

TBC Manual

Introduction to Tri-City Band Corps

Tri-City Band Corps is a student-run 501(c)3 nonprofit organization based in Fremont, California. We aim to provide students an opportunity to perform in community parades and competitions for little to no cost. Since our founding in 2004, TBC has grown from around 20 to over 400 active members.

Tri-City Band Corps is run by a core group of high school officer and strives to equip aspiring students with essential communication skills, leadership opportunities, and a chance to work with other students in a professional business environment.

Tri-City Band Corps offers students chances to make new friends and fulfill their high-school service hour requirements by participating in various parades such as the Fremont 4th of July Parade, Salinas Colmo Rodeo Parade, Festival of India Parade, and Niles Festival of Lights Parade. Tri-City Band Corps is the only free-to-join marching band in Fremont outside of the school system and is a perfect for students who wish to have this type of performance opportunity.

TBC's Royal Regiment has also performed internationally! Our first tour, in 2016, was to London, while our second tour, in 2018, was to Italy.

Our high-school marching program is not the only program we offer. We also host a bagpipe band, a winter percussion regiment, a winter guard regiment, a special needs percussion regiment, and a middle-school marching program.

We strive to provide resources for everyone who has an interest in music, and we offer scholarships for those with financial difficulties. We also stock some instruments, available for our members to borrow.

For more information, you can check out our website, tricitybandcorps.org.

History of Tri-City Band Corps

- The Tri-City Band Corps was founded in 2004 as a spinoff of another local community band founded a year prior. It was in July of 2004 when the two groups decided to split because of management ideology.
- The Tri-City Band Corps wanted to put learning and students first, envisioning an organization led and run completely by high school students. These students would be responsible for all aspects of the group including legal, music, membership, logistics, finance, etc.

The group first met on July 4th, 2004, and officially organized itself on July 11th, 2004 under the leadership of Harrison Cheng and TBC's first CEO Eric Ching. The group was founded on a few major ideals, which remain essential to the operation of the group today:

1. Honor – Harrison Cheng made a promise to the friends he had recruited that this would be an organization which would provide them musical, leadership, and educational opportunities. When he felt that the previous community band they had been in could no longer live up to those commitments, Harrison spent a great deal of his personal finances and countless hours to get TBC started, despite never formally serving as an officer of TBC since he wanted to provide leadership roles for other students. To this day, TBC has never made a unfulfilled commitment to its members or partner organizations, even when at times, the cost outweighs the benefits.
 2. Loyalty – TBC values the friendships and bonds forged within the group and places great weight on the contributions each member makes to the group as a whole. A large factor in our officer selection process includes the dedication each member has shown to the group. In turn, TBC makes sure that the group remains a safe, open, and supportive environment for all members.
 3. Education – The group was founded to provide students a chance to learn and practice leadership skills, musical skills, and to mutually support each other.
- Without any funding, Harrison, as a recent high school graduate, spent \$6,000 of his own money to get the group started by purchasing instruments, music, and uniforms. During this time, Harrison and Eric would also make pitches for support to local volunteer organizations, the group found its first major supporter through Citizens for a Better Community (CBC) a few months later, which to this day remains a strong supporter of TBC with regular donations, partnerships, and support for rehearsal facilities.
 - Three years later in 2007, the last 2 students, who were both freshmen when Harrison had recruited them into the East Bay Scout Band, graduated from Mission San Jose High School. Despite having fulfilled his initial goal, with the continued growth and success of TBC, Harrison decided to keep the group running.
 - Today, TBC boasts a membership of over 250 students who have participated with us one way or another in the last year. In 2014, TBC also set a record for having over 120 members at a single performance, the first the time group has broken 100 members. Over the years TBC has included members from: Mission, Irvington, Kennedy, American, Washington, Logan, Piedmont, California, Milpitas, Foothill, Amador Valley, San Mateo, and Dougherty Valley High Schools. TBC is the largest and only marching band program available outside of the school system focused on community parades, and is the only program run completely by high school students.
 - While the officer boards and students have changed year after year, much remains the same as well. Each student member and especially the officers learn a great deal, not just

in the theories of leadership, but through hands on practical training as well. Many of our senior leaders have gone on to great institutions and future careers having learned from their time with TBC.

Former Chief Executive Officers

2004 – 2005 – Eric Ching – UC Berkeley, BA; University of San Diego, JD

2005 – 2006 – Cindy Quan – University of the Pacific, Dentistry

2006 – 2007 – Lindsey Hong – UC Berkeley, BA; UC Berkeley, Optometry

2007 – 2008 – Adele Feng – UC Berkeley, BA; UCSF, Pharmacy

2007 – 2008 – Inga Chen – UC Berkeley, BA

2008 – 2009 – Jeanette Su – UC Berkeley, BA

2009 – 2010 – May Wang – UC Berkeley, BA

2010 – 2011 – Alvin Lee – UC Riverside

2011 – 2012 – Jasmine Chen – University of Pennsylvania

2012 – 2013 – Kelly Chu – UC Berkeley

2013 – 2014 – Kunaal Naik – Georgia Tech

2014 – 2015 – Madeline Zheng – University of Southern California

2015 – 2016 – Sara Tsai – UC Berkeley

2016 – 2018 – Jessica Lee – University of Texas at Austin

Performances and Events

Tri-City Band Corps offers events for members to enjoy all year round. From rehearsals and performances to fundraisers and bonding activities, you can always hang out with friends and earn service hours anytime.

