

# BRETFORTON SILVER BAND



## BAND HANDBOOK / WELCOME PACK



Registered Charity No. 1204316

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# MEMBERSHIP / BAND RULES

1. The Band shall be called the BRETORTON SILVER BAND. The band will be run as an equal opportunity group with selection and full membership being determined by musical ability, commitment, attitude, and enthusiasm. There will be no discrimination regarding to age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, or sexual orientation.
2. The ownership of all band property, for the time being, shall be vested in the hands of the charity trustees, of which there should be at least three and must include the Chairperson, Secretary and Treasurer of the band. The Bandmaster shall automatically, by virtue of holding that office (“ex officio”), be a charity trustee.
3. The band’s objectives as a charity are to advance the education and appreciation of the public in the Art and Science of Brass Band music by the provision of public concerts and training of persons in the study of playing brass band instruments.
4. The day-to-day business of the band shall be conducted by a committee of five members and the officers of the band viz. Chairperson, Bandmaster/Conductor, Secretary and Treasurer who shall be elected from the roll of full members annually. Where this is not possible a suitable person, not being a member of the band, may be appointed.
5. The financial year of the band shall end on the 31st day of January each year. The band accounts shall be subject to an annual audit by an independent auditor if the band's income exceeds £25,000. Alternatively, the accounts may be examined to ensure alignment with the calculations of an external source, such as a bank or building society account. A balance sheet shall be published for all members and trustees at the Annual General Meeting.
6. The Annual General Meeting will be held during the last week in April of each year, or as soon as possible after this date if circumstances dictate otherwise, when the Treasurer shall submit the account.
7. The committee shall arrange for public liability insurance for all members, probationary members, and volunteers in relation to rehearsals and band engagements and for all band property to be adequately insured.
8. Each suitable applicant for membership of the band shall be admitted to the band as a probationary member. A probationary member will be eligible for enrolment as a full member at the committee’s discretion and confirmed at the Annual General Meeting for enrolment by the election of the existing full members.
9. Each member must sign an agreement to be responsible for all band property in his or her care. In the event of the player being a minor, the agreement must be signed by his/her parent or guardian. Each player or his/her parent or guardian shall, at the committee’s discretion, make good any damage to band property in his/her care which is not covered by the band insurance policy. Each instrument will be checked by a committee member appointed for that purpose before it is issued to a player, and this will be recorded.
10. All instruments must be cleaned regularly and made available to the committee for inspection at any time.

11. Unless otherwise directed, full band uniform will be worn by players for all engagements undertaken by the band.
12. Each member shall ensure that the uniform in their care is always kept in a clean and smart condition.
13. Band practice shall be held once a week regularly, the practice night will be decided at the Annual General Meeting. Extra practices to be arranged as required. Practice times will be 8:00pm (commence playing) until approximately 9:45pm unless otherwise agreed.
14. Each member shall endeavour to fulfil all engagements undertaken by the band. Any member unable to attend an engagement shall:
  - Wherever possible give adequate notice to the Bandmaster/Conductor
  - Use all best endeavours to find a substitute player.
  - Make the band's uniform in their possession available for a substitute player if necessary.
  - Ensure band music is available for all rehearsals and engagements.
15. All members will behave with decorum when fulfilling band engagements.
16. All Band members have a responsibility for safeguarding, and as such have a duty of care for each other, please refer to the bands safeguarding policy and other governing documents.
17. Any member, probationary member, or visitor who feels discriminated against, bullied, or believes that another member or probationary member is acting inappropriately should follow the guidance outlined in the bands anti-bullying policy, equality, diversity and inclusion policy and other governing documents.
18. The committee reserves the right to expel any member for misconduct, absenteeism or committing any act likely to bring the band into disrepute, following a proper investigation. Any member wishing to resign from the band shall do so in writing to the Chairperson. The resigning member must undertake to return any issued instrument, uniform, or equipment, following the last rehearsal or engagement.
19. The attendance of all members will be monitored and where there is no valid reason for non-attendance the player's membership of the band will be discussed by the committee and appropriate action taken. A list of current members will be kept and maintained by the committee.
20. The Bandmaster/Conductor, or in his/her absence the nominated deputy, shall have complete control over the band at all practices and performances.
21. These rules shall not be amended, unless requested by six full members. Any rule changes will be adopted by a two thirds majority at the Annual General Meeting or at a special meeting.
22. The Charitable Incorporated Organisation (CIO) may be dissolved by resolution of its members as per section 29 of the model constitution. In which case the remaining assets must be applied for charitable purposes the same as or similar to those of the CIO, in the first instance to Bretforton Silver Band if still in existence.
23. The band shall not be broken up as long as there are six full members opposed to that course.
24. Every member shall be given a copy of these rules and the band handbook on admission to the band.

