

The Beat Goes On Marching Band

Portland, Oregon

Twirler Handbook

2024

Version 3.1

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TBGO Twirler Leadership

A 5 person Leadership Team (LT) leads the TBGO Twirlers. All Active Twirlers may volunteer to be part of the LT. If more than 5 Twirlers volunteer to be part of the LT, all candidates collaborate to determine the final 5 members. The Leadership Team membership will be adjusted as needed at the annual Twirler meeting.

Each member of the LT is assigned responsibility to coordinate a specific task required to keep the Twirler group functioning. In addition to their area of coordination, one of the LT members will be appointed Spokesperson for the Twirler group as a whole. Details of all responsibilities are listed below.

The 2024 Leadership team is:

- Administration - Judy Guist
- Costumes - Barb Zahler - also the Twirler Spokesperson
- Events - Donna Sue Sanders
- Practices - Kim Wirtz
- Routines - Robin Guerra

Leadership Team

- Adjudicate all disputes/concerns. Twirlers with concerns may contact any member of the LT via email.
- Be open to input/suggestions from all Twirlers.
- Approve any modification/addition/deletion that affects the group as a whole
 - Examples are routines, costumes, posting, communication, etc.
- Coordinate communication
 - Appoint a Twirler Spokesperson from the LT
 - Be the contact for external communication
 - Be the contact for the Twirlers except as outlined below
 - Email *The Twirler Spin* monthly
 - Events Coordinator will email event information
 - Practice Coordinator will email practice reminders and schedule
- Encourage a Twirler to be on the TBGO Board
- Ensure all Coordinators meet expectations

Administration

- Keep the Twirler documents up to date and available
 - This document - TBGO Twirler Handbook
 - Roster
 - Active
 - Trainee
 - Friends of Twirlers
 - Twirler Book
 - Active
 - Trainee
 - Friends of the Twirlers
- On Board new twirlers

- Assign a Mentor
- Provide this Handbook
- Arrange and run the LT meetings
 - Ensure meetings notes are taken and stored for a reasonable length of time
 - Make a number of past minutes available to new members as they join the Leadership Team
- Arrange and run the yearly Twirler meeting
 - Ensure adequate notice to all Twirlers
 - Ensure meeting notes are taken and published
 - Conduct the meeting
- Plan social gatherings

Costumes

- Determine costume for each event
 - If special/new costumes are desired, create a taskforce to determine what is needed, how to make it and ensure its preparation
 - Cost will be considered as a factor when special/new costumes are needed
- Coordinate new costume consideration or costume retirement
 - Create a taskforce of at least 3 total to help with costumes
- Ensure the accessory box is available and stocked
 - Ensure there is a borrowing library for excess costume parts
- Manage the Petty Cash fund
 - Report monthly to the TBGO Treasurer and the Leadership Team

Events

- Send an email to all active twirlers with details for the upcoming event
 - Where to be when
 - What to wear/bring
 - Which routines to practice
 - Other pertinent information
- Track who will be participating
- Prepare and share the lineup
- Assign solos as needed
- Assign who will start the cadence twirls and who will signal the next song

Practices

- Send practice schedule and reminder emails to all Twirlers
- Secure practice space
- Ensure there is music at practices
- Determine what will be done at each practice
- Appoint a leader for each practice
- Recruit coaches and teachers as needed
- Track practice participation

Routines

- Maintain written information for all current songs

- Name of Tune
- Count In
- Routine
- Ending
- Special Instructions
- Ensure other coordinators have the routine information needed
 - Event - routine information for the posted set list for a specific event
 - Practice - routine information for the practice plan, either a future probable set list or routines with a specific focus at the practice
- Ensure there is a routine for all active (hot) songs on the TBGO Music list
 - Determine the routine for any new songs
 - Be the point person for creation of a new core routine
- Update the video library as needed
 - Ensure a video is created for any new song or core routine
 - Make new videos available to the Twirlers even if the library update is delayed
 - Inform the Twirlers of any updates to the Video library

General Guidelines

The goal of these Guidelines is to create and maintain a respectful, safe, learning and fun environment for every member of the Twirler group and the entire band in general.

