

# Redland City Bands



## MEMBER HANDBOOK

*2022 Edition*

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## WELCOME AND MISSION STATEMENT

Welcome to the Redland City Bands and thank you for selecting Redland City Bands for your journey in a community-based music program.

Redland City Bands, founded in 1984, is a community-based not-for-profit organisation which promotes and performs music in the Redlands. We currently have six bands, supporting musicians from early learners to advanced brass, woodwind and percussion players. Our membership, which currently exceeds 130, is of mixed gender and ages from 8 to 80, playing at different levels and in different musical styles.

**OUR VISION:** Redland City Bands Inc. is recognised as the premier provider of music-playing opportunities in the Redlands and is accepted as an essential part of the creative and cultural fabric of the local community.

**OUR MISSION:** We provide an opportunity for musicians to learn, play and enjoy music through our programs and performances to entertain the broader Redlands community.

As a community-based organisation, we are guided by openness and inclusivity for anyone interested in becoming a member. We are governed by a committee built upon the generous donation of individual volunteers' time and talents for all positions. As a member, your time and talents are a key aspect to the success and enjoyment of learning and performing music in this organisation. It is important that Redland City Bands supports you and provides some direction to guide you to the correct information. This Membership Handbook clarifies our structure, our Code of Conduct, and the opportunities available for you to become more involved as a volunteer or committee member. This handbook compliments, but does not replace, our constitution which is available on the Redland City Bands website.

Sincerely,  
Redland City Bands Committee



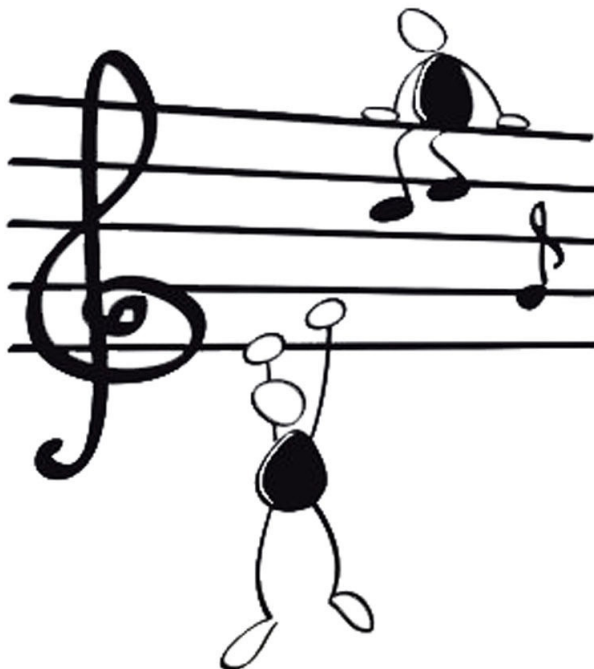
## CODE OF CONDUCT

The Code of Conduct (CoC) has been prepared to assist the Redland City Band (RCB) organisation realise its Vision and Mission: it consists of organisational principles considered necessary to achieve these. The CoC outlines the standard of conduct and behaviour expected of members, volunteers and conductors of the RCB organisation at meetings, performances, rehearsals and all RCB events. Any observed breaches of the CoC principles, or other concerns, should be referred to the executive committee, who will investigate and if considered necessary, address in accordance with the disciplinary process outlined in the Constitution.

### **PRINCIPLES:**

- Value, encourage and support each other as musicians in the pursuit of musical excellence, performance and enjoyment.
- Treat each other with honesty, respect and courtesy.
- Act with professionalism to foster and preserve our reputation as individuals and colleagues representing the organisation and the Redlands community.
- Demonstrate commitment by practising regularly, by attending rehearsals and performances regularly and on time, by asking for any musical guidance and by performing as an integral part of your section and the band as a whole.
- Recognise the individual rights and worth of each person without regard to age, gender, ability, race, religion, culture or disability. We all have a contribution to make and we all have individual circumstances; don't be too quick to judge others.
- Do not engage in or tolerate bullying, harassment, verbal or physical abuse or threatening behaviour towards any individual.
- Make Redland City Bands a safe place for children and young musicians. Report any suspected or disclosed child safety concerns to a committee member or other appropriate authority.
- Maintain all music and music folders in good condition, return all music and folders at the end of the year or on request. If music or folders are damaged or not returned, the member will pay to replace the items. Pencil markings only are allowed on music.
- Respect and maintain any band or council property including all instruments and percussion, band hall and its fixtures. Take due care and responsibility for all property when moving equipment for performances. Report any damage, defects or safety concerns.
- Include everyone and appreciate their contribution as volunteers. We are a community organisation striving for excellence, but we are not paid professionals. Fun and enjoyment is a part of what we do.

