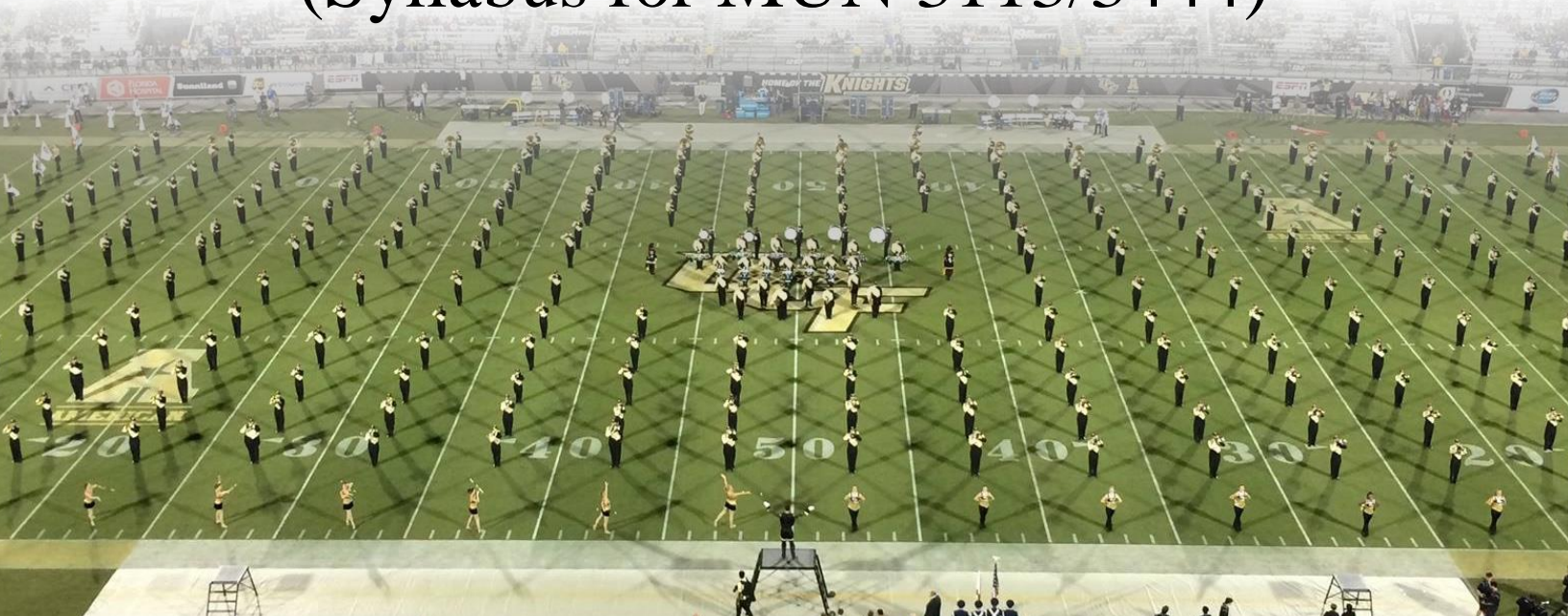




***MARCHING  
KNIGHTS***  
***THE PRIDE OF CENTRAL FLORIDA***

**2018 MEMBERSHIP  
HANDBOOK**

(Syllabus for MUN 3113/3444)



# Table of Contents

---

Welcome Letters .....	3
2018 Marching Knights Faculty & Staff .....	5
2018 Performance Calendar .....	6
History.....	8
Policies .....	9
Definitions .....	9
Membership Requirements .....	9
Grading Policy .....	10
Attendance Policy .....	10
Alternates .....	12
Equipment.....	12
Attendance Policy .....	10
Alternates .....	12
Equipment.....	12
Uniforms & Appearance .....	13
Pep Band Policy (for Fall Semester).....	16
Release and License for Free Perpetual Use of Intellectual Property .....	16
Procedures.....	18
Rehearsal Procedures .....	18
Game Day Procedures .....	19
Away Game/Travel Procedures .....	19
Leadership.....	20
Expectations for Conduct.....	22
Alcohol and Controlled Substance Policy .....	22
Sportsmanship and Behavior .....	22
University Anti-Hazing Policy .....	23
Social Media .....	24
Student Organizations .....	24
UCF Bands.....	25
Contact Information .....	27

June 1, 2018



Dr. Tremon Kizer  
Director of  
Athletic Bands

Welcome to the 2018 edition of the University of Central Florida Marching Knights. The University of Central Florida considers the Marching Knights an ambassador for university relations, our athletic teams, the student body, and the community. You are part of an ensemble that has been built on pride, honor, family, and dedication. We look forward to you being an integral part of the 2018 marching band season.

This handbook serves as your guide and syllabus for the fall semester. In this document, you will find the fall performance schedule, expectations, policies, and procedures set by University Bands and the School of Performing Arts. Although everything cannot be covered in this document, we know you will ask questions when necessary. In addition, you will find that we uphold each member of the Marching Knights to the University Core Values and will strive to promote these values. Those values are:

Integrity	I will practice and define academic and personal honesty.
Scholarship (Intelligence)	I will cherish and honor learning as a fundamental purpose of my membership in the UCF community.
Community	I will promote an open and supportive campus environment by respecting the rights and contributions of every individual.
Creativity	I will use my talents to enrich the human experience
Excellence (Intensity)	I will strive toward the highest standards of performance in any endeavor I undertake.

Please feel free to contact me if you have questions, comments, or concerns regarding anything. The University of Central Florida and the School of Performing Arts are thrilled you have chosen UCF Bands as your home. We will challenge, push, and help you grow to be who you want to be, through music. Welcome and Charge On!

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Kizer'. The signature is fluid and cursive, with a large loop at the end.

Tremon Kizer  
Director of Athletic Bands/Associate Director of Bands  
University of Central Florida

June 1, 2018



Mr. Dave Schreier  
Assistant Director  
of Bands

Marching Knights,

Welcome Home! The first day of band camp is always one of my most favorite days of the year! Somehow the campus seems to come alive when the UCF Marching Knights return home to begin their season, renew old friendships, and forge new ones.

It is with great pleasure that we welcome back all of our returning members and give a warm welcome to our newest Knights. We look forward to continuing our tradition of excellence with you during the 39th season of the Pride of Central Florida!

