

CORSHAM WINDBAND

New Members Pack



CWA at the Council of Europe 2014

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Dear New Member

May we take this opportunity to welcome you to the Corsham Windband Association (CWA)?

For all our new members we have created this welcome pack that we hope you will find useful. It gives you some idea of what the Corsham Windband is all about and the information included is as follows:

- The Association and its Bands
- A Brief History of the CWA
- General information to include:
 - Band Timetable and Rehearsals
 - Membership
 - Instrument Hire and Tuition
 - Musical Theory Lessons
 - Music Exams
 - Uniforms
 - Communications and Publicity
 - Gift Aid

We are sure that you/your child(ren) will enjoy and develop from the musical and social experience that we are able to offer.

Kind regards

David Price
Membership Secretary
on behalf of the Corsham Windband Association

THE CORSHAM WINDBAND ASSOCIATION AND ITS BANDS

The CWA is a registered charity based at the Corsham Arts Centre, Pound Pill. In general, the aims of the association are to promote and foster the enjoyment of playing music with friends; promote musical proficiency and excellence; encourage social awareness and responsibility within the Association and local community. We have a membership of about 150 young musicians from Corsham and the surrounding areas in Wiltshire with ages ranging from 5 to 24 years. It is this company of young musicians that make up 3 very individual bands that form the core of the Association:

The Training Band. This band is made up of novice musicians with little or no experience of playing an instrument or reading music. The band is underpinned by a training and teaching programme that guides the musicians towards their Grade 1 & 2 practical and theory music exams. Although encouraged, it is not essential for Training Band members to take music exams as Training Band has an emphasis on the fun-side of music making with a weekend residential course, and other musical trips undertaken. Normally, as musicians progress to Grade 2, and at the discretion of the Musical Directors, individuals advance into the Spectrum band.

The Spectrum Band. Spectrum is the intermediate band that accepts musicians that have reached a reasonable standard, usually Grade 2 practical. Most members work toward further musical exams, not only for personal advancement but also to contribute to improving the band's overall performance. The Band has a busy programme of engagements playing at fêtes and open days as well as entering competitions and music festivals. The Musical Directors will decide when an individual has shown the right attitude, commitment and achieved the appropriate musical standard in order to begin playing with the Youth Concert Band. It is expected that individuals would spend a transition period playing in both the Spectrum and YCB.

The Youth Concert Band (YCB). YCB is the most senior band. Membership is enjoyed by musicians who have generally attained a music Grade 4/5 practical exam. These musical skills are necessary in order for the musicians to cope with the standards expected by the band's Musical Director and competition judges. The band is enthusiastic in entering international, national and local music festivals and has enjoyed considerable success in recent years at the National Music for Youth Competition. Along with Spectrum Band, YCB have undertaken tours to France, Germany, Norway and Scotland.

A BRIEF HISTORY OF THE ASSOCIATION

The Corsham Windband Association began life as the Corsham School Windband under the direction of Sonia Blandford in March 1981.

In April 1982 the Band had its first tour of Europe; the people of Corsham's twin town - Jargeau, played host and the Band enjoyed excellent hospitality. We performed at numerous concerts and were treated like superstars by the local people. This was to forge a solid and affectionate relationship, which still exists today. The band continues to undertake trips to Jargeau on a regular basis.

To compliment the tours, the Corsham School Windband were entering music festivals and winning! Individual members were also beginning to gain musical recognition, the Associated Board of the Royal Schools of Music theory and practical examination results were and continue to be of an extremely high standard. As a result of the musical education given and encouraged by the Windband Association several of our musicians have entered higher education and have since gained degrees and diplomas in music; some have gone on to become professional musicians and many contribute to the CWA as adults.

In 1987 the Band became a registered charity, the Corsham Windband Association. The Windband Association entered its tenth year with a history of successful performances and tours. Parents continued to offer full support and the Corsham Windband Committee, elected annually at the Association's AGM, continued to be a source of labour, guidance and leadership. From 1982 to 1991 various bands, choirs and orchestras from France, Germany, Norway, Scotland and regional bands from England were able to visit due to the hospitality offered by Association Members and their families.

