

Weston Brass Code of Conduct – updated 2018

1. Member Conduct

- a. All Band members have a responsibility for safeguarding and as such have a duty of care for each other.
- b. Members should be respectful at ALL times and conduct themselves in an acceptable manner and with consideration for other members and the general public. Inappropriate behaviour and language will not be accepted. This includes at rehearsals, any online activity or comments as well as engagements.
- c. Members will adhere to the band's policies and recommendations including but not limited to Safeguarding and Health and Safety.
- d. In the event that a player has cause for concern regarding the conduct or welfare of another member, this should be raised in a timely manner to the relevant band officer.
- e. Playing Members are expected to attend all scheduled band rehearsals, contests and engagements unless previously agreed. On the occasions where they are not available, members should give as much notice as possible through communication to the relevant band officer.
- f. Playing Members who will not be available for engagements are requested to write their name in red on the engagement lists and assist with arrangements for replacement players by suggesting alternative personnel from other sources. Deputy players must be discussed with the Chair & Bandmaster.
- g. In the event of short notice, or last minute unavailability, playing members must make every effort to inform the Chairperson ([Mark Mills](#)) or Bandmaster ([John Bryant](#)) by telephone/text as soon as possible. Training Band members should inform MD ([Mac Kirby](#)).
- h. Playing Members are expected to have their music parts available at all times for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, he/she must ensure that the music is forwarded to the band, or left with the band in anticipation of their absence.
- i. Band members are expected to assist with the setting up and packing away of chairs, stands and other equipment at rehearsals and engagements.
- j. Band members should arrive at engagement venues by the time stated and wear the full uniform specified.
- k. Band members are expected to dress smartly wearing the agreed band uniform for all engagements unless otherwise notified.

2. Property Care

- a. Members are expected to keep their uniform clean, maintained and secure.
- b. Members who are issued with band property, including items of uniform, instruments, lyres and mutes will be required to sign the Instrument and Equipment Loan Register on issue of the property. The register will also be signed off when the item is returned to the band.
- c. Members are expected to maintain in good working order and keep clean any property issued to them. Any damage or concerns about instruments or other equipment should be reported Yvonne Lovell as soon as possible. Equipment should also be stored securely when not in use.
- d. Members will return to the band any property issued to them, when requested by the Executive Committee or when leaving the band.
- e. Playing members are expected to keep music parts in good order and tidy within the rehearsal and engagement folders.
- f. Members who wish to borrow individual parts of music from the library will be required to see Pam Bryant (Librarian), sign the Music Loan Register, and return the music at the earliest opportunity.
- g. Instruments are only insured for use within Weston Brass. They must be insured by the player for any use other than this. Any damage or sustained loss for other use must be paid for by the player. This additional use is at the agreement of the committee eg. helping another band.

3. Breaching the Code of Conduct

In the event of a member of the band not adhering to this code of conduct of any other band policy, the band have a right to investigate and take necessary action to protect the integrity of the band and its members. The investigation will allow the band committee to gain the necessary information relating to the breach. A meeting will then take place between members of the committee and the member involved in the breach of practice. During this meeting the member will be given full opportunity to put across their case. They will also be entitled to representation from either another member of the band or other suitable representative. Based on the information given the committee will then consider any sanctions that are required to further protect the integrity of the band and band members. The member involved has the right to appeal a committee decision. This appeal should be made in writing to the committee within 14 days of being informed of the outcome of the investigation.

NB - If the matter is taken out of the committee's remit and other relevant authorities are involved (eg. police) then the committee will not investigate itself but liaise with the police as requested until a conclusion has been reached in full. Following any conclusion or investigation by the police the band committee reserve the right to then follow any breach of conduct guidelines. If 2 or more members of the band are involved the committee reserve the right to exclude those members from the band room, rehearsals and engagements until all investigations/actions have been completed. This in no way reflects the individual members feelings on any matter but merely seeks for the band committee to remain impartial until any case has been concluded in full.