We have some exciting plans in store this year for our halftime shows, a world-class professional staff, and an energetic and excited student staff, all ready to help make this season one to remember. Now that you have arrived, all the pieces are in place and we are ready to put it together to become the 2018 UCF Marching Knights.

During band camp week, it is important that you all get to know each other, exchange emails and phone numbers, and most importantly, support one another. The best bands are the ones built on friendship, compassion and teamwork. Remember we are all here to work toward the same goals, and that is best accomplished when helping one another to succeed. This applies to not only the practice/performance field, but the classroom, and in life.

We are all here to give you the best musical experience and education possible, so if you ever have any questions, know that we are here to help in any way we can, so please don't hesitate to ask!

Here's to a great 2018 season with the UCF Marching Knights!

Musically Yours,

A handwritten signature in black ink, appearing to be 'D. Schreier', written in a cursive style. The signature is positioned above the printed name and title.

Dave Schreier  
Assistant Director of Bands  
University of Central Florida

## 2018 Marching Knights Faculty & Staff

---

Director of Bands .....	Dr. Scott Lubaroff
Director of Athletic Bands/Associate Director of Bands .....	Dr. Tremon Kizer
Assistant Director of Bands .....	Mr. Dave Schreier
Graduate Teaching Assistant.....	Mrs. Kirsten Arpin
Graduate Teaching Assistant.....	Mr. Christopher Rodriguez
Graduate Teaching Assistant (Percussion).....	Mr. Ryan Boehme
Color Guard Coordinator .....	Mr. Kevin Griner
Assistant Color Guard Coordinator.....	Mr. Chris Haubenestel
Majorette Coordinator.....	Mrs. Lynann Hudson
Assistant Majorette Coordinator .....	Mrs. Cindy McIntire
Dance Team Coordinator.....	Mrs. Michelina Moen
Percussion Coordinator.....	Mr. Bryant Bernal
Administrative Coordinator .....	Mrs. Barbara Kelly-Hursey
Stadium Announcer.....	Mr. Jason Millhouse
Band President .....	Kira Abelow
Drum Majors .....	Sarah Spielman, Eric Bush & Savannah Eldridge
Section Coordinators	
Piccolo.....	Jessica Needham
Clarinet.....	Malorie Sutton
Alto Saxophone .....	Alex Garcia
Tenor Saxophone .....	Kira Abelow
Trumpet .....	Casey Stuart
Mellophone .....	Jessica Acevedo-Ortiz
Trombone .....	Bryan Shull
Baritone .....	Claudia Orozco-Vega
Sousaphone .....	Bobby Gilman
Percussion .....	Nicole Grullon
Color Guard.....	Bailey Barcome
Dance Team .....	Samantha Mailhot
Majorette .....	Taylor Shickles
Section Leaders	
Piccolo.....	William Bevan-Thomas
Clarinet.....	Noah Friedland
Alto Saxophone .....	Laz Breunig & Ashley Stalvey
Tenor Saxophone .....	Tim Hunt
Trumpet .....	Jordan Detz, Josue Reyes Diaz & Coral Navarre
Mellophone .....	Brett Bissell
Trombone .....	Ryan Clark & Nikolas Morosky
Baritone.....	Trevor Colaneri
Sousaphone .....	Drake Thomsen
Percussion .....	TBD
Color Guard.....	Rachel Greenwald & Jackie Mantilla
Media Coordinators .....	Kira Abelow, Tyler Cox, Pahlavi Dacre, Marcela Londono
.....	Madison Sago, Sandeep Singh & Grace White

## 2018 Performance Calendar (Full Band)

Date	Event	Location	Time
Aug. 16 (Thurs)	Kickoff Luncheon	CFE Arena	11:00 AM
Sept. 8 (Sat)	UCF vs. South Carolina State	Spectrum Stadium	TBA
Sept. 21 (Fri)	UCF vs. FAU	Spectrum Stadium	7:00 PM
Sept. 29 (Sat)	UCF vs. Pittsburgh (Family Weekend)	Spectrum Stadium	TBA
Oct. 6 (Sat)	UCF vs. SMU (Military Appreciation)	Spectrum Stadium	TBA
Oct. 13 (Sat)	Bands of America Regional (Exhibition Performance)	Camping World Stadium/Orlando, FL	TBA
Nov. 1 (Thurs)	UCF vs. Temple	Spectrum Stadium	7:30 PM
Nov. 10 (Sat)	UCF vs. Navy (Homecoming)	Spectrum Stadium	TBA
Nov. 17 (Sat)	UCF vs. Cincinnati	Spectrum Stadium	TBA
Nov. 23 (Fri)	UCF vs. South Florida	Raymond James Stadium, Tampa, FL	TBA
Dec. 1 (Sat)	Possible American Athletic Conference Championship	TBA	TBA
TBA	Possible Bowl Trip	TBA	TBA

Attendance at the events listed above is required of all band members. Please make a note of these dates on your calendars and plan accordingly.



Additionally, pep band performances will be announced as that information becomes available. To date, those are:

## 2018 Possible Performance Calendar (Mini Pep Bands)

Date	Event	Location	Time
Oct. 26 (Fri)	UCF Volleyball vs. Houston	The Venue	7:00 PM
Oct. 28 (Sun)	UCF Volleyball vs. SMU	The Venue	1:00 PM
Nov. 6 (Tue)	UCF Men's and Women's Basketball vs. TBA	CFE Arena	TBA
Nov. 9 (Fri)	UCF Spirit Splash	UCF Fountain	12:00 PM
Nov. 11 (Sun)	UCF Men's Basketball vs. FAU	CFE Arena	TBA
Nov. 29 (Thurs)	UCF Men's Basketball vs. Alabama	CFE Arena	TBA

Participation in a conference championship game or in a bowl game is dependent upon football rankings at the conclusion of the season. Due to the recent success of the football team, UCF is likely to be invited to participate in post-season play. Band travel to a bowl game performance will be determined by location, schedule, and the Athletic Department.

