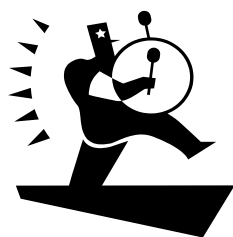


CHORLEY SILVER BAND



HANDBOOK

Contacts
Chairperson – Andrea Hall: 07974342930
Conductor – Connor Gingell



Charity No 1098762
Website – www.chorleysilverband.org
Email – chorleysilverband@hotmail.co.uk

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WELCOME MESSAGE FROM THE COMMITTEE

Welcome to Chorley Silver Band and what we hope is the start of a long and happy interest in brass band music playing and performing. Playing in a brass band is not only great fun but can also bring new, lifelong, friends too.

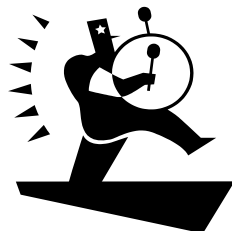
There are many studies which show that learning to play an instrument will improve your child's academic progress and boost their self confidence. Playing an instrument in a band will help improve their technical and musical ability as well as improve their listening skills and support their instrument lessons.

This handbook should provide you and your child with all the information you need to know about banding; including how Chorley Silver Band is managed, our policies and procedures, how to contact us, how to take care of an instrument and much more.

We hope that you will find the information in this handbook both helpful and informative. However, if you do have any questions please speak to the Conductor, Connor Gingell or one of the Management Committee as soon as possible.

Kind Regards

The Committee



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HISTORY OF BRASS BANDS AND CHORLEY SILVER BAND

The history of brass bands can be charted as far back as the early 1800's with the forming of Black Dyke, Besses o' the Barn and Stalybridge. Chorley Silver Band was formed approximately 100 years ago but unfortunately there is very little documentation to evidence this.

The youth section was formed in 1996 with the aim of educating young people in the art of brass band music and music performance. They were very successful and often had upto 80 players enrolled. However, in comparison the adult band was struggling with lack of money and players. In 2000 the adult section Management Committee decided to pass the Chorley Silver Band name to the youth section to ensure a brass band presence was maintained in the town. The Band became a registered charity in 2003, meaning they could start to make bids for grants and funding. To ensure they remained financially self sufficient they continued to take performance bookings for summer fetes, galas and walking days as well as Christmas caroling for local groups and in supermarkets.

In its current format the Band runs as a small charity and is registered as a youth brass

The Band is managed by a Committee made up of a small number of volunteer parents, family and friends of the players. They meet on a regular basis to discuss the financial and musical activity of the band as well as to arrange fundraising events.



THE MUSIC TEAM AND THE COMMITTEE

All of our Music Team and Committee Members are volunteers. If you are interested in joining the Music Team or Committee please speak to the Chairperson, Andrea Hall. You will need to be an experienced musician to join the Music Team. However, for the Management Committee you do not need to be musical or have brass band experience, just a couple of hours to spare and lots of enthusiasm.

🎵 Music Team

- | | | |
|--------------------|--------------------------------|--------------|
| - Conductor: | Connor Gingell | 07761 098479 |
| - Music Librarian: | Kieran Trafford
Josh Hudson | |

🎵 The Management Committee

- | | | |
|------------------------------------------------|--------------------------|---------------|
| - Chairperson and Booking Secretary: | Andrea Hall | 07974 342 930 |
| - Health, Safety and Child Protection Officer: | Catherine Hartley | 07887 952 582 |
| - Secretary: | Roland Maguire | |
| - Treasurer: | Janine Gibson | |
| - General Committee Members: | Sue Hudson, Diane Crook, | |



COMMUNICATION

The Band, be it a member of the Music Team or Committee will need to communicate with you on a regular basis regarding rehearsals, concerts, external engagements, social activities and so forth. To do this we need to ensure we have up to date details of your home address, contact telephone and mobile numbers and email address. Please ensure you inform us of any changes.

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If you want to contact us, there are a number of ways you can do this including phone, email and in person.

🎵 **Phone**

To contact the Music Team by phone you should call or text the Conductor. To contact the Committee by phone you should call or text the Chairperson.

🎵 **Email**

The Band has an email address which can be used to contact any member of the Music Team or Committee, this is chorleysilverband@hotmail.co.uk.

🎵 **Internet**

The Band has a website which is used to promote the Band, inform you of important dates, parental rotas, display photographs and much more, please take a look at this at www.chorleysilverband.org.

🎵 **Social Media**

The Band is on Facebook and Twitter, please search for Chorley Silver Band



FINANCES AND GOVERNANCE

The Band is a self funding, registered charity (registration number 1098762) and therefore does not receive any specific funding from any local, regional or national body. The Band is financially supported through players monthly subscriptions, public donations, parental concerts and playing at external engagements.