Performance Rehearsals and Indoor Rehearsals

- There are generally three or four major performances (such as parades) every year. Before each of these performances, there will be four rehearsals in preparation, unless stated otherwise, and are usually held on the track of Mission San Jose High School. These rehearsals, as well as other major events, will be posted in our main Facebook group (titled “Tri-City Band Corps”). You can also obtain a full schedule of our various parades when you sign up via our online summer/fall performances form.
- Officers from each school will also distribute hard copies of sign-up forms at their school twice per year, once near the beginning of the school year for fall performances, and another towards the end of the school year for our summer performances.
- Indoor rehearsals run exclusively from performance rehearsals; they are different types of rehearsals and thereby operate on different schedules. They are usually held once or twice per month for two hours each time. During routine indoor rehearsals, our group plays various songs to practice and improve our musical skills and coordination as a group. We

also use indoor rehearsals as a chance to communicate with our members and announce any important information. All you need to bring to our indoor rehearsals is your instrument (and yourself, of course!) Generally, a TBC officer (Chief Musical Director) will conduct and run the rehearsal.

- Music binders for every instrument will be brought to the location of the rehearsal, 44555 South Grimmer Blvd. Indoor rehearsals are optional, and notice of this event will be posted one week in advance in the main Tri-City Band Corps Facebook group. These indoor rehearsals generally last for two hours from 7-9 pm. Rehearsals for special performances vary depending on the event. We strongly encourage our members to attend our events to learn and have fun, but they are completely optional for members. Officers are obliged to attend as many events as possible.

Summer Performances

- In recent years, Tri-City Band Corps has performed in Rancho Cordova's 4th of July Parade that starts in the morning and lasts until noon. This parade features marching bands, floats, equestrian units, balloons, and unique hometown/out-of-town entries.
- Tri-City Band Corps also performs in the Salinas Colmo del Rodeo Parade, which takes place in Old Town Salinas. The parade usually consists of scholastic, independent, and specialty bands, as well as floats and vehicles.
- There are usually Tri-City Band Corps bonding events before or after every parade performance. During these events, we usually get food at a nearby restaurant; these events may also be fundraisers.

Fall Performances

- Every year, Tri-City Band Corps performs at the Niles Festival of Lights Parade in the evening. This fun parade features marching bands, floats, horses, classic cars, tap dancing and Christmas decorations.
- We also perform at the Hollister Lights On Celebration Parade. You may want to conduct some research to find more information on these parades. There are usually Tri-City Band Corps bonding events before or after 8 | P a g e every parade performance. During these events, we usually get food at a nearby restaurant or hold fundraisers.

Fundraisers and Bonding Events

There will be a couple of fundraisers and bonding events throughout the year – these events will usually involve getting food at a local restaurant. Tri-City Band Corps will have flyers for every fundraiser event, you just have to print out the flyer and present it to the restaurant, so they will give us a percentage of the proceeds! Here is an example of a fundraiser flyer: (picture here)

Marching Fundamentals

- A marching band is a group consisting of instrumental musicians (usually woodwind, brass, and percussion) performing outdoors for the purpose of musical entertainment, exercise, and competition. There are different styles in which marching bands are categorized, but this manual will only focus on how the Tri-City Band Corps marching band is run and organized. The Tri-City Band Corps marching band features drum major(s), various instruments, a drumline (percussion block), and an auxiliary (color guard). The marching band formation features the banner block at the front of the band, holding a banner with Tri-City Band Corp's logo. The color guard stands behind the banner block, and the drum major is stationed behind the color guard. The rest of the marching band stands in formation behind the drum major, who will lead the band throughout the parade course.
- During the performance, the color guard usually moves to the back of the band; the drum major will lead the band and make sure the transitions are executed smoothly and effectively. The order of the instruments in a marching band is subject to change, so do not worry about where you may be placed in the band block. The size of the band determines how many drum majors there are; drum majors are the leaders of the band during rehearsals and performances.
- The drum major is responsible for getting the band into proper formation, running the rehearsal, leading the band during the performance, and a variety of other tasks. Because the band requires leadership throughout all instrument sections, each instrument line/row of the marching band section has a delegated rank captain and assistant rank captain.
- The rank captain stands on the far right of the line, while the assistant rank captain stands on the far left of the line. These section instructors serve as music directors and should provide guidance and teach members of that certain line/section. The drum major usually appoints section leaders; positions throughout the band block can be changed anytime to provide the best resources and showmanship. Each marching band has fundamental commands and elements to enhance their band performances. These items will all be reviewed during rehearsals, but the commands that TBC follows are listed below for your benefit.

Commands

- Parade Rest: The command tells the band to with their feet shoulder length apart in a V-shape formation. The band will often automatically do this when they first march onto a field at the beginning of their show.
- Band a-ten-hut: the command that tells the band to go into the position of attention, a military posture. The band usually responds with a loud "SIR".
- Mark time mark: the command tells the band to march in place in rhythm to snare taps, normally before they march off. There will be four snare taps/clicks before the marching band steps off.