**Should the band travel to a bowl game at the end of the season, all band members are required to attend. The dates are between December 14, 2018 and January 8, 2019. An unexcused absence for the end-of-season bowl trip WILL result in a failing grade. In addition, it is your responsibility to make arrangements to travel back to campus to attend any bowl game. If you live out of state and require a flight back, please make prior arrangements. UCF will not pay for this expense. For details, please refer to the Attendance Policy on pg. 9.**

**Possible Bowl Destinations include (please plan to be with UCF Bands for 3-6 days with bowl travel):**

AutoNation Cure Bowl, Orlando, FL- Saturday, December 15, 2018  
 Boca Raton Bowl, Boca Raton, FL- Tuesday, December 18, 2018  
 Frisco Bowl, Frisco, TX- Wednesday, December 19, 2018  
 Gasparilla Bowl, Tampa, FL- Thursday, December 20, 2018  
 Armed Forces Bowl, Fort Worth, TX- Saturday, December 22, 2018

Birmingham Bowl, Birmingham, AL- Saturday, December 22, 2018  
 Camping World Independence Bowl- Shreveport, LA- Thursday, December 27, 2018  
 Orange Bowl, Miami, FL- Saturday, December 29, 2018  
 Cotton Bowl, Arlington, TX- Saturday, December 29, 2018  
 Fiesta Bowl, Glendale, AZ- Saturday, December 29, 2018  
 Peach Bowl, Atlanta, GA- Saturday, December 29, 2018  
 Liberty Bowl, Memphis, TN- Sunday, December 31, 2018  
 Military Bowl, Annapolis, MD- Sunday, December 31, 2018  
 Rose Bowl, Pasadena, CA- Tuesday, January 1, 2019  
 Sugar Bowl, New Orleans, LA- Tuesday, January 1, 2019  
 National Championship, Santa Clara, CA- Monday, January 7, 2019

**FINAL GRADES FOR MARCHING BAND WILL BE CALCULATED ON THE COMPLETION OF ALL REQUIRED ACTIVITIES!**

## History

---

The Marching Knights were formed after the start of the football program in 1979. To begin implementation of the marching program, Mr. Jerry Gardner was hired as the first director on July 1, 1980. With just under three months until the first game, a great deal of work had to be done in order to establish the Marching Knights. Student Government helped by allocating money to help fund the band.

Since no previous marching roster existed, Mr. Gardner went through the file of every UCF student to see if they had any band/marching experience. All of the students who did were contacted and asked to join the inaugural year of the Marching Knights. It was during this time that a young man named Troy Driggers came to Mr. Gardner and asked to be the drum major of the Marching Knights. Mr. Gardner held auditions and Troy and Ken DeBord became the first drum majors of the Marching Knights. When August and band camp arrived, the hard work of recruiting all summer had paid off. The Marching Knights consisted of 125 members.

On November 8, 1980 -- UCF's Homecoming, the first half-time show was put on the field. The show featured the selections: *Triumph of the Titans*, *Sweet Georgia Brown*, *Crown Imperial*, *You are the Sunshine of My Life*, and *Love Will Keep Us Together* -- thus, the Marching Knights were born.

Ten directors have guided the Marching Knights during the band's thirty-nine year history:

Mr. Jerry Gardner	1980-1985
Mr. Roger Newburn	1986-1987
Dr. Richard Greenwood	1988-2004
Mr. Ron Ellis	1996-2009
Dr. Donny Allen	2010-2012



Dr. Ryan Kelly	2014-2015
Dr. Scott Tobias	2013-2016
Dr. Jason Cumberledge	2015-2016
Mr. Dave Schreier	2010-present
Dr. Tremon Kizer	2016-present

## Policies

---

### Definitions

#### Armory

The Armory is an area of the UCF Bands website accessible only to current members of the Marching Knights with a specific password that will be distributed at the beginning of the year.

#### Charms

Charms is an online database that contains membership records, attendance data, and financial obligations to the university. Instruction on how to log in to Charms will be published at the beginning of the year.

### Membership Requirements

The following are the requirements for membership in the University of Central Florida Marching Knights:

- Members must be a current student at the University of Central Florida OR enrolled at the University of Central Florida as a non-degree seeking student while enrolled in an area community college
- Members must be in good financial standing with the University of Central Florida and the School of Performing Arts-Music, including the payment of all outstanding fees and the return of all University equipment
- Members must be continuously enrolled in MUN 3113 for the semester of participation (percussion, color guard, dance team and majorettes should also be enrolled in MUN 3444)
- Individuals wishing to participate in the percussion, color guard, dance team, or majorette sections of the band are required to participate in an audition generally held in the spring of each year

### Grading Policy

The grade for marching band is determined primarily on the basis of attendance with strong consideration for preparation and contribution also factored in. Attendance is taken for all activities of the band (i.e. rehearsals, sectionals, performances).

## Grading Scale

A 1-2 Absences  
B 3-4 Absences

C 5-6 Absences  
D 7-8 Absences

F 9+ Absences

The following guidelines are in effect regarding the determination of grades:

- 1) Two tardies = one absence  
One unexcused absence = two absences  
One excused absence = one absence
- 2) It is the member's responsibility to possess, prepare, and maintain drill charts and music. Failure to do so may result in the lowering of one's grade at least 1 letter (e.g. A might become a B).
- 3) Behavior problems and violation of band policies may result in the lowering of one's grade at least 1 letter (e.g. A might become a B).
- 4) An unexcused absence from a performance will result in automatic failure of the class. This includes any absence from a performance not cleared in advance with the director.

Exceptions to the grading policy may be made at the discretion of the director should extenuating circumstances exist.

## Attendance Policy

To ensure that we are rehearsing and performing at our very best, a carefully constructed attendance policy is enforced for all Marching Knights activities throughout the year.

- 1) Attendance is mandatory at all scheduled rehearsals, sectionals, and performances including pre-season rehearsals (band camp) and post-season games. Class conflicts with regularly scheduled rehearsals should be avoided.
- 2) Absences may be excused if they are due to personal illness, a death in the family, certain academic events, or special approval from the directors. If an absence is necessary, band members are required to do the following:

### Absences Due to Illness/Injury

A student that becomes ill, he/she must:

- Complete the Absence Request/Approval Form from the band website ([www.ucfbands.com](http://www.ucfbands.com)) before the rehearsal begins. This form is available

through the “Documents & Forms” page of the Members area. Failure to submit this form will result in the absence being unexcused.

- If emergency conditions do not allow a student to notify the directors of his/her absence prior to rehearsal, notification must be made within 24 hours of the absence.

