

2011-2012

# DRILL TEAM HANDBOOK



PLEASANT GROVE  
INDEPENDANT SCHOOL DISTRICT  
TEXARKANA, TEXAS

## Preface

Welcome to the Pleasant Grove Drill Team! As a member, you are part of one of the school's most respected 'teams.' The Pleasant Grove Showstoppers are known for being a very dedicated and loyal group.

The success of the drill team will depend on the dedication, enthusiasm, and cooperation of each member. As with any group, teamwork is a vital part of this organization. With a positive attitude, patience, and hard work, the PGHS Showstoppers will attain the goals set. The following pages reflect hours of careful thought and planning. Please read the rules and regulations carefully to ensure your best interest.

BEST WISHES FOR A SUCCESSFUL YEAR!

## Drill Team Selection and Responsibilities

### Selection

Membership in the drill team is open to students in grades 9-12. Members of the drill team will be selected by judges from outside the school. Selections will be made in the spring of the year preceding the school year in which the drill team members will serve. Information will be distributed prior to spring tryouts. Students who have been members of the drill team for two years will not be required to try out but must turn in a tryout form by the deadline set by the director.

Each candidate shall have written parental approval to try out for the drill team. Permission forms shall be signed and returned to the office on or before the deadline set. In addition to meeting UIL rules and requirements, a candidate must have no lower than an overall grade average of 78 and no grade lower than a 'B' in conduct the semester prior to tryouts. In addition each candidate shall receive a passing grade in all subjects the six weeks prior to clinic and tryouts. Each candidate shall attend a clinic conducted by the school prior to tryouts and must attend in its entirety.

1. All candidates will perform a routine provided by the director.
2. Candidates should wear dancewear as noted in the tryout information.

Parents/spectators shall not be allowed at tryout clinic or tryouts.

Candidates will be judged only at the time announced and set by school officials. Candidates will be judged on appearance, showmanship, projection, execution, precision, memory, rhythm, kicks, and splits. The decision of the judges shall be final. Winners will be verified by the principal and director.

In years where drill team tryouts precede cheerleaders tryouts, a candidate who tries out and makes drill team will not be allowed to tryout for cheerleader without forfeiting their position on drill team.

Members of the drill team shall be ineligible for participation in the band, cheerleading, and first semester athletics. They may participate in second semester athletics so long as practices do not interfere with drill team class, practice, performances or other events.

### **Responsibilities of Drill Team Members**

Every member of the drill team should be able to carry out the following responsibilities:

- You must want to be a member of the drill team. You must be able to accept constructive criticism that will help you attain an excellent performance level.
- You must have coordination, normal rhythm, and you must enjoy learning and performing drills and dances.
- You must have the desire to cooperate—to be ‘one of the group’—individual exhibitions are not for the line—learning to perform in unison is imperative.
- All drill team members will follow rules and regulations as developed by the director and administration and approved by the board.
- Attendance at practice is mandatory in order to perform at each week’s activity. If a practice is missed, the member will miss the activity they are practicing for. Work will not be an excusable reason for missing practices.
- Members and their parents must be fully aware of the expenses of drill team. They must be willing to meet all financial obligations.
- Each member must be at games and practices at the times designated by the director. A demerit is given if past 5 minutes late, and if a member must leave more than 10 minutes early.
- Members shall respect the director’s decisions and actions or regard the possibility of suspension or permanent removal. Members are to be respectful to the director, to the officers, and to each other.
- Members must attend all events including: camp, pep rallies, football games, assigned basketball games, parades, clinics, competitions, spring show, and any other special appearance. If an event is missed, the member will not be allowed to participate in the following event as designated by the director.
- Each member must be prepared for each performance. Each routine will be evaluated one time by the director and officers to determine the performance group for that dance. If a routine is repeated, the director will reevaluate the routine for possible placement in the performance group. The decision will be up to the director whether or not a dance will be evaluated a second time.
- Drill team members must attend scheduled practice sessions not to exceed eight after school hours each week. Drill team members must also attend practice sessions as scheduled during the summer.
- Members must wear specific practice outfits on designated days.