- Band halt: this command tells the band to stop marching. As soon as this command is called, the band will halt after two steps, with their left foot first and ending with their right. Once the band has halted, the instrument should resume position at attention, and the player should have their feet together in a V-shape.
- Parade Rest: this tells the band that they may completely relax. Further details about this command are listed below (with different instruments in the various positions). This command tells the band to put their feet shoulder wide and join both hands in the front of their body or to put both feet together or in a V formation.
- Left face: the command to turn the band 90 degrees to the left while at the position of attention. Once this command is called, the band should respond with “ONE. TWO.” On one, the left foot pivots to the left side and on two, the right foot follows. The end position is the same position as the band at attention.
- Right face: the command to turn the band 90 degrees to the right while at the position of attention. Once this command is called, the band should respond with “ONE. TWO.” On one, the right foot pivots to the right side and on two, the left foot follows. The end position is the same position as the band at attention.
- About face: the command to turn the band 180 degrees to the rear while at the position of attention. The band should also respond with “ONE. TWO”; although there are three steps, the “three” will be silent. On “one”, the player will step backwards with his/her right foot. On “two”, the player will pivot to the right. On “three”, which is not called, the player will bring the left foot to join together with the right foot, ending in a V-formation as usual. With this command, the player should not have moved any distance away from his/her previous position; the player has only turned 180 degrees.
- Horns up: the command for wind/brass players to bring their instruments to playing position (mouthpiece on or near the mouth). Further details about this command are listed below (with different instruments in the various positions).
- Dress center/right/left dress: this command has the band bring their hands together at eye-level and to turn their heads toward the center, right, or left of the block (if one is in the center, one simply puts one's looks straight ahead). While dressing, the band can adjust the block to have better spacing. No commands other than Ready front can be executed while Dressing is in action. Once the lines have adjusted to their rank captain/assistant rank captain/center person, the command “Ready, front!”
- Ready front: this command makes the band turn their face towards the drum major, or forward.
- Cover down: this command tells the band to line up their files and make sure they are straight. After this command is called, each individual player should dress to his right, left, center, and diagonals.

If the drum major makes a mistake and calls out an impossible command, the members of the band block must say, “As you were, sir!” to which the drum major must respond “As I was” and

call out the correct command. An example of an impossible command would be to call out “horns up” while the band is at “parade rest”.

Drum Roll/Roll Off

At the beginning of every piece, there will be a drum roll off to signal the players when to step off and begin playing. In Tri-City Band Corps, the roll off is two drum rolls followed by four snare taps/drum clicks. After the four clicks, the band will step off, starting on their left foot. The band will be guided and led by the drum major, who will give further instruction through whistle commands and voice commands.

Drum Break

While the band is performing at an event, there may sometimes be a drum break. This is a piece that only features percussionists; the band will continue to march forward in smaller and slower steps while the percussionists play their piece. The purpose of a drum break is to feature new songs and provide musical entertainment, as well as allot time for the other instrumental musicians to rest. There is a special command to indicate the beginning of a drum break, which will be reviewed during TBC rehearsals.

Drum Major Commands

- In general, there are two voice commands, “Band, atten-hut!” and “Band, halt!” that will be given during a performance. In addition, after the band has halted and is beginning to step off again, the drum major may yell out the name of the next song that the band is going to perform.
- There are also whistle commands that tell the band block to both mark time in place or mark time and then march forward. Long tweets followed by four short whistle tweets indicate marking time and then marching forward. The band will mark time for four beats and then march forward, starting with the left foot. A long whistle tweet followed by six shorter tweets indicates marking time in place. If “horns up” is called, the band will begin to play the piece after the whistle command. If the parade is at attention, but “horns up” is not called, the band will only mark time in place/mark time and then march forward.

Instrument Carriage

- Flute/Piccolo
 - Parade rest: The flute should be held horizontally, parallel to the ground, in the left fist (palms facing upward) and tucked underneath the arm. Right elbow is slightly bent with fist positioned next to the hips. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.

- Attention: The flute should be held vertically with the top of the head joint at eye level. The left hand should grasp the flute above the right and elbows are away from the body.
- Clarinet
 - Parade rest: The clarinet should be held horizontally, parallel to the ground, in the left fist (palms facing upward) and tucked underneath the arm. Right elbow is slightly bent with fist positioned next to the hips. The feet should be together, but slightly turned outwards (to make a slight V shape) and spread with the same width as the two shoulders.
 - Attention: The clarinet should be centered vertically in front of the body, with the left hand above the right. Elbows should be slightly bent, and the top of the mouthpiece should be at eye level.
- Saxophone (Alto/Tenor/Bari)
 - Parade rest: The saxophone should be tucked underneath the right arm as it hangs from the neck strap. The left hand should rest parallel to the saxophone with the left fist over the bell. The right hand should come cross the body and grasp the neck. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.
 - Attention: The saxophone should be centered vertically in front of the body, left hand above right, and elbows slightly bent.
- Trumpet
 - Parade Rest: The trumpet should be held horizontally in the left hand down at arm's length. Right elbow is slightly bent with fist positioned next to the hips. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.
 - Attention: The trumpet should be centered vertically in front of the body with the top of the mouthpiece at nose level. The left hand should grasp the trumpet around the valve casing. Right elbow is slightly bent with fist positioned next to the hips, and both elbows should be away from the body.
- French Horn (March with Mellophone)
 - Parade Rest: The mellophone should be held horizontally at waist level in front of the body. The left hand should hold the mellophone around the valve casing. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.
 - Attention: The mellophone should be held the same way as parade rest, but at a 45 degree angle with the bell facing upward.
- Trombone
 - Parade Rest: The trombone should be held horizontally tucked underneath the right arm, and left elbow is slightly bent with fist positioned next to the hips. The

feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.