#### Absences for Other Reasons

If a student anticipates a conflict with a rehearsal or performance, he/she must:

- Complete the Absence Request/Approval Form from the band website ([www.ucfbands.com](http://www.ucfbands.com)). This form is available through the “Documents & Forms” page of the Armory. Submit this form at least two weeks prior to the requested absence.
- If the absence is due to a death in the family or other unforeseen emergency, the form must be submitted as soon as reasonably possible.

All Absence Request/Approval Forms will be reviewed and determined excused or unexcused, after which students will receive an email with the decision. *Students must keep this email on file in case there is a discrepancy in their grade at the end of the semester.* If a student does not follow the procedures outlined above, the absence will automatically be recorded as unexcused.

- 3) Tardies and/or absences not only impact an individual’s grade but also result in restrictions with regards to performance. These restrictions are outlined below.

Loss of position in the current show may result from the following:

- Tardy or absence from morning rehearsal on performance days
- Unexcused absence from rehearsal during the week of a performance
- Excused absences during the preparation of a show resulting in an inability to perform at an acceptable level as determined by the director
- Behavior problems or violation of band policies (at the discretion of the director)

Loss of position in future shows may result from the following:

- Cumulative total of four absences from rehearsals or performances (excused and unexcused)
- Behavior problems or violation of band policies (at the discretion of the director)

*Any member currently holding a grade of F may be suspended from attending football games and performances with the Marching Knights for the remainder of the season.*

- 4) Excuses for being tardy must be emailed via the Absence Request/Approval Form.
- 5) A graduate assistant will be charged of maintaining attendance records; however, the director has sole discretion over the approval of absences and grading.

- 6) Information about a student's currently accumulated absences or tardies may be viewed at any time by logging in to Charms. These updates will occur at the beginning of each week.

## Alternates (Swings)

The staff recognizes that there will always be extenuating circumstances that may prohibit a marching band member's participation with the band (i.e. illness, death in the family, unexpected emergencies, etc.). Attempts are made to plan for this and to avoid the appearance of "holes" in the drill design. This is done through a system of alternates within the band.

An alternate (swing) is defined as a band member who is not assigned a permanent position to a show but who is qualified to participate on a guaranteed basis as well as an "on call" basis to fill an unexpected void. Alternates are members of Marching Knights who are assigned a position to share with another member at all rehearsals. When an alternate is not performing on game day, he/she will be assisting with equipment changes, performing in the stands and performing other vitally important functions.

The directors, staff, and section coordinators will work together to determine alternate assignments for each show of the season. Playing, marching, overall attitude and attendance factor into who are alternates throughout the season. Anyone can be called upon to be an alternate at any point in the season. The director will have final approval of all alternate assignments.

## Equipment

### Flip Folders

Each wind and percussion member will be issued a flip folder for their music. The Marching Knights use flip folders for all rehearsals and for performance in the stands at football games. Flip folders will not be used, however, for the field performances unless approved by the director. Each member is expected to have the appropriate pregame and halftime show music memorized. Section leaders will be asked to check memorization.

### Music Folder

Each wind and percussion member will be expected to download his or her music from the Armory section of the Marching Knights website ([www.ucfbands.com](http://www.ucfbands.com)). It is not uncommon for weather and use to affect the condition of the music. Should a replacement part be needed, students are expected to download and print a new copy. All music should be printed. No digital music will be permitted.

The complete folder should always be available at all rehearsals and performances. Nothing is more detrimental to the progress of the ensemble than having multiple players struggling to read from one person's part. Failure to have music at rehearsal will result in the lowering of a student's grade.

## Drill Charts

Each member has the responsibility to maintain accurate and complete drill charts. These will be available for download from the Armory. Some shows will be performed more than once and the retention of charts is vital to the refreshment of memory and to the accuracy of the band's visual performance. During rehearsals it is suggested that band members use string or some other means of holding charts over their shoulder for quick reference as needed. Failure to have drill charts at rehearsal may result in the lowering of a student's grade. Digital drill will be permitted for rehearsals.

## Instruments

The University of Central Florida Department of Music and the Marching Knights maintain an inventory of instruments to be used by students. These instruments may be checked out through Mr. Schreier. If an instrument is damaged at a rehearsal or performance through no fault of the player, the section coordinator and directors must be notified immediately so that appropriate repairs may be done quickly. If an instrument is damaged or lost through carelessness or other preventable action, the player will be charged for either the repair of the instrument or purchase of a replacement if necessary.

Proper care of all instruments (personal and university-owned) during the marching season is essential for musical success. It is impossible to produce a fine musical performance on an instrument that is not in proper working condition. It is highly recommended that all instruments be cleaned and checked on a regular basis to remove accumulated dirt and grime. Section coordinators or section leaders should inspect instruments weekly.

All marching band equipment is to be used only for official Marching Knights activities. Students who wish to use marching band equipment for other purposes, i.e. performance with other campus groups, must first speak with the directors to secure permission.

All university-owned instruments will be turned in at the completion of the marching season. These instruments must be returned in good working order and in a condition equal to or better than that of when they were checked out. Failure to return a university-owned instrument will result in the issuing of an "incomplete" grade for the class and university records being flagged as "Debt to the University."

## Uniforms & Appearance

Each band member will be fitted and assigned a uniform, including a raincoat, for the entire season. Since the official uniform can easily identify you as a member of the Marching Knights, it must be worn properly and only at authorized events. Wearing the uniform at non-authorized events may result in dismissal from the band.

Further information is provided below:

### A. Check-Out

A schedule will be announced for issuing uniforms. Be sure to report to the uniform storage room during the scheduled time. Follow carefully all instruction given during uniform distribution.

Your uniform and raincoat numbers will be recorded during check-out. You should also record your coat number, raincoat number, and pants number and keep these numbers in a safe location.

## B. Maintenance

The condition of the uniform is your responsibility. Your uniform should be handled with utmost care and be properly stored when not in use. All uniforms will be collected for dry-cleaning near the mid-point of the fall semester. A place and time will be announced for uniforms to be turned in. If you do not turn in your uniform for scheduled dry-cleaning, you will be responsible for dry-cleaning your own uniform and paying the bill yourself. You will then be required to submit a dry-cleaning receipt to the band directors before you are allowed to march in a performance.

Do not have any alterations done to your uniform. The uniform issued to each band member should fit as perfectly as possible. If, however, it does need some slight alteration, the band will have it done. Band members should not alter the garment in any way.

