

Northallerton



Silver Band

Handbook

October 2021

# Northallerton Silver Band - Information Booklet

This Booklet is for new and existing members of Northallerton Silver Band (NSB). It gives information about how the band is organised and the rules, policies and procedures which allow its members and guests to enjoy playing in a happy safe and secure environment.

The Booklet is available to all members and is displayed on the band website *[www.northallerton.band](http://www.northallerton.band)*

## Index

1. Introduction
2. General Information
3. Rehearsals and Attendance
4. New Members
5. Musical Director (MD) and Bandmaster
6. Chair and Committee Meetings
7. Secretary
8. Treasurer and Subscriptions
9. Librarian and Music
10. Instruments and Uniforms
11. Engagements
12. Media and Communication
13. Health and Safety
  - 13.1. Health and Safety - general
  - 13.2. Fire Safety
  - 13.3. First Aid
14. Safeguarding
  - 14.1. Safeguarding - general
  - 14.2. Safeguarding of children (under 18 years of age) and vulnerable adults.
15. Child Performance Licences and BBE/BOPA
16. Data Protection

## **1. Introduction**

NSB has its own purpose-built band room on Romanby Road, Northallerton, DL7 8NG. It is a non-contesting band and has been providing entertainment to the people of Northallerton and beyond for over 200 years.

NSB is a registered charity (No: 504414) and has an elected President, Chair and Committee who ensure the band is run properly in accordance with its Constitution and Policies. The names of the current Committee and other office holders, and a copy of the Constitution are displayed on the band's website and on the band room notice board.

## **2. General Information**

The band's ethos is to provide opportunities and facilities for its members and guests to make music in a friendly and social environment. The music is selected for the enjoyment of both band members and audiences who attend the band's numerous engagements throughout the year.

Typically, the band performs at public events such as Remembrance Sunday, agricultural shows, carnivals, and fetes, but any request is considered. The band holds several formal concerts throughout the year in different venues.

Band rehearsals take place every Monday and Thursday between 7:30pm and 9:30pm.

The band provides a kitchen so members can be provided with refreshments. It is expected that all members will help to keep the kitchen and band room clean and tidy.

Parking is provided in the band's car park with any overspill on the road directly outside the band room.

### **3. Rehearsals and Attendance**

The band performs best when everyone regularly attends practice and is present at engagements. While it is recognised that every member has a life and commitments outside the band, the MD should be informed of any known absence as soon as possible to allow other arrangements to be put in place.

The band also understands that work, study, holidays, and sickness sometimes prevent this and, whenever possible, asks that this information is relayed to the MD (or a band member).

All members are requested to minimise any interruptions whilst the MD or bandmaster is conducting unless related to the music.

### **4. New Members**

Anyone wishing to join the band should make the Musical Director or any member of the committee aware of their interest.

Band vacancies are displayed on the band's website and on other third-party sites. Applicants need to have the appropriate playing ability and following a month's try-out a mutual decision is made about membership of the band. Guests are always welcome to attend practices.

It is not the band's policy to routinely ask for a DBS check. DBS checks will be required for specific roles or where individuals are expected to be in 1 to1 contact with a band member or guest under the age of 18.

### **5. Musical Director (MD) and Bandmaster**

The MD is the band's musical leader, responsible for the musical standards, placement of instrumentalists, discipline, music selection and conducting the band during rehearsals and performances.

The bandmaster is the MD's deputy and stands in for the MD as and when required.

## **6. Chair and Committee meetings**

The role of the Chair is to ensure that the committee functions in line with the Constitution. Committee meetings are held on the first Wednesday of each month; exceptional meetings are called if required.

The band operates a suggestion box. Suggestions (or complaints) are reviewed and actioned at each committee meeting.

## **7. Secretary**

The Secretary is responsible for the effective administration of committee meetings, writing and distributing the minutes of meetings and dealing with any correspondence required to run the band.

## **8. Treasurer and Subscriptions**

The Treasurer looks after all the band's financial matters, providing regular financial updates to the committee and band members, and providing the annual return to the Charity Commission.

