

BAND PROCEDURE

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PURPOSE

To outline the functions of the band, indicating to Members and the Committee how certain aspects of the Stannary Brass Band organisation are to be managed.

SCOPE

Applies to all potential members of the Band and to current Members and the Committee who will ensure the procedure is adhered to.

Authoriser ALAN FISHER
Title CHAIRMAN
Signature
Date

REVISION HISTORY

REVISION DATE DESCRIPTION OF REVISION
1 1ST EDITION

1.0 GENERAL

In order to ensure that all potential members are fairly treated it is important that the same procedures and processes are used and followed. This document is not intended to replace the Band Constitution, rather it is intended to supplement the Constitution and provide more detailed guidelines for all members in the running of the Band.

2.0 BAND STRUCTURE

The Stannary Band is an organisation with opportunities for people of any age or ability to join and enjoy music. There are four different “sections” within SBB.

Beginners Section
Training Band
Youth Band
Senior Band

With the exception of the Youth Band, which is limited to young people up to the age of 20, all other “sections” are open to anyone of any age.

2.1 BEGINNERS SECTION

The Beginners Section is run for people with no previous experience of playing a brass instrument. In this section they will be coached generally by other members of the band, in the very basics of playing. The aim is to allow the beginner to be able to play a few basic scales and learn how to read music. It is possible that a beginner may already be able to read music but still needs to attend this section for initial coaching/familiarisation with a brass instrument.

For a complete beginner it will always be the intention of SBB to allow the person to choose whatever instrument they would like to play, however due to a limited number of instruments available, this may not always be possible.

The aim of any beginner and SBB is to allow the individual to progress to the Training Band as soon as possible, although the individual will only be allowed to progress at the discretion of the

Musical Director (MD). On progression, all individuals will be presented with a certificate acknowledging their achievement.

2.2 TRAINING BAND

The object of the Training Band is to expand on the basic knowledge that a novice player would have, but in a brass band environment. The Training Band will be arranged in the conventional Brass Band group arrangement and play music intended to further the novices' ability. Often during practice sessions the Training Band will have members of the Senior Band playing with them to coach and assist when required.

The aim of any player within the Training Band should be to progress into the Youth Band and/or Senior Band. Progression from the Training Band will be at the discretion of the MD. On progression, all individuals will be presented with a certificate acknowledging their achievement.

2.3 YOUTH BAND

The object of the Youth Band is to expand and develop the skills of children and teenagers in Brass Band music. The Youth Band will be conducted by the MD and may be assisted by members of the Senior Band during practice sessions if requested by the MD.

Members of the Youth Band may be eligible to play in the Senior Band, at the discretion of the MD. If a member of the Youth Band is initially not a member of the Senior Band and later progresses to the Senior Band they will be presented with a certificate acknowledging their achievement.

2.4 SENIOR BAND

The Senior Bands' main object is to promote brass band music. This can be carried out through many ways – the Bands object in full can be found in the Constitution. Any member who has reached or already has a suitable level of musical ability to play in the Senior Band will be presented with a Band Jacket. An important function of the Senior Band is to play at concerts/fetes/carnivals/weddings, and any other event agreed by the Executive Committee, when a member of the public or an organisation wishes to have brass band music. All Senior Band members are expected to be available for as many engagements as possible, which therefore helps promote SBB and raise funds.

All members of any section within the SBB are welcome to play with the Senior Band during practice sessions and at certain times all members may be invited and welcome to play with the Senior Band (such as playing carols at Christmas for fundraising). It should be noted that only when presented with a Band Jacket will an individual be acknowledged as a member of the Senior Band.

During Band functions all members are expected to wear correct band uniform and act in a responsible and professional manner, which will ensure that the Bands' image is maintained.

3.0 JOINING PROCEDURE

All people will be subject to the same procedure to ensure fairness and equality when wishing to join the Band. The flow chart on the following page is intended to indicate the procedure that should be adopted.

It should be noted that on joining all members will be required to complete certain paperwork/forms as required by SBB for registration/insurance purposes/child protection etc.

3.1 WAITING LIST

Due to limited resources and space it will normally be necessary to have a waiting list for beginners wishing to join the band or individuals wishing to join but without an instrument of their own. The waiting list will be managed by the Assistant Secretary (AS) and as such the AS has the ability to control the number of members within the beginners section. Depending on circumstances and resources available, the AS will decide upon the maximum number that the beginners section can have. The AS will control all aspects of the waiting list and only the AS and MD have the authority to allow an individual to move from the waiting list into a section of SBB. Any member of SBB from any section, wishing to challenge this procedure or persons within a section of SBB should approach the MD or AS to discuss the situation. Regarding issues of musical ability the MDs' decision will be final. Regarding issues of procedure, if the AS is unable to resolve the situation, the matter should be referred to the Executive Committee, and the Executive Committee's decision will be final.

