & Safety: To safeguard our students' equipment and protect the organization, any private vehicle used to tow band trailers must meet the following legal standards:

Insurance: Must have active, valid automotive liability insurance matching or exceeding state-mandated minimum coverage.

Registration: Must have a valid, up-to-date state vehicle registration.

Inspection: Must display a valid, up-to-date state safety inspection sticker.

Driver Requirements:

Any volunteer operating a towing vehicle must hold a **valid, current driver's license**.

Drivers must remain clear of any impairing medications, substances, or alcohol during the entirety of the band event.

C. Operational Procedures on the Field

Pre-Show Loading: Arrive promptly at the designated Call Time at Tabb High School to organize the equipment and assist students with trailer loading.

Travel: Pit Crew members do not ride the student buses unless explicitly requested. You must arrange your own transportation to and from the venue or coordinate rides with the trailer drivers.

Field Entrance & Timing: During competitions, marching bands are strictly timed from the moment the first piece of equipment crosses the field boundary. The Pit Crew must coordinate closely to move heavy percussion, speaker carts, and props onto the field with maximum speed, safety, and precision.

Post-Performance Strike: Once the performance concludes, swiftly and quietly clear the field. Pack and secure the trailers properly for the return trip to Tabb High School.

5. Hospitality Committee Guidelines & Rules

The Hospitality Committee is responsible for nurturing our band community, feeding our hard-working students, and hosting major social events that bookend our marching band season. Food brings our families together, and this committee ensures that our gatherings are warm, inclusive, and organized.

A. Core Responsibilities

The Hospitality Committee owns the planning, coordination, and execution of our two major seasonal milestones:

1. Season Kickoff Picnic (End of Band Camp):

Purpose: Celebrates the completion of our intense August Band Camp, welcomes new and returning families, and gives everyone a sneak peek at the year's halftime performance.

Duties: Coordinate the menu (typically burgers, hot dogs, side dishes, and cold drinks), manage parent food donations, set up outdoor serving areas at Tabb High School, feed the students and directors first, and host our band families.

2. Season-Ending "Bandquet":

Purpose: Celebrates our students' hard work, honors our graduating seniors, and distributes annual awards and scholarships (such as the Percy Ironmonger Scholarship) in a festive setting.

Duties: Plan a menu, coordinate venue setup and table decorations, manage catering or parent-led meal preparation, handle registration/RSVPs, and oversee food service and clean-up.

B. Health, Safety, and Food Hygiene

Serving a large group of over 100 students, staff, and family members requires strict adherence to food safety protocols:

Temperature Control: Maintain safe food holding temperatures. Hot foods must be kept at or above 140F (using chafing dishes, slow cookers, or insulated carriers), and cold foods must be held at or below 40F (using ice baths or coolers).

Sanitation Standards:

All volunteers handling or serving food must thoroughly wash their hands beforehand and wear clean, disposable food-prep gloves.

Hair should be tied back, and serving utensils must be used for all food items (no direct hand-to-food contact).

Keep all prep surfaces, cutting boards, and serving tables sanitized throughout the event.

Allergy and Dietary Awareness:

Collect dietary restriction and allergy information during student registration.

Clearly label foods containing common allergens (peanuts, tree nuts, dairy, gluten, soy, eggs).

Provide safe, cross-contamination-free alternative meal options for vegetarian, gluten-free, and nut-allergy students. Tabb Tiger Band is an inclusive family—no student should ever go hungry due to a dietary restriction.

C. Logistics & Clean-Up

Setup & Decoration: Arrive early to set up tables, chairs, linens, and trash receptacles. Decorate using Tabb school colors (orange, black, and white) to cultivate Tiger pride.

Community Contributions: Work alongside the TTBP Volunteer Coordinator to create online sign-ups (e.g., SignUpGenius) so the broader parent community can donate drinks, chips, desserts, and paper goods.