Between 1991 and 1995 the Youth Concert Band toured Scotland, Norway and Germany, participating in concerts at Glasgow, Mandal, Kristian, Cologne and Durschied.

Musical experiences have been enhanced by joint concerts with groups from America and Canada. The Wayzata String Orchestra from Minnesota and the Cheekataga School Windband from Buffalo were young musicians of a high standard and joint concerts proved to be a memorable and educational experience.

In 1996 the YCB were invited to perform at the International Windband Festival held in Strasbourg (France). This prestigious event featured 3000 musicians from the world of amateur music making. Our performance was outstanding and we gained 1st

place in the third section. This event was repeated in 2000 where we were placed 3rd in the second section.

In 1996 and 1999 the Windband Association participated in 2 of the World's Largest Orchestra Events where both events were recorded in the Guinness Book of Records.

2001 was a year of celebration that marked the 20th Anniversary of the Association. The first event was a celebratory Ball held at Grittleton House, followed later in the year by 2 special concerts. Aurora High School, a band from Canada came over especially to perform with us. During that year a weekend in September was put aside to record our own CD named 'There and Back'. The recording proved to be a fine illustration of the achievements of the Association over the past 20 years. In 2007 the Association ran a successful trip to Spain, playing at engagements and sightseeing near Barcelona.

At a local level, we continue to win prizes at the Mid-Somerset Festival and British Symphonic Windband Association regional events. In 2008, Spectrum Band was invited to play at the National Concert Band Festival in Warwick, along with the top wind bands in the UK. The Association also holds concerts each year at which all Bands perform. However, the greatest testimony to the achievement of the Association is the social impact on the lives of its members. Within a small community there are hundreds of children and young people who have enjoyed the magic of playing a musical instrument. Families have formed lasting relationships with people in the local community, America, France, Germany and Norway.

In 2011 we celebrated our 30th Anniversary with a weekend of performances culminating in a concert held at Corsham School. All three bands performed to a large audience and many older ex-members returned to join the YCB to create the Anniversary Band, playing pieces ranging from those by Holst and Elgar to Andrew Lloyd-Webber and Lionel Richie.

In 2014 the YCB won the Gold Award in their category in the Mid Somerset Festival in Bath. The Association also ran an overseas trip for the first time in 7 years to Strasbourg. We were able to take 40 children to play and performed with a local band, The Harmonie Schiltigheim who were the hosts for a joint concert in the Schiltigheim Concert Hall and CWA gave a concert by themselves in the Atrium of The Council of Europe.

GENERAL INFORMATION FOR NEW MEMBERS

BAND TIMETABLE AND REHEARSALS

It is important for members to attend rehearsals if we are to maintain our high musical standards. Band practices are held during school term periods at the following times:

Friday

6.45 - 9:00pm - Youth Concert Band practice.

Saturday

09:15 - 10:15am - YCB and Spectrum Band theory lessons.

10:15 - 10:45am - Training Band theory lessons.

09:15 - 10:15am - Training Band practice.

10:15 - 12:15am - Spectrum Band practice.

Band Practice takes place during School Terms

Autumn Terms: September to January (With a break at the school holiday)

Spring Terms: January to April - until the Easter holidays (With a break at the school holiday and on the Easter weekend if not in the main holiday.)

Summer Terms: April to July (With a break at the school holiday)

A newsletter is produced approximately monthly with details of term rehearsal times and main engagements, which is distributed by email. Parents and carers should also check emails regularly for band news. Uniform is not necessary for Band practice periods. Occasionally however, it may be necessary to wear uniform for a dress rehearsal prior to a Concert or Competition, but members are always given prior notice. Band practices are taken by the Musical Director(s) (MD) responsible for each band.

MEMBERSHIP

Membership and Fees. Membership of the CWA is open to anyone who has an interest in playing a Windband instrument, irrespective of musical ability. The only

criteria are that a child is able to hold an instrument and produce a note!! A membership fee is necessary to keep the Association solvent and is used for such things as insurance, hire of the Arts Centre, instrument maintenance and replacement, administration costs, buying new music and subsidising costs relating to Uniforms, Band tours, festivals and competitions. Grants may be available to help with these costs for eligible families, please talk to the Membership Secretary or the Association Chair in confidence.