- Attention: The trombone should be centered vertically in front of the body with the top of the mouthpiece at eye level. The left hand should hold the trombone around the tubing, while the right hand holds the slide.
- Baritone/Euphonium
 - Parade Rest: The mellophone should be held horizontally at waist level in front of the body. The left hand should hold the instrument around the valve casing. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.
 - Attention: The mellophone should be held the same way as in attention, but at a 45 degree angle with the bell facing downward.
- Tuba (March with Sousaphone)
 - Parade Rest: At parade rest, the sousaphone rests on the player's shoulders and the player's hands should be holding the instrument. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.
 - Attention: At attention, the player's mouth should be hovering above the mouthpiece, in a position suitable for playing at the drum major's command.
- Percussion
 - Parade Rest: Hands should be held straight out at waist level, and drumsticks should be crossed right over left. The feet should be together, but slightly turned outwards (to make a slight V-shape) and spread with the same width as the two shoulders.
 - Attention: At attention the players should have their hands in playing position, ready to play.

Uniform

In Tri-City Band Corps, each member will receive a uniform to wear during parades. In 2013, Tri-City Band Corps acquired new matching Color Guard Uniforms and in 2014, band uniforms as well. These uniforms help bring our group together during performances and better represent our values and goals. However, with so many members performing and uniforms to hand out, we ask that all members fill out a uniform checkout form every time they checkout a uniform to ensure better organization and increase accountability.

Band

The Tri-City Band Corps Marching Member uniform consist of a blue beret, insignia, blue jacket, white belt, black gloves, black pants, and black shoes. Tri-City Band Corps will also be loaning out black bibber pants and selling black shoes to those who do not own any. Uniforms

are usually handed out a few weeks before performances at one of the rehearsals. Stay up to date with our Facebook Group for information on uniform return information.

Color Guard

The Tri-City Band Corps also includes a color guard team, which is a non-musical section that provides additional visual aspects to marching band performances. The purpose of the color guard is to interpret the music that the marching band is playing through a variety of visual performances using the synchronized work of flags, sabers, rifles, airblade, and dance. The Tri-City Band Corps color guard/auxiliary usually uses flags, sabers (ex. light sabers during the Niles Festival of Lights Parade), and dance. The color guard team, led by experienced color guard captains, creates their own dance routines and performs along with the marching band.

The Tri-City Band Corps Color Guard wears a different uniform than the rest of the band. Female Color Guard Members wear a blue hair ribbon, long sleeve white crew neck, blue vest, insignia, blue skirt, white long socks, and black shoes. Male Color Guard Members wear a long sleeve white dress shirt, blue vest, insignia, black dress pants, and black shoes. Tri-City Band Corps provides the full uniform except black shoes. Tri-City Band Corps offers white shirts and socks for \$10 to keep. Uniform checkouts for Color Guard is done at the same time with the rest of the band.

The Chain of Command

The Chain of Command is the line of authority and responsibility which dictates who is at the head of the group at any given time and who gets to direct and control the activities of the members below them. The ranks of TBC include (from lowest ranking to highest ranking):

1. Private
2. Corporal
3. Sergeant
4. Sergeant Major
5. Master Chief
6. 2nd Lieutenant
7. 1st Lieutenant
8. Captain
9. Major
10. Colonel
11. Brigadier General
12. Major General
13. Lieutenant General
14. General

15. Field Marshal

All members are issued an insignia to wear during performances to display their rank which shows the member's hard work, dedication, and experience within Tri-City Band Corps. A point system is used to determine one's rank. By attending TBC events, you can gain more points and go higher in the rank. The point system is broken down to the following:

- 1 Point for each \$1 donated or fundraised
- 2 Points for every hour of TBC Volunteer Work (excluding Performances) • 5 Points for each full rehearsal attended
- 15 Points for every new member recruited (who attends at least 1 performance)
- 50 Points for each performance attended

Officers, on the other hand, follow the member point system and the officer point system. Throughout the year, officers work hard to make TBC better for the next year, and that entails for more work. Officers are assigned regular tasks, and by completing those tasks, they are awarded officer points. At the end of each quarter, some of those officer points are converted into member points, allowing the officer to have an even higher rank when they finish their term. Additionally, all officer positions are associated with a higher rank in the Chain of Command. This allows officers to direct members and complete their tasks more easily. Officers with ranks below the rank of their position are moved up temporarily until their term ends, while officers with ranks above their position get to keep their current rank.

Requesting Service Hours

- As a member of Tri-City Band Corps, you can earn service hours by attending any rehearsal performances or volunteering at occasional events. Tri-City Band Corps operates under two primary marching seasons: the fall parade season and the summer parade season.
- Service hours will always be written and distributed after each respective season ends. They will either be electronically scanned to your registered email address in our database, physically delivered to you by an officer representative that attends your school, or distributed to you at a fundraiser.
- The service hours of all TBC members are managed by the Chief Operations Officer on salesforce.com, a popular customer relationship management product utilized for case and task management. This website records your basic profile information, a list of activities you have attended, and the number of service hours you have earned. Should you need a different method of delivery at a different time, just contact us at tbc@tricitybandcorps.org for more information.

Service Hour Policy

TBC will have its own service hour form (like the forms that FUSD schools use) to verify students' hours and award them for their services above and beyond forty hours, inside or outside of TBC (due to the new FUSD policies).

From now on, FUSD high schools will only list up to 40 hours on students' transcripts, and only allow students to earn up to 5 hours for training/preparation for performances and events. These new policies affect not only TBC, but also many other service clubs and organizations such as Jenny Lin, VAMS, etc. How do these new changes impact TBC members?

