



**Phoenix Brass Band**

**and**

**Phoenix Brass Training Band**

**Welcome and Information Pack**

**August 2019**

**Reviewed August 2020**

**Reviewed December 2021**

# **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, Phoenix Brass aims to offer any person, whatever age, 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.

Unlike most local organisations, it is our policy to offer all our services, namely instrument loan, musical direction and tuition for free. All we ask in return is that members are fully committed to improving their playing and regularly attend rehearsals and engagements.

In addition to providing instruments and musical direction to our musicians, we provide a fantastic opportunity to make new friends and develop lifelong skills.

We also provide our members with the opportunity to experience and take part in a wide range of engagements with the Training Band and as part of the Main Band.

## **Joining the Band**

We welcome any person, whatever their age, who has an interest in learning to play a brass instrument. Established players of any standard are welcome to join us at any rehearsal. New beginners will start with the Training Band and will initially be taught in a group together to learn the first basics of how to hold their instruments, how to produce notes and how to read the first elements of music and, usually quite quickly, after just a few lessons they will begin to put into practice the new skills they have begun to learn.

We require all new members to complete and sign a registration form with emergency contact details and photo/ video consent form etc. For younger players we will require their parent or guardian to complete and sign the appropriate forms.

## **Free Instrumental Loan**

Buying a brass instrument can be an expensive affair and can become a barrier to learning but not at Phoenix Brass! Whilst some of our musicians do have their own instruments or are using an instrument from school or a local music service, many of our players take advantage of our free instrument loans.

We have a range of instruments available to loan at no cost to members. The instrument is absolutely free to use whilst the member plays for Phoenix Brass. No catches! The only loan conditions are that the instrument is looked after carefully, and the Band member and their family make a solid commitment to the member attending rehearsals and engagements regularly.

## **Rehearsals**

Weekly rehearsals for Main Band take place every Tuesday and Thursday evening between 7.30pm and 9.30pm. Rehearsals are led by our Musical Director, David Watson.

Rehearsals for Training Band are currently split into two sessions, the Beginners Group from 9.45am until 10.30am and the more Advanced Group from 10.45am until 12 noon. Rehearsals are led by our Training Band Director, Marilyn Mason.

A team of DBS checked adult helpers help around the Band to support the young musicians. Our team of tutors will take groups and individual members out for short lessons during this time. Parents are welcome to stay and listen to rehearsals and lessons.

During all rehearsals, members are responsible for setting up and putting away their own equipment such as their chair, music stand, music, instruments and are always expected to give their best effort and full attention to the Musical Director. If a member is unable to attend a rehearsal, please let the Musical Director know in advance so the rehearsal and staffing levels can be planned accordingly.

# 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, Marilyn Mason, Training Band Director, and Richard Fradgley, Band Secretary. We have a comprehensive Safeguarding Policy and all our tutors, volunteers and other adults who regularly have contact with the Training 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 [www.phoenixbrassband.co.uk](http://www.phoenixbrassband.co.uk).

## 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 group transport has been arranged by the Band. 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.

In both instances, Band members will be made aware of best practice when providing lifts to young people and, in some cases, those with care and support needs in line with the Band's Safeguarding Policy.

## Concerts & Fundraising

We are an autonomous organisation, completely self-financing and do not have any direct sponsorship or any regular financial input from any local authority or organisation. Providing our instruments and services to our young musicians for free, we rely entirely on income generated from engagements, fundraising and donations to run the Band.

As such, we undertake a wide range of concerts and fundraising engagements throughout the year to which members are required to commit to attending. Where attendance is not possible, due to other commitments or extenuating circumstances such as holidays, illness, bereavement etc. we ask that members / their family to let us know in good time so we can arrange for the part to be covered.

The Band regularly provides an up to date list of engagements via email, displayed in the Band Room and on the Band Website [www.phoenixbrassband.co.uk](http://www.phoenixbrassband.co.uk).

We recommend that members and parents keep fully up to date with all news and events.

## Uniform

Members of both the Training Band and Main Band are required to part supply their own uniform for concerts. The Band will supply a white shirt, band tie, jumper, jacket and a waterproof puffa jacket for members to wear at engagements and to wear on the way to and from engagements. The white shirt, band tie, jumper, jacket and a waterproof puffa jacket will remain the property of the Band and must be returned to the Band alongside any loaned instrument should the member decide to leave the Band. There will also be a replacement charge should loss or damage occur.

Please refer to the Code of Conduct/Phoenix Brass Band Uniform Code for further information.

# Leaving the Band

It is always sad when members leave the band for whatever reason – relocation, other commitments, personal reasons etc. or maybe the person has decided that playing in a brass band is just not for them. These things happen, however before leaving, please speak to us, maybe we can help to resolve any issues that have arisen.

Should a member decide to leave, we require that any loaned-out instruments and uniform are returned to us cleaned and in working order as soon as possible so that we may re issue them to other people who may be waiting.