Subscription

- The Membership fee is £30 per term per person (£90 per year).
- Family membership for 4 or more individuals is capped at £90 per term (£270 per year).
- Please note that membership fees are subject review periodically.

Payment of Fees

- If you can, **please pay an annual subscription** as this significantly reduces membership administration and our costs. Annual subscriptions are collected in September, so please pay by the term until then.
- If you pay subs on a per Term basis - subs must be paid by the **1st Band practice of each term.**
- Direct BACS payment is available, details are: Account Number: 41394088,  Sort code: 40 18 13, using the child's name as reference. Instrument hire can be included.
- If paying by cheque please make cheques payable to "Corsham Windband Association" and mark the back of the cheque with the Member's name(s); indicate 'Term-sub', 'Annual-sub' or 'Instrument Hire' as appropriate.
- Please complete a Gift aid form (attached) with your first payment as that helps the association to reclaim tax on your subscription.

Once completed please send to: David Price, 2 Farthingale Cottages, Academy Drive Corsham, SN13 0SD

Application for Membership. A membership application form is contained at Annex A, and you are asked to complete all elements of the form for each child. Please be assured that contact information is only used for Band administration, emergency and Health & Safety reasons.

Member's Code of Conduct. In order for everyone to get the most enjoyment from being part of the Band there are a few basic rules that need to be understood and respected. A copy of these basic rules can be found at Annexe B. You will note that

the Membership application form refers to this code and the member/parent/guardian are asked to sign as having agreed to them.

INSTRUMENT HIRE

Instruments may be hired from the association and details regarding our instrument hire policy can be found at Annex C. Hire charges are £25 per term. Larger instruments, eg tuba, French horn, trombone, oboe, bass clarinet, tenor/baritone sax and bassoon are available at a reduced rate of £5 per term, to encourage new players of these instruments. Please annotate your membership application form and complete the Instrument Hire Agreement if you hire an Association Instrument. For further information about instruments for hire, please contact our instrument co-ordinator or chairman, details on the CWA Website.

MUSIC THEORY LESSONS

Music theory lessons are provided free of charge to help children learn and understand the written elements of music. Many children attending these lessons work towards Associated Board Examinations for Theory - the band has a very good success rate in all musical theory exams.

Please annotate your membership application form if you wish to take music theory lessons on Saturday mornings. For further information about theory lessons, please contact our in-house theory tutors at the Arts Centre on Saturday mornings.

INSTRUMENT TUITION

Corsham Windband has a successful in-house instrument tuition scheme where senior band members who usually have at least Grade 5 practical and Grade 3 theory are able to teach new members. Fees are monitored by the Association and are paid, as arranged, directly to the tutors. We can help you arrange private lessons with in house teachers by filling out the Tuition Request form contained at Annex D. A parent/carer must remain on the premises while the child is being taught, whether lessons are held at home or at the band rehearsal venue. For further information about instrument lessons, please contact the Musical Director of the Band that you intend to join or the Chairman, details on the CWA website.

THE ASSOCIATED BOARD OF THE ROYAL SCHOOLS OF MUSIC EXAMINATIONS

Practical and theory examinations with the Associated Board of the Royal Schools of Music can be arranged through the Corsham Windband Association. The band has a very good success rate with all music exams and we present many certificates to members at our public concerts and performances. For further information about taking music exams, please contact our Music exam co-ordinator whose details are on the CWA website.

UNIFORMS

No uniform is required for routine band practices. However, for concert and competition performances the bands appearance is very important. It is the player's responsibility to ensure they have correct uniform well in advance of engagements. A smart dress code is hence necessary for all public appearances. Uniform for each of our bands is as follows:

Training Band. All members to wear the Band light blue polo shirt with band logo.

Boys must wear Black/Grey school trousers; black/grey socks; black shoes (no trainers). **Girls** must wear Black/Grey school skirt or trousers; white or grey/black socks; black shoes (no trainers).

Spectrum Band. All members to wear the Band Polo shirt and sweatshirt of a specific colour dependant on the instrument played:

- Blue - percussion and trumpets.
- Yellow - clarinets and flutes.
- Red - bass end, saxophones, horns.