The band is a charity and has many outgoings. It relies entirely on income from performance fees, donations and subscriptions. The weekly subscription for a band member is £2 which is subject to review annually at the AGM. Subs should be paid regularly and where possible in advance. Subs can be paid in cash, or payment by Direct Debit can be arranged with the Treasurer.

## **9. Librarian and Music**

The band has an extensive music library which is looked after by the Librarian and deputy.

All members are requested to keep all music parts in alphabetical order in the supplied music folder. Music folders must not be taken home. If a copy of a piece is needed for practice at home, a request should be made to the Librarian or deputy.

## 10. Instruments and Uniforms

The band aims to equip each member with a uniform and, if required, an instrument, which will be issued and managed by the band's Instruments and Uniforms officer

Members borrowing band uniform and/or instruments etc. must sign for them on an inventory form (if the member is under 18 years old, a parent/guardian is required to sign). The member is responsible for ensuring any borrowed equipment is kept in a clean and serviceable condition. Any problems with equipment should be reported promptly to the issuing officer so they can be rectified as soon as possible.

Band members wanting to use a band issued instrument to play in another band are welcome to do so providing they have permission from the Chair, and there is no clash with an NSB commitment. The member must ensure that the instrument is insured against damage or theft whilst playing for the other band.

Each member is responsible for ensuring they have all the required uniform to be worn at any band engagement; spare items of uniform will not be available on the day.

Equipment and uniform should be cleaned and returned promptly when the member leaves the band; uniform that needs to be changed should be cleaned before an alternative item is requested.

Members must wear the uniform with which they have been issued. Please note, if band trousers are not available, black trousers, not jeans, should be worn. Black shoes, not trainers, should be worn at all engagements.

## 11. Engagements

The Engagements officer is the main contact with those wanting to book NSB and organises the arrangements for the band's attendance at an event. In addition, the officer is responsible for securing new engagements.

Once an engagement is confirmed it is announced and recorded on a whiteboard in the band room.

Each member is expected to record their availability on the engagement availability form on the notice board. The form includes the date, times, location, type of engagement, specific extra risks, names of first aiders and confirmation of the BBE BOPA permissions certificate received (refer to 'Safeguarding' for more information on this)

It is important that members record their availability as soon as possible so cover can be found for any absent players.

Prior to an engagement, a programme of music is provided so that each member can organise a concert pad. These pads are collected at the end of the practice just before the engagement. When members are absent from the final practice before an engagement, pads must be checked and completed by colleagues in the same section.

A reminder of the arrangements for an engagement will be provided, including information on additional risks and any further precautions related to health, safety and safeguarding.

The band has a large trailer for transporting band equipment. It is expected that at engagements all able-bodied members will help with loading and unloading the trailer and any setting up and putting away of equipment.

The trailer is usually packed and unpacked at the band room for each engagement; it is important that enough helpers are available to enable the process.

At the end of any event, each band member is responsible for returning their music stand, banner, chair, and music folder to the muster point. If assistance is required, another member should be asked.

## **12. Media and Communication**

The band has a website ([www.northallerton.band](http://www.northallerton.band)) and a Facebook page which are looked after by the Media officer.

These are effective ways of communicating band related information between members and promoting the band.

Members are asked to restrict posts and messages to band related messages and activities.

## **13. Health and Safety**

### **13.1 Health and Safety - general**

The band takes health and safety seriously and expects its members and guests to heed the following information.

Many of the safety risks in the band room are like those found at home and each member or guest must avoid doing anything to harm themselves or others.

However, the moving of band equipment is necessary at times and only members who are confident and able to be involved in lifting tasks should assist. Particularly awkward and/or heavy lifts must be shared.

Band members and guest players may be exposed to additional risks when carrying out engagements.

When equipment needs moving, members should only help if they are confident in the task being undertaken. The boxes used for the transport of equipment have metal catches which can be



awkward to open and close - members should seek help if they have trouble with these or any other equipment.

Band members and guest players should take extra care when the ground is wet and slippery and recognise that there will be an increased risk if the engagement is outside.

Particular vigilance is needed if the band is required to march. While it is the responsibility of the event's organisers to ensure the safety of those marching, the band committee will satisfy themselves that such risks are minimised, and the Safeguarding/Welfare officer (or appointed deputy) will give a safety brief to the band prior to march off.

