



Andover Town Band

CODE OF CONDUCT

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 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, as well as engagements. Quietness when music is being rehearsed is necessary to show respect for everyone's desire to concentrate.
- c. Members will adhere to the band's policies 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. Regular attendance and punctuality are essential. Playing Members are expected to attend scheduled band rehearsal, contests and engagements as per the current published engagement list. On the occasions where they are not available, members should give as much notice as possible through communication to the appropriate Musical Director. Relevant contact numbers are listed in our Welcome Information document.
- f. In the event of short notice, or last minute unavailability, playing members must make every effort to inform the Musical Director, Chair, Vice Chair or Band Manager in person or by telephone/text as soon as possible.
- g. Playing Members who will not be available for engagements are requested to assist with arrangements for replacement players if possible by suggesting alternative personnel from other sources. Deputy players must be agreed with the relevant MD.
- 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 try to 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 appropriate property 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



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equipment should be reported to the Band Manager 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 Trustees 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 sign the Music Loan Register, and return the music at the earliest opportunity.

3. Breaching the Code of Conduct

In the event of a member of the band not adhering to this code of conduct or 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 3 appropriate 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 chair within 14 days of being informed of the outcome of the investigation, stating their grounds for appeal. The chair will invite 2 trustees who have not been involved in the investigation so far to review all the collated information, and make a final decision regarding the outcome. The chair will respond to the member in writing with this decision within 14 days of receiving the appeal.