# KEY CONTACT DETAILS



**Chairperson** – Michelle Overall



**Secretary** – Laura Hunt



**Treasurer** – Martin Kemp



**Bandmaster** – Paul Wood



**Safeguarding Officer** – Sally Taylor

**Bandroom postal address:** School Lane, Bretforton, Evesham, Worcs WR11 7JG

# EXPECTATIONS

As a valued member of our musical family, we believe that your commitment and active participation contribute to our collective success and growth.

To ensure a harmonious and enjoyable experience for all, we have outlined the following expectations for each member:

## **1. Active Participation and Responsibilities:**

All members should actively engage in the activities and projects of the band, offering their skills and time willingly. Each member is expected to accept a fair share of responsibilities, contributing to the efficient functioning of the band.

Members should participate to the best of their physical abilities, ensuring their health and well-being are maintained.

## **2. Punctual Attendance:**

Regular and punctual attendance at rehearsals and performances is essential for maintaining the high standard of our music.

Arriving on time demonstrates respect for fellow band members and maximizes our practice time.

## **3. Annual General Meeting (AGM):**

All members are required to attend the AGM, where important decisions are made and the direction of the band is discussed. Your input and ideas at the AGM contribute to the band's progress and future plans.

## **4. Private Practice:**

Private practice is vital for personal improvement and contributes to the overall musical quality of the band. Members are strongly encouraged to practice regularly outside of rehearsals, striving to continuously refine their skills.

In the event that, after diligent efforts with practice and support, the band master and committee determine that the playing standard of an individual is not meeting the required level, the member may be approached with a polite request to consider moving to a different position or part within the band. Alternatively, the option of attending the training band may be suggested.

We appreciate the understanding of our members in such matters and emphasize that these suggestions are made with the sole intention of fostering individual growth and maintaining the high standards of our collective musical performance. It is not intended as a personal reflection, and we trust that members will approach such considerations with a collaborative spirit.

## **5. Equipment Setup and Takedown:**

Members are expected to assist in setting up and taking down equipment before and after rehearsals and performances.

This collaborative effort ensures a smooth start and finish to our sessions.

## **6. Attendance Frequency:**

To maintain consistent progress and unity within the band, members are expected to attend rehearsals regularly.

## **7. Personal Responsibility:**

Members are accountable for keeping their instruments and equipment in good working condition.

Sheet music should be well-maintained and brought to each rehearsal and performance.

## **8. Positive Attitude:**

A positive and respectful attitude towards fellow band members, conductors, and instructors is fundamental.

Constructive criticism and feedback are encouraged, fostering a supportive learning environment.

**By adhering to these expectations, we create an atmosphere of collaboration, growth, and musical excellence within the Bretforton Silver Band.**

**Please note that these guidelines are subject to change based on the needs and growth of the band. Your flexibility and commitment are greatly valued as we strive for continuous improvement.**



# BAND ETHOS

## **Our Mission and Purpose:**

Bretforton Silver Band's aim is to advance the education and appreciation of the public in the Art and Science of Brass Band music. This pursuit is achieved through the provision of captivating public concerts and dedicated training that guides individuals in mastering brass band instruments. Our band is a conduit for the love and understanding of this musical genre.

With a history spanning more than a century and a quarter, Bretforton Silver Band stands as a testament to tradition and commitment. Our longstanding presence has contributed to the lives of many generations, making a lasting impact on the cultural landscape of our community.