🎵 **Monthly Subscriptions**

As a member of the Band you will be required to pay a small monthly subscription of £6 per player. This is paid by standing order, due in advance, on the first Saturday of each calendar month. A Standing Order Mandate Form is available from the website.

🎵 **Gift Aid**

As a registered charity the Band is able to reclaim tax on the monthly subscriptions. Therefore, you are asked to complete the Gift Aid Form attached to the "Enrolment and Instrument Loan Form", noting the requirements to be a tax payer.

🎵 **Annual General Meeting**

As a registered charity the Band is required to follow a number of legal procedures including holding an Annual General Meeting to inform parents, family and friends of its activities and financial status. You are required to attend this meeting which is usually held on a Saturday at 12.15pm. You will be given advance notice of the specific date.



POLICIES AND PROCEDURES

The Band has a number of policies and procedure including child protection, equal opportunities, financial probity, health and safety and player behaviour. These are available for you to read on the Band's website. If you dont have access to the internet or would prefer a paper copy please speak to a member of the Committee and this will be provided.

🎵 **Child Protection Policy**

In line with Government legislation, all members of the Music Team undergo a Disclosure and Barring Service Check (formerly Criminal Records Bureau Check). This is renewed as every two/three years. In

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the event of a child protection issue being raised the Band will undertake a thorough investigation, take appropriate advice from the Local Safeguarding Board and then make an informed decision on any action required. (Please also see Parental Rotas below).

Any concerns regarding child protection should be directed to the Child Protection Officer.

♫ **Equal Opportunities Policy**

As directed by Government legislation, the Band recognises that it will benefit as an organisation by ensuring a cross section of the local community is involved. It is therefore committed to attracting a range of players irrelevant of gender, sexual orientation, religion, race, age, disability or social class.

Any concerns regarding equal opportunities should be directed to the Chairperson.

♫ **Financial Probity Policy**

As already mentioned the Band is a registered charity and therefore has a number of legal procedures to adhere to, including ensuring it is financially sound and can stand upto independent examination and financial scrutiny. Processes are in place to protect the Band against fraud and theft.

Any concerns regarding the financial matters should be directed to the Treasurer.

♫ **Health and Safety Policy and Arrangements**

The Band recognises its responsibility to health and safety and has a number of processes in place to support this. In brief should a player become sick or have an accident or if there is a fire or emergency incident the most senior responsible person present will assess the situation and take appropriate action, as outlined in the Health and Safety Policy Statement. If necessary you may need to collect your child and it is therefore important that you keep us up-to-date with your contact home and mobile numbers.

Any concerns regarding the health and safety arrangements should be directed in the first instance to the Health and Safety Officer.

♫ **Player Behaviour Policy**

Player behaviour is not normally an issue, however, if a child starts to misbehave, act in an unsafe manner or is generally disruptive they will be removed from the rehearsal for a short period of time. If they continue to act in this manner their parent will be contacted and asked to collect them immediately.

Any concerns regarding the behaviour of a player should be directed in the first instance to Chairperson.



CONCERTS AND ENGAGEMENTS

As previously mentioned the Band is a self funding organisation and therefore regularly holds Parental Concerts and plays at engagements or jobs across the North West. We either charge a fee depending on the type of job or hold a collection. If we are collecting then we ask parents and carers to support with this.

♫ **Parental Concerts**

There are usually three parental concerts held during the year, Spring (around March), Autumn (around September) and Christmas (in December). The Spring and Autumn Concert normally take place in a local church and a small entrance fee is charged. The Christmas Concert is usually held in a local hall, again a small entrance fee is charged, and we ask everyone to bring some food and a small prize for the raffle.

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You will be given advance notice of these events. Please ensure you let the Musical Director or Booking Secretary know as soon as possible if your child is unable to attend.

🎵 Engagements or Jobs

The Band regularly perform at external marches, summer fetes and supermarkets including carolling at Christmas. If your child is required to attend an engagement on behalf of the Band you will be informed well in advance. Please ensure you let the Musical Director know as soon as possible if your child is unable to attend.

🎵 Band Uniform

All players are required to wear a uniform for concerts and engagements. The basic uniform is black trousers, white shirt, black shoes and black socks with a Band tie and blazer (which are provided free of charge)

Please speak to the Subscription Officer or Chairperson regarding band uniform.



CHORLEY SILVER BAND MUSIC LEARNING SCHEME

Chorley Silver Band has designed a music learning scheme which we hope will give your child the best chance to learn a brass instrument. We will give them the free loan of an instrument for as long as they continue to regularly attend rehearsals, concerts and engagements with the Band and pay the monthly subscription fee. They will also receive up to two months of free free rehearsals.