- 40-hour cap on the transcript: Though it may seem like this puts students at a disadvantage for college admissions, it actually doesn't. When applying for colleges, students list their extracurricular activities and volunteer experiences on their applications, and colleges track the number of hours that the students have spent on each of the activities based on what the students report on their applications. Many high schools don't even list service hours on the transcripts, so admissions officers look at the students' applications, not the transcripts, for the information. In fact, UCs don't ask for the students' transcripts until after they have been admitted and decide to enroll.
- Only 5 hours for training/preparation: Currently, TBC members earn hours by attending up to 4 rehearsals/parade. Under the new policy, students may only turn in up to 5 hours for rehearsals for each parade to the school. However, students may still list the total number of hours they did with TBC on their college applications. The TBC Internal Affairs department carefully tracks all hours through an online system, and you can see the number of hours and points you have by signing up for an account on the TBC website. We believe that the hours that members spend serving their communities should be recognized. Moving forward, we will track service hours for the school requirement separately from community service hours for awards such as the Presidential Volunteer Service Award. Every year, members who have met volunteer requirements as outlined on the Presidential Volunteer Service Award website may submit their information through TBC, which is a certifying organization, to receive the award. We typically send out information about the PVSA in mid-August every year.

New TBC Awards Policy

In response to the new school policies: We will now be implementing new TBC Awards that will benefit members who have actively participated with the organization. Awards play a role in the admissions process, and we want to make sure that our members are recognized for their work. We will also accept hours from other service organizations, as long as they complete a verification form with us.

- Annual Service Awards

- Award for service hours earned within 1 season, defined as July 1st to June 30th each year. All awards are issued once per year on July 1st for the previous season. Gold Baton awards can be issued at any time once earned upon request from student. Recipients will receive a signed certificate acknowledging their service.
- Eligibility: Award winners must attend at least 50% of TBC performances during the season in question. Additional hours can come from any other verified 501(c)3 non-profit organization
- Levels:
 - Gold Baton – 150+ hours
 - Silver Baton – 100-149 hours
 - Bronze Baton – 50-99 hours
- Lifetime Service Awards: Award for cumulative service hours earned. We are implementing this in an effort to provide the same recognition students used to receive from FUSD for outstanding service to the community. Recipients will receive a signed certificate acknowledging their service, and will be eligible to wear earned award(s) as a ribbon panel on their uniform (additional fees apply).
 - Eligibility: Award winners must attend at least 50% of TBC performances during the season in question in order to be eligible. Additional hours can come from any other verified 501(c)3 non-profit organization Awards are stackable, so you can earn all of them as you level up
 - Levels:
 - Bronze Wreath – 100 hours
 - Silver Wreath – 200 hours
 - Gold Wreath – 300 hours
 - Platinum Crown – 500 hours
- Outstanding Performance Awards: Award issued for outstanding performance and service to TBC. Award must be voted on by Executive Team and cite a specific reason for issuance of the award. Recipients will receive signed certificates detailing their contributions for which the award is being presented, and will be eligible to wear the corresponding medal on their uniform (provided).
 - Eligibility: Award winners must be an active member of TBC and participated in at least 1 performance within the last year.
 - Levels:
 - Regimental Service Award (Top 5%) General award for outstanding performance. This can be a member of officer going above and beyond to help out the group such as exceptional fundraising and recruiting. Fundraising of \$500 or more.
 - Brigade Service Award (Top 2%) Service award for exceptional performance to TBC over the course of multiple events, fundraisers,

performances, with a perfect or near perfect attendance. This can be a member of officer going above and beyond to help out the group such as exceptional fundraising and recruiting. Fundraising of \$1000 or more.

- Division Service Award (Top 1%) Service award issued for performance far above and beyond the call of duty. Fundraising of \$2500 or more.
- Corps Service Award (Top 0.1%) The highest award that can be earned in TBC. This award is to be issued only as necessary to someone who has gone exceptionally far above and beyond to support TBC.

There are many ways to earn hours through Tri-City Band Corps, such as volunteering at music and supply workdays and attending rehearsals and parades.

Officers

All students who are interested in applying to become an officer must check the Tri-City Band Corps Facebook page for more information. The Tri-City Band Corps Officer Board consists of six departments: Executive, Music, Supply, External Affairs, Internal Affairs, and Finance.

Officer names and basic descriptions are listed below:

Executive Department

- **Chief Executive Officer:** The CEO is responsible for meeting with sponsors/officials, planning monthly officer meetings, calling/closing all meetings, assigning tasks, making sure all other officers are on task, and solving any disputes that may arise. The Chief Executive Officer is responsible for all media inquiries/press releases, reviewing all parade information, actively searching for (paying) performance opportunities, awarding the appropriate amount of service learning hours, answering email inquiries/passing it onto the right officer, and producing calendars for distribution and online posting. (The CEO must have served a minimum of 1 year on the TBC Officer Board).
- **Executive Director of the Cadet Regiment (EDCR)** - The Executive Director of the Cadet Regiment is responsible for scheduling Cadet Regiment rehearsals and organizing Cadet Regiment activities. These activities include but are not limited to organizing volunteers, coordinating Summer, Fall, and Winter seasons, filing paperwork, and actively recruiting new members. In addition, the Executive Director of the Cadet Regiment must attend all rehearsals.
- **Chief of Staff:** The Chief of Staff is responsible for managing the officer point system, helping plan the monthly officer meetings alongside the CEO, and assigning tasks/making sure all other officers are on task. The Chief of Staff is also responsible for writing the meeting agendas prior to officer meetings, managing the officer contact sheet,

and any other assignments for the executive team. The Chief of Staff is second in command under the CEO and will be expected to lead the group when the CEO is not present.

