

# Test Valley Brass

# Rules



TEST VALLEY BRASS

Version	Issue Status
Date of Ratification	Ratified
Policy Author	TVB Committee
Review Frequency circumstances	Every 4 Years or sooner depending on
Last Review Date 20/11/2023	Next Review Date 20/11/2027

People who need to know about this procedure	
All band members	Should be aware of this procedure, it's location and have access to it for reference.
Committee Members	Should have a working knowledge of this procedure, will lead on it's implementation, be able to offer advice on the policy and can make recommendations for improvement and change.
External accrediting agencies, regulatory agencies or funding bodies.	Will have reader access to this procedure by request.

Change Control Details			
Version	Author	Content Change	Committee Approval Date
1.0	TVB Committee	Addition of Parts 7 and 8 and other wording changes	
5.0	TVB Committee		20/11/2023

**The success of Test Valley Brass is dependent on members' commitment and enthusiasm for playing brass music**

**Being a member of Test Valley Brass means complying with policies, procedures and these rules as agreed by the committee, published on the band website and the band's Google Drive**

## 1. Attendance

The success of Test Valley Brass is dependent on members' commitment.

### **Band Practice**

1.1 Members must make every effort to attend practices as and when these are called, and should inform the Musical Director in advance if they are unable to attend.

1.2 Members are expected to attend 75% of practices in any twelve month period, unless a member has obtained prior permission from the Musical Director to attend fewer practices.

1.3 If a member is absent from practices for more than two consecutive weeks without permission from the Musical Director, the Band Manager will contact that member for an explanation and to discuss any difficulties that the member may be experiencing.

1.4 Persistent non-attendance at band practice may lead to an individual's membership being terminated.

### **Engagements**

1.6 Members are reminded that when Test Valley Brass accepts an engagement, it contracts to provide a full band for the prescribed fee.

1.7 Members should give the Musical Director or the Band Manager as much notice as possible if the member will not be able to participate in a particular engagement, to allow sufficient time for substitutes to be arranged if necessary.

1.8 Members are expected to participate in 75% of engagements in any twelve month period. Participation below this level may lead to an individual's membership being terminated.

## 2. Conduct

2.1 The Musical Director (or his or her deputy) is in sole charge during practice and during public performances. Every courtesy is to be shown to him or her and ad-hoc playing and conversation is to be avoided.

2.2 Members should make every effort to be at rehearsals and ready to play five minutes prior to scheduled starting times.

2.3 Members should make every effort to present Test Valley Brass as a well-disciplined and well-rehearsed unit. Deportment on and off stage is required to be of the highest standard, and members must follow any instructions given by the Musical Director, the Band Manager and/or the Chairman in a concert situation.

## 3. Instrumentation and Playing Standards

3.1 The Musical Director may request any player to play a different part or instrument.

3.2 A member may request a change of instrument or part and such requests will be given careful consideration by the Musical Director.

3.3 Every member is expected to maintain and enhance his/her own playing standards by appropriate level of home practice.

## 4. Instrument and Equipment

4.1 Test Valley Brass operates an instrument loan scheme under which instruments belonging to Test Valley Brass will be loaned to members for the duration of their membership.

4.2 Members who are entrusted with an instrument under the loan scheme must keep it safe, clean (inside as well as outside) and in good condition. Any faults or damage are to be reported immediately to the Band Manager.

4.3 The Band Manager may request inspection of a band instrument without notice and may report his or her findings to the Committee. The Committee is entitled to recover from the relevant member the cost of repairing any damage caused while an instrument is on loan to that member, or replacing any instrument that is lost, stolen or damaged beyond repair.

4.4 Any instrument or other property belonging to Test Valley Brass must on no account be given, lent or hired to a non-member, unless approved by the Committee.

4.5 Members may use Test Valley Brass instruments when playing with other brass bands only with the prior written approval of the Committee.

