



We are delighted that you would like to join our band. You are welcome to attend rehearsals informally for up to a month before joining the band officially. The following information is to make you aware of our policies and procedures and to allow you to become familiar with what we can offer as well as expectations of the band. Further details are available on the Band Website.

### Key Contact Details

To contact the band, please email: [contact@cheltenhamsilverband.co.uk](mailto:contact@cheltenhamsilverband.co.uk)

### Our Band Ethos

We believe that absolutely everybody should have the opportunity to learn to play an instrument and take part in group music making. As such, Cheltenham Silver Band aims to offer any person, whatever age or ability, the opportunity to learn to read music and play a brass instrument, to grow in confidence and develop their skills within a fun and safe brass band setting.

We have four bands, Learner Band, Training Band, Academy Band and Main Band with many band members playing over more than one band. New beginners will start with the Learner Band and then as their confidence improved can then move on to the Training Band. Further details about the four band are available on the band website.

We are able to offer instrument loan for free and offer some tuition to those who are taking their first steps playing a brass instrument.

We are a friendly band who enjoying playing to the public and appreciate that playing in a band is a hobby and something that should always be enjoyable. However, we strive to always improve and ensure we present performances to a high standard as well as compete in contests.

### Rehearsals

All rehearsals currently take place at St Barnabas Church Hall, St Barnabas Church, Orchard Way, Cheltenham, GL51 7JY

Groups	Rehearsals	Musical Director
Learner Band	Monday 6:30-7:15	Andy Sim
Training Band	Friday 6:30-7:30	Adam Knight
Academy Band	Thursday 7:00-9:00	Colin Forster
Main Band	Monday 7:30 – 9:30 Friday 7:45-9:30	Adrian Jowett

A team of DBS checked adult helpers support those who are learning the rudimentary skills to play a brass instrument. It is a very relaxed, informal environment which allow for an enjoyable experience for all players.

Parents are very welcome to stay during rehearsals or children can be dropped off and collected at the end of rehearsals as long as you have completed your registration form which include parent contact details. Children are required to be signed out at the end of a rehearsal by a responsible known adult.

During rehearsals, all band members are encouraged to set up and put away equipment such as chairs, music stands, music and instruments and are always expected to give their best efforts and full attention



to the Musical Director. If you are unable to attend a rehearsal, please let the Musical Director know so that staffing levels can be adjusted accordingly.

### **Registering**

If you decide you wish to join one of the bands, we require you to [register](#) through this link provided. As a minimum, we require your name, email and phone number. If you are under 18, we also require your date of birth. In line with our GDPR policy, all personal data collected about players and other individuals is collected, stored and processed in accordance with the regulations set out in the Data Protection Bill. Cheltenham Silver Band store and use personal data solely for the purpose of legitimate use for the management of the band and organisation of events. Personal data will not be shared with any other third parties.



### **Subscriptions**

Whilst all band members and Musical Directors are volunteers and take no payments for the services offered, we do request a voluntary subscription of £15 per month for adults and £10 per month for students and children. These subscriptions are paid monthly. If you are a UK Tax Payer please complete a [Gift Aid Form](#) to allow us to claim the tax back. There is no charge for music, tuition or instrument hire. If you are unable to make a voluntary contribution, please speak to the Band Manger in confidence as this will not be a barrier to joining our band.

### **Standing order details**

Account Name: Cheltenham Silver Band

A/c No: 67279544

Sort code: 08-92-99.

Ref: "mem-surname" e.g. "mem-pawley"

### **Safeguarding, DBS and Risk Management**

We are fully committed to ensuring the safety and wellbeing of all our musicians. We have two members that are Brass Bands England Band Safe Accredited, Andy Sim and Michel Childs. We have a comprehensive Safeguarding Policy and all our, volunteers and other adults who regularly have contact with the Beginner Band are fully vetted and DBS checked. In addition, we have developed a Code of Conduct for all players. Both the Safeguarding Policy, the Code of Conduct, a General Risk Assessment, and other policies are available via the Band website.

### **Supporting Young People and Adults at Risk**

When transporting young people and vulnerable adults to rehearsals and concerts, it is the responsibility of the parent or carer, unless the Band has arranged group transport. If a young player, or player with care and support needs, is needing help with transport, this will be arranged directly between the parent/carer/player and Band member offering the lift and not through a third party or the Band Committee. It will be made clear to the parent/carer that this is a personal arrangement, and the Band does not hold any responsibility for this arrangement. There will also be occasions throughout the year where the Band are away from their rehearsal space, either performing at engagements, concerts, contests, or even social activities. During this time, young players' needs and those of players with care and support issues, will be considered and a position of responsibility agreed between the Band and the parent/carer/adult with care and support needs.



### **Health and Safety**

Upon arrival at the band room, all band members will sign in. This will ensure that in the case the building is evacuated, all band members can be accounted for. The muster point is located in the carpark.

We have a number of first aid trained members who are available during each rehearsal and a first aid kit is kept in the storeroom which is available at all times.

### **Complaints Procedure**

If you have a complaint to make about any aspect of the band, please make contact with the Chair Person. If he is unavailable you can ask to speak with one of the committee members. We would aim to deal with any concerns raised informally within two weeks. Further details are available on our Band Website.

### **Code of Conduct**

The code of conduct is available on our Band Website and will also be made available when you express an interest in joining the band. For children, there is a child friendly version available which we would encourage parent to share with their children.