

Wirral Symphonic Wind Band



CONDITIONS OF MEMBERSHIP 2025

Welcome to Wirral Symphonic Wind Band. We are pleased that your love of music and instrumental playing has brought you to join us; we always welcome members from all walks of life. We like to think we are a very hard-working team of people whose objective is to enjoy music, endeavour to improve our standard continuously and bring the shared love of music to a local and varied audience. It is important that you understand the working structure of the band and this booklet is intended to induct you into the expectations we have of you as a member.

You will be placed initially among members of your own section who will help you gather your music together and support you while you get to know the repertoire. Your Section Leader will make themselves known to you and you can direct any queries to him or her. In return for the enthusiasm and strong commitment we expect from you, you will receive support and musical tuition second to none from us.

Please take a few moments to read your membership booklet and to familiarise yourself with the requests contained within it.

We wish you a long and happy association with us.

January 2025

1. Title

The band is known as the Wirral Symphonic Wind Band {'the Band'}.

2. Officials

The officials of the band consist of Musical Director and an Executive Committee made up of Chair, Treasurer, Secretary and general duty posts. Other roles include Librarian.

3. Election of Officials

All Executive Committee members will be elected and hold office for a period of one year. All the members of the committee may be re-elected or reappointed. To elect a new official, proposers should first seek the agreement of a band member to stand, and then propose the member on paper to the secretary 3 days before the AGM. Any number of members may be proposed for the positions on the Executive Committee not less than 9 members. If each proposal is seconded, all members should vote to elect their preferred candidate.

4. Committee meetings

It is the intention that every member of the band feels valued as an individual and as part of the team. It is important to raise any concerns or queries at an early stage in an appropriate manner. The Committee is the vehicle by which every member can raise queries, suggestions or concerns and in turn be informed of decisions, proposals and events. The Committee will hold at least three ordinary meetings each year, but may meet more frequently to plan special events and consider items raised by the band.

If any member wishes to table an item for the Committee Agenda please inform a committee member in advance of the meeting. The committee member will raise the issue on your behalf and be responsible for giving you feedback. Band members will be asked if they have any points to raise one week before each committee meeting and ensure that members' concerns are raised appropriately.

Feedback from each Committee Meeting will be given briefly at the rehearsal following each meeting and copies of any minutes made available to all members.

5. Annual General Meeting

Similarly, items may be tabled for the AGM by contacting the secretary at least one week before the event. The Annual General Meeting will be held every twelve months at the start of the term in September.

6. Funds

All monies raised by the band efforts will be devoted to the Band's funds, unless we are helping to raise money for another recognised Charity.

7. New Membership

In order that the M.D. can make accurate decisions about festival entries and concert bookings it is very important that those wishing to join the band realise the full extent of the commitment they will be undertaking. There can be a number of concerts and engagements in any year. These usually take place on Saturdays but this does vary sometimes.

Members are expected to attend these events (including any extra rehearsals that may be called on the day of a concert) unless there is a compelling reason for the ***occasional*** absence. Any team is let down by the absence of any member at critical events and the band is no different in this respect. You matter! Please give this careful consideration before you elect to join us.

Prospective members must apply by e mail in the first instant via the website or social media. They can expect to be invited by the M.D. to attend a few rehearsals, if there is a vacancy, to ascertain the suitability of their playing and whether they can blend into this successful band. If there is no vacancy, they will be placed on a waiting list and informed of when a place becomes available. Prospective members will be invited to attend weekly rehearsals in a probationary capacity to ensure that they are considered suitable. During that time, it must not be assumed that they are automatically being accepted as a full member. The probationary period allows time to learn the current repertoire, demonstrate the level of musicianship and commitment required and also to make friendships amongst the members.

After this time they will be informed of the outcome and hopefully be invited to participate in future concerts. New members are encouraged to listen to recordings of the pieces being rehearsed in order to learn them quickly at home.