Leave No Trace: We are guests of the school facilities and public parks we use. The Hospitality Committee must ensure that all kitchens, dining areas, fields, and trash cans are thoroughly cleaned, bags are tied and placed in dumpsters, and the venue is left in pristine condition.

6. Fundraising Committee Guidelines & Rules

Marching bands require substantial financial resources to cover competition registration fees, sheet music licensing, custom drill writing, specialized staff instruction, instrument repairs, and travel. The Fundraising Committee coordinates activities that offset individual student dues and keep the program financially robust and accessible.

A. Core Responsibilities

The Fundraising Committee manages, schedules, and promotes all group fundraising campaigns throughout the year, including

1. Tag Day (Door-to-Door Donations):

Purpose: The largest single-day community collection where students canvas local neighborhoods in uniform.

Duties: Coordinate driving routes, establish neighborhood staging areas, handle student and driver safety briefings, and distribute collection buckets and informational flyers.

2. Corporate Sponsorships & Partnerships:

Purpose: Securing ongoing sponsorships from local Yorktown, Newport News, and Williamsburg businesses.

Duties: Maintain up-to-date sponsorship packets, pitch local businesses, manage banner creation for sponsors, and ensure sponsors receive their promised promotional perks (e.g., logos on trailer, program shout-outs).

3. Product & Event Sales:

Purpose: Running specific seasonal sales (e.g., citrus sales, coupon books, spirit wear) and restaurant "Spirit Nights."

Duties: Serve as the point of contact for sales vendors, manage order collection, coordinate delivery day logistics, and schedule community restaurant partnerships.

B. Financial Integrity & Cash Handling Rules

To protect the Tabb Tiger Band Parents Association (TTBP) and our volunteers, strict financial controls are mandated for all fundraising activities:

Dual-Custody Cash Verification:

A minimum of **two (2) unrelated adult volunteers** must be present to count, verify, and log any cash and check collections.

Never count cash in isolation. Use official dual-signature deposit slips to record exact totals.

Secure Handling & Storage:

All cash collected at events (such as Tag Day or product distribution days) must be kept in an official locked cash box or secure deposit bag.

Under no circumstances should band funds be left unattended or taken home for personal safekeeping.

Timely Deposit Policy:

All collected funds must be reconciled and submitted directly to the TTBP Treasurer within **48 hours** of the fundraising event.

Never deposit fundraising cash or checks into a personal bank account. All checks must be made payable directly to **Tabb Tiger Band Parents Association (TTBP)**.

Record Keeping: Keep clean, transparent, and digital ledgers of all sales, payments, and pledges. Provide written or digital receipts immediately to any donor or sponsor who requests one.

C. Branding, Approvals, & Ethical Solicitation

Prior Approvals: To protect the reputation of Tabb High School and our program, all marketing materials, solicitation letters, flyers, and digital graphics must be approved by the Band Director and the TTBP Executive Board prior to public distribution.

Ethical Outreach: Volunteers and students representing the band must be courteous, polite, and never use high-pressure tactics. If a resident or business declines to donate, thank them politely for their time and move on.

Tax-Exempt Representation: Provide businesses and individual donors with the TTBP 501(c)(3) tax-exempt determination letter upon request. Do not make unauthorized promises regarding tax deductions or program benefits.

7. Volunteer Preparedness Checklist

To ensure your volunteer experience is comfortable and enjoyable, we highly recommend bringing the following personal items to events:

- ☐ A comfortable folding stadium seat or camp chair.
- ☐ Weather-appropriate gear (raincoat, poncho, or umbrella).
- ☐ A warm sweatshirt, jacket, or blanket for chilly autumn evenings.
- ☐ Personal water, snacks, and any necessary sun protection.
- ☐ A positive attitude and your loud Tiger cheering voice!

Thank you for your invaluable service to the **Tabb Tiger Marching Band!** Your dedication behind the scenes is what makes our students shine on the field.

Go Tigers!