## C. Appearance

Please be aware of your own personal appearance while in uniform. An inspection will be held prior to each performance. Individuals that are missing a part of the uniform will fail inspection and may not be allowed to participate in the performance.

The following guidelines are in effect whenever the uniform is being worn:

- 1) The uniform must be worn properly at all times, especially when in public. This means that the entire basic uniform is worn or none of it is worn. The jacket should remain zipped the entire time it is being worn. Band members are reminded that once the band has been dismissed following a game, they must continue to follow this policy until out of the public eye (i.e. back at your dormitory). Band members not wearing the uniform properly may be denied the opportunity to perform.
- 2) The official band shirt should be worn under the jacket. No other shirt should be worn as a substitute for this shirt. Should the director allow the band to remove their uniform jackets due to weather conditions, a check of proper shirts will be made. If anyone is found to be wearing the wrong shirt, all of the band may be required to return to wearing his or her uniform jackets. The official band shirt will be provided for each band member.



- 3) Members are required to provide a pair of plain black athletic shorts to be worn underneath uniform bibbers for all performances, game day rehearsals, and other public events requiring a uniform appearance. Shorts should be comfortable, and also be of a suitable length to allow for a professional appearance in public.
- 4) Band members are responsible for providing their own shoes and socks. Only approved marching shoes are allowed in performance. The shoes worn with the uniform are to be black and made of either vinyl or leather and have a black sole. A matte finish (not shiny) is required. Tennis shoes are not acceptable. Shoes should be cleaned and/or polished prior to each performance. Plain black socks are to be worn with the uniform and must come to at least mid-calf.
- 5) The Marching Knights baseball cap is the official headgear for the band uniform. No other headgear should be worn with the uniform. The cap should be worn so that the brim is facing straight forward. The Marching Knights baseball cap will be provided for each band member.
- 6) All hair must be off of the collar of the uniform jacket. This will involve band members with long hair placing their hair in a ponytail or up inside the baseball cap. Hair color MUST be a natural color.
- 7) Simple post or small hoop earrings and moderate make-up may be worn with the uniform. Starlet Knights members will reach agreement prior to the beginning of the season, and with the director's approval, as to appropriate jewelry and make-up to be worn with their uniforms. Sunglasses, if worn, should be all black.
- 8) Multiple piercings in the ears or on any other part of the body must be removed while in any official UCF band uniform.
- 9) The director has the authority to prohibit a member of the ensemble from performing who does not comply with stated standards of appearance for Marching Knights performances. This includes but is not limited to wearing inappropriate accessories or wearing any part of the uniform incorrectly.
- 10) If a uniform part is damaged or lost due to negligence or carelessness, a band member will be charged for the replacement of the damaged part. Uniform jackets cost \$400.00, black bibbers are \$200.00 and raincoats are \$150.00. Starlet Knight uniforms are \$250.00.

#### D. Check-In

A time will be announced for uniforms to be turned in. Failure to check-in a uniform and raincoat at the specified time may cause your official University documentation (grades, diploma, etc.) to be delayed.

## Pep Band Policy (for Fall Semester)

“Pep bands” are defined as any performance where a smaller subset of the Marching Knights appears in the capacity of an athletic band for a live sporting event or other public relations event. Performance events that involve participation of the entire marching band are not covered in this policy. It is important to remember that the Marching Knights are a key component in University activities and serve several roles outside of football games.

### Member Expectations

- 1) All Marching Knights, regardless of year or section, will be assigned to specific pep band performances. Each member will perform at 1 Volleyball Game and up to 2 additional athletic events (i.e. basketball game, pep rallies, NCAA volleyball tourney, etc.) as assigned by Directors.
- 2) In the event that a member cannot make their assigned appearance due to an unanticipated conflict, that member is responsible for securing their own sub and notifying a director. The sub must be from your section and play the same part.
- 3) Assignment to a pep band guarantees that each section will have the minimum number of members to cover necessary parts for a required event as determined by the directors. Members who are not assigned to an event and wish to show up voluntarily are encouraged to do so and will always be welcome! (Exceptions to this will be noted, when applicable.)
- 4) If a member does not complete the number of pep bands necessary for a grade, that member shall earn a incomplete until the requirement has been met to earn a grade for the course. In such event, holiday pep band events will be available for that person to perform at (without earning compensation for the event).

### Director Expectations

- 1) The directors will provide members with a schedule of required performance events as early as possible once the season begins. No events shall be made mandatory without a minimum three-week notice. Additional events may be added during the course of the season provided they meet the three-week minimum requirement. If the directors receive a request to perform at an event, they will gauge the interest of the Marching Knights to see if that request can be fulfilled.
- 2) The directors will be mindful of the number of hours and required events tasked to members during the course of the fall season. Events where our appearance is not beneficial or an effective use of members’ time will not be required or scheduled.

## Release and License for Free Perpetual Use of Intellectual Property

As a condition for being permitted to register as a student in the Department of Music at the University of Central Florida (the “University” herein) and participate in the activities

of its classes and programs, and in consideration of the promises and undertakings contained herein and for other good and valuable consideration, the student agrees that

1. All intellectual property rights of whatsoever nature that the student may have or hereafter acquire in audio and video recordings of any musical ensemble, orchestra, band or other group operated or maintained by the University, whether or not said recordings utilize facilities and resources of the University or are sold commercially, shall be the sole property of the University, free and clear of all economic claims of any kind by the student. Said recordings shall be deemed “works for hire” as that term is used and defined in Title 17, United States Code and the student is hereby deemed to be a work-for-hire employee. To the extent that such works may not qualify as works for hire, the student hereby irrevocably transfers, sells and conveys all copyright in and to each of the works to the University, free and clear. This conveyance shall include, without limitation, all trade names, trademarks, and other intellectual property of every kind and description, including so-called “moral rights” in visual and other works. The University shall have the right, but not the obligation, to credit the student as the initial author of such works. However, for copyright purposes, the author of such works under Title 17, U.S. Code shall be solely the University.

2. This Release and license covers and extends to all works to which intellectual property rights may attach or be attributed, including: photographs and artwork renditions depicting the student alone or as part of the University group or ensemble of which the student is a member or participant; choreography written for the University color guard and/or other units of the Marching Knights band; music composed by the student for the percussion and/or brass sections of the marching band; special equipment or adaptations of musical instruments devised by the student; and any music and special arrangements written for University orchestras, bands or other University musical ensembles, including individual sections of the marching band and/or vocal ensembles of the University.