### **Responsibilities of Drill Team Director**

The drill team director will:

- Be selected by the administration.
- Handle discipline matters according to school policy.
- Follow procedures for removing students from their positions if grades are not at the level specified and the probationary periods have been exhausted.
- Accompany the drill team whenever they perform as a school sponsored group.
- Determine uniforms for weekly performances and make decisions concerning the use of uniforms for all performances, with officer suggestions.
- Assist the administration in the development of rules and regulations for the drill team.

- Administer demerits according to policy.
- Maintain a channel of communications with drill team parents concerning activities.
- Select routines and music for all performances with suggestions from the drill team and officers.
- Control drill team at all times with assistance from officers upon director's request.
- Make final decisions for line at weekly performances.
- Assign officers responsibilities as necessary.

### **Responsibilities of Drill Team Officers**

The drill team officers shall consist of a minimum of one captain and two lieutenants. More lieutenants may be chosen at the discretion of the director.

Candidates will be selected by judges outside the school and will be judged on interview, appearance, group routine, kicks, splits, teaching, and solo. There will also be a team and director evaluation.

To be eligible for officer tryouts, the candidate must have been a member of the drill team for at least two years.

#### **The drill team officers will:**

Be responsible for making sure that each member knows each routine. Team officers must have at least two years experience.

#### **Captain**

The captain will be chosen by performance, leadership and interview, and on the basis of the tryout guidelines and criteria. She must have at least two years experience.

#### **Responsibilities**

- Ensure lieutenants are carrying out their responsibilities as instructed by director.
- Cooperate fully with director, fellow officers, and drill team members and display a good attitude at all times.
- Check absences and report recommendation for demerits to the director.
- Teach tryout routine.
- Assist director in squad control at practices and performances.
- Assist director in dance instruction and performance skills.
- Assume the responsibilities for a squad.

#### **Lieutenants**

The lieutenant will be chosen by performance, leadership, and interview on the basis of the tryout guidelines and criteria. She must have at least two years of experience to qualify.

#### **Responsibilities:**

- Recommend demerits and report them to the captain to be given to the director.
- Assist director in squad control at practices and performances.
- Assist director in dance instruction and performance skills.
- In absence of captain, assume instruction of routines.
- Set a good example and work to develop a sense of pride in all drill team leaders.
- Cooperate fully with director, fellow officers, and other teammates and display a good attitude at all times.
- Record absences and recommend demerits to director by recording them on weekly report and will keep accurate records as instructed by the director.

- Assist director in preparing squad for weekly tryouts and give individualized instruction at director's request.
  - Prepare one dance for squad at Spring Show with the assistance of members of the squad.
- All officers must respect the director's decisions at all times.
  - All officers may only give constructive criticism to line members and must be considerate of their feelings at all times.
  - All officers are expected to participate in all exercises and activities.
  - All officers are expected to respect each other at all times and not to question each other's authority.
  - All officers are expected to arrive at least 5 minutes early to any scheduled function.
  - All officers will be expected to attend special officer meetings.
  - All officers are expected to attend officer camp.
  - Since being a Showstopper officer is such an important position, it is necessary for each officer to follow the guidelines set for them. Failure to follow these guidelines will result in severe discipline.

1<sup>st</sup> Offense—demerit and conference with director

2<sup>nd</sup> Offense—probation for a minimum of one week and conference with director

3<sup>rd</sup> Offense—termination from officer rank

### Managers

Applications for the manager position(s) will be available in the spring after line tryouts. The manager position is open to all students, male or female, at Pleasant Grove High School or who will be members of the student body for the following school year. Managers will follow all drill team rules and regulations just as any other drill team member. They will be held to the same expectations and will receive the same consequences for misconduct as all drill team members. The manager(s) will be chosen by the director by application, teacher recommendation and by conducting an interview with applicants.