- **Deputy Chief of Staff:** The Deputy Chief of Staff is responsible for assisting the Chief of Staff and Chief Executive Officer in Executive Team tasks, including but not limited to: running officer meetings, overseeing the officer board and checking up on department tasks, and resolving any conflicts that arise within departments. The Deputy Chief of Staff will also be responsible for creating and leading officer skill workshops at officer meetings. Under the case that the Chief of Staff is not there, the Deputy Chief of Staff will assume all of the Chief of Staff's responsibilities and tasks.
- **Executive Director of the Elementary and Special Regiments:** The Executive Director of the Elementary and Special Regiments is responsible for managing the Special Needs Percussion Regiment during winter season and the Summer Elementary Band. Additionally, the EDESR may have additional tasks pertaining to the winter programs. He/she will work under the direction of the Executive Director of the Cadet Regiment.

Music Department

- **The Chief Musical Officer:** The Chief Musical Officer is responsible for conducting during practices and performances. He/She is also responsible for buying new music, selecting music for performance, and arranging needed music. During parades, the Chief Musical Director must act as Drum Major and create parade formation lineups. The CMD may select someone else to conduct when due to the needs of instrumentation.
- **Deputy Chief Music Director - Visuals:** The Deputy Chief Music Director - Visuals is responsible for overseeing color guard routine integration, marching block formation, marching style, and ensuring that all uniforms are worn the same way.
- **Color Guard Captain - Sabres:** The Color Guard Captain - Sabres designs guard routines, manages guard related equipment, and trains and recruits guard members.
- **Asst. Color Guard Captain - Rifles:** The Assistant Color Guard Captain - works with the Color Guard Captain, designs the color guard routines for rifles and teaches it to members.
- **Asst. Color Guard Captain - Flags:** The Assistant Color Guard Captain - Flags:helps the Color Guard Captain and designs the color guard routines for flags and teaches it to members.

- **Drum Captain:** The Drum Captain: creates the drum break, roll off, teaches new members, starts the roll off, manages, maintains, and repairs all percussion related equipment, and potentially oversees winter percussion.
- **Asst. Drum Captain - Mallets:** The Assistant Drum Captain - Mallets is responsible for helping the Drum Captain and managing the mallet players of percussion.
- **Deputy Chief Music Director:** a junior drum major for the parades and is responsible for assisting the Chief Musical Director during rehearsals.
- **Chief Musical Composer:** The Chief Musical Composer composes and rearranges music for TBC.
- **Chief Music Librarian:** The Chief Music Librarian is responsible for maintaining the TBC music library. He/she will be responsible for bringing music to rehearsals, copying new songs, organizing music, creating backup music copies, and other related duties. He/she is also responsible for identifying and acquiring new pieces for the TBC repertoire.
- **Woodwind Section Leader:** The Woodwind Section Leader manages the woodwind section during rehearsals, runs sectionals, teaches new members, helps with marching formations, assigns parts, and helps with attendance.
- **Brass Section Leader:** The Brass Section Leader manages the brass section during rehearsals, runs sectionals, teaches new members, helps with marching formations, assigns parts, and helps with attendance.

Supply Department

- **The Chief Supply Officer:** The Chief Supply Officer is responsible for maintaining a list of all uniforms with their owners and a list of all band owned and borrowed equipment (Percussions, Guard, Music Stands, etc). The CSO is also responsible for storing and transporting all band equipment to all performances and practices. If that is not possible, he/she must find someone willing to bring the equipment.
- **Deputy Chief Supply Officer - Uniforms:** The Deputy Chief Supply Officers - Uniforms is responsible for assisting the Chief Supply Officer as necessary in carrying out the duties of his/her office.

- **Deputy Chief Supply Officer – Equipment:** The Deputy Chief Supply Officer - Equipment is responsible for tracking borrowed equipment and storing and transporting all band equipment to both parades and performances.
- **Deputy Chief Supply Officer – General Supplies:** The Deputy Chief Supply Officer - General Supplies maintains and transport supplies such as all the equipment for the band such as percussion equipment, music stands, and uniforms to rehearsals and performances. Additional tasks include keeping stock of all equipment that the group owns and needs. Supply Officers also sell folios and lyres for those that need them.
- **Senior Supply Officer - General Supplies:** The Senior Supply Officer for general supplies is responsible for helping with music stand storage and maintenance, glow sticks and other consumables, and fundraising supplies. Additionally, the Senior Supply Officer for general supplies may have other tasks pertaining to the Supply Department.
- **Supply Officer - Uniforms:** The Supply Officer under uniforms is responsible for assisting the storage and maintenance of all the uniforms used during TBC parades. The uniform includes band jackets, bibber pants, insignia, berets, gloves, and occasionally Santa hats. He or she is responsible for helping ordering marching band shoes and all other uniform items when required. In addition, the Supply Officer is also responsible for helping out with other tasks pertaining to the Supply Department.
- **Supply Officer - Equipment:** The Supply Officer for equipment is responsible for helping with storing, maintaining, and organizing transport for the equipment used by TBC members in the parades and rehearsals. This includes storing and maintaining all percussion instruments, banner and carrier. In addition, the Supply Officer for equipment will help contribute to other tasks for the Supply Department.

Operations Department

- **Chief Operations Officer:** The Chief Operations Officer is responsible for planning quarter bonding events, post parade bonding activities, and organizing carpools and buses for performances. Additionally the COO may have other tasks pertaining to the Operations Department.
- **Chief Recruitment Officer:** The Chief Recruitment Officer is responsible for actively recruiting members, designing sign up forms for parades, and confirming parade attendance. The Chief Recruitment Officer also supervises the Recruitment Officers to provide guidance on their work and performance. Additionally the Chief Recruitment Officer may have other tasks pertaining to the Operations Department.