3. The term of this Release, License and conveyance is perpetual and irrevocable. It shall apply to all works mentioned above and all other works created for benefit of the University or its programs, regardless of the medium in which such works are distributed (including electronic, Internet and University website distribution), and whether or not such works are commercially distributed. The student shall have no right of approval or consultation over the use of such works and the same shall be solely within the discretion of the University.

Signing and completing the Handbook Agreement required of all Marching Knights constitutes that each member has read and acknowledged the Release and License for Free Perpetual Use of Intellectual Property.

CONTINUE TO NEXT PAGE

# Procedures

---

## Rehearsal Procedures

### Materials

The following are the materials that you will need to bring to rehearsal:

- Winds: Instrument in good working order, any materials you need for proper instrument function and maintenance (reeds, valve oil, etc.), a pencil, appropriate clothing and footwear, flip folder with all music, all drill charts
- Percussion: Instruments with appropriate sticks and mallets, appropriate clothing and footwear, flip folder with all music, all drill charts
- Starlet Knights: All practice visual equipment required for current shows and pregame, appropriate clothing and footwear, all drill charts

### Attire

Clothing appropriate to weather conditions should be worn; however, clothing should still allow members to execute drill maneuvers and to play an instrument. Appropriate shorts (or pants if preferred) are required, as are shoes. Tennis shoes are mandatory, as improper footwear may lead to injury. Determination of what constitutes appropriate rehearsal attire is at the discretion of the director. On certain occasions the band may be required to rehearse in rainy conditions. Members should prepare for this contingency by having a poncho or raincoat available.

### Schedule

The entire band rehearses every Monday, Wednesday and Friday from 6:00 PM until 8:30 PM. Rehearsals are held on the Marching Knights field located beside the intramural fields. The band may also rehearse on Saturday mornings of game days. Saturday morning rehearsal times will vary based on the time for kick-off.

### Sectionals

The percussion, color guard, dance team and majorette sections meet each week for additional sectional rehearsals. This extra time allows these sections to work on additional material that is normally not covered in regular rehearsals, e.g. cadences, new choreography, etc. These sectionals take place at 5:00 PM on Mondays and Wednesdays at the Marching Knights field. Brass and woodwind sections may hold sectionals from time to time during the semester should the section coordinator feel that extra work is needed.

### Rehearsal Plans/Announcements

Current calendars, schedules, information, announcements, and rehearsal plans will be available on the Armory. Band members should check this site frequently for up-to-date

information and rehearsal plans. Announcements will also be made via email and social media, and on occasion, time-sensitive or urgent announcements will be made via mass text message. Students are encouraged to register their cell phone to receive text messages from the Marching Knights at the beginning of the semester.

#### Electronic Devices

While in rehearsal, all band members should maximize their efforts towards accomplishing the goals set for the evening. As such, cell phones and other devices that may be distracting should be used only as needed to assist with music or drill in rehearsal.

### Game Day Procedures

#### In the Stands

- A seating chart will be made available at the beginning of the season showing everyone where to sit during the game. In order for the band to look and sound its best, each member is expected to sit in the assigned seating area for his/her section.
- Every band member should pay close attention to the game and to the drum majors while in the stands. The drum majors have the very difficult responsibility of maintaining fan enthusiasm throughout the game. They must make very quick decisions and the band must respond to these instructions just as quickly.
- Band members are also reminded that by accepting membership in the Marching Knights, they have accepted the responsibility of performing a job during football games. As such, band members are discouraged from socializing with non-band members during the game. Also, non-band members are not allowed to sit inside the Marching Knights seating area during the game. Cell phones and other distracting devices should not be used during the game.
- Bathroom breaks are considered to be a personal decision. Members should go to the restroom as needed and return to the stands as soon as possible. In order to maintain a proper presence and sound in the stands, no more than two members of any section should be gone at any time.
- Food and drinks, other than the water and Gatorade provided by the band, are not allowed during the game. This is to protect the uniforms and instruments. Water coolers and cups will be located throughout the band seating area during games.

### Away Game/Travel Procedures

The Marching Knights may travel to one or two away games each year depending on the football schedule and the feasibility of making the trip. Keep in mind that traveling with the Marching Knights is a privilege and must be organized in order to assure the success of the entire band. The following should be kept in mind:

- Bus lists will be made available to allow members to sign up for a bus. Once the bus lists have been set, everyone is expected to ride on the bus indicated on the lists. Specific seats are not assigned.

- Each band member is responsible for the proper loading/unloading of his/her equipment and uniform. No one should assume that someone else will load their equipment and uniform for them. Members of Kappa Kappa Psi will coordinate this process.
- In order to arrive on time and to remain on schedule, the itinerary should be followed as closely as possible. Early is on time and on time is late.
- Changes to the itinerary are always possible, and everyone should be flexible and prepared to deal with changes that may occur due to circumstances beyond control.
- All policies of the bus company must be followed at all times. Professional courtesy should be shown to drivers at all times.

## Leadership

---

The leadership of the Marching Knights is a select group of experienced students who have demonstrated exceptional responsibility, dependability, and commitment to the organization. When a question or concern arises, band members should consult their section coordinator and section leader(s) first. If the section coordinators and section leaders are unable to help, consult the drum majors, band president, graduate assistants or staff. If assistance is still required after checking with all of these individuals, speak with the directors.

### Band President

The band president is a new position first appointed by the directors. This position will be an elected at the end of the marching season by all members of the Marching Knights. The president works closely with the directors to maintain and create an Marching Knight culture off the field. The duties of the president shall include, but not be limited to: appointment of committee chairs, supervise the work of committee chairs, preside over round table meetings, serve as the official representative of the Marching Knights, help coordinate band camp, assist the directors with of the Marching Knights will associated administrative task.

### Drum Majors

The drum majors of the Marching Knights are the student conductors of the band. The drum majors are responsible to the directors and work with them in leading rehearsals and performances. The drum majors are also involved in some administrative duties and are largely responsible for the promotion of pride and spirit within the band. Any band member who has been a part of the Marching Knights for at least one season is eligible to audition. Drum majors who wish to return for a second season as drum major are required to re-audition each year.