## 5. Music

5.1 The Musical Director is responsible for the selection of music, although suggestions from members are always welcome.

5.2 The Committee may appoint a member as librarian (the "Librarian"), who shall be responsible for the band's music library.

5.3 Members may take current music packs home where agreed for private practice, but music must be present at all rehearsals and engagements. Other music may be borrowed from the library only with the permission of the Librarian or Band Manager.

Senior Band have music folders which remain in the TVB band room and are not taken home.

5.4 Any damaged or incomplete parts should be brought to the attention of the Librarian or Band Manager.

## 6. Uniforms

6.1 Test Valley Brass members must wear band uniform at all engagements.

Band uniform for formal concerts is:

- (a) jacket and tie (supplied by the band);
- (b) white shirt or blouse;
- (c) black trousers or straight black skirt;
- (d) black socks or plain black tights and black shoes.

6.3 Band uniform for other engagements is:

- (a) black T-shirt or white shirt or blouse and tie;
- (b) Test Valley Brass fleece (either purchased by members or loaned by the band);
- (c) black trousers or straight black skirt;
- (d) black socks or plain black tights and black shoes.

6.4 Band uniform for the Test Valley Brass Youth Band is

- (a) tie (supplied by the band);
- (b) white shirt or Test Valley Brass Youth Band polo shirt;
- (c) black trousers or straight black skirt;
- (d) black socks or plain black tights or white socks (girls only) and black shoes.

## 7. Subscriptions

7.1 The monthly subscription is set at the annual general meeting.

7.2 Subscriptions start on the month of joining and finish on the month of leaving.

7.3 The subscription is purely a membership fee and does not relate to the number of lessons, rehearsals or other activities offered or attended. For clarity, this means that subscriptions remain payable through holiday periods when the band may not rehearse or when members choose to be absent.

The Schools Partnership Scheme (Section 8 below) exceptionally incurs a lesson fee payable per lesson, direct to the tutor, on top of the TVB monthly subscription.

7.4 There is no additional charge to borrow an instrument through TVB, and monthly subs cover all of the TVB bands or activities that members might participate in, with exception of the schools partnership scheme as outlined in 7.3.

7.5 Payment should be made to TVB by standing order for regular monthly subscriptions and by online bank transfer for any one-off payments (eg. arrears).

7.6 Any queries relating to payment of subscriptions can be referred to the Treasurer of The Chairman

## 8. Local School Collaboration with TVB

8.1 TVB are proud to support local schools, encouraging children to learn to play brass instruments.

8.2 Children who have school music lessons with a recognised TVB music teacher AND who join TVB as a member, are entitled to utilise the instruments loan scheme (detailed at 4.1)  
Attending these lesson counts towards attendance at TVB (see section 1.2)

8.3 It is the expectation that children who borrow a TVB instrument while learning at school will join in with the appropriate TVB junior band rehearsals and performances when the required musical standard is reached.

8.4 Children who are TVB members are encouraged to attend and/or participate (as appropriate) in any of the TVB performances involving the junior bands. An example of the events that some of the junior bands could be involved in are:

- The Basingstoke Arts and Music Festival
- Summer term youth band concert
- Annual TVB Christmas concert (all of TVB are involved in this)
- Andover Carnival
- Playing Christmas carols in Andover town centre and / or local school Christmas fetes (Frosty's band is named after the song 'Frosty the Snowman' as this is a band favourite and is usually performed by Frosty's players (with support from Senior band as needed))

8.5 TVB are committed to helping children learn to play and perform. In return we expect that children look after the instruments and practice between rehearsals/ lessons. Failing to practice will reduce the enjoyment of playing and will limit the progress that could be made. Any concerns over commitment to practice will be discussed with pupils and parents/guardian/carer, and any unresolved issues relating to lack of practice or progress made could result in TVB requesting the return of a loan instrument.

The Band reserve the right to withdraw an instrument at any time if not being used or looked after correctly.