🎵 Instruments

The instrument your child is given is loaned to them for as long as they continue to attend regular band rehearsals, concerts and engagements and pay the monthly subscription fee. It is insured by the Band against theft or major damage, however, you may be asked to pay for any damage or repairs so please look after it. It is not insured if left in your car unattended.

If you wish to purchase an instrument we can give advice as to what type would be most suitable and where to source them. We often hear about good quality second hand ones so just ask the Conductor or Chairperson.

If your child attends a Local Authority School then they might be entitled to purchase an instrument VAT free; please speak to your school about this.

🎵 Instrument and Music Accessories

Your child may also be loaned additional instruments accessories such as mutes and lyres. Please ensure that these are treated with the same respect as the instrument as these can also be costly to repair or replace.

We sell valve oil and instrument cleaning brushes at very competitive prices. Just speak to the Musical Director or Subscription Officer.

🎵 Care and Cleaning of Instruments

With proper care your child should have many years of trouble free enjoyment from their instrument.

Instruments should always be stored in their case when not in use (do not store music, books or folders with them). This helps prevent them from getting scratched, knocked and dented (you can't play a Trombone with a bent slide!)

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Brass instruments need to be cleaned internally and externally on a regular basis. After every rehearsal session and practice any excess moisture from inside the instrument should be removed by opening the water valve and blowing, as though playing. The instrument should also be carefully wiped over the outside with a soft cloth to remove oils or perspiration caused by hands.

All valves on a valved instrument need to be lubricated on a regular basis using specialist valve oil. If a valve, mouth piece or tuning slide becomes stuck do not force it. Speak to a member of the Music Team or take it to a music repair shop (they don't usually charge for this).

For more details about care and cleaning, including giving your instrument a bath!, speak to a member of the Music Team or read the "Instrument and Rehearsal Guidance Handbook".

🎵 **Lessons**

Learning a musical instrument should be fun. At the same time it is a serious undertaking and requires patience and dedication.

As a new member of the Band your child will be offered lessons from a suitable Tutor. These are a private agreement between you and the Tutor so you will need to make arrangements directly with them including arranging a suitable location, time and cost (these lessons can continue in school or in some cases at home). However, if you have any concerns please don't hesitate to contact a member of the Committee.

We hope that you will support your child's efforts by making sure they practice daily and always attend rehearsal sessions.

🎵 **Weekly Rehearsals**

The Band holds weekly rehearsal sessions. These take place every Saturday (apart from two weeks at Christmas and after each Parental Concert) at St Joseph's Parish Centre 28 Bolton Road Adlington PR6 9NA from 10:30am to 12:30pm.

Players are expected to attend all rehearsal sessions. They should arrive in good time to assist with setting up music stands and chairs and are also expected to help pack away afterwards. If a player is unable to attend please inform the Musical Director or Chairperson, as soon as possible.

When dropping your child at a rehearsal session please ensure you don't leave them without checking if a member of the Music Team or Committee is present. All younger children should be taken and collected from the main reception area. Older children may make alternative arrangements such as meeting parents or carers in the car park. An adult will remain with the children until everyone is collected.

On occasions we have to cancel rehearsal sessions at the last minute, usually due to bad weather. We will try to contact all parents or carers, as soon as possible by phone, however if you're unsure please call the Chairperson.

🎵 **Parental Rotas**

All parents and carers are expected to support the Band rehearsal sessions. This is not an onerous task; you are simply there to help the Music Team ensure the rehearsal runs smoothly and safely. You will be provided with details of the parental rota responsibility requirements and asked to sign that you understand them.

Whilst your child is in the Learner Band you are asked to sit in at each rehearsal. When they move into the Junior Band a rota will be produced and displayed on the Band notice board in the Scout Centre and on the website. If you are unavailable on the date indicated you must inform the Child Protection Officer or

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Chairperson as soon as possible. Our Child Protection Policy requires that at least one parent is supporting rehearsals; if this does not happen, the rehearsal will be cancelled.

🎵 Tuck Shop

The Band provides access to a small tuck shop for players to buy a drink, sweets or crisp during a rehearsal break. Your child should need no more than £1.



INSTRUMENTS IN A BRASS BAND

Many parents or carers of our players aren't particularly familiar with the instruments of a Brass Band. We have therefore listed below the main instruments with additional information available in the "Instrument and Rehearsal Guidance Handbook".

🎵 **Baritone Horn or Baritone**

🎵 **Bass Trombone**

🎵 **Bb Bass or Tuba**

🎵 **Cornet**

🎵 **Eb Bass or Tuba**

🎵 **Euphonium**

🎵 **Flugel Horn or Flugel**

🎵 **Percussion (usually Timpani or Kettle Drums and Drums)**

🎵 **Soprano Cornet (commonly abbreviated to the Soprano)**

🎵 **Tenor Horn**

🎵 **Trombone (also known as the Tenor Trombone)**

NOTES

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