



**Phoenix Brass Band  
and  
Phoenix Brass Training Section**

**Welcome and Information Pack**

**August 2019**

**Reviewed August 2020**

**Reviewed December 2021**

**Review April 2023**

**Reviewed February 2025**

**Reviewed July 2026**

# 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 Section 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 Section 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 at Froxfield War Memorial Hall, Froxfield between 7.30pm and 9.30pm. Rehearsals are led by our Musical Director, David Watson.

Rehearsals for Training Section take place on Saturday mornings at Froxfield War Memorial Hall, Froxfield. Rehearsals are led by our Training Section Leader, 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 one that is Brass Bands England Band Safe Accredited, Phil Gray, player. We have a comprehensive Safeguarding Policy and all our tutors, volunteers and other adults who regularly have contact with the Training Section 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 and the Band Group WhatsApp, 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 Section 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 puffer 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 puffer 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 Section Leader

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)

**August 2019**

**Reviewed August 2020**

**Reviewed December 2021**

**Reviewed April 2023**

**Reviewed February 2025**

**Reviewed July 2026**



## 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, Band Facebook Page and the Band Group WhatsApp

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 \_\_\_\_\_

**August 2019**

**Reviewed August 2020**

**Reviewed December 2021**

**Reviewed April 2023**

**Reviewed February 2025**

**Reviewed July 2026**



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.

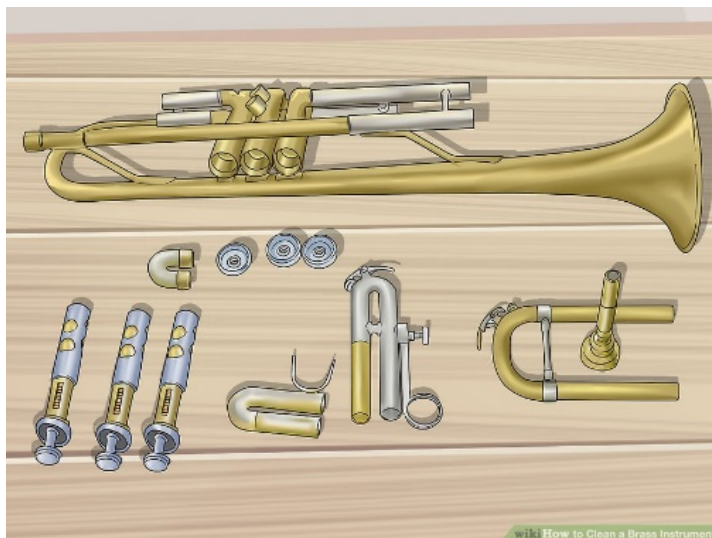
You can withdraw your consent at any time by writing to the Band Secretary or emailing [r.fradgley@btinternet.com](mailto:r.fradgley@btinternet.com). Please note that all processing of your personal data will end once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

# Maintenance of your Band Instrument

We want to make playing brass music accessible to everyone in Phoenix Brass Band.

The band instruments are loaned free of charge to you and are valuable. As a band member you are expected to ensure that your band instrument is kept in good working order and in the condition in which you received it.

Phoenix Brass is completely self-financing and does not have any direct sponsorship or any regular financial input from any local authority or organisation and, as a result, we ask you to carry out simple maintenance tasks on your instrument on a regular basis.



Please read the undermentioned guidance carefully.

If you are a member of the Training Section and are unsure or need help with looking after your instrument, particularly when using cleaning materials, please ask the Musical Director, Training Section Leader or a Main Band player.

## Instrument Cleaning requirements

Proper cleaning of all brass band instruments is essential to maintain their sound and quality and to ensure that they remain in a good condition and hygienic for continual use.

This should also reduce expenditure in having to repair instruments.

You will need to purchase your own valve oil and slide grease for day-to-day maintenance. This is available from music shops or online.

**On no account should Vaseline be used. You may find this referenced in other cleaning documents but Vaseline tends to dry hard and makes the valves stick. Vaseline also attracts dirt and grime more easily.**

## General Cleaning Guidelines

### Regular Cleaning Frequency:

Daily: Clean mouth pieces and wipe down exterior surfaces to remove oils and moisture. Use a simple soft non-abrasive cloth.

Monthly/Quarterly: Deep clean the entire instrument.

### Disassembly:

Carefully disassemble the instrument to clean each part thoroughly.

### Cleaning Products:

Use mild, non-abrasive soap.