### Senior Staff

Senior staff members are responsible for assisting the directors with instructing and rehearsing the visual aspects of our performance related to marching and drill and serving as an intermediary between directors and other staff members during rehearsals. Candidates for this position must have previously demonstrated strong marching ability,



along with excellent teaching and interpersonal skills. They may also be asked to perform various administrative functions as necessary. Any band member who has been a part of the Marching Knights for at least two seasons is eligible to apply. Music education majors and those with prior experience in a teaching capacity are encouraged to apply.

#### Section Leaders/Coordinators

Section leaders and coordinators are charged with organizing and setting the example for their sections. These individuals should have strong leadership qualities and are charged with the responsibility of seeing that their sections are informed and prepared for all rehearsals and performances. Section leaders for winds and percussion lead music rehearsals with their sections and assist with drill instruction. Any band member who has been a part of the Marching Knights for at least one season is eligible to apply. From those chosen as section leaders, the directors will select section coordinators who will organize and collaborate with other staff members to provide effective administrative and musical leadership for their sections.

#### Media Coordinators

The media coordinators are responsible for aspects of public relations for the Marching Knights. These individuals assist with management of the band website and social media outlets. Students interested in being considered for these positions should have strong skills in the area of digital media and computer technology.

## Expectations for Conduct

---

As the largest and most visible student organization at the University of Central Florida, high expectations for personal conduct and citizenship are critically important to our success. Members are expected to follow these expectations at all times. The following is a list of general expectations for members of the UCF Marching Knights:

- In all situations, consider the best interests of the entire ensemble your highest priority.
- Present yourself professionally at all times. The Marching Knights pride themselves on their reputation as distinguished and respected members of the university community.
- Always be on time. Remember—early is on time. On time is late.
- Maintain a positive and productive attitude.
- Maintain the highest standards of performance in both musical and visual execution.

## Alcohol and Controlled Substance Policy

At no time when acting as a participant, agent, or representative of the University of Central Florida, the Athletic Department, the School of Performing Arts or the Marching Knights shall any person act in violation of any federal, state, or local alcohol or controlled substance laws. These laws include:

- Possession or consumption of alcohol by an individual under the age of 21 is prohibited.
- Possession or consumption of illegal substances by any individual of any age is prohibited.
- Consumption of alcohol on an ICC-regulated vehicle is prohibited.
- Acquisition of alcoholic beverages for an individual under the age of 21 is prohibited.

**At no time when acting as a participant, agent, or representative of the University of Central Florida, the Athletic Department, the School of Performing Arts or the Marching Knights shall any band member, regardless of age, be in possession of, under the influence of, or consume alcoholic beverages or mind-altering substances. Violation of these guidelines may result in expulsion from the band. Smoking while in uniform is also prohibited.**

## Sportsmanship and Behavior

Because the Marching Knights are affiliated with the UCF Athletic Department, band members are expected to uphold the same standards of sportsmanship and decency that are applied to all other affiliates of the Athletic Department. The NCAA and its member institutions subscribe to the principle that intercollegiate athletics are an important part of the educational programs of colleges and universities and, as such, are responsible for

ensuring the integrity of the ethical environment of each campus. The University of Central Florida, as a member of the NCAA and of the American Athletic Conference, endorses this principle and resulting responsibilities. At UCF, the highest possible standards of personal conduct are expected of those who administer and participate in intercollegiate athletics.

### CORE VALUES OF UCF ATHLETICS

- 1) Respect: We treat ourselves and others with dignity, kindness and respect.
- 2) Excellent Attitude: We maintain an excellent attitude and outlook.
- 3) Focus: We remain focused on our most important tasks.
- 4) Accountability: We are personally accountable for our actions as a part of a great team.
- 5) Integrity: We do the right thing.

### University Anti-Hazing Policy

The University does not condone hazing in any form and defines hazing to include but not limited to:

(a) Any action or situation which recklessly or intentionally endangers the mental or physical health and/or safety of a student for the purpose of initiation or admission into, or affiliation with, any organization operating under registration with the University. Hazing may result in felony charges.

(b) Brutality of a physical nature such as whipping, beating, branding, forced calisthenics, exposure to the elements; forced consumption of any food, liquid, liquor, drug, or other substances; or other forced elements; or other forced activity which could adversely affect the mental or physical health or safety of the individual.

(c) Any activity which could subject the individual to mental stress such as sleep deprivation, forced exclusion from social contact, forced contact which could result in embarrassment, or any other activity which could adversely affect the mental health or dignity of the individual.

(d) Forcing or requiring the violation of University policies, federal, state, or local law.

(e) Any activity, as described above, upon which the initiation or admission into or affiliation with a University of Central Florida organization may be directly or indirectly conditioned, shall be presumed to be a “forced” activity, the willingness of an individual to participate in such an activity notwithstanding.

For further information, please visit <http://antihazing.sdes.ucf.edu>.

## Social Media

While the use of social media has become commonplace in our modern society, members of the Marching Knights are asked to exercise a degree of discretion when posting comments or pictures on social media venues that may reflect negatively on the organization as a whole, or may reflect sentiments or commentary not in line with the values of this organization (i.e. negative comments about the performance of the football team, disgruntled statements about other student organizations or rival schools, etc.) Media coordinators are the only individuals permitted to represent the interests of the Marching Knights through social media.

Even though each member has the freedom to express his or her own opinions and views through social media, it is important to remember that to some outside our organization, individual opinions can be misinterpreted as the collective opinion of the group (i.e. “looks like the Marching Knights are really disappointed in the football team this year” or something to that effect). Please take care to ensure that your individual posts to social media are not misconstrued in this fashion, and that you clearly separate your own views and comments from the organization as a whole.

## Student Organizations

---

### Kappa Kappa Psi (KKΨ)

Founded in 1919 at Oklahoma State University, Kappa Kappa Psi is a co-ed music fraternity that operates primarily as a student service and leadership recognition society whose chief aim is to assist the band directors in developing the leadership and enthusiasm that they require of the band. The fraternity’s goals are to provide the band not only with organized and concentrated service activities, but to give the membership valid and wholesome experiences in organization, leadership and social contacts. The honorary nature of membership is based on the premise that “it is an honor to be selected to serve”—the band, its music department, its sponsoring institution, and the cause of band music in the nation's colleges and universities. The Eta Sigma Chapter at UCF was founded on April 23, 1982.