- Abide by all Australian Local, State and Federal laws and regulations.
- Be responsible when consuming alcohol at any event where it is served. Intoxication, illegal drug use and associated poor behaviour will not be tolerated.
- Represent Redland City Bands in the community proudly and positively at all times.



## ***GRIEVANCE POLICY***

It doesn't happen often, but from time to time things, disputes or misunderstandings between members can occur. We have a Grievance Policy to help resolve disputes in either an informal or formal manner, and a copy can be found on the website or provided on request.

## COMMITTEE

Redlands City Bands is an Incorporated Association and operates in accordance with its Constitution. The Constitution provides policies and procedures on how RCB should run, including the members of, and the function of the Committee. The Constitution is accessible on the Band's website [redlandcitybands.org.au](http://redlandcitybands.org.au), under the "About Us" tab.

The Committee consists of:

- Elected office bearers at AGM;
  - President,
  - Vice-President,
  - Treasurer,
  - Secretary,
  - Instrument and Property Officer,
  - Communications and Promotions Officer, and
  - Librarian
- Appointed by elected officers:
  - Musical Director, and
  - Band Conductors
- Elected post-AGM by each band
  - Band Representatives

All role descriptions are detailed in the Constitution, with the exception of the Band Representative and Volunteer Coordinator roles which are described on the following pages.

You can contact the committee via the following email address:

[redlandcitybands@gmail.com](mailto:redlandcitybands@gmail.com)

Alternately, the following are email addresses for key committee members:

[president@redlandcitybands.org.au](mailto:president@redlandcitybands.org.au)

[treasurer@redlandcitybands.org.au](mailto:treasurer@redlandcitybands.org.au)

[secretary@redlandcitybands.org.au](mailto:secretary@redlandcitybands.org.au)

## ***Band Representative***

Band Representatives (Band Reps) play a very important role in the Redland City Bands organisation. This position is the link between the Committee and the members of each Band or playing group. Each Band Rep assists their Conductor with communicating important aspects of upcoming performances and regular activities.

The Band Rep is elected by each band at the first rehearsal following the Annual General Meeting.

The responsibilities of the Band Rep are:

- Attend Committee meetings
- Communicate input from the members of the band they represent to the Committee
- Communicate information and actions from Committee meetings back to the Band members
- Mark the attendance roll for each rehearsal
- Help with the collection of membership forms and membership fees and provide a receipt for fees paid
- Provide direction to members on uniforms and dress code for concerts
- Provide details of band member uniform requirements to the property officer
- Liaise with the property officer for any instrument rental requests and provide forms
- Welcome new musicians, add them to the roll and assist them to get music and understand the organisation
- Use a mobile app such as “Text2Group” or similar, to provide updates and performance information to members (reasonable app costs reimbursable by Redland City Bands)
- Any other reasonable requests.



## **VOLUNTEERS**

Like all community organisations, RCB relies on the wonderful support of volunteers to assist in running various musical and fundraising events or supporting the organisation in any other capacity. Should a member be interested in volunteering, or having family or friends volunteer, they should contact the volunteer coordinator or any member of the committee. Volunteer duties could include but are not limited to:

- assisting with ticket sales at the entrance to concerts
- assisting in the kitchen or bar to prepare food and/or drinks at concerts and dances
- assisting selling sausages at Bunnings BBQs, and
- attending Working Bees to assist with music distribution and other library duties.

### ***Volunteer Coordinator***

The Volunteer Coordinator position greatly assists with the running and planning of events and performances. This person works with the Committee, Band Reps and the conductors to fulfill volunteer organisation requirements for dances, concerts, community engagements and other functions as required.

Duties include:

- Take input from the Committee and Band Conductors on volunteer resources required for events.
- Coordinate with Band Reps, Conductors and Committee to find people to volunteer to fill these positions.
- Work with RCB members to find additional people to volunteer. These can be members' friends or relatives.
- Maintain a list of volunteers, their contact details and preferred volunteer activities.
- Attend committee meetings to share and advise on volunteer involvement or requirements.



