



Chapter 1: Welcome

Welcome to the Swineshead Silver Band Bandbook. Whether you are a new member, have played with us for years or are just checking in to see what we are about, you are most welcome. These chapters form our Bandbook and sets out, in what we hope is clear language, what we are about, what we do for players and what we expect from our players. It also covers statutory requirements and how we approach them (you may recognise these as policies, but they are still part of how we operate).

The Swineshead Silver Band is run on behalf of its members by the Swineshead Silver Band Committee. This meets on a regular basis and reports all discussions to the band, either through formal notification, or more likely at updates given at the five-minute 'pause' during band practice. The Swineshead Silver Band Committee with contact details is listed in Document 1.0.

1.1 Membership

In order to keep things simple Swineshead Silver Band has three types of membership:

- **Player's membership** – open to all who regularly attend band rehearsals and take part in musical events. Membership shall be open to all who is in full time education. [This category does not require a membership fee.]
- **Associate membership** – open to people who actively support the Band but are not players.
- **Honorary membership** – open to individuals to whom the Band recognises as exceptional contributors. These shall be recognised at the AGM.

Members will be informed of the status of their membership by the Band Secretary when they join Swineshead Silver Band.

Membership details shall be held by the Band and held in accordance with the Data Protection Policy. Player members are expected to pay an annual membership fee. This fee is regularly reviewed by the Swineshead Silver Band Committee. The Committee reserve the right to determine concessionary subscriptions and act sensitively to discretionary rates should the need apply.

1.2 Key contact details

The Swineshead Silver Band Committee with contact details is listed in Document 1.0.

1.3 Expectations

Being a member of Swineshead Silver Band players can expect to be in a supportive environment where they can learn and develop their musicianship. This is in a band 'family' environment where every contribution is appreciated regardless of standard or experience.



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In return members are encouraged to attend twice weekly practices and make themselves available for playing engagements. At most public engagements we will be wearing Swineshead Silver Band uniform.

Members should take care of their instruments and their music pads containing sheet music that has been issued by the Band Librarian.

1.4 Band ethos

The object of the Swineshead Silver Band is to promote positive wellbeing through collective music making. We also aim to improve and maintain public education and appreciation of music in the style and tradition of the Silver Band by rehearsal and the presentation of public concerts and other public activities. In short, we play music for the enjoyment of ourselves and others.

There is also a small duty that the band willingly fulfils and that is to support local faith organisations in their celebrations. We also play for organisations that engage in acts of remembrance for those impacted by conflict.

1.5 Domestic arrangements

Swineshead Silver Band practices are held twice weekly, Tuesday and Friday evenings 7:30pm-9:30pm. The bandroom is located at South Street, Swineshead, PE20 3EG. There is limited parking in South Street. Additional parking may be found behind the Fish & Chip shop at Swinfield's, Butler's Way, PE20 3HD.

Travel to engagements is usually the responsibility of each player. Where travel includes the giving lifts to minors, this is covered under Chapter 5: Safeguarding.

Band Subscriptions (Subs) are set by the Swineshead Silver Band Committee and are payable (by standing order or bank transfer) yearly or quarterly in January/April/July/October.

Currently all Swineshead Silver Band notifications to members are managed through a 'Facebook' group Swineshead Silver Band Members Only. Members should check this for updates and notifications. Those not on Facebook are notified of practice cancellations through texts from the Secretary.

1.6 Health and Safety

The First Aider for Swineshead Silver Band is appointed by the Band Committee and is shown in Document 1.1 Swineshead Silver Band appointed officers contact details. First aid kits can be found in the Bandroom. A First Aid Kit taken to events by the First Aider. "Next of Kin" Contacts List taken to events by Chair and Secretary. "Next of Kin" Contact List held on the Secretary's Music stand at all times.

Fire extinguishers are located in the Bandroom. Should an evacuation of the Bandroom be required the Muster Point is clearly indicated on the board behind the Musical Director's chair.



1.7 Safeguarding

Swineshead Silver Band is dedicated in ensuring that the principles and duties of safeguarding children, young people, and adults at risk are holistically, consistently and conscientiously applied. Swineshead Silver Band has the wellbeing of all, at the heart of what we do. We are dedicated to ensuring that the principles and duties of safeguarding children and adults are applied every time they are involved or encounter Swineshead Silver Band. This means protecting everyone's health, wellbeing and human rights; enabling them to live free from harm, abuse and neglect. Swineshead Silver Band sees Safeguarding children, young people and adults as a collective responsibility of the whole band. Further details are included in Chapter 5: Safeguarding.

Swineshead Silver Band Safeguarding Officer is appointed by the Committee and is shown in Document 1.1 Executive Committee and Appointed Officers. The Safeguarding Officer should be contacted at any time if anyone has any concerns about the safeguarding of themselves or others.

1.8 Complaints Procedure

Any member of Swineshead Silver Band or and member of the public that have any concerns that need raising as a complaint the first point of contact is the Swineshead Silver Band Chair.

The Chair in the first instance will seek to resolve the concern/complaint informally direct with the person making the contact. If that is not possible then the Chair will conduct an investigation or appoint another member of Swineshead Silver Band Committee to conduct the investigation. It is expected that this will be completed within four weeks of the initial contact and reviewed by the Swineshead Silver Band Committee before a formal response is made.

1.9 Code of Conduct

It is expected that all Members will conduct themselves at all times in a manner that will reflect positively on the ethos and reputation of Swineshead Silver Band. This includes respectful and appropriate conduct at all times including comments at band, all communication formal and informal, as well as deportment at public engagements.

Members are expected to follow the band dress code:

Black shoes, black socks, black trousers [or skirt], white shirt, black bow tie for concerts, band tie for other events, band jacket.

Further information is included in Chapter 3, Code of Conduct.



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Swineshead Silver Band Members should familiarise themselves with the content of the Swineshead Silver Band Bandbook. Further Chapters of the Bandbook are:

Chapter 2: Membership

Chapter 3: Code of Conduct

Chapter 4: Recruitment

Chapter 5: Safeguarding

Chapter 6: Risk Assessment

Chapter 7: Health and Safety

Chapter 8: Supporting Members

Chapter 9: Data Protection

Chapter 10: Whistleblowing

Documents

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