Boys must wear black trousers; black/grey socks; black shoes (no trainers).

Girls must wear black skirt or trousers; black tights; black shoes (no trainers).

Youth Concert Band. All members to wear the Red and Black Band jacket.

Boys must wear white shirt with a plain black tie; black trousers; black/grey socks; black shoes (no trainers). **Girls** must wear white blouse with a plain black tie; black skirt or trousers; black tights; black shoes (no trainers).

Purchase of Uniforms. Training Band polo shirts, Spectrum Band polo and sweatshirts should be ordered through our Uniform Coordinator. Some second hand uniform may

be available. The Association owns YCB jackets and you will need to pay a £30 deposit for the use of the Jacket during your time as a member of YCB. This deposit is fully refundable when you return the jacket.

For further information about uniforms please contact the Uniform Coordinator whose details are on the CWA website.

An informal CWA 'Hoodie' is available for 'non Uniform' events. Orders can be placed for these any time but they are bought in 'batches' so there may be a short time delay in delivery.

COMMUNICATIONS & PUBLICITY

Newsletters. Communication within the Association is generally covered by a routine Newsletter published approximately monthly. These are sent via email. Topics covered include rehearsals, concerts and competitions, band trips, fund raising events etc. During the term, important news is sent out by email, so it is important to check emails regularly to keep up to date, or visit the website at corshamwindband.org.uk.

Corsham Windband Website. Useful information regarding the Corsham Windband can be found on our website: www.corshamwindband.org.uk. Comments & suggestions about the website are welcome and you can pass ideas to CWA Admin via the website.

Note to Parents/Guardians Regarding Band Photographs. There are a number of occasions when your child may appear in photographs or videos taken during band activity. These are used in concert programs, membership publicity etc. Additionally, group photographs of the Band (without the mention of names) are sometimes published on our website. If you object to photographs of your child being used in this manner, please annotate the membership application form accordingly. You must also ensure that your child is made aware that you do not wish them to be in band photographs, as removal of individuals from the band during photo sessions can prove distressing to some members.

THE CORSHAM WINDBAND ASSOCIATION COMMITTEE

As a registered charity, the Corsham Windband Association has named Trustees and is managed by a committee appointed at the Annual General Meeting held each April. All Committee members are volunteers who give up their spare time to support the

Association. Their primary responsibility is to oversee the everyday running of the organisation in order to achieve our stated aims mentioned earlier.

Parents Involvement and Support. The Association actively encourages parents to support us in whichever way they can, eg fundraising, helping with the transport of equipment to concerts and performances etc. If you are able to help in any way, or would like to know more about being involved on the Committee, please contact our Chair whose details are on the Website.

Annexes:

- A. Membership Application Form.
- B. Members Code of Conduct.
- C. Instrument Hire Policy and Agreement.
- D. Instrument Tuition Request Form.
- Gift Aid

Corsham Windband Membership Application - please complete one per child joining

The Corsham Windband Association keep records of all members on a central database. Please complete all sections of the form. The information is held in confidence and used for Band purposes only.

Section 1 - Membership Details

| | | | |
|----------------------------------|----------------|---|--|
| Christian Name | Surname | Date of Birth | Parent/Guardian or Next of Kin Contact Name |
| | | | |
| Address | | E.mail | |
| | | | |
| | | | |
| Post Code | | | |
| | | | |
| Telephone 1, Inc STD Code | | Telephone 2 and/or Mobile Inc STD Code | |
| | | | |

Section 2 - Band Details

| | | | |
|----------------------|-----------------------|------------|-----------------------|
| Training Band | Spectrum Band | YCB | Attends Theory |
| | | | |
| Instrument 1 | Grade Achieved | | Theory Grade |
| | | | |
| Instrument 2 | Grade Achieved | | |
| | | | |

Instrument Hire Summary

Please complete the instrument hire agreement

| | | | |
|---------------------|------------------------------|-----------------------|---------------------------------------|
| Instrument 1 | Instrument Serial no. | Form Completed | Sent to Instrument Coordinator |
| | | Yes/No | Yes/No |
| Instrument 2 | Instrument Serial no. | Form Completed | Sent to Instrument Coordinator |
| | | Yes/No | Yes/No |