## **BANDS & REHEARSALS**

There are a number of bands within RCB and a brief outline of how and when they operate is given below. Please note that, from time to time, additional rehearsals may be required outside the regular rehearsal schedule. These may be sectional rehearsals or full band rehearsals for major concerts, or rehearsals for special events such as ANZAC Day or Christmas caroling. These additional rehearsals are coordinated by the individual Band Conductor, and the time and location will be nominated on a case-by-case basis.

### ***Beginner Concert Band***

The Beginner Concert Band (BCB) is an excellent entry-level concert band for musicians of all ages. This is a supportive environment for musicians to learn to play and perform within a group setting and can lead to moving into the Wind Ensemble when ready to play music at the next level. If a person wishes to join the BCB and has had no previous musical training, the Conductor can provide details of a Tutor who can be contacted to teach the basics of musicianship prior to joining the band.

Rehearsals: Tuesdays 6:30pm – 8:00pm

### ***Wind Ensemble***

The Wind Ensemble (WE) is an intermediate level ensemble for members with some experience. This ensemble is tasked with developing musicians' skills in playing and performing. The repertoire consists of a variety of music including movie themes, hymns, wind band music and other popular charts written for concert bands.

Rehearsals: Thursdays 7:00pm – 9:00pm

### ***Concert Band***

The Concert Band (CB) is an advanced level band for experienced musicians. The band performs a repertoire of music including symphonic concert band arrangements, hymns, marches and show tunes. Community concerts are hosted throughout the year and the band performs with other bands and ensembles from Southeast Queensland to promote musical excellence in a family fun environment.

Rehearsal: Wednesdays 7:00pm – 9:00pm

## ***Big Band***

The Big Band (BB) is an intermediate to advanced level band that performs music of multiple styles including Jazz, Latin, early swing and pop charts written by composers such as Glenn Miller, Gordon Goodwin, Count Basie and many others. Dances are organised throughout the year where the band performs multiple styles with vocalists. This band also performs at the Brisbane Big Band Festival, Redfest, and other jazz festivals as opportunities arise.

Rehearsals: Mondays 7:00pm – 9:00pm

## ***Jazz Improv Group***

The Jazz Improv Group offers a foundation ensemble where musicians can learn the styles and basics of improvisation. This fun and accepting group is a great learning environment for musicians to expand into the world of jazz.

Rehearsals: Tuesdays 8:00pm – 9:00pm

## ***Smith Street Stompers***

S.S.S. plays dixieland, sometimes referred to as traditional jazz. It is a style of jazz based on the music that developed in New Orleans at the start of the 20th century. They play intermediate to advanced charts, with improvisation being key, which is typical of the style. The group, of around 10 members, including a vocalist, rehearses on a Monday before Big Band. Players are in general drawn from the Big Band. Being a smaller ensemble, the group is suitable for functions, birthdays, parties and general public performance where the style of jazz is sought.

Rehearsals: Mondays 5:30pm - 6:50pm

## ***Marching Band***

From time to time, the RCB participates in community parades and services. This typically includes the ANZAC Day parade at Cleveland. Marching music will be provided prior to the event, and marching practice sessions will be run by the Drum Major in the lead up to the event. You will be required to purchase a lyre to affix to your instrument for the march card music.

## ***Band Rehearsals***

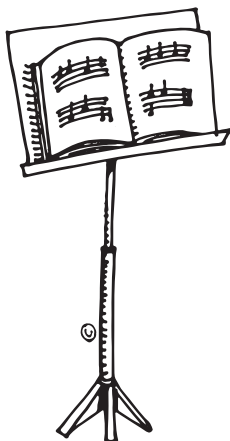
Rehearsals are an integral part of your playing as a musician and a key to any band's ability to perform and improve as a group. Similar to sports, the team relies on all members to support the overall performance. Tuning and how notes and rhythms are interpreted and played, must be consistent across instruments and sections in order to provide a quality band sound. To support this ultimate goal we ask that you consider the following points:

- Demonstrate commitment by attending rehearsals and performances regularly and on time.
- Practice regularly, and perform as an integral part of your section and the band.
- Rehearsals are for you to learn everybody else's part as well as developing your own.
- Focus on the musicality and performance guidance provided by the Conductor.
- Do not be disruptive or inconsiderate when direction is being provided to other sections or individuals.
- Bands often have assistant or trainee conductors. They should be given the same respect as the main conductor and the opportunity to learn.