## Key Contact Details

Musical Director

David Watson, 01672 841315; email [watsondavid726@gmail.com](mailto:watsondavid726@gmail.com)

Training Band Director

Marilyn Mason, 01672 512634; email [marilynmason1@yahoo.co.uk](mailto:marilynmason1@yahoo.co.uk)

Band Secretary

Richard Fradgley, 01488 685004; email [r.fradgley@btinternet.com](mailto:r.fradgley@btinternet.com)

The contact details can be found via the Band Website [www.phoenixbrassband.co.uk](http://www.phoenixbrassband.co.uk)

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# Phoenix Brass Band

## Band Membership Application



### Section 1 – Personal Details

Full Name:

\_\_\_\_\_

Date of Birth:

\_\_\_\_\_

Address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

### Section 2 – Equipment Provided

Instrument Details:

Instrument: \_\_\_\_\_ Make: \_\_\_\_\_ Serial Number \_\_\_\_\_

I confirm that I have the above equipment on loan from Phoenix Brass Band in my possession and will notify the relevant Band Officer regarding any damage, losses or repairs needed.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Section 3 – Photography

I hereby give full consent for Phoenix Brass Band to take and use photographs of myself/my child for marketing and promotion purposes, including publishing in the Phoenix Flame, on the Band Website and Band Facebook Page.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### Section 4 – Emergency Contact Details and Medical Information

#### Emergency Contacts:

Please provide the details of a person we can contact in the event of an emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Contact Numbers: (Landline) \_\_\_\_\_ (Mobile) \_\_\_\_\_

Please also remember to notify Marilyn Mason or the Band Secretary if there is any change in the Emergency Contact information.

#### Medical Information:

Please give details of any medical conditions / health matters / allergies that might affect you / your child whilst taking part in band activities, including any medications. Please advise what action should be taken in an emergency.

*If there is no information, please write "None".*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It may be essential at some time for authorised persons acting on behalf of the Band to have necessary authority to obtain urgent treatment in the case of an accident, illness or incident.

Please sign below if you give your consent to emergency first aid treatment and/or appropriate action being given to the named band member on this form by trained personnel.

For members under 16 years of age, a parent or legal guardian must sign here.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please also remember to notify Marilyn Mason or the Band Secretary if there is any change in any medical condition.

This information will be stored securely and only used by band personnel to contact you for band related business.

## Section 5 - Supporting Young People and Adults at Risk

### Parental Consent

When transporting young people and vulnerable adults to rehearsals, engagements, concerts or even social activities, it is the responsibility of the parent or carer, unless group transport has been arranged by the Band. 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 Band Committee. This will be a personal arrangement and the band will not hold any responsibility for this arrangement.

Young player's 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.

Band members will be made aware of best practice when providing lifts to young people and, in some cases, those with care and support needs in line with the Band's Safeguarding Policy.

I, the undersigned parent/carer of \_\_\_\_\_

do hereby give consent for my child to be transported in line with the above requirements when appropriate and understand accept these terms.

Parent/carer \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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New General Data Protection Regulations (GDPR) came into force from 25 May 2018 that replace the current Data Protection Act. The new regulations apply to all types of organisations, including Phoenix Brass Band (the "Band").

Your privacy is important to the Band and we want to communicate with you as players, parents and members of the Friends of Phoenix in a way which has your consent, and which is in line with UK law on data protection. As a result of the change in the UK law, the Band now needs your consent to how we contact you. Please fill in the contact details you want us to use to communicate with you:

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

By signing this form, you are confirming that you are consenting to the Band holding and processing your personal data for the following purposes (please tick the boxes where you grant consent):

1. I consent to the Band contacting by post  phone  email

2.  To keep me informed about Band news and activities, including issue of the Phoenix Flame

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

You can grant consent to all the methods, one of the methods or none of the methods. Where you do not grant consent, the Band will not be able to use your personal data. For example, we may not be able to let you know about Band engagements, activities or issue the Phoenix Flame.

There may be certain limited situations, such as required to do so by law or to protect members of the public from serious harm. Further details can be found on the Information Commissioners Office website.

You can withdraw your consent at any time by writing to the Band Secretary or emailing [r.fradgley@btinternet.com](mailto:r.fradgley@btinternet.com). Please note that all processing of your personal data will end once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.



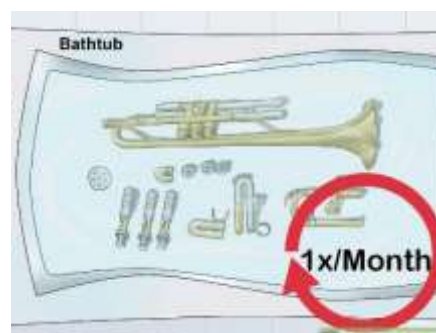
# Instrument Care



1. Wash your instrument regularly in warm soapy water. Bacteria, mould and fungus grows inside instruments over time – keep it clean! Regular cleaning not only keeps your instrument looking nice but washes away bacteria and dirt to keep it smelling nice too.



2. Polish your instrument with a silver cloth or ordinary duster if it is silver or an ordinary duster if it is brass. Do not use metal polish, Duraglit or polish wadding on any instrument as this is abrasive and will scratch the instrument, remove the lacquer and in some cases remove the plating. Re-lacquering /re-plating is a very expensive repair.



3. Oil your valves regularly. Do this one valve at a time. Loosen the valve cap, lift the valve partially out of the casing, apply a few drops of oil, return the valve, you may need to gently rotate the valve to align the valve guides. Do not remove all three at once. Each valve is different and only fits in its own casing. If you mix up your valves it will be difficult to put them back into the right casing. Damaged valves / casings are expensive to repair. (If you cannot get a valve back in, please wait to see the Musical Director/Training Band Director, do not force the valves in)



4. Grease your valve slides and tuning slides regularly with Vaseline. Slides should move easily. If a slide is stuck in, or you cannot get a slide back, please see the Musical Director/Training Band Director, do not force the slide as you may damage it, again damaged slides are expensive to repair.

5. When putting your mouthpiece in the instrument, do so gently with a little twist to keep it in, never force the mouthpiece in. Put Vaseline on the part of your mouthpiece that goes inside the instrument, to help stop it from sticking. If your mouthpiece becomes stuck in, please see the Musical Director/Training Band Director, do not try to force it out yourself, you may damage the instrument.

Please Note: Expensive instruments are loaned free of charge with the understanding that they will be well looked after.