8. Instruments, Music & Band Equipment

Music in folders will be issued to the band and are for use with our band only. All equipment and music supplied must be returned immediately following a concert, when it is collected and returned to the Library. Any photocopies made by members for personal practice must not be used in concerts or competitions. Members are asked to take particular care with music in order to avoid unnecessary future replacement costs.

9. Band Uniform

All formal concerts require smart black trousers for men, with black shirts. For the women, a smart black top and skirt/trousers. Ties and scarves will be handed out at concerts and collected afterwards. In order that members look uniform in appearance, please do not wear items that are not sanctioned, keep all necklines, skirt lengths modest, shoes, and tights appropriate.

10. Rehearsals

To be held weekly on a Monday evening (usually only during term time). Additional rehearsals will be called at the discretion of the M.D. Rehearsals start promptly at 7.30 p.m. If you know you are going to be late or absent, please let your Section Leader know. Consistent lateness is not acceptable because it is disruptive and discourteous to others and affects the band's ability to work effectively. As a courtesy to the MD and other band members please put any mobile phones on silent during the rehearsal and use the break time to catch up on social media, answering calls and messages. Band members on call are obviously exempt from this – please could they explain to the MD if this is the case. It is every band member's responsibility to have their own music, stand and a pencil is always useful for marking the music, to be warmed-up and tuned ready for the downbeat at 7.30 p.m. ***This may require arriving 5-10 minutes early.*** Help with setting up the room for the rehearsal (and putting away afterwards) is the responsibility of the whole band, and should not be left to just a few members.

11. Concerts/ Engagements

The booking of engagements is the ultimate decision of the M,D, Chair and Secretary. Whenever possible, band members will be consulted first via the ***MUZODO app***. Loyalty and commitment to the band is expected to be reflected in each member's attendance at both concerts and engagements, unless personal circumstances prevent them from doing so.

If a member of the band knows in advance that he or she is unable to play in a concert it is their responsibility to discuss this with the M.D. and to find a deputy where required. ***Once committed to attend a concert or competition, please make every effort to honour this.***

12. Attendance

Attendance records are kept for rehearsals and concerts. If you need to be absent for a rehearsal you must notify your Chair/Secretary/Section Leader.

Whilst it is accepted that members may need to miss a rehearsal occasionally for family, work or health reasons; if attendance falls below a level deemed acceptable by the M.D, he will inform the Chair to discuss matters more formally with you. Obviously, consistent absence of any member impedes the quality and progress of the whole band and I'm sure you will agree that this needs addressing appropriately.

Any member missing for three rehearsals within one term will be contacted by the Chair. Leave of absence may be requested in special circumstances if absence is likely to be for more than three months.

When the band is working towards a concert or competition, no member of the band may miss more than three rehearsals within a designated period as specified by the M.D. If this occurs, **the M.D. will take an appropriate decision as to whether the player can participate.**

13. Subscriptions

The annual subscription is £100 and collected before Christmas - ideally by Standing Order. 'Unwaged Members' pay £75. In the case of certain financial circumstances, members may receive special consideration by application to the Treasurer. This will be dealt with in strict confidence. The subscription is non-refundable should any member not be available attend events. The Committee reserves the right to review annual subscriptions each year..

14. Safeguarding & Code of Conduct

The band's Designated Safeguarding Officers are Gemma Sapp and Ali McGinity. Please contact either of them should you have any safeguarding concerns.

All members are expected to adhere to the band's Code of Conduct, which outlines the standards of behaviour, respect and cooperation we uphold as a community group. The band has established a Safeguarding Policy to ensure a safe and inclusive environment for all, particularly for any vulnerable individuals. The Policy will be reviewed and amended (if necessary) in September annually by the band committee. **All members of the WSWB will be required to read the WSWB Safeguarding Policy each year.**

The band has a Whistleblowing Policy with the aim to provide a clear and transparent way for all members of the band to raise genuine concerns about acts of wrongdoing or malpractice within the organisation. The policy can be found on the website.