## ***Concert Performances***

A schedule of concert performances for all bands is available on the RCB website and in printed format on the noticeboard at the entrance to the band room.

If you are unable to attend a performance, please liaise with your conductor, and if agreed, make a concerted effort to find a suitably experienced replacement for that performance, and ensure the librarian is advised of any music requirements for your stand-in.



## MEMBERSHIP FEES

The RCB reviews the fee structure annually, and endeavours to set the fees at an affordable level that makes responsible provision for operating costs of the organisation. The Band Rep or any Committee member will be able to advise the current fee amounts.

The fee structure is as follows:

- Adult Member (over 18 years) - a membership fee and a playing fee are both payable.
- Concession Member (under 18 years/full-time students/pensioners) – a membership fee and a playing fee, set at a lower rate to the Adult fee.
- Life Member – the membership fee is Nil, but a playing fee is applicable if a playing member.
- Associate Member - membership fee only.

The fees for the current year are confirmed at the Annual General Meeting, held in February each year, and are payable in full by 31st March of that year. If circumstances exist where full payment is difficult, please contact the Treasurer to determine suitable alternative payment arrangements.

Redland City Band's bank details for payment via direct deposit are as follows:

Bank of Queensland

BSB: 124001

Account: 23071793

Reference: *your name*

Payments can also be made by cash or cheque to the Treasurer or Band Rep or by credit or debit card, but RCB reserves the right to pass on any card fees charged by the card facilitator.



## SHEET MUSIC

The RCB has a significant amount of music that is a valuable asset for the organisation. The Librarian maintains the library and the borrowing system for all music. All music folders are prepared prior to the commencement of rehearsals at the beginning of the year, under the supervision of the Librarian or a nominated representative. A sign-out system is utilised to ensure all music is accounted for; no music is to be taken from the band hall without details being recorded and being signed for.

At the beginning of the year (or when you join), music will be loaned out on the condition that:

- You are a returning financial RCB Member from the previous year, or
- For new members, an initial payment of your membership fee is made.

You will sign for the music and agree to the loan conditions.

From time to time throughout the year, new music may be issued and music from past concerts no longer required may be returned. For new music issued, follow the instructions provided by the Librarian, your Band Rep, or another designated person, and ensure the location of the music in your folder is recorded correctly.

Over the Christmas Break working bees will be arranged to:

- sort out the music from the completed year, and
- compile the folders for the following year.

We encourage as many people as possible to assist at these working bees.

### ***Care of Music and Folders***

The folders, plastic sleeves and music need to be returned in good condition. If not returned in a reasonable condition, after allowing for normal wear and tear, RCB reserves the right to invoice the member responsible for the folder and/or music.

Do not swap music with another player, without advising the librarian or a designated person, so that music records can be updated.

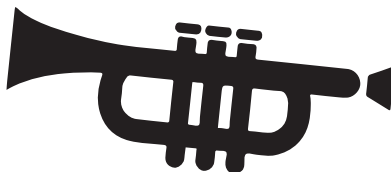
All members are encouraged to use pencils to write/notate Conductors' instructions regarding performance of music. Please erase pencil markings with care prior to returning. Under no circumstances are you to use pen or highlighter.

The majority of music will need to be folded on the edge to fit into an A4 numbered sleeve. When new music is issued, please fold the music with care. The music

should be folded down the outside, not in the middle. If unsure how to fold the music to fit the sleeve, please ask.

Leaving the band or taking leave –

If you are for some reason to be absent from rehearsals for more than 3 weeks in a row, please hand in your folder to the band rep, librarian or another designated person. This provides for fill-in players to utilise this music without needing to copy/ provide a new folder.



## INSTRUMENT LOANS

The RCB have a number of instruments that are available to loan to members. Whilst there is no hire fee involved, the following conditions must be met:

- You must be a financial member (ie all your fees are paid)
- You must play the instrument in one of the RCB bands
- A \$50 bond is required to be deposited into the following account (note this is a different account to the one you pay your fees into):

Bank of Queensland

BSB: 124-077

Account: 2215922

Name: Redland City Bands Inc

Reference: *your name*

- You are required to have the instrument serviced every 12 months (or when you return it if less than a 12 month loan)
- You must sign the Instrument Loan paperwork and agree to all the conditions noted within

If you are interested in borrowing one of the bands instruments, please speak to your Band Rep or the Property Officer.

