

Member's Handbook

Date: June 2009

Updated: March 2010



Introduction

Welcome to *Knottingley Concert Brass!*

The band was founded in 1976 by Dennis Wilby and Graham Dean and was originally called *Knottingley Schools Band*, rehearsing out of Knottingley School. But as the players got older and older members joined, it was first re-named *Knottingley Youth Brass* in 1981, then *Knottingley Concert Brass* in 1994. In 1993 it gained Powergen (now Scottish and Southern Energy) sponsorship, and now rehearses at their Ferrybridge site twice a week. In 1998, the hilarious Bratwursts Oompah Band was formed by a subset of the band members, and Noteability, our Jazz group, was formed by other members in 2003.

Knottingley Concert Brass is NOT a competition band. This was a decision taken by the band as a whole, for many reasons. These include the fact that it gives us far more flexibility than if we were a competition band; we can choose to play whatever music we want, rather than be bound by whatever is forced upon us. We can adapt to accommodate all those that turn up to a session; in competition there are strict rules about the number of players in each area of the band, which would often lead to band members not being included in all occasions. Not so for us!

As our constitution states, we exist to bring the Brass Band music to the community and to give tuition in Brass instrument playing to people of all abilities and all ages. And we have a good time while we are at it! There are opportunities for players to take an active part in the running of the band, and also for non-playing members to help out in many ways too. We also have an active social life.

So welcome to our friendly group. And get your family and friends on board to!

Everyone is welcome at *Knottingley Concert Brass!*

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Copies of this handbook can be downloaded at
KCB.orpheusweb.co.uk/download.php

Constitution

Briefly, the Band's constitution states the following:

The aim of the band is to bring good, Brass Band music to the community, both near and far, and to provide for as wide a range of audiences as possible.

The band will provide everyone with the opportunity to begin playing or improve their technique through practice sessions on Saturday mornings for all, or by two weekly rehearsal sessions on Monday and Wednesday evenings for full band members. Other methods include occasional workshop sessions.

New members need to be voted into the band before becoming full members, and may be voted out of the band where any occurrence requires such action. Everyone will be given the opportunity and are encouraged to participate in the running of the band, if they so wish.

Regular meetings will be held, with an AGM being held at the end of each year in April. Voting for executive and non-executive positions takes place at the AGM.

Members can obtain a full copy of the constitution on request to the band secretary.

Instruments and Care

If required, the band will try to provide an instrument when you do not own your own. This remains the property of the band and may be recalled at any time. It must be returned should you leave the band. You are responsible for always keeping it in good condition and working order. You may be required to contribute towards repairs for damage through neglect or misuse. Information about regular care and maintenance can be found on the Band's web site (See back page). Graham Dean brings general maintenance tools to rehearsals if you need to release valves or slides, etc.. If you have other questions about instruments, please contact the instrument secretary or Graham.

Uniform & Rules

Although we are not a competition band, we still put on a professional image when performing our concerts. Part of this image is maintained by the **compulsory wearing of the Band Uniform** at such events. Uniform is not required at practice, rehearsal or workshops, where any acceptable and comfortable dress is allowed.

Men / Boys
 Green jacket with the Band's logo,
 Green tie with our sponsor's logo or
 plain black bow tie,
 White long sleeved shirt, tucked in,
 Black trousers,
 Black socks and clean black shoes
 (no trainers)

Ladies / Girls
 Jacket and tie, or bow tie as for men,
 White long sleeved blouse, tucked in,
 Either: Min. knee length black skirt,
 Black tights,
 or: Black trousers (no shorts),
 Black tights / socks.
 Clean black shoes (no trainers).

The jacket and tie is supplied by the band. You need to provide the other items yourself.

For the main KCB concerts, a black shirt and waistcoat will be provided by the band. To be returned to the uniform secretary after each concert and not taken home. A black bow tie may be loaned for the concert if you do not own your own.

On becoming a full member, a **£10 uniform deposit** is required, refundable on return of the uniform. If damaged, or in need of cleaning, the deposit may be used.

It is in everyone's interest to ensure you are suitably "turned-out" for concerts. "Guidance" may be given if you do not comply. Repeated infringements may result in your exclusion from performance(s).

Members that leave the band; for example to go to college; will be welcomed back to rehearsals whenever they are available. However, band instruments *cannot* be taken away, and must be returned to the Band before the member leaves the area. Returning members may play at concerts only if they attend enough rehearsals first (minimum four rehearsals, or more at the musical director's discretion).