- Information
 - Read the emails sent by the Leadership Team and the band Director.
 - Make a habit of checking the TBGO website for upcoming performance information.
 - Practice videos are available on the Twirler specific page. (Member Info/Twirlers)
 - Keep the Band Roster handy in case you want to reach another twirler for carpooling etc.
 - The Twirler roster can be found as a section of the TBGO band roster.
 - The band roster is updated periodically and sent to everyone on the roster.
- Behavior - General
 - Read and sign the TBGO Code of Conduct Guidelines.
 - Pay attention to the person in charge of the situation whether it is an event, practice, meeting or other gathering. No side conversations.
 - Be respectful when we join the band if they are in the middle of a rehearsal. Keep noise and disruptions to a minimum.
 - Make every effort to attend practices.
 - Be on time to practices and events.
 - Attendance at all events is optional but, if you say you will be there, please honor that commitment.
- Expectations - Events

- If you have been unable to attend practices, be familiar with the routines we will be performing.
- Arrive on time and check in with the point person for the event.
- Honor the Event coordinator's wishes for where you are placed in the line-up.
- Even though you perform in a parade, you are not required to stay for the standstill performance if there is one. The reverse is also true. You may participate in a standstill performance and choose not to participate in the parade.
- During a standstill performance, you may step out for a specific song if you are uncomfortable performing it. Before the event, please inform the event point person if you plan to do so.
- When we are not performing, be respectful of the band and/or the performing auxiliaries. Give them your full attention.
- Tips
 - Wear waterproof mascara
 - For rainy events, a disposable rain poncho can keep you dry and warmer.
 - Eat before the event. We are putting out a lot of energy.
 - Carry ID and/or insurance card and contact information in case of emergency.

Costumes

We have various costumes for the different events in which we participate. Please contact the Costume Coordinator of the Leadership Team for where to purchase or other information.

Need Now:

- Regular Baton
- Skorts, both black and white
- Sequined Wrist Bands 4 inch - one set of each Gold, Red and Purple
- Sequined Leg Warmers - one set of each Gold, Red and Purple
- TGBO dry-fit shirt (purple, black and white)
- Patriotic dry-fit shirt with stars
- Gold/Purple sequin top
- Shoe Tassels - one set of each 2-tone black, purple, black/pink, red/green and red/white/blue
- White socks and shoes

As required:

- Black Rally Pants *or* Boy Shorts
- Purple Dress
- Black Dress
- Purple Fleece Twirler Jacket
- Red fleece vest
- Long Sleeved Turtle neck or Mock t-neck shirt for cold weather - one each Black, Red and White
- Black tights or leggings to wear under black skorts in cold weather

- Sequined Wrist Bands 4 inch - one set of each Silver and Green
- Sequined Leg Warmers - one set of each Silver and Green
- Shoe Tassels - one set of Green
- Narrow purple and narrow rainbow sequined wrist bands

EXTRAS:

- Glow Stick Baton - used for night parades.
- Cool White Fairy Lights - used for night parades
- Glow Sticks for the Glow Stick Batons, usually someone in the group arranges a purchase for everyone
- Purple Fleece Twirler Vest is optional. It can be worn in place of the Jacket
- Black TBGO jacket - Optional, we do not wear for performances.
- Baton Tape - Optional, some find it useful especially in the rain. Your choice of colors
- Bling - Optional, feel free to jazz up your outfits with sequined or rhinestone pins. You can find a variety of baton related pins online. Have fun with earrings, hair decorations.
- Visors - Optional, keeps the sun and the rain out of your face. Choose colors that match or coordinate with the outfits we are wearing.
- Flesh colored hose or tights- Optional (bare legs are acceptable so personal choice)

*In a pinch it is always possible that you may be able to borrow just about anything you need for an upcoming performance, check with the Costume Coordinator.