## UNIFORMS

The Redland City Band uniform is as follows:

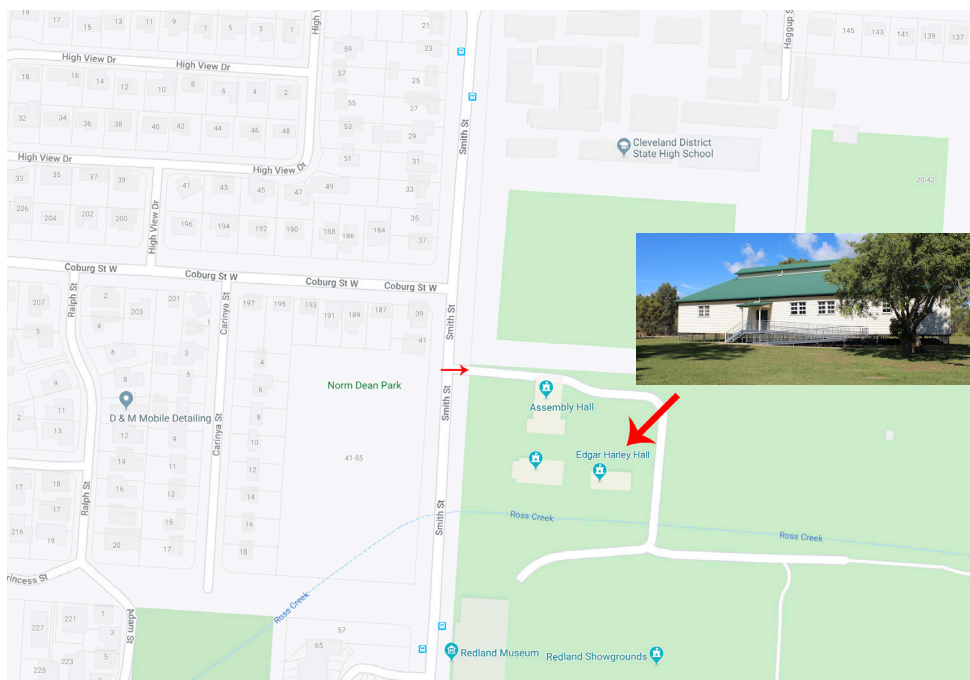
- RCB Polo Shirt – contact your band rep to purchase. You may buy a new shirt or, if available, a second-hand shirt for half the price of a new one. You may also sell your (from new) polo shirt back to the band at half price; the returned shirt must be washed and in good condition.
- RCB Cap – for outdoor events or general purpose, contact your band rep to purchase.
- Black pants/skirts/shoes/socks – to be provided by members
- Big Band Uniform is all black, to be provided by members

On occasion, the concert uniform may be 'Concert Blacks' where a black shirt/blouse is to be worn instead of the Polo Shirt. This is to be supplied by the member. The band conductor will advise when required.



## VENUE INFORMATION

RCB rents a purpose-built hall (Band Hall) owned by the Redland City Council called the Edgar Harley Hall. The Band Hall is situated behind the Cleveland Assembly Hall at 44 Smith Street, Cleveland, QLD 4163.