Section 3 - Payment of Subscription and Instrument Hire Fees

If possible, please pay an annual fee as this reduces our administration costs.

| | | | |
|--|---------------------|-----------------------------------|-----------------------|
| Fee per individual: | | Fee for 4 or more Members: | |
| Term = £30 | Annual = £90 | Term = £90 | Annual = £270 |
| | | | |
| Instrument Hire = £25 per Term (£5 for certain instruments) | | | Total Payable: |
| | | | £ -- 00 |

Section 4- Medical Conditions

If your child suffers from any medical condition that you think we should be aware of, please give details;

Medical Condition

Medication taken

Emergency Treatment

| | | |
|--------------------|-----------------------|-------------------------|
| Doctor Name | Doctor Address | Dr telephone No. |
| | | |

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Section 5 - Declaration

1. We have discussed and accept the Association Membership Code of Conduct.
2. I am content for my child to be photographed with the Band for Association publicity.

Signed by the Parent/Guardian

Signed by the Member

Print Name:

Print Name:

Date:

CORSHAM WINDBAND MEMBERS - CODE OF CONDUCT

As a member of the Windband, there are a few simple rules we would like you to take note of:

1. Attendance must be consistent to make the band successful. Your presence is important because one person missing can change the sound of the band, since each instrument makes an important contribution. **Please let your Musical Director know in advance if you are unable to attend prearranged rehearsals/concerts/events.** It would be helpful if you could give as much notice as possible so that we can make necessary alternative musical arrangements. We hope that joining our band means that you will enjoy making music with your friends and that you will want to come and play each week to help the whole band sound even better.
2. Whilst at rehearsals/concerts/events everyone is expected to **behave in an appropriate manner**. Appropriate is: listening - not talking unless to ask questions - trying to remain cheerful - being friends with your friends - enjoying playing - being on time - showing courtesy and respect to everyone. If you are having trouble getting to rehearsals, or something is bothering you; your Musical Director is there to help.
3. Please practice the music we are working on between rehearsals. There are opportunities for moving up through the Band groups, but this will depend on your level of commitment and ability.
4. Membership **subscriptions and instrument hire fees** must be paid by the 1st Band Practice of each term that they are due. It is your responsibility to remember to pay your fees. If you experience difficulty in paying fees, please talk to the Chair or Membership Secretary in confidence, grants may be available.
5. **We encourage Youth Concert Band members:**
 - a. To be a positive role model for the Spectrum and Training Band members.
 - b. As teachers, to pass on their valuable musical skills & experience to others.
 - c. To have achievable musical goals for themselves.

SOME IMPORTANT POINTS ON HEALTH & SAFETY

6. When in rehearsals do not leave the practice room without permission. No member under 16 should leave the rehearsal building unless written parental consent has been received by the Association, and you have informed the Musical Director of your band.

IF YOU DO LEAVE THE REHEARSAL VENUE WITHOUT PERMISSION, THE ASSOCIATION CANNOT ACCEPT RESPONSIBILITY FOR YOUR SAFETY.

7. **Child Protection.** The Association is committed to providing a place where children's welfare is paramount. A copy of our Child Protection policy is available for parents/carers; please ask the Secretary if you would like to read it. If you and/or your child have any worries or concerns about child protection, please talk to the Nominated person, who is the Association Chair, or the Deputy, who is the Association Secret

8. **IN CASE OF FIRE:** When the fire alarm sounds, follow the directions of the Musical Director and leave the building at the nearest exit. Wait at the Fire Meeting Point for the roll call to be taken. Do not leave the Fire Meeting Point with your parents without notifying the Musical Director of your Band.

TERMS OF INSTRUMENT HIRE

Depending on availability, musical instruments may be hired from the Corsham Windband Association on a termly basis, subject to the conditions of hire being agreed and abided by together with a non-refundable hire fee of **£25.00 per school term (old 3 terms)** being paid. The hire fee is **payable in advance** at the beginning of the term to which it applies. No refund for a part term hire can be made.

Short Term Hire:

Smaller and less expensive instruments are intended for short term hire only i.e. two-three school terms, after which members are expected to purchase their own instrument. However, if there is no waiting list for the instrument it may be possible to extend the hire term.