- **Recruitment Officer - Kennedy:** The Recruitment Officer - Kennedy is responsible for actively recruiting members and helping with confirming parade attendance. Additionally the Recruitment Officer for Kennedy High School may have other tasks pertaining to the Operations Department.
- **Recruitment Officer - Irvington:** The Recruitment Officer - Irvington is responsible for actively recruiting members and helping with confirming parade attendance. Additionally the Recruitment Officer for Irvington High School may have other tasks pertaining to the Operations Department.
- **Recruitment Officer – Mission:** The Recruitment Officer - Mission responsible for actively recruiting members and helping with confirming parade attendance. Additionally the Recruitment Officer for Mission San Jose High School may have other tasks pertaining to the Operations Department.

Technology Department

- **Chief Technology Officer:** The Chief Technology Officer is responsible for managing the website, salesforce database and sending emails, and technology improvements. The CTO also supervises the DCTO to provide guidance on their work and performance. Additionally the CTO should manage the Technology Department and ensure that all tasks pertaining to the Technology Department are finished.
- **Deputy Chief Technology Officer:** The Deputy Chief Technology Officer is responsible for managing the website, salesforce database and sending emails, and technology improvements. The DCTO collaborates with the CTO to seek guidance on their work and performance. Additionally the DCTO may have other tasks pertaining to the Technology Department.
- **Chief Membership Officer:** The Chief Membership Officer is responsible for tracking all community service hours for members. The CMO will also track all rehearsal attendance, update member contact information, update new member information, track member history, track alumni, and other similar duties as assigned.
- **Chief Marketing Officer:** The Chief Marketing Officer is responsible for all parts of TBC multimedia design and acts as the copywriter in the Technology Department. The CMO will also help out the Chief Technology Officer with writing descriptions and posts. The CMO will utilize his/her skills in all design-related events pertaining to TBC while supporting the other members in the Technology Department.

Finance Department

- **Chief Financial Officer:** The Chief Financial Officer is responsible for processing all receipts, issuing reimbursements, reviewing bank statements, depositing all money received, making sure parade payments are received, writing all thank you notes to donors/sponsors with our tax ID, and dealing with donation matching. Additionally, the CFO should manage the Finance Department to ensure that all tasks pertaining to the department are finished. The CFO also supervises the Deputy Chief Finance Officers to provide guidance on their work and performance.
- **Deputy Chief Financial Officer - Events:** The Deputy Chief Financial Officer - Events is responsible for the Arts and Wine Festival, the Feed Events, and the Scottish Games. The DCFO for Events also supervises the Senior Finance Officer for Restaurant Fundraisers as well as 2 other Finance Officers for Milk Tea/Bonding and Raffles/Partnerships to provide guidance on their work and performance. Additionally, the DCFO for Events should manage the Finance Department if the CFO is not present, and help ensure that all tasks pertaining to the Finance Department are finished.
- **Senior Finance Officer - Restaurant Fundraisers:** The Senior Finance Officer - Restaurant Fundraisers in charge of planning and organizing all of TBC's restaurant fundraisers. These fundraisers include, but are not limited to post parade fundraisers. Additionally, the Senior Finance Officer for Restaurant Fundraisers may have other tasks pertaining to the Finance Department.
- **Deputy Chief Finance Officer – Programs:** The Deputy Chief Finance Officer - Programs is responsible for Scrip, Amazon Smile, Macy's Pass, and Whole Foods Bags. The DCFO for Events supervises the Senior Finance Officer for Matching Donations as well as two other Finance Officers for Grants and Online Donations to provide guidance on their work and performance. Additionally, the DCFO for Programs may have other tasks pertaining to the Finance Department.
- **Senior Finance Officer - Matching & Grants:** The Senior Finance Officer - Matching & Grants is responsible for keeping track of Donation Matching and for researching and applying for Grants. Additionally, the Senior Finance Officer for Matching and Grants may have other tasks pertaining to the Finance Department.
- **Deputy Chief Finance Officer – Sales:** The Deputy Chief Finance Officer - Sales is responsible for managing the TBC store, selling old equipment, and folio and lyre sales. Additionally, the DCFO for Sales may have other tasks pertaining to the Finance Department.

- **Finance Officer:** The Finance Officer is responsible for assisting in finding and writing grant applications, in addition to helping organize fundraisers and other financially relevant events. All Finance Officers are under the direction of their higher officers, and may have other tasks pertaining to the Finance Department.

General Responsibilities In addition to office specific responsibilities, the following requirements have been added:

- Upholding the interests and constitution of Tri-City Band Corps
- Attend all officer meetings (once a month)
- Attend all Tri-City Band Corps rehearsals
- Respond to email/phone/FB posts & messages/text messages within 24 hours unless previous notice was given to supervisor stating that you'd be unavailable
- Carry out the duties of your position, and in emergencies, duties assigned by your supervisors
- Recruit new members for Tri-City Band Corps - Maintain a log and calendar of your work to help with transitioning to new officers in the next term
- Prepare a transition letter at the end of your term
- Officers will receive points for satisfactorily completing assignments but will receive negative points for late or incomplete ones. Each negative point merits a penalty of 5 dollars owed to the group. All cumulative penalties will be collected every third officer meeting. Officers who are late on payments will face further disciplinary action.