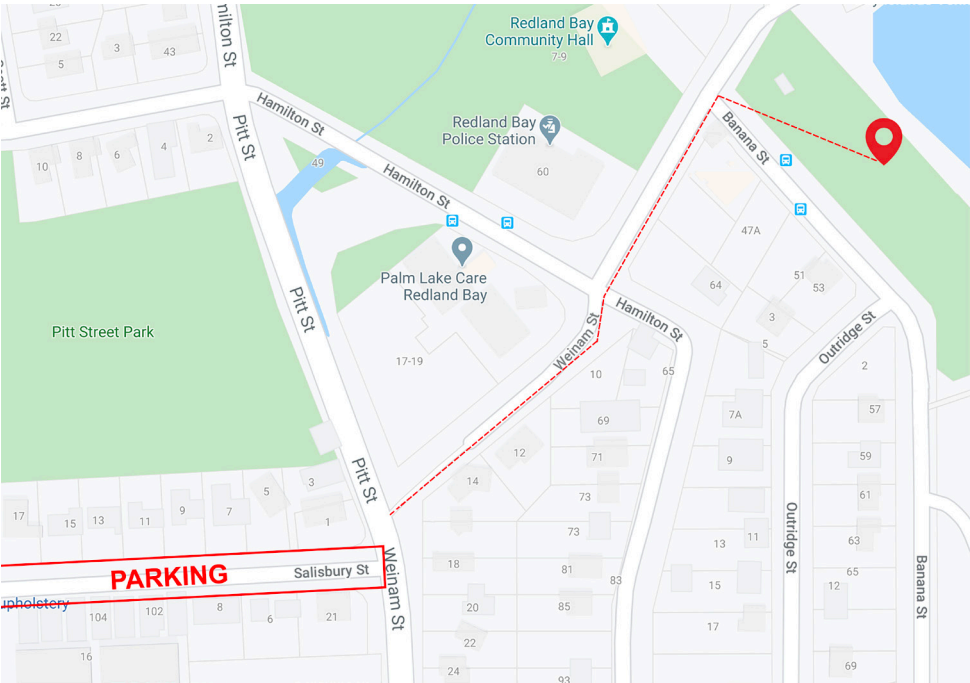


Many of the performances for the Concert Band and Big Band are held at the Cleveland Assembly Hall at the above address.

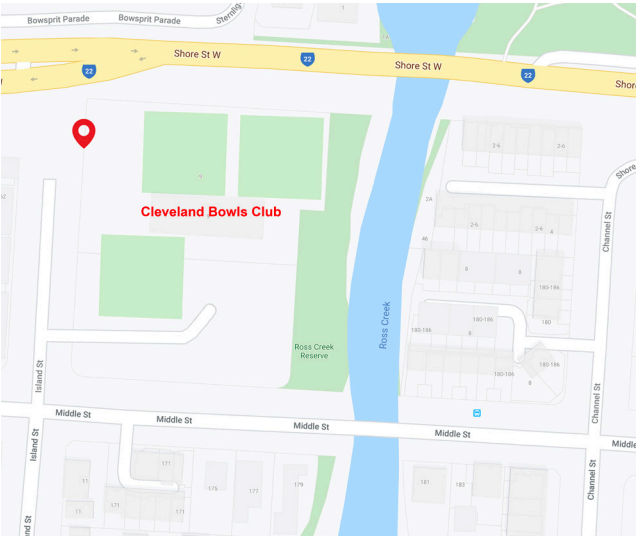




There are a number of other (annual) events where RCB bands perform, including the ANZAC Day Dawn Service at the Redland Bay Cenotaph, ANZAC Day March in Cleveland, and the Redlands Bayside Primary School music camp held at the Sleeman Sports Centre in Chandler (*map over page*).



(above) Redland Bay Cenotaph



(left) Meet for ANZAC Day March in Cleveland



(left) map of Sleeman Sports Complex, Chandler

## RECYCLING SCHEME

RCB participates in the Containers for Change recycling program to raise additional funds. You will see bins at the back of the hall labeled for cans and plastics. Please put any suitable recyclable drink containers in these bins.

If you have recyclables at home that you wish to bring in for RCB to recycle please do so, or alternatively take them to your local recycling centre and quote our reference number C10100488.



## MUSIC TEACHERS

As mentioned earlier, if you are wishing to join the Beginner Concert Band but have had no prior musical experience or knowledge, we can provide contacts for various musicians who can provide lessons on learning an instrument.

NAME	INSTRUMENT	CONTACT DETAILS
Peter Francis	All Brass instruments	0432 574 018
Heather Francis	Flute and Theory	0432 574 058
Clairice Somerset	Flute, Saxophone	somersetmusicstudio@gmail.com 0405 061 369
Karen Harris	Woodwind and Brass	kaz.music@hotmail.com 0433 050 861
Marianna Betia	Flute	0423 494 891

## FACEBOOK



If you are on Facebook make sure you like and follow our official page “Redland City Bands”. It is helpful to share our upcoming events to let as many people know about them as possible.

We also have a private Facebook group open to current members of Redland City Bands (or parents if the member is too young for Facebook). The purpose of this group is to share relevant updates and announcements along with links to pieces to practise at home. The group is called “Redland City Bands Members Only”. Search for the group and click ‘Join’ to send a request and one of our administrators will confirm your invitation. Please see your band rep if you have any questions.

## LINKS



[redlandcitybands.org.au](http://redlandcitybands.org.au)



[facebook.com/  
redlandcitybands/](https://facebook.com/redlandcitybands/)



*Private Group:  
Redland City Band  
Members Only  
search and ask to join*

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