### Tau Beta Sigma (TBS)

Founded on March 26, 1946 at Oklahoma A&M College, Tau Beta Sigma is a co-ed national honorary band sorority dedicated to serving college and band programs. Tau Beta Sigma operates primarily as a student service and leadership recognition society whose chief aim is to assist the band directors in developing the leadership and enthusiasm that they require of the band. The sorority’s goals are not only to provide the band with organized and concentrated service activities, but also to give the membership valid and wholesome experiences in organization, leadership, and social contacts. The honorary nature of membership is based on the premise that "it is an honor to be selected to serve"—the band, its music department, its sponsoring institution, and the cause of

band music in the nation's colleges and universities. The Zeta Psi Chapter at UCF was founded on August 22, 1982.

#### Phi Mu Alpha (ΦMA)

Phi Mu Alpha Sinfonia is the world's oldest and largest national fraternal society in music. Sinfonia was born on October 6, 1898, at the New England Conservatory in Boston, when a group of thirteen young men under the guidance of Ossian Everett Mills met "to consider the social life of the young men students of that institution [and] to devise ways and means by which it might be improved." For over a century, Sinfonians in nearly every field of study and professional endeavor have transformed music in America. The opportunity of becoming a Sinfonian is offered to as many men as possible who, through a love for music, can assist in the fulfillment of the fraternity's Object and ideals either by adopting music as a profession, or by working to advance the cause of music in America. Mu Eta, UCF's Chapter, was founded on November 11, 1979 and is currently the largest chapter in the country.

#### Sigma Alpha Iota (ΣAI)

Sigma Alpha Iota is a music fraternity for women, which promotes interaction among those who share a commitment to music. Founded on June 12, 1903 at the University School of Music, Ann Arbor, MI, members of ΣAI are active in all areas of campus music and campus life, working closely with faculty, administration, campus and community groups, music professionals and patrons. In addition to personal encouragement and support, members may receive scholarships, loans and awards in many areas and at all levels of music-related study. Sigma Alpha Iota has long been recognized as a leader in the field of music and provides a lifetime of fraternity contact. The Zeta Tau Chapter at UCF was founded February 14, 1976.

#### National Association for Music Education (NAfME)

The National Association for Music Education, among the world's largest arts education organizations, marked its centennial in 2007 as the only association that addresses all aspects of music education. Through membership of more than 75,000 active, retired, and pre-service music teachers, and with 60,000 honor students and supporters, NAfME serves millions of students nationwide through activities at all teaching levels, from preschool to graduate school. NAfME is the professional organization on campus for music education majors. Through workshops and clinics, students gain a better understanding of what it takes to be a K-12 music teacher. With membership in NAfME, students automatically gain membership in FMEA, and Florida Collegiate NAfME.

## UCF Bands

---

#### UCF Wind Ensemble

The UCF Wind Ensemble is an auditioned ensemble with auditions taking place at the start of each semester. All students presently enrolled at the University of Central Florida are welcome to audition for membership. Performing wind literature of the highest caliber, the Wind Ensemble performs at least two concerts during each semester. The

Wind Ensemble has presented featured performances at the Florida Music Educators Association Conference and the Southern Division Conference of the College Band Directors National Association as well as the American School Band Directors Association Convention. The Wind Ensemble rehearses on Tuesdays and Thursdays from 1:30 – 3:20 PM in the Rehearsal Hall. Audition dates, times and materials may be found on the Music Department website ([music.ucf.edu](http://music.ucf.edu)).

#### UCF Symphonic Band

The UCF Symphonic Band is an auditioned ensemble with auditions taking place at the start of each semester. All students currently enrolled at the University of Central Florida, regardless of major, are welcome to audition for membership. Performing current and traditional standard wind literature, the Symphonic Band performs two concerts each semester. The Symphonic Band rehearses on Mondays and Wednesdays from 3:30 – 5:00 PM in the Rehearsal Hall. Audition dates, times and materials may be found on the Music Department website ([music.ucf.edu](http://music.ucf.edu)).

#### UCF Concert Band

The Department of Music offers both a fall semester Concert Band and a spring semester Concert Band. Primarily composed of non-majors, this ensemble offers continued performance opportunities for those students who wish to keep music in their lives as a recreational and aesthetic activity. Membership is open to all students currently enrolled at the University of Central Florida. No audition is required for membership. The Concert Band performs twice during each semester and rehearses on Tuesdays and Thursdays from 3:30 – 4:50 PM in the Rehearsal Hall.

#### UCF University Band

The Department of Music offers a spring semester University Band. Exactly like the Concert Band, the University Band is primarily composed of non-majors, this ensemble offers continued performance opportunities for those students who wish to keep music in their lives as a recreational and aesthetic activity. Membership is open to all students currently enrolled at the University of Central Florida. No audition is required for membership. The University Band performs twice during the spring semester and rehearses on Tuesdays and Thursdays from 9:00 – 10:20 AM in the Rehearsal Hall.

#### UCF Jammin' Knights

The Jammin' Knights is a highly energized group of musicians who lend their musical abilities and school spirit to create a home-court advantage for the UCF men's and women's basketball teams. The Jammin' Knights is open to all students enrolled at the University of Central Florida, regardless of major. In the spring semester, rehearsals take place on Tuesday evenings from 5:30 – 7:30 PM. The band performs at all men's and women's home basketball games. The band also travels to the American Athletic Conference tournament each year as well as the NCAA tournament should either UCF basketball team be granted an invitation. Students interested in participating should register for MUN 3113 in the spring semester. Volunteer groups are formed in the fall semester to cover pre-season basketball games and select volleyball matches.



## Contact Information

---

The directors strive to be as accessible and approachable to members of the Marching Knights as possible, in the hopes that we can help you solve any problems that may occur. Feel free to email, call, or set up an appointment as necessary.

Tremon Kizer  
Director of Athletic Bands/Associate Director of Bands  
Office: PACM214  
Phone: (407) 823-2212  
Email: [tkizer@ucf.edu](mailto:tkizer@ucf.edu)

Dave Schreier  
Assistant Director of Bands  
Office: PACM216  
Phone: (407) 823-6133  
Email: [Dave.Schreier@ucf.edu](mailto:Dave.Schreier@ucf.edu)

Scott Lubaroff  
Director of Bands  
Office: PACM206  
Phone: (407) 823-0887  
Email: [slubaroff@ucf.edu](mailto:slubaroff@ucf.edu)