Responsibilities include (but are not limited to):

#### **I. PERSONAL**

- A. Arrive early/stay late
- B. Be observant/avoid and solve problems
- C. Accept criticism/keep positive attitude
- D. Always look your best

#### **II. MUSIC AND SOUND EQUIPMENT**

- A. Have correct CD's for the day or all music on iPod
- B. Check the batteries of sound equipment before going outside.
- C. Check sound system-make sure it works
- D. Make copies of all music for team members

#### **III. GENERAL BUSINESS**

- A. Be organized
- B. Do filing as requested
- C. Make checklists

#### **IV. FIRST AID SKILLS**

Properly store, maintain and prepare a first aid kit for team use.

#### **V. VIDEO EQUIPMENT**

- A. Properly store, maintain, and prepare for use all video equipment.
- B. Use equipment to video performances and practices as directed by director.

#### **VI. COSTUMES & PROPS**

Properly store, and prepare all costumes and props for use by the drill team.

All materials the managers need and that will be used by the drill team will be provided by the drill team. Managers will wear the team warm up and tshirt to all Showstopper events. They are not required to wear special clothing to practice. Managers are required to attend all practices and Showstopper events. Managers are required to fully participate in all drill team and booster club fundraisers.

#### **Drill Team Trips**

- Students who participate in school sponsored trips shall be required to follow board policy rules for school trips.
- In case of an emergency, the director may approve other means of transportation.
- Each student must have completed and on file a trip permission form given to them by the director before traveling with the drill team. A note must be provided by the parent at least 24 hours before the trip for their child to ride home with someone besides the parent. A sign out sheet must be signed for the member to ride home with a parent from an activity where the bus is taken.
- Members must maintain appropriate bus conduct at all times as designated by the director.
- Any member who misses the bus will receive a demerit for her first offense. If there is a second offense, she will be placed on probation for one week and given a demerit. For a third offense, and any thereafter, a demerit will be given, and the member will be placed on probation for one week.

#### **Attendance for Participation and Eligibility**

- All members are expected to attend and participate in all activities, classes, practices, performances, and drill team functions. Each member must be at practices and performances at the times designated by the director.
- Regular football season practices will be held during the drill team class period and will last no longer than three hours, unless otherwise notified in advance.
- Each drill team member must realize that to attain championship performance standards the following conditions must be met:
  - a. Tryouts will be held for each performance. Each member must have an evaluation score of 85 in order to perform.
  - b. During football season, tryouts will be held on the day designated by the director for the performance line unless otherwise notified.
  - c. If a member is selected to perform, she must attend all practices prior to the performance. If a member misses drill team class or practice, excused or unexcused, she will not perform at that week's activity.
  - d. Alternates must attend all practices.
  - e. The director must be notified in advance if an absence is expected.

- f. Doctor appointments should be scheduled for non-practice times.
- g. If a member misses any practice, she is responsible for any instruction missed. She will be held responsible for any announcements made or routines taught in her absence.
- h. If a member misses a scheduled activity, for an unexcused reason, she will not perform at a following activity or performance. If a member misses ANY ACTIVITY without contacting the director or an officer in advance, she will not perform at a following activity or performance as designated by the director.
- i. If a member misses more than two scheduled activities for unexcused reasons, she may be removed from the team.
- j. Any student who is absent from school will not be allowed to attend any extra-curricular activity on the day of the absence unless excused by the director in advance.
- k. Members should be at home if ill the day of a scheduled performance.
- l. If a scheduled activity is missed for any unexcused reason, a demerit will be given to that member and they will miss the next performance. Excused activities include personal illness or accident, death in family, and school related trips.

### **Performances**

The drill team will perform at all football games. Transportation will be provided by Pleasant Grove Independent School District to away games.

- The line must attend all activities in full uniform. If any part of the uniform is forgotten, the member may not perform and demerits will be given accordingly.
  - Alternates will attend each game to assist the director in any way that she decides.
  - The members of the team will sit together before and after each performance.
  - Members must attend football and basketball games and pep rallies in their entirety.
- Break times will be designated by the director.