Throughout the year, we take part in regular concerts and public performances including our unique annual asparagus Auction. We deeply value the support we receive from our local community.

Our band's membership continues to flourish, attracting musicians from various walks of life. This vibrant diversity strengthens our collective voice and widens the scope of our musical expressions.

A Legacy in Training: "Bret Set Go," our training band, welcomes individuals of all ages into the fold, nurturing the potential of budding musicians.

We are privileged to maintain close relationships with local businesses and the church. These partnerships affirm our commitment to community growth and shared harmony, ensuring that our music resonates beyond the confines of our rehearsals. In addition, we are also proud of our friendship with Musikkapelle Löhrieth and enjoy regular exchange visits.

Deeply rooted in our historic background, Bretforton Silver Band embraces its traditional essence. We honour the footsteps of those who have come before us, recognizing the value of our heritage in shaping our musical identity.

Our repertoire spans across genres, enabling us to entertain our audience with a diverse range of melodies. While we hold a strong appreciation for traditional music, we also recognize the importance of embracing evolution. We aim to connect with our audience by incorporating modern musical elements that resonate with diverse tastes.

Our music serves to inspire, connect, and uplift, reflecting a legacy devoted to advancing Brass Band music for the generations ahead.



# DOMESTIC ARRANGEMENTS

## **Rehearsal Venue and Schedule:**

Our rehearsals take place in our dedicated band room located on School Lane, Bretforton WR11 7JG. Ample parking is available along the main street and at The Cross, making it convenient for all members.

## **Rehearsal Timing:**

Join us for rehearsals every Thursday, commencing promptly at 8:00pm until approximately 9:45pm unless otherwise agreed. Punctuality ensures a productive rehearsal.

## **Concert and Engagement Details:**

Information regarding concert arrangements will be communicated in advance by the secretary. Furthermore, during practice sessions, the chairperson will provide announcements detailing upcoming engagements.

## **Engagement Notifications:**

We make it a priority to notify our band members well in advance about upcoming engagements. Members are kindly requested to review their schedules and mark their availability on a provided tick sheet. In cases where we receive short-notice engagement requests, an email will be dispatched to all members. Participation in such engagements will be confirmed only if we can muster enough players to deliver our best performance.



# HEALTH AND SAFETY

First aid kit situated in the band room kitchen.

**Named first aider** – Sally Taylor.

The health and safety of all members, volunteers, visitors, and participants associated with Bretforton Silver Band is of utmost importance.

Bretforton Silver Band is committed to:

Providing and maintaining a safe environment for all individuals participating in our activities.  
Identifying and managing risks associated with our rehearsals, performances, events, and any other activities.

Complying with all applicable health and safety laws, regulations, and guidelines.

The Band Committee will be responsible for the overall implementation, oversight, and continuous improvement of health and safety policies. This includes conducting risk assessments as needed to ensure the well-being of all members and participants. Periodic evaluations, including a thorough Covid Risk assessment, will be conducted and reviewed regularly to address any emerging concerns and to maintain a safe environment for everyone involved.

All members and volunteers are responsible for following health and safety guidelines, reporting hazards, and participating in training programs.

Please see our health and safety policy, which can be found on our website [www.bretforton-silverband.co.uk](http://www.bretforton-silverband.co.uk) - this outlines our commitment to maintaining a safe and healthy environment for all activities and events conducted under the banner of the band.

# SAFEGUARDING

Bretforton Silver Band will ensure all necessary steps are taken to protect from harm, children who participate in brass playing at all levels. In addition, Bretforton Silver Band also has a safeguarding responsibility to adults, some of whom may be vulnerable at different times in their lives.

For further information, please view the band's Safeguarding Policy and Procedures which can be found on our website – [www.bretfortonsilverband.co.uk](http://www.bretfortonsilverband.co.uk). A copy is also posted on the band notice board and copies will be available on request through committee members or the Safeguarding Officer.