Avoid harsh chemicals like bleach or alcohol on instrument surfaces, as they can cause damage.

## **MOUTHPIECE - Cleaning and Sanitising**

Tools Needed:

Mouthpiece brush.

Warm water and mild soap.

Steps:

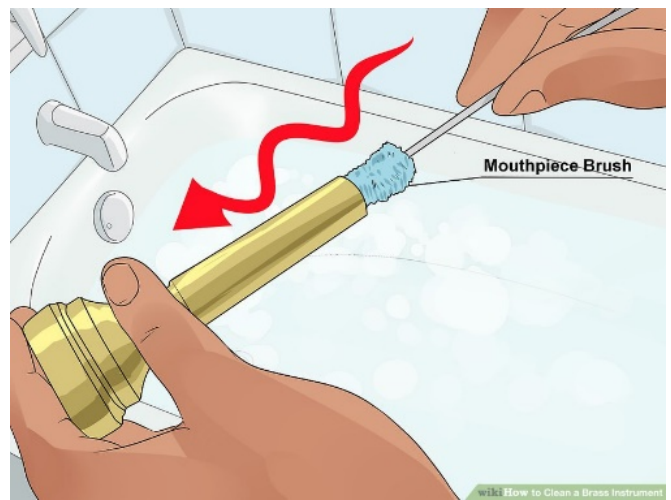
Soak the mouthpiece in warm, soapy water for 5–10 minutes.

Scrub the interior using a mouthpiece brush.

Rinse thoroughly with warm water.

Let it air-dry completely.

Never force the mouthpiece - if it becomes stuck please see the Musical Director in the first instance.



## **VALVES - Cleaning**

Tools Needed:

Valve brush, valve oil and cleaning snake.

Warm water with a small amount of dish soap.

*Please Note: one of the best valve oils is 'Blue Juice' - it is the most expensive but it lasts a long time. It is available from music shops or online.*

Steps:

Remove valves and slides carefully.

It is recommended that you do not remove all the valves at once - if you mix up the valves it will be difficult to put them back into the right casing.

Some valves may be numbered which will make removal much easier. If you do remove all the valves ensure that you record the valve number on a piece of paper as you take each valve out. So, for example, write on pieces of separate paper alongside each valve, "Valve 1, Valve 2, Valve 3" and so on.

Unscrew one valve at a time.

Loosen the valve cap and gently lift the valve partially out of the casing.

Use the cleaning snake to clean the tubing.

Rinse with warm water and dry thoroughly.

Apply small amount of valve oil to cover the surface of the valve.

Re-insert valve and turn it a few times to lubricate the inside of the casing.

## **SLIDES - Cleaning**

Tools Needed:

Brush, slide lubricant and cleaning snake.

Warm water with a small amount of dish soap.

Steps:

Remove slides carefully.

Carefully wipe the inner slide with a clean cloth.

Apply small amount of slide grease according to the instructions provided on the bottle/tub.

This may include squirting water on to the slide after application of the lubricant.

*Please Note: One of the best lubricants is 'Slide-o-Mix' which is a liquid lubricant. Slide cream can often be messy and less effective.*

## ALL INSTRUMENTS - Deep Cleaning

### Soaking:

Submerge non-sensitive parts (excluding felts, corks, or wooden components) in a tub of warm, soapy water.

Use lukewarm water to prevent damage to lacquer or solder joints.

### Cleaning the Tubing:

Use a flexible cleaning snake to scrub the interior of the tubing.

Rinse thoroughly to remove soap residue.

### Drying:

Allow all parts to air-dry on a clean, lint-free towel.

Avoid using heat sources like hairdryers, which can warp the instrument.

## Exterior Cleaning

Use a microfibre cloth to wipe down the exterior.

Avoid abrasive cloths or polishes that can scratch the finish.

Wipe gently to maintain the integrity of the lacquer or plating.

## Preventative Maintenance

### Storage:

Always store your instrument in a hard case with a soft lining to prevent dents and scratches.

Avoid extreme temperatures and high humidity.

Return your instrument to its case after you have drained any water from the spit valves and slides.

### Hygiene Practices:

Avoid sharing instruments without thorough sanitisation.

Rinse your mouth and try and avoid eating before and during playing to minimise buildup of dirt and grime inside the instrument.

If your instrument stops working properly or you have an accident with it, do not try to repair it yourself. Please speak with the Musical Director.

By following the above steps hopefully you will ensure that your band instrument will remain in excellent playing condition while being safe and hygienic to use.

