



# Hangleton Brass Band

## Code of Conduct

### Member Conduct

- All Band members have a responsibility for safeguarding and as such have a duty of care for each other.
- 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.
- Members will adhere to the band's policies including but not limited to Safeguarding and Health and Safety.
- 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 band manager.
- Playing Members are expected to attend scheduled band rehearsal, contests and engagements as agreed.
- On the occasions where they are not available, members should give as much notice as possible through communication to the relevant band leader/MD.
- In the event of short notice, or last-minute unavailability, playing members must make every effort to inform the MD or band manager in person or via Classlist as soon as possible.
- Playing Members who will not be available for engagements are requested to notify the engagements manager (Rachel Taylor) and MD as soon as possible so that a replacement can be found.
- Playing Members are expected to always have their music parts available for rehearsals and engagements. If, for any reason, a player cannot attend a rehearsal or engagement, they must ensure that the music is forwarded to the band, or left with the band in anticipation of their absence.
- Band members are expected to assist with the setting up and packing away of chairs, stands, drum kit and other equipment at rehearsals and engagements.
- Band members should arrive at engagement venues by the time stated and wear the full uniform specified.
- Band members are expected to dress smartly wearing the agreed band uniform for all engagements unless otherwise notified.
- Phones should not be used while rehearsing or performing.

### Property Care

- Members are expected to keep their uniform clean, maintained and secure.
- Members who are issued with band property, including items of uniform, instruments, lyres and mutes will be required to sign the appropriate property register form on issue of the property. The register will also be signed off when the items are returned to the band.
- 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 to a committee member as soon as possible.
- Equipment should also be stored securely when not in use.
- Members will return to the band any property issued to them, when requested by the Committee or when leaving the band.
- Playing members are expected to keep music parts in good order and tidy within the rehearsal and engagement folders.
- Members who wish to borrow individual parts of music from the library must get permission from the Librarian and return the music at the earliest opportunity.

## **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 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.