Purple dress - front



Purple dress - back



Black dress - front



Black dress - back



TBGO dry-fit purple shirt



Patriotic dry-fit shirt



Gold/purple sequin shirt



New Twirler Process

- Applicants should submit the twirler application found on The Beat Goes On Marching Band website. Applications are accepted at any time. Auditions will be held in the September - October timeframe of each year depending on if there are positions to fill.
 - Once an application is received, the candidate will be sent or directed to the New Twirler Criteria as well as this handbook.
 - When the try-out invitation is sent, a routine video will be sent to all candidates to learn for the audition.
 - They will be added to the Trainee roster. (For details, see the Roster Maintenance section.)
- New Twirler Criteria - updated May 10, 2022
A review committee consisting of or appointed by the Leadership team will audition prospective twirlers.

Prospective twirlers must demonstrate or agree to the following:

- At the audition:
 - Perform a short (1 minute) routine that you have prepared which includes 5 different twirls using both hands and 2 different tosses
 - Demonstrate the ability to learn a short routine at the audition and perform it while following another twirler
 - Perform the routine from the video sent prior to audition.
- Additional expectations:
 - Be experienced in, or have the ability to learn, how to: march, count beats, understand signals, guide right, halt, etc. - previous marching band experience is a plus
 - Attend and participate in practices as much as possible
 - Participate in parades and field shows
 - Have the fitness level to actively participate in parades up to 3 miles long
 - Be responsible for learning routines for each event or performance
 - Be willing to attend special teaching practices to aid in learning the routines
 - Be willing to work at home on learning the routines from our video library
 - Have the ability to purchase costume material, accessories etc.
 - Roughly \$200-\$600 over time
 - Travel expenses for longer trips
 - Conform to our twirling and marching style
 - Follow The Beat Goes On Marching Band code of conduct

- Mentor program

Each new Twirler (Newbie) will be assigned a Mentor from volunteers from the existing membership. The 'relationship' as Mentor and Newbie would last for roughly a year. The expectation is to have a friendly, consistent person on which the Newbie can rely. The responsibilities of a Mentor are:

 - Give and explain the Twirler Handbook to the Newbie
 - Be the first contact for any questions or concerns
 - Be a guide through the various events
 - What to expect
 - Carpool possibilities
 - Etc.

Mentors are NOT responsible for teaching the Newbie routines nor for having the answers to ALL questions (but they will know where to ask!).

Roster Maintenance

The TBGO Twirlers maintain 3 rosters: Active, Trainee and Friends of the Twirlers. This is for multiple reasons. It helps in planning practice space, teaching needs, determining if we can handle more twirlers, not overwhelming the band, etc. The LT may allow 'Guest' Twirlers not on the active roster that would participate in specific events.

Roster maintenance/review will happen in January of each year. To be on the Active roster, a Twirler will have regularly participated by attending 2 practices or an event in the prior calendar year. The trainee roster is new Twirlers or those on the Friends of the Twirler roster that would like to participate in a specific event or be reinstated to the Active roster. All on the Trainee roster will receive all correspondence and participate in any practice they choose. They may also participate in social activities. They will NOT be permitted to participate in an event until they demonstrate they are ready per the New Twirler Criteria.

The twirlers that haven't participated in the prior calendar year will be asked to clarify their status via email or phone to the Leadership Team. Failure to respond to this inquiry will have the person moved to the Friends of the Twirlers roster. Failure to respond for 2 years will remove the person from all rosters.

There are 3 possible outcomes for clarifying a person's status:

1. Request to remain on the Active roster by email:
 - a. Clarifying the reason(s) for any continued absence
 - b. Indicating their plans for future participation in both practices and events

Examples of situations where one would stay on the Active roster would be any temporary health, job, or distance issues. There may be other qualifying circumstances. The LT will review the request for a waiver to remain on the Active roster and will inform the requestor of their decision.