Risks from appliances used in the band room are assessed by means of a visual check of the appliances or safety paperwork. Any faulty equipment is replaced, and appliances are regularly serviced.

An audit of all fire safety equipment is carried out at the same time. These assessments and any follow-up are carried out annually prior to the AGM and recorded in the Minutes of the AGM.

Members are encouraged to report any deficiencies or faults in band equipment or appliances to the Safeguarding/Welfare officer.

### **13.2 Fire Safety**

There are two Fire Wardens who will ensure all band members are evacuated safely on detection of a fire in the band room and will notify the emergency services.

Any band member or guest discovering a fire anywhere in the building should immediately raise the alarm to the Fire Wardens or the MD.

All band members and guests must follow the instructions given by the Fire Wardens - evacuate immediately through a safe exit and muster on the band car park where the Wardens will carry out a muster check. Fire extinguishers should only be used if the fire is small and can be extinguished without putting the person using the extinguisher at risk.

### **13.3 First Aid**

There are two First Aiders trained to administer basic first aid if required during rehearsals and engagements. An accident book is kept with the first aid kit.

A first aid kit is provided for treating minor accidents and is kept in the kitchen. Anything above and beyond these will be referred to the Emergency Services.

Members are requested to inform the Safeguarding/Welfare officer or First aiders of any medical conditions and medication that may result in them being at risk during band rehearsals or engagements. Such information will be dealt with in strict confidence.

## **14. Safeguarding**

### **14.1 Safeguarding - general**

Inappropriate behaviour by any band member(s) or guest(s) towards other band member(s) or guest(s) will not be tolerated and may result in the offender(s) being dismissed from the band.

Such behaviour includes any form of discrimination, bullying (i.e. physical, mental or "On-line" via social media), offensive language, harassment or any conduct that upsets the well-being of the band.

## **14.2 Safeguarding of children (under 18 years of age) and vulnerable adults.**

The band has a legal duty to ensure the safeguarding of all its members and guests. It has trained Safeguarding officers and members who have DBS clearance.

The band's child protection policy is as follows:

The band normally expects a family member to provide transport to and from rehearsals and engagements. It is also expected that a family member will be present throughout any engagement.

If this is not possible then

- parents must give consent for a band member or guest to provide a lift for their child(ren). One of the Safeguarding team must be informed of the arrangement.
- the band will nominate a supervising adult member to chaperone the child during the engagement.

All band members should avoid any situation where he or she is alone with a child.

It is important that all members report any activity or behaviour that is inappropriate.

Any concerns related to safeguarding should be reported to the Safeguarding officer in confidence. The matter will be dealt with sensitively by the Safeguarding team and the Chair. If the concern is substantiated, the member or guest will be asked to leave the band and steps may be taken to ensure social services or the police are informed.

The Safeguarding policy can be found on the website.

## **15. Child Performance Licences and BBE/BOPA**

Since 2014 it is a legal requirement for performing organisations (e.g. NSB) to apply for a Child Performance Licence. NSB is a member of Brass Bands England (BBE) and takes advantage of their Body of Persons Approvals (BOPA) application which enables NSB's children aged under 18 to perform with the band at engagements. The application involves notifying the BBE and local authority about performances via email with details of the event along with the number of under 18's performing. The BBE will then issue by return email a permission certificate. Note that this is issued on the understanding that NSB complies with the BBE's safeguarding recommendations described in this handbook and that the BBE can at any time carry out spot inspections at NSB's engagements.

## **16. Data Protection**

The band complies with the requirements of The General Data Protection Regulations (GDPR) when it comes to members' personal information collected during the time that they are members of the band.

A paper copy of this information which includes a member's name, address, telephone number, e-mail address and emergency contact numbers is securely kept in the bandroom.

Access to this information is restricted and such information will only be used when necessary for band purposes (eg. contacting a member about a band issue such as a change of arrangements, enquiring about a member who hasn't been to band recently etc)

The only exception to this is Emergency contact and emergency telephone numbers which are kept by the band's First Aiders and securely stored on a password protected laptop.

All information is deleted when a member leaves the band.