Long Term Hire:

Large or more expensive instruments such as Tuba, Bass Clarinet, Baritone Saxophone, French Horn, Euphonium, Trombone and Oboe are available for longer periods.

Repair and Maintenance:

It is the responsibility of the hirer to care for the loaned instrument as if it were his/her own. Loss or accidental damage is the responsibility of the hirer. If an instrument becomes faulty due to fair wear and tear, the fault must in the first place be discussed with the Musical Director of your band who will then authorise repair as necessary. The instrument can then be taken to Ray Colomb, 17 Pickwick Road, Corsham, Wiltshire SN13 9BQ Tel: 01249 715274 our approved repairer, and he will invoice the Association direct against our authorisation. Payment for repairs other than those approved cannot be reimbursed.

Return of Instruments:

If the instrument is no longer required, it should be returned to the Musical Director of the relevant band for checking. Instruments should be returned in the condition received, and with accessories as supplied, e.g. with replacement reed and cleaning cloth. Should the instrument be returned needing repair to damage, then the hirer will be invoiced for the repair.

Advice and guidance on the purchase of instruments can be obtained from the Musical Directors.

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**Property of Corsham Windband Association
Saxophone, Tenor Stock No. 101**

Conditions of Hire

Payment must be made at the start of each school term of hire. No refund will be made for part of a term. It is the responsibility of the hirer to care for the loaned instrument as if it were his/her own and to return it in the same condition as it was received at the end of hire (less fair wear & tear). Loss or accidental damage is the responsibility of the hirer. If an instrument becomes faulty, it should be discussed in the first place with the Musical Director of your band who will then authorise repair as necessary. The instrument can then be taken to our approved repairer Ray Colomb, 17 Pickwick Road, Corsham, Wiltshire SN13 9BQ Tel: 01249 715274, and he will invoice the Association direct. Payment for repairs other than those approved cannot be reimbursed.

Sample Label to appear in each Instrument Case

Sample Authorisation for Repair

Ray Colomb
17 Pickwick Road,
Corsham,
Wiltshire
SN13 9BQ

Date:

Re: (Instrument)

Please carry out repair the above instrument as detailed below and invoice to Corsham Windband Association.

.....

.....

Authorising Signature:

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INSTRUMENT TUITION REQUEST FORM

Members Details

First Name: _____ Surname: _____.

Instrument Played: _____.

Date of Birth: _____.

Training Band¹ Spectrum Band YCB

Address: _____.

_____.

_____.

_____.

Telephone number: _____.

Date: _____.

Other Details: Please use the space below to tell us any other information that you think may help us to provide the best possible tuition for your child.

NB A parent/carer must remain on the premises while the child is being taught.

¹ Circle the Band that you play in.

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GIFT AID DECLARATION FORM FOR THE CORSHAM WINDBAND ASSOCIATION

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The Corsham Windband Association, as a charity, is registered with the Inland Revenue to benefit from Gift Aid. This means that we can claim money from the Inland Revenue against subscriptions.

Using Gift Aid means that for every pound you give, we get an extra 28 pence from the Inland Revenue, helping your subscriptions go further.

This means that £10 can be turned into £12.80, just so long as your subscriptions/donations are made through Gift Aid. Just imagine what a difference that could make to the Windband Association, and it doesn't cost you a thing. So if you want your subscriptions/donations to go further, Gift Aid them. Just complete the attached form and send it back with your membership application..

Please make sure that the person's name on the attached form pays income tax, and is the person who gives the Windband subscriptions/donations.

Gift Aid represents a great opportunity for the Corsham Windband Association to make the most of all your contributions, please take the time to return a completed Gift Aid Declaration.

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So if you want your subscriptions/donations to go further, Gift Aid them. Just complete this form and send it back to Corsham Windband Association.

First Name* _____

Surname: _____

Address: _____

Postcode: _____

Band member/s name/s _____

***(of taxpaying subscription payer, not band member):**

I would like all donations/subscriptions I make to be Gift Aided.

Signature: _____ Date _____

To qualify for Gift Aid, what you pay in income tax or capital gains tax must be at least equal the amount that the Corsham Windband Association will claim in the tax year (currently 28p for every pound collected).