

**Northallerton**



**Training Band**

**Handbook**

June 2026

# Northallerton Training Band - Information Booklet

This Booklet is for new and existing members of Northallerton Training Band (NTB). It gives information about how the Training 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)*

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## 1. Introduction

Northallerton Silver Band (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.

Northallerton Training Band (NTB) was formed in 2026 by members of NSB who believed that everyone should have the chance to experience the enjoyment, confidence and sense of achievement that comes from music making as part of a group. The initiative was also vital in addressing the ageing membership of the Main Band and in securing its future within Northallerton and the surrounding villages.

## **2. General Information**

The Training Band is open to anyone aged seven and above, with no prior musical experience required. It provides a welcoming and supportive entry point into brass band music, helping participants learn an instrument, develop musical skills and build confidence as part of an ensemble. Weekly rehearsals are led by experienced musicians, offering structured tuition in a safe, inclusive environment. It provides a clear progression route into the Main Band supporting long-term musical development and the future of brass banding in the area.

Band rehearsals take place every Monday between 6:00pm and 7:00pm.

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

## **3. Rehearsals and Attendance**

The Training Band performs best when everyone regularly attends practice and is present at engagements. Whilst school events, holidays, and sickness sometimes prevent attendance, and it is recognised that every member has 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.

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 Training Band and should make the Musical Director or member of the committee aware of their interest.

Information about the Training Band is displayed on the band's website. Applicants do not need to have any previous playing experience as tuition will be given in a group setting. Members requiring more in depth, personal tuition should seek that elsewhere. All children under the age of 18 are required to be signed in and out of rehearsals or performances, by a parent or guardian, each time they attend. All members will be named on a fire/emergency register.

It is not the band's policy to routinely ask for a DBS checks, but DBS checks have been made for those in specific roles or where individuals are expected to be in 1 to1 contact with a band member or guest under the age of 18. There are also two BandSafe trained members as required to meet the standards of Brass Bands England.

## **5. Conduct and Behaviour**

Behaviour in the Bandroom during rehearsal is expected to adhere to the Training Band Rules displayed in the band room and on the website [www.northallerton.band](http://www.northallerton.band). Please familiarise yourself with them.

## **6. Musical Director (MD)**

The MD is the band's musical leader, responsible for the musical standards, placement of instrumentalists within the Training Band' (taking into consideration any comments and recommendations by Main Band Members who act as coaches during rehearsals), discipline, music selection and conducting the band during rehearsals and performances.

## 7. Committee

The Training Band is governed by Northallerton Silver Band Committee (members can be found on the website).

- **Chair** - The role of the Chair is to ensure that the committee functions in line with the Constitution. Committee meetings are held on a regular basis.
- **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.
- **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 subscription for Training Band for each school term, per band member, is £20 which is subject to review annually at the AGM. Subs should be paid regularly and where possible in advance. Subs can be paid by Direct Debit, Debit Card or cash which can be arranged with the Treasurer. The sort code and account number are displayed on the notice board. There is also an annual fee of £5.00 for any instrument borrowed from the Training Band to help cover the cost of insurance. This is payable at the time of loaning the instrument and then in January each year until the instrument is returned to the Training Band. There is also a one-off payment of £20 towards the cost of the Training Band uniform supplied by the Band.
- **Librarian and Music**  
The Training Band and has an extensive music library which is looked after by the Librarian. All members are requested to keep all music

parts in the folder issued to them. Members are encouraged to take their music folders home for them to practise. Any lost or damaged folders will incur a small replacement fee.

- **Instruments and Uniforms** - The Training Band will equip each member with a uniform and, if required, an instrument, which will be issued and managed by the Training Band's Instruments and Uniforms officer. When Members are issued with a Training Band uniform and/or instruments etc. they must sign an inventory form (if the member is under 18 years old, a parent/guardian is required to sign). The member or parent/guardian 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. Each member or parent/guardian (if under the age of 18) is responsible for ensuring they have all the required uniform to be worn at any Training 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 Training Band; uniform that needs to be exchanged should be returned in a clean condition, before an alternative item is requested and issued. Members must wear the uniform with which they have been issued. Black (or dark grey) trousers or knee length skirts (not jeans), black shoes, (not trainers), and black socks or tights should be worn at all engagements. Please note, Training Band trousers or skirts are not available.
- **Engagements** - The Engagements officer is the main contact with those wanting to book the Training Band's attendance at an event. The officer is also responsible for securing new engagements. Once an engagement is confirmed it is announced on the Spond App. Each member/member's parent or guardian is expected to record their availability on the App. It is important that

members record their availability as soon as possible so cover can be found for any absent players or the event can be cancelled if insufficient players can be found. Prior to an engagement, a programme of music is provided so that each member can organise their music folder. A reminder of the arrangements for an engagement will be provided at the rehearsal(s) immediately before the engagement and on Spond, including information on additional risks and any further precautions related to health, safety and safeguarding. It is expected that at engagements all able-bodied Training Band members will help with setting up their own stand and banner and at the end of any event, each Training Band member is responsible for returning their music stand and banner to the muster point. If assistance is required, another member should be asked to help.

- **Media and Communication** - The Training Band has a website ([www.northallerton.band](http://www.northallerton.band)), a Facebook page ('Northallerton Training Band'), and WhatsApp Group, which are looked after by the Media officer. These are effective ways of communicating Training Band related information to the public and band members and promoting the band. Training Band uses the Spond App to post information to members about events. Members are asked to restrict posts and messages to band related items. For Members under 18, the Training Band will only communicate with the child's parent/guardian.

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

- **Health and Safety – general**
- 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 helpers who are confident and able to be involved in lifting tasks should assist. Particularly awkward and/or heavy lifts must be shared.

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

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.

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.

Fire safety equipment is audited annually by a specialist firm and recorded.

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

- **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.

Anyone 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.

Fire evacuation practices will be held during rehearsal times twice per year.

- **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. An additional First Aid Kit is taken to all events.

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.

## **9. Safeguarding** see also Safeguarding

Policy: [https://www.northallerton.band/files/ugd/71f544\\_c1649ca9011a4b9eb01261b2c5588eb0.pdf](https://www.northallerton.band/files/ugd/71f544_c1649ca9011a4b9eb01261b2c5588eb0.pdf)

### **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.

## **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.

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.

## **10. 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, including having a person with parental responsibility for a child present at every performance, and that BBE and the Local Authority can, at any time, carry out spot inspections at NSB's engagements.

## **11. 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 securely stored on a password protected laptop. A paper copy of these is kept in the two First Aid Boxes, located in the kitchen and in the trailer.

All information is deleted when a member leaves the band.

All Northallerton Silver Band's policies can be found on their website – [www.northallerton.band](http://www.northallerton.band) – please familiarise yourself with them.