### **Camp**

Every drill team member must attend summer camp. Members will be notified on the details of camp before school is dismissed in June. The only excuses for missing camp or any part of camp are illness of the student, death in the family, family emergencies, or any other reason acceptable to the director. If a member is unexcused from camp, she will be dismissed from the drill team.

### **Summer Practice**

Attendance is required at pre-season practice. If a member chooses to miss a practice, the member will miss performances accordingly.

### **Spring Show**

All members will participate in the production of the annual Spring Show unless UIL standards or demerit requirements are not met.

### **Contest**

Each member will be given the opportunity to participate in the annual competition provided she meets the specific requirements. Requirements will consist of attendance, demerits, attitude, and UIL eligibility. Contest requirements are given out prior to contest season.

### **Conduct**

Grading will be based on the Pleasant Grove Student Code of Conduct handbook criteria.

### **Standards**

- Certain standards are necessary for the integrity and reputation of any leading organization. We definitely feel that members of the drill team should be leaders within the school and should set good examples at all times.
- Members of the drill team are expected to have and maintain a character above reproach. Personal appearance and habits of which there can be no criticism or distraction from the team's performance are required since drill team members are constantly representing the school before the public.
- Members are never to be smoking, drinking, or using any kind of drugs. This will result in probation or possible dismissal.
- Public display of affection with boyfriends exhibits a very immature attitude. Refrain from such acts which embarrass those around you and the Showstoppers.
- Drill team members are a credit to the school at all times.
- Members are neat in appearance at all times.
- Members do not use profanity.
- A member who is in ISS or AEP, or the equivalent, will receive a demerit and will miss scheduled activities (practice, games, competitions, etc.) according to school policy.
- If any of the above rules are broken and it is reported to the director, the director will investigate the infraction and will take the appropriate action as deemed necessary (possible probation or dismissal).

### **Attitude**

- A member is expected to exhibit a good attitude at all times.
- Members are courteous and friendly wherever they go. Watch ALL conversation that may be overheard.
- Members are pleasant and courteous to members of their own team.
- Members should never take part in or encourage complaining, griping, or 'bad-mouthing' the drill team, the school, or the director.
- Members are expected to fully support any project undertaken by the drill team or the drill team booster club.
- Members are respectful to the officers, to the director, and to each other.
- Disciplinary action for failure to meet attitude requirements shall be chosen from the following:
  - a. Conference with director/demerit
  - b. Probation from performance
  - c. Expulsion from the drill team

### **Discipline Management Techniques**

All drill team members are not only subjected to the discipline management techniques listed in the district's discipline management plan when being assessed penalties for violations of the code of conduct, but may be suspended or dismissed from the program or assigned to extra physical activity for violation of rules.

Demerits will be given for violation of rules. SIX demerits per six weeks will constitute dismissal from the drill team. The demerit system will be in effect regarding attitude, punctuality, rules and regulations at all drill team activities. The demerit system for the first six weeks period will begin the week of camp.

Demerits may be received for the following:

- Talking without permission during practice sessions, performances, on the field or in the stands
- Showing disrespect toward an officer
- Chewing gum, eating, drinking during games, practices, or at any activities (exception-drinking water after half-time)
- Not participating in or meeting the minimum requirement for Booster Club fundraisers and events
- Not paying attention
- Unsportsmanlike conduct
- Leaving stands without permission
- Negligence in uniform care or condition
- Wearing any kind of jewelry during a performance
- Failure to wear correct uniform to practice
- Failure to wear correct uniform to performance
- Failure to meet certain deadlines or requirements set by the director
- Public appearance without approval
- Hair not fixed properly
- Failure to wear cover-up
- Tardiness or leaving early
- Failure to notify the director of an absence
- Unexcused absence from practice or required function.
- Using a cell phone without the director's permission during practice, games or other drill team events
- Cell phones ringing during practice, games or other drill team events
- Cell phones should be silent or turned off

Absence from any drill team activity is unexcused except for the circumstances listed below:

1. Personal illness or accident
2. Funeral or death in family
3. School related trips

In order for these absences to be considered excused, the member must contact the director before the activity she is to miss.

