

INFORMATION PACK

This document provides information on how South West Surrey Concert Band is run and what we expect from band members. The Musical Director, his tutors, and the committee are all committed to maintaining a band of repute. This can only be achieved by the dedication and commitment of all its members (with the support of their parents/guardians) to attend rehearsals and concerts, and to practice their scores. Should there be any difficulties, it is incumbent upon each member to communicate with the Musical Director.

1. MUSIC TUTORS

Director of Music	Neil Franks
Junior Band Conductor	Lin Bedworth-Ray
Brass Tutor	Michael Chapple
Woodwind Tutor	Helen Smith
Percussion Tutor	Will Edwards

2. ANNUAL GENERAL MEETING

The Association of Friends of South West Surrey (Music Centre) Concert Band was formed to assist in the administrative running of the band and its AGM is held in the autumn term. Everyone becomes a member on joining the band together with their parents, families and friends and all are invited to attend the AGM.

3. COMMITTEE

A committee, elected at the AGM, runs the administrative side of the band, leaving the music tutors more time for the music. Please do not hesitate to contact any of the committee members with any administrative suggestions, offers of help, problems etc.

4. TRUSTEES OF THE ASSOCIATION OF FRIENDS

There are a maximum of five Trustees and these are the Chairman and the Treasurer, the Musical Director and two others.

5. MEMBERSHIP PROFILES

Forms are issued to be completed for each new member in order that we have the information necessary to run the band. In addition Surrey Arts require band members to complete a form at the start of each academic year in order to keep the band records up to date.

6. BAND DATABASE

Using the Membership Profiles a database of band members has been compiled to assist in the administration of band affairs, the compilation of registration lists, and tour information etc.; this is for the use of SWSCB tutors and committee only. The types of information contained are name, date joined the band, address, email and telephone numbers, date of birth, school, instrument ownership and serial number, grades achieved, medical details notified to us of which we need to be aware, photographs and agreement or otherwise to use photographs for publicity purposes. Separately we hold waistcoat numbers for each senior band member, short term record of attendance, voluntary subscriptions paid and band-owned instrument hire fee payments. As members leave, their details are transferred to former members' files. If you wish to be excluded from the database or wish to review your entry, please advise your register supervisor accordingly; withdrawal from the database would inhibit our administration.

We are also required to give to Surrey Arts each term a list of our band members' names and contact details for them to issue invoices for their compulsory subscriptions (see item 22).

7. VOLUNTARY SUBSCRIPTIONS

Voluntary subscriptions at term/yearly rates are invited to be paid to the register supervisor or to the Treasurer as soon as possible at the beginning of the term/year. Cheques should be made payable to South West Surrey Concert Band, named on the reverse and handed in at band registration.

The voluntary subscriptions are essential to provide such things as new music, purchase and upkeep of uniforms, purchase of special instruments and equipment, subsidies for tours and outings etc., all of which are items that are not covered by the subscription levied by Surrey Arts.

8. TERMS/REHEARSALS DATES

Queen Eleanor's School, Guildford, is the location for all band rehearsals, which normally commence on the first Saturday following the start of the school term and end on the last Saturday before schools finish the term but this is flexible.

NB SWSCB complies with term dates of Surrey County Council schools. Rehearsals are not held on the Saturdays at the beginning or end of all half term holidays. Times, with a break and opportunity to socialise with other band members, are:

Junior Band	- Ready to play 09.00am - 10.15am
Senior Band	- Ready to play 10.30am - 12.15pm

9. ATTENDANCE REGISTERS

An alphabetical register for both bands is laid out on tables in the entrance hall each week. Members must mark this on arrival and on departure if before the end of the full session (12.15pm); in an emergency and the building needing to be evacuated, it is essential that we know who is in the premises. Helpers and committee members should sign also. If a band member knows that s/he will miss a rehearsal, it is helpful and important to mark the register accordingly in advance; similarly members should mark the register in advance when unable to play at concerts having spoken to their conductor first. Members or their families should also notify Band if they are unable to attend at short notice eg because of illness. The preferred method is by email to swscb@hotmail.com. This mailbox is checked each rehearsal day no later than 08.30.

10. REHEARSAL/PERFORMANCE SCHEDULE & NEWSLETTERS

Dates are confirmed in a rehearsal/performance schedule which is issued by email, generally one or two times per term after committee meetings. This is the main method of communication. It is therefore important that we hold accurate email addresses, which can be used to reach Band members and their families. We aim to give as much notice as possible of future events and it is the responsibility of all members and parents to read emails carefully and note information therein. Further detailed information is issued directly to players by the conductors; players need to listen carefully and act upon all information passed to them. Additional information is provided as appropriate. All notices are also available on our website www.swsconcertband.co.uk, which is also used in case there is a need to send urgent information.

11. SWSCB Website (www.swsconcertband.co.uk)

The band website is kept up to date with important information, dates, registration forms, newsletters (which are emailed to parents in the first instance) and photos of the band.

12. REFRESHMENTS

Refreshments including tea, coffee, water and biscuits are available for band members and guests during rehearsal breaks. The refreshment break, midway through each rehearsal session, is an important time for members to socialise.

A rota of parents/guardians is in operation for both bands and is displayed on the website.

Parents are automatically placed on this rota unless they particularly indicate that they cannot comply. A new rota is published each term and circulated to the appropriate families. If you are scheduled to serve on a particular day but find you are unable to do so, please make your own arrangements to change the date with someone else on the rota. Failure to turn up may mean that no one turns up at all, leaving the band members with no refreshments. If you are unable to find someone to exchange with please inform the registrars in advance, giving as much notice as possible that you will not be there.