4.0 LEAVING PROCEDURE

If a member of SBB wishes to leave the band, it would be expected that the member returns all band property in a timely fashion. For all members over 18, the Band will expect a letter of resignation to be sent the Executive Committee. This allows the Band to formally remove the individual's name from Band records. If there are any reasons regarding the conduct of the band or other member(s) of the Band, the Executive Committee should make every effort to resolve the situation, in order that the individual may feel able to continue membership with SBB.

5.0 BAND GUIDELINES

This section is intended to outline some general guidelines that members in the band are expected to follow. This section is not intended to be exhaustive : if a situation arises that is not covered by the constitution or this procedure, the Executive Committee's decision will be final.

5.1 PLAYING FOR OTHER BANDS/MUSICAL GROUPS

In order to promote brass band music, the Stannary Brass Band will not restrict members playing with other bands. If however, a member has been loaned a Band instrument they must gain permission from the Executive Committee prior to using the instrument with another band. This is firstly to ensure that the Executive Committee can ensure the insurance of the instrument is

not compromised. Secondly, this is to ensure that the Band is not taken advantage of by an individual, who may decide to join the Band in order to obtain an instrument with the intention of using that instrument at other venues or organisations.

5.2 ATTENDANCE

The Band understands that all members are volunteers and as such cannot impose any requirement for minimum attendance. It is however expected that members will make every effort to attend a reasonable number of practices particularly prior to important Band engagements. The MD will have the authority to ask a member not to play at an engagement if they have been unable to attend practices prior to the event. The Band understands that individuals will often have work and/or other commitments in life where attendance may not be possible, and it will not always be the Bands intention to prohibit an individual's attendance at an engagement in such cases.

5.3 YOUNG AND VULNERABLE PEOPLE

The Band fully accepts its moral obligation to exercise its duty of care and to protect both the Young (under 18yrs of age) and Vulnerable people participating in its activities and safeguard their welfare. Appendix A indicates the Bands procedure in order to carry-out its duty of care. Included in Appendix A are samples of consent forms that the Band will require parents/guardians to complete when relevant. In order to assist Band Members and the Executive Committee in carrying out the Bands' duty in child protection, a Member of the band will act as the Child Protection Officer. The Child Protection Officer will make themselves available to young people if they have concerns regarding any issue that may arise in the Band. From time to time the Executive Committee may request the Child Protection Officer to attend Executive Committee meetings in order to report on any relevant issues. The Child Protection Officer shall act as custodian of all letters of consent forms received from parents.

5.4 BAND INSTRUMENTS/PROPERTY

The Band will have a number of instruments that members can use. If issued with a band instrument (or other equipment such as sheet music and Band jackets) the Band expects each individual to accept responsibility for the instrument and as such, ensure that the instrument is looked after. Details of the care and maintenance of Band Property expected is detailed in Appendix B and Appendix C.

5.5 COMPLAINTS PROCEDURE

If any member of the Band has a complaint or grievance about any issue, the matter should firstly be raised verbally (if practicable) with a suitable member of the Executive Committee. If this course of action is not possible, the matter should be raised to the Executive Committee in writing. The Executive Committee's aim should always be to resolve the matter as early as possible, and the letter should be discussed either at the next Executive Committee meeting or depending on the issue, the Band Secretary should call a meeting with available members of the Executive Committee at the first available opportunity. Once a course of action has been agreed by a

majority within the Executive Committee the individual should be informed of the conclusion as soon as possible either verbally or in writing, depending on what is felt to be most practicable.

5.6 DISCIPLINARY PROCEDURE

In accordance with the Band constitution Section E, the Executive Committee may terminate the membership of an individual. This must be carried out in accordance with the constitution and must be seen as a last resort, when there appears to be no other course of action. After due consideration of the particular issue, the Executive Committees decision will be final.

6.0 ALTERATIONS TO PROCEDURE

From time to time, the Executive Committee may feel that this procedure requires updating. The Chairman will assign the task of updating the procedure to a Member of the Executive Committee. On completion draft copies of the procedure will be circulated to all Executive Committee Members for comment. Executive Committee Members will agree the final draft at a meeting where a quorum of Executive Committee Members is present in accordance with the Constitution, and a vote will be carried out to accept the alterations.