## **Reporting Concerns:**

If any member of the band becomes aware of a situation where there are concerns about the welfare or safety of themselves or another person, they should promptly bring the matter to the attention of the Safeguarding Officer. In the event that the Safeguarding Officer is unavailable, or if the concern involves the conduct of the Safeguarding Officer, members are encouraged to approach the Deputy Safeguarding Officer, the Chairperson of the Band, or another committee member. This reporting process applies to a range of concerns, not limited to instances of abuse, and is designed to ensure the well-being of all band members, probationary members and volunteers.

If your concern is an immediate risk, you should dial 999 to contact emergency services.

## **Our Safeguarding Team:**

**Safeguarding Officer** – Sally Taylor

**Deputy Safeguarding Officer** – Michelle Everall

# COMPLAINTS PROCEDURE

At Bretforton Silver Band, we are committed to providing a positive experience for all members, participants, and stakeholders. We understand that concerns or issues may arise from time to time, and we value your feedback. Please see our complaints procedure which outlines the steps to follow if you have a complaint, and to ensure that all complaints are handled in a fair, consistent, and timely manner.

Before making a formal complaint, we encourage individuals to seek informal resolution whenever possible. This could involve discussing the issue with the relevant parties involved, such as a fellow member, a committee member, or a band leader. Many concerns can be resolved effectively through open communication and dialogue.

See complaints procedure which can be found on our website – [www.bretforton silverband.co.uk](http://www.bretforton silverband.co.uk)

## **Whistleblowing:**

The aim of this procedure is to provide a clear and transparent way for all members of the band to raise genuine concerns about acts of wrongdoing or malpractice within the organisation.

See separate procedure which can be found on our website – [www.bretfortonsilverband.co.uk](http://www.bretfortonsilverband.co.uk)



# CODE OF CONDUCT

## **Members commitment:**

Acknowledge that accepting a position as a member of the band involves commitment and a significant amount of time and energy.

Be actively involved in the work of the band and accept their fair share of responsibilities, providing they are physically able. This includes, but is not limited to: punctual attendance at rehearsals and performances, attendance at the AGM, private practice, helping to set up and pack down equipment.

- If unable to attend a rehearsal or engagement or expect to be late - report to the relevant person as soon as possible and make sure music is available. In the event of short notice, or last-minute unavailability, members will make every effort to inform the MD and/or relevant band officer in person or by telephone/text as soon as possible. Keep relevant parties informed about availability, schedule conflicts, and personal matters that may affect band commitments.
- Come to rehearsals well-prepared, having practiced assigned music and parts in advance.

Strive for continuous improvement in musicianship and technical skills.

- When representing the band in a personal capacity, members will acknowledge their responsibility as a member and maintain the band's professionalism and integrity at all times.
- Treat all band members, staff, and volunteers with respect, kindness, and consideration.
- Support the chair and the committee in fulfilling their duties to advance the band's future success and longevity, while also maintaining the band's ethos and reputation

## **Safety and Wellbeing:**

Prioritise safety during rehearsals, performances, and travel, following all guidelines and protocols set by the band leadership. - Report any safety concerns to appropriate individuals immediately.

Adherence to Policies: - Follow all band policies and guidelines, as well as local laws and regulations.

Anti-bullying, social media and Equality, diversity and inclusion (EDI) policies can be found on our website [www.bretfortonsilverband.co.uk](http://www.bretfortonsilverband.co.uk)

Failure to adhere to this code of conduct and any policies may result in appropriate actions as determined by the band's leadership.

By following these principles, we collectively contribute to a positive, respectful, and thriving musical community within the Bretforton Silver Band.

# POLICIES AND PROCEDURES

All band policies and procedures can be found on our website – [www.bretfortonsilverband.co.uk](http://www.bretfortonsilverband.co.uk).

Please find below a list of band policies and procedures:

Anti-bullying Policy

Complaints Procedure

Equality Policy

Health and Safety Policy

Privacy and Data Protection Policy

Safeguarding Policy and Procedure

Social Media Policy

Whistleblowing Procedure

Please consult the band committee or a band officer if you have any questions or need assistance with accessing any documents related to policies and procedures.