Fees

To maintain the high standards of the band, it is required that various fees etc. are made to the band from time to time. These are described below.

Annual Subscriptions

A non-refundable annual subscription of **£30:00 (£18:00** for full-time students) is required from all band members for each "year", which goes towards insurance and other annual fees. The band's year runs from January to December, with an AGM in February. Subs are required to be paid at the beginning of each new year, or you may be able to arrange with the subscription secretary to pay quarterly.

New members will be allowed a "settling-in" period before being voted into the band, to ensure they are happy with the band, and the band is happy with them. Thereafter subscriptions will become due for payment (pro-rata if not in January).

Uniform Deposit

Full band members who receive a uniform to wear during concerts are required to pay a one-off deposit of **£10:00**. Refundable when returned in good condition.

Other Fees

There are other fees for which you may also be expected to cover, including:

- Travel to and from concert venues. In the event that a coach or suchlike is arranged, you may be asked to contribute to the costs, though we do try to avoid it if possible.
- Certain costs involved with any foreign visits that may be arranged.
- Costs of refreshments at external concerts, where they are charged. No charge for KCB members is made for refreshments at our own concerts.
- Dry-cleaning of uniform costs. Etc. etc. etc.

If you have *pre-arranged* agreement from a committee member to purchase items on behalf of the band, please keep the receipt and then you should be able to claim back your expenses. Contact the treasurer for details, or for any financial queries.

Sessions

There are several types of "sessions" held by the band:

A **practice session** is held most Saturdays at 09:30 - 11:30 in Pontefract Methodist Church for anyone to attend, from those completely new to playing a Brass instrument, through improvers, to full band members. Full band members are welcome to either improve their own techniques and/or to pass on skills to others.

For band members, there are normally two **rehearsal sessions** a week. Monday for session work and Wednesday for full band work. Both start promptly at 19:30 to 21:30 (or 21:45 if required), held at the Ferrybridge Power Station. Band members are expected to attend these, particularly Wednesdays and you should inform Graham in advance every time you are unable to attend. Failure to attend regularly may exclude you from forthcoming concerts.

There will also be occasional **workshop sessions** arranged. Once again, these will be open to everyone (not just band members). A guest lecturer will be arranged to take these workshops. In the past, these sessions have proven to be very instructive, informative and enjoyable, and every attempt will be made to keep up the high standard of these occasional sessions. Information about when and where they will be held, will be supplied via the normal channels.

Of course, the final type of sessions are the actual **concerts** themselves. These are held at various times throughout the year and information about them is supplied via the normal channels and on our WEB page:

<http://KCB.orpheusweb.co.uk/>

All band members are requested to sell concert tickets. Please ask family and friends if they would like to assist with concert preparations, such as publicity, catering, raffle, stewarding and such like. Volunteers always welcomed.

Who's Who / Contact Info

<i>Musical Director</i>	Ian Dean	<i>Patrons Secretaries</i>	Roy & Gill Simpson 01977 610123
<i>Asst. Musical Directors</i>	Graham Dean 01977 600524 Jennifer Spencer 01977 618595	<i>Subscriptions</i>	Steve Jones
<i>Chairman</i>	Andy Preston 01977 67542	<i>Instrument Secretary</i>	Eric Lorrinan
<i>Vice Chairman</i>	Ken McNaught 01924 370580	<i>Uniform Secretary</i>	Ken McNaught 01924 370580
<i>Secretary</i>	Ruth Price 01977 795330	<i>Player's Representatives</i>	Kim Preston Simon Ladds
<i>Treasurer</i>	Steve Jones	<i>Band Librarian</i>	Kim Preston
<i>Concert Personnel Coordinator</i>	Jennifer Spencer 01977 618595	<i>Equal Opportunities</i>	Lynn Steen
		<i>WebMaster</i>	Ken McNaught 01924 370580
		Band Secretary email address:	kcbsecretary@hotmail.com
		Patrons Secretary email address:	gillsimpson@crofton-inf.wakefield.sch.uk

Band Web Site Information

The band runs its own web site, details below. It contains information about the history of the band, band members and officials, reviews and photographs of past events, listing of future events, information about the Patrons scheme, a guest book, further contact details, and much more. If you have any ideas for items to go into the web site or find anything that needs to be updated, please contact Ken either at rehearsals or through the web site's main email address.

Web site URL: <http://KCB.orpheusweb.co.uk>
 Band's main email address: KCB@orpheusmail.co.uk