Fees -

- **Percussionist:** Percussionists are responsible for their instruments and their continued maintenance. Failure to comply will result in a percussion fee to cover cleaning/repair costs.
- **Uniforms:** All uniforms will require a \$20 deposit, which will be returned upon return of the uniform. (Color guard members will be responsible for paying \$20 a year for their uniforms. TBC will provide the uniform, white shirt, long socks, and other accessories as needed.
- The Drum Major will be responsible for paying \$20 a year for uniform cleaning and upkeep.)
- **Rental Fees:** No fees shall be charged for the borrowing and/or use of TBC equipment, so long as equipment is returned in a condition similar to which it was in when released, and when demanded.
- **Damage:** Any person(s) responsible for destroying, losing, or otherwise damaging TBC property will be responsible for any associated repair or replacement costs as determined by the Chief Supply Officer and Chief Financial Officer.

Officer Selection

Applicants will submit an application each year. All qualified applicants will be interviewed. Alumni Corp members who are not related to the applicant and who are not applying for a position themselves will select officers. The Chief Executive Officer will be the first position filled. In addition, the CEO will sit in and help evaluate all candidates for the remaining Officer Board positions. Department heads will be allowed to help when possible.

Officer Replacement & Vacancies

Any officer positions which remain vacant after initial officer appointments, or should somehow become vacant through officer resignation or impeachment will subsequently be filled by appointment by the CEO, Department Chief, and Alumni Corps. Normal constraints and restrictions may be relaxed for such an appointment, should no qualified persons be identified. Until such appointment is made, the Chief Internal Affairs Officer, or the Commanding Officer of the vacant position, will be responsible for fulfilling the role of the vacancy. In the event that the Chief Executive Officer position becomes vacant, the highest-ranking officer will serve as Acting Chief Executive Officer.

Impeachment

Any officer may be impeached from their position should they fail to perform their duties repeatedly, for which they must first be given 2 warnings or if there exists a cause otherwise significant enough to warrant impeachment an option. An impeachment motion can be raised by any officer and must be seconded. At which time, an impeachment hearing will be scheduled where the defendant will be given a chance to defend his/herself against the charges. All officers will then vote with plurality as the deciding factor.

Officer Compensation

At no time will officers be financially compensated - Officers may receive benefits and priorities Officers may earn service hours for work that may coincide with their duties as officers, as long as the general membership is informed in a timely manner and allowed to participate - Officers will be rated on a scale of 0-100 at the end of their term by their commanding officers, which will translate into the number of membership points earned by the officer for their term of service

Officer Performances & Penalties

Every quarter, TBC officers will be evaluated on their conduct and action over the course of the last 3 months. Positive and negative actions will be rewarded with points as outlined below, or otherwise dictated by the officer's commanding officer. Each negative point will result in a \$5 penalty to be paid by the officer. 100% of the money will be donated to TBC.

Membership

TBC members will be classified into the ranks listed below. The highest ranking member will be in charge at any given time. In the event of a tie, the member commissioned to their rank first will be in charge.

- Level 1 – Private – 0 points
- Level 2 – Corporal – 65 points
- Level 3 – Sergeant – 150 points
- Level 4 – Sergeant Major – 250 points
- Level 5 – Master Chief – 375 points
- Level 6 – 2nd Lieutenant – 525 points
- Level 7 – 1st Lieutenant – 700 points
- Level 8 – Captain – 900 points
- Level 9 – Major – 1100 points
- Level 10 – Colonel – 1400 points
- Level 11 – Brigadier General – 1700 points
- Level 12 – Major General – 2100 points
- Level 13 – Lieutenant General – 2500 points
- Level 14 – General – 3000 points
- Level 15 – Field Marshall – Reserved for founding TBC members only

Points

Points will be earned as follows:

- 1 point for each \$1 donated or fundraised
- 2 points for every 1 hour of TBC volunteer work (not counting performances)
- 5 points for every full rehearsal attended
- 15 points for each new member (who attends at least 1 performance) recruited
- 50 points for each performance attended Insignia All members will be allowed to obtain insignias for their current rank to display on their uniform during performances.

Additionally, members will be allowed to wear and display on their uniform any awards or honors earned through TBC.

Member Status

Members will now be classified as:

- Active: Members who are currently actively rehearsing and performing with the group
- Reserve: Members who are currently not rehearsing regularly with the group, but are expected at performances, or to return to active service
- Inactive: Members who no longer intend on performing with the group.

Music

- Any member may suggest music to be tried. All members present at rehearsal will vote whether or not to keep a song. Should a vote to keep the song not carry, a second vote can be carried out at the subsequent rehearsal. Should the vote still not carry, the song cannot be brought up again for a period of one year.
- Officer Ranks Officers who currently do not hold the designated officer rank will be given brevet promotions so long as the individual maintains their officer position or otherwise earns their rank. Officers who hold a rank higher than their position rank will maintain their normal rank. Officer ranks will be designated by the Chief Executive Officer at the start of each year.
- Officer forms and applications (in any department besides Executive) are usually available around March/April, whereas the Executive team officer applications are released around January/February. These applications must be filled out and emailed to incoming@tricitybandcorps.org by a certain deadline. Students interested in becoming an officer must also go through an interview, which will be hosted by the founder of TriCity Band Corps and the department heads of the organization. Once you become an officer, an additional packet of information (including most, if not all, of the information presented here) will be provided/given to you.
- TBC's Officer Board activities are monitored by the Alumni Corps, represented as all individuals who have participated in a TBC performance within the last 12 months and have graduated from high school. The Alumni Corps serves as a supervisory board for the TBC Officer Board and will serve as the ultimate ruling in any Officer or TBC Officer Board decision.