15. Health and Safety

Health and Safety procedures are also in place to protect members during rehearsals, performances, and other band activities. Full details of these policies are available on the band's website and can also be provided on request. Members are encouraged to familiarise themselves with these documents and speak to a committee member if they have any questions or concern. The band has very many qualified first Aiders.

The people who are currently First Aid qualified are:

Ali McGinity	flute
Vicky Mercer	flute
Jodie Stott	flute
Amy Lyndsay	flute
Lily O'Sullivan	sax
Carolyn Storer	sax
Ali Hall (Advanced Responder)	oboe
Helen Hackett (Basic Life Support)	flute

The band's first aid box is found in on top of the filing cabinet in the library cupboard of the music room.

In the case of fire, extinguishers are positioned within and outside the rehearsal room and within the music department. The fire exit is down the two flights of stairs to the ground floor and out of the front doors. The muster point is in the car park to the front of the school.

As the rehearsal room is fairly small for a band our size, the band has placed some acoustic blocks on the wall to help reduce the overall volume and the percussion section if removed slightly to the back left of the rehearsal room. We do however suggest that individual players ensure they protect their own hearing through the use of noise cancellation ear plugs.

16. Complaints Procedure

The band's complaints policy sets out how members can raise concerns or complaints and how they will be addressed in a timely, respectful, and fair manner. The policy covers complaints related to conduct, communication, rehearsal or performance matters, or any other issues affecting the experience of band members. It can be found on the band website.

Having read the Conditions of membership, it is assumed that you understand and agree to abide by the conditions, expectations and commitment of the Wirral Symphonic Wind Band. Should you have any concerns do not hesitate to contact the Committee.



Key contact details

Chair: Ali McGinity 07974 562053 ali@wswb.co.uk alidrink65@gmail.com

Secretary: Richard Merritt 07974 955051 richard@wswb.co.uk
richardandhelenmerritt@hotmail.com

MD: Phil Robinson 07875546046 pfrobinson@hotmail.co.uk

Section Leaders:

Flute – Vicky Mercer 07946 426939

Clarinet - Glenn Thomas 07712 474652

Oboe - Ali Thevendra 07801 654653

Bassoon - Peter Robson 0151 648 6691

Saxophone - Kim Shepherd 07714 047748

Upper Brass - Sam Leah 07930 488785

Lower Brass - Dave Johnson 07523 129634

Percussion - Jack Corlett 07742 703994

Band Safeguarding

Lead Safeguarding/Welfare Officer: Gemma Sapp 07595874120 gemmasapp@gmail.com

Deputy Safeguarding/Welfare Officer: Ali McGinity 07974562053 ali@wswb.co.uk



WIRRAL SYMPHONIC WIND BAND

NEW MEMBERS

PLEASE RETURN THIS SHEET TO THE SECRETARY OR CHAIR

Name:		
Instrument:	Any other instrument offered:	
e mail address:		
Home address:*		
Home phone number/ mobile:*		
<i>Hopefully we will not need this, but please can you provide the name of someone we can contact if there is an emergency</i>		
<u>Emergency contact:</u>	<u>Phone:</u>	<u>Relationship:</u>
<u>2nd emergency contact:</u>	<u>Phone:</u>	<u>Relationship:</u>

* Except in emergency, we will normally contact you by e mail.

The information given above will be stored securely digitally and used solely for the generality of membership purposes.

Photographs:

There are times when we may wish to take photographs of the band for promotion material, our website, social media and in the press. Members will be named only if there is a particular reason to do so (eg if they have won a prize) and home addresses will never be given out. Images that might cause embarrassment or distress will not be used, nor will images be associated with material on issues that are sensitive. We may also publish a list of the names of band members, eg in concert programmes. If you do not wish to consent to any of the above, please inform the Band Secretary (or any member of the Committee) immediately, or please do so at any stage of your membership if you subsequently wish to withdraw your consent. We will then ensure this is noted on our records and taken into account.