Demerits will be given by the director only. Officers will recommend demerits, but it is the director's final decision.

Leaving early from practice without permission will result in severe discipline (probation).

Talking back to or arguing with the director will result in immediate probation. Dismissal from school or truancy will result in immediate probation.

Termination of membership will occur for the following:

1. Excessive violation of drill team rules
2. Evidence of using drugs, drinking alcohol or smoking

Members must abide by all regulations in order to remain in drill team.

These rules are subject to change with sufficient notice.

The director may be allowed to place certain restrictions upon a member of the team.

Any time a member fails to adhere to these requirements, she may be dropped from the team.

If a member is dismissed from the team, she may not sign up or tryout for drill team the following year.

### **Probation**

Any serious violations will be considered grounds for probation, suspension, or dismissal.

While on probation, performance as a drill team member is prohibited.

- Any member who received 3 demerits in a six weeks period will be put on probation and will not perform for a minimum of one week.
- Upon receiving the 4<sup>th</sup> and/or 5<sup>th</sup> demerit in a six week period, a member will again be on probation and out of performance for at least another week.
- Upon receiving the 6<sup>th</sup> demerit in a six week period, she will be dismissed from the team.
- Written notices will be sent to the parents or guardians when a member receives 3 or more demerits. Notices must be signed and returned to the director.
  
- Any member who is placed on probation due to the 'No Pass-No Play' rule for two grading periods during the school year will be dismissed immediately from the team. The member must have director and administrator approval to tryout for or remain on the team for the following school year.

### **Grades**

Grades will reflect mastery of essential elements in physical education and dance. Students will receive grades each week based on performance skills, participation, and responsibility.

Grade requirements-In addition to meeting UIL rules and requirements, each drill team member must maintain an overall grade average of at least 78 and no grade lower than a B in conduct each six week grading period. Grades shall be checked by sponsor at the end of each grading period according to TEA Guidelines.

If a member becomes ineligible under TEA Guidelines for two six week grading periods, the member will be removed from the team for the remainder of the year. The member must

have director and administrator approval to tryout for or remain on the team for the following school year.

A student whose grade average in any class is lower than 70 at the end of the six week period shall be suspended from extracurricular activities in accordance with no pass no play rules and regulations.

### **Uniforms**

The booster club will provide part of the basic football performance uniform. The rest of the uniform must be provided by each member. All uniforms will be selected by the director.

All uniforms must be kept clean at all times. Uniform check may be held several times during the year. The proper cleaning method and dates of uniform check will be set by the booster club uniform committee.

### **Letter Jackets**

In order to receive a letter jacket, a member must be in drill team for two years, return for her third year, or be a senior and have director's approval.

### **Insurance**

The Pleasant Grove Independent School District provides your son/daughter with supplemental insurance each school year while he/she is participation in any school sponsored UIL event for grades 7-12. The coverage is supplemental to the primary insurance you provide. The policy only covers accident coverage while the student is participating in UIL athletics or activities sponsored by Pleasant Grove ISD. Coverage is in force during practice, scheduled games, and travel in a school appointed and supervised vehicle, to and from the event. In the event of an accident, notify the drill team director immediately. Accident claim forms can be picked up from the middle or high school office.

## **Pleasant Grove Drill Team Handbook**

In accepting this handbook, I accept the privileges and responsibilities as a member of the Pleasant Grove Showstoppers. I promise to uphold in my actions and attitudes those qualities which will honor the drill team and the school.

STUDENT SIGNATURE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE \_\_\_\_\_

PARENT SIGNATURE \_\_\_\_\_

## Medical Information

If you wish, list an insurance company and policy number.

List any medical history of your child that might be helpful in the event of an emergency.

Student's Name \_\_\_\_\_

Doctor Phone \_\_\_\_\_

Allergies \_\_\_\_\_

Medication being taken at present \_\_\_\_\_

\_\_\_\_\_

Additional information \_\_\_\_\_

Date of Birth \_\_\_\_\_