13. HALL SET-UP

Band members are expected to help set up before and clear the hall after rehearsals.

As a health and safety precaution before rehearsals, each member should ensure that their belongings and instrument cases are stowed appropriately and safely.

14. INSURANCE

SWSCB's public liability cover for any one event is £5 million.

It is recommended that all band members' instruments, whether owned or hired, be insured against theft, loss and/or damage. Good insurance schemes are available through Brass Band Insurance Services. All property that is loaned to members from SWSCB is fully insured except when left unattended in cars or clearly not carefully looked after.

15. FUND RAISING

Fund raising is an important and successful part of our activities. In addition to concerts we also hold social events for band members, families and friends, of which raffles are an integral part; all donations for prizes are gratefully accepted.

16. UNIFORM

The following uniform must be worn at all concerts (earrings, other jewellery and make up should be kept to a minimum and hair well groomed and tied back):

SENIOR BAND

Girls

- White long sleeved shirt
- Smart tailored black trousers
- Black socks / pop socks
- Black shoes - not sandals
- Band tie
- Band waistcoat

Boys

- White long sleeved shirt
- Black trousers
- Black socks
- Black shoes
- Band tie
- Band waistcoat

Band ties can be bought from the uniform supervisor.

Waistcoats are the property of the Association and are loaned to members for the duration of their time with the band and must be returned when each member leaves. It is each member's responsibility to ensure that the waistcoat is not lost, is kept on a hanger and in good condition. The Association reserves the right to claim the full replacement cost for any waistcoat that is lost or damaged. Waistcoats are called in periodically by the Association for stocktaking and dry

cleaning. If you need a waistcoat or wish to exchange for a different size please speak to the uniform supervisor.

JUNIOR BAND

Girls

- White long sleeved shirt
- Smart tailored black trousers
- Black socks/ pop socks
- Black shoes
- Band bow tie

Boys

- White long sleeved shirt
- Black trousers
- Black socks
- Black shoes
- Band bow tie

Band bow ties can be bought from the uniform supervisor.

17. TOURS & SPECIAL EVENTS

The Senior Band has generally undertaken a Concert Tour that is open to all players of suitable standard and maturity, every two years. Tours have been very successful and countries visited in the past have been France, Holland, Austria, Germany, Italy, Switzerland and USA. Tours are an excellent way to secure new friendships and concerts are played at excellent and exciting venues.

We always welcome any suggestions of venues at which either band could play as these experiences enhance the enjoyment and motivation of the bands. The Junior and Senior Bands charge £175 and £250 respectively to participate at events reflecting their high standard of playing.

18. BAND MUSIC

Saturday mornings are for rehearsing as a band, not for practising the music, therefore the borrowing of music to practise at home is very much encouraged. If members take music home but find they are unable to attend the following rehearsal they must arrange for the music to be returned in time in their absence so that others sharing their stand and music are able to participate fully and are not disadvantaged. The cost of music is very high therefore it is essential that good care is taken of all music in members' possession; one missing part can make a whole score unusable as it is not possible to purchase parts of scores individually. SWSCB reserves the right to charge for losses. Photocopies can be made of music for personal use at home only, the original to be returned to band at the first opportunity. It is illegal to perform from photocopies.

19. INSTRUMENTS

There are occasions when one of the tutors will ask a player to play another instrument for the benefit of the band as a whole from a small selection that the band owns. Alternatively there are occasions when players may request the use of a piece of band equipment. In both instances players and parents will be asked to complete a simple form outlining the terms of the loan, whether or not payment of a fee has been requested.

20. RECORDINGS

The Senior Band has made five professional recordings that reflect the variety and high quality of music played by the bands. They are an asset to any CD collection and useful learning aids for players, especially when tracks featured are in the current repertoire. The first, "Strike up the Band", originally sold out in cassette form but was re-mastered and is now available as a CD; the second, "Encore", is sold out; the third, "Reflections", made in 2003, is currently available. "Nulli

Secundus" from September 2007 and Coda from 2014 are also available. Each CD costs £6, £5 each for multiple purchases, from the registrars or via the website; please ask if you would like to hear them! (Website: www.swsconcertband.co.uk).

21. TRANSFER FROM JUNIOR TO SENIOR BAND

The usual minimum requirement for entry into the Senior Band is Grade 5. There is however no automatic transfer once Grade 5 has been attained, but it is subject to arising vacancies for particular instruments rather than just to swell numbers, plus a successful audition; promotion is at the discretion of the Musical Director and the tutors. It is the Musical Director's responsibility to maintain a competent and balanced band.

A scheme is in operation whereby a junior member, when selected to do so, is able to play at rehearsals each week with the Senior Band as a rehearsal member but is still considered a member of the Junior Band (with whom they are expected to play in concerts); such members attend **both** band rehearsals until accepted as a full senior member. Rehearsal members do not play in Senior Band concerts unless specifically requested to do so by the Musical Director.

22. SURREY ARTS - "our music centre"

We are grateful for the support we receive from Surrey Arts. Surrey Arts make a termly charge for membership of the county's regional and local ensembles. This charge covers membership of one or more ensembles in a particular area, tutors' salaries, and the hire of the rehearsal venue for ten sessions plus one concert per term. This membership fee should be paid directly to Surrey County Council on receipt of their invoice.