2. Request to be removed from the Active roster and be placed on Friends of the Twirlers roster. This would keep the person in the communication loop, but

- would remove the person from participation in events unless permission is given to be a Guest twirler for a specific event. The person could be reinstated in the future when an opening came up and they were ready to be an active participant again. This may require a try out using the Twirler Criteria.
3. Request to be removed from both rosters if you no longer want contact from the TBGO Twirlers.

Routines

The twirlers have specific routines to specific songs but most are based on a set of core routines. All twirlers should be able to perform these core routines:

- Beat It
- Combo
- EZ 03
- Kung Fu
- Louie, Louie
- Pretzel
- Ragtime
- Shooting Star
- Street
- Texas

Many standstill songs are based on the following routines and it is strongly encouraged that twirlers learn these routines:

- Bang, Bang
- Run Away Baby
- Shut Up and Dance

Videos for all of the above and additional songs may be found on the band website under Twirler Rehearsal Materials. Contact the leadership team for password. Written information that services as a quick shortcut (Name of Tune, Count In, Routine, Ending, and Special Instructions such as pauses) is also available from the leadership.

Spotlight song – There may be songs that the Leadership Team determines will not work for a routine for the group as a whole. Examples may be too slow, too fast, complex rhythms, etc. Some of these songs will be considered Band features and the Twirlers will not perform. Others, may be identified as a spotlight song allowing a twirler or a group of twirlers to perform a non-standard routine. When a spotlight song is identified, the following process will be followed:

- The Leadership Team will inform all Twirlers that a song is a spotlight song.
- Twirlers interested in being spotlighted will prepare a routine.
 - The routines must be approved by the Leadership Team before being performed.
- If more than one spotlihter or spotlight group are at an event and perform to the same spotlight song:
 - The Event Coordinator will decide who will perform.

Miscellaneous

The Beat Goes On marching band is an IRS-recognized 502(c)(3) charitable organization. Donations as well as volunteer expenses are tax-deductible to the extent permitted by law, consult a qualified tax professional for details. The band also qualifies for various matching programs; see the Support section of the band website for details of the programs.

APPENDIX

Thank you for applying letter:

Date

Tami Twirler
1234 Baton Lane
Strutting, Oregon

Dear Tami Twirler.

Thank you for your interest in becoming part of the Twirler team of The Beat Goes On Marching Band.

Please check our webpage, thebeatgoesonmb.org and under members, click on Twirlers, there you can review the following:

1. TBGO New Twirler Criteria
2. Protocol for Applying to the TBGO Twirler Team
3. TBGO Twirler Handbook

(Note: we accept applications at any time... Auditions will be held during September/October providing we have space available on the Twirler Team)

Thank you again for your interest in joining our team. If you have any questions, please contact *ADMINISTRATION COORDINATOR*, phone: xxx-xxx-xxxx, email: xxx@gmail.com.

Yours Sincerely,
TBGO Twirler Leadership Team

Invitation to tryout letter:

TBGO Invitation Letter

From: TBGO Twirler Leadership Team
xx/xx/xxxx

To: Tami Twirler
Address

Dear Tami,
We are pleased to invite you to try out for the TBGO Twirler Team.

Tryouts will be 00/00/0000 at 00:00 AM.

Location: St. Andrew Lutheran church, 12405 SW Butner Rd. Beaverton, Or 97005.

There are three criteria that you will be expected to meet at the try out.

1. Perform a short (1 minute) routine that you have prepared which includes 5 different twirls using both hands and 2 different tosses.
2. Demonstrate ability to learn a short routine at the audition and perform it while following another twirler
3. Perform the routine from a video sent prior to audition

Please direct any questions to *ADMINISTRATION COORDINATOR*, phone: xxx-xxx-xxxx, email: xxx@gmail.com

We look forward to seeing you at your try out

Yours Sincerely,
TBGO Twirler Leadership Team