



Member's Handbook

Introduction

Welcome to the *Gloucester Community Concert Band* (GCCB) Handbook, your guide to a rewarding musical band experience.

In a format and size that makes it a handy companion for your music folder, this handbook offers information, advice, and tips and best practices to help you get the most out of this volunteer activity.

It is important to note that this is a handbook. It is not meant to have all the answers nor is it meant to dictate GCCB policies or protocols. Rather, along with its companion website, <http://www.gloucesterband.ca>, it serves as a handy repository of information and best practices gleaned from GCCB experience and music professionals. We hope you find it useful.

The Gloucester Community Concert Band

The GCCB has a colourful 40-year history in Ottawa East. GCCB had its beginnings as the *Rothwell Youth Band* in the mid-70s. With the encouragement of the mayor of the former City of Gloucester, Mr. Harry Allen, the band evolved to become the *Gloucester Stage Band*, and later the GCCB.

The GCCB is a volunteer-based organization that performs primarily in the Ottawa region as a charitable community service. The band appeals to musicians who enjoy the thrill of performing eclectic music in a full size ensemble for appreciative audiences. The band repertoire includes selections of Broadway, feature movies, big band, and classical and American standards. The GCCB, a registered charity since 1987, regularly performs at senior citizen residences and various community events, and hosts two annual concerts.

Band Objective

"The goal of the GCCB is to provide amateur musicians with a lifelong opportunity to pursue musical interests developed in high school while also fulfilling a need in the community for music education, expression, and growth."



Rehearsals:

Where: St. Peter Catholic High School, 750 Charlemagne Blvd., Orleans
(Fallingbrook)

When: Tuesdays, from 7:10 p.m. to 9:30 p.m., which includes a 15-minute break.

Performance Year:

The performance year usually runs from the Tuesday following Labour Day in September until the following June.

The performance year is divided into three sessions:

1. Session 1: September to December. This session focuses on Christmas performances in senior citizens homes and a few public venues.
2. Session 2: January to April. During this session new music is introduced, and culminates with the GCCB Spring concert.
3. Session 3: May to mid-June. Session 3 focuses principally on public performances. We perform at public venues and several senior citizens homes in the area.

As details of performances come available, they will be provided to all band members at rehearsal, via email, Facebook, and the GCCB Web site.

Any musician interested in joining the GCCB may make their interest known to the executive band members during the first two rehearsals in September. Due to a high-volume of participants in the GCCB in recent years, the executive may limit the number of new musicians joining the band.

Band Leadership Team

Each and every member of the GCCB, music director and musicians alike, has a key role to play in band leadership. This is illustrated by M. DePress in his book entitled "Leadership Jazz" (1992), pp. 8-9.

"I enjoy jazz, and one way to think about **leadership** is to consider the jazz band. **Jazz-band leaders** must choose the music, find the right musicians, and perform in public. But the effect of the performance, the **volunteers** playing in the band, the need for everybody to perform as individuals and as a group, the absolute dependence of the leader on the members of the band, the need of the leader for the followers to play well. What a summary of an organization! A jazz band is an expression of servant leadership. The leader of a jazz band has the beautiful opportunity to draw the best out of the other musicians. We have much to learn from jazz-band leaders, for jazz, like leadership, combines unpredictability with the gifts of individuals."
(Reference: M. DePress, Leadership Jazz, 1992, pp. 8-9)

The band leadership that is charged with due care of GCCB operations is comprised of executive members and ex-officio members. A general description of their roles and responsibilities are outlined below. The name of the person occupying each position is posted on www.gloucesterband.ca.

Executive

- President:** Acts as the face and the voice for the GCCB. Organizes and chairs the executive meetings and the Annual General Meeting. Communicates between the music director and the executive, helps resolve any issues within the band, and assists any other executive members as needed.
- Vice President:** Schedules all performances, including the Christmas and Spring concerts. Organizes and oversees teams and timelines to ensure concerts are carried out successfully. Assists the President when necessary.
- Treasurer:** Maintains the band's financial records. Collects membership dues and money received from ticket sales and deposits them into the bank account. Pays any invoices, issues charitable tax receipts and completes the charity tax return at the end of the fiscal year.
- Secretary:** Records and maintains the band membership list. Records minutes of all executive meetings and the Annual General Meeting. Keeps the band documents such as minutes, financial reports and band website information.

The executive meets several times during the Performance year, prior to Band rehearsal, and as required during the off-season.

Ex-Officio

- Musical Director(s):** Conducts rehearsals and concerts. Chooses music selection to be rehearsed and performed. Purchases new music scores. Works with the concert emcee and the concert coordinators to develop the concert program. Prepares seating plan for concerts.
- Section Leaders:** Acts as the voice for their section (to avoid everyone approaching the music director separately for the same issue). Ensures all parts will be covered for all performances. Manages the parts being played to ensure a good balance. Helps section members with difficult music passages. Coordinates communications with section members in case of cancellations, absences, etc. Keeps new music handed out for absent members. Promotes and maintains a harmonious environment for all band members.
- Librarian:** Maintains the music folders and music scores. Distributes the folders at the beginning of the performance year as well as coordinate the folder returns at the end of the year. Stamps and numbers each part of a new music score. Coordinates handing out of new music.
- Webmaster:** Updates and maintains the GCCB website with up-to-date information such as membership information, concerts and events. Takes charge of any technical issues with the website, forums, e-mails, etc. Maintains the contract for web services and registration of our domain name.

Concert Coordinator(s):	Works with the concert emcee and musical director to develop the concert program. Communicates with the band on matters of volunteer recruitment, ticket sales and participation in the concert.
Concert Emcee:	Works with the concert coordinators and the musical director to develop the concert program. Introduces the band and provides an entertaining transition between musical numbers at our performances.
Marketing Coordinator(s):	Identifies all local media portals that could provide free media exposure for the GCCB (ie. Community announcements on radio, television, local newspapers). Advertises all concerts and events through these opportunities.
Publications Designer:	Designs, verifies and prints all posters, concert tickets, concert programs etc.
After Band Coordinator:	Coordinates social outings following all concerts and communicates this information to the band members.

Band Communications:

The band leadership team may be contacted through a number of means, which are:

- 1. GCCB Physical Address:** Gloucester Community Concert Band, St. Peter Catholic High School, 750 Charlemagne Blvd., Orleans ON K4A 3M4
- 2. GCCB Mailing Address:** Gloucester Community Concert Band, P.O. Box 9, 260-245 Centrum Blvd. , Ottawa, ON K1E 0A1
- 3. GCCB E-mail Address:** gloucesterband@gmail.com
- 4. GCCB Website:** <http://www.gloucesterband.ca>. You can post comments to fellow band members, see pictures of the band throughout the year and get updates on our concerts!
- 5. GCCB Facebook Page:** Facebook/Gloucester Community Concert Band
- 6. GCCB Member's Contact List** can be found in the Member's Only area of the GCCB Website.

Photo/ Video/ Media:

As a member of GCCB, I understand that I may be videotaped or photographed and that these images or recordings may be made public.

Contact List:

Band members are informed via email of weekly rehearsal play lists, and coordinating information regarding performances, amongst other information. To ensure that all band members receive such information, each band member is responsible to provide the band secretary with current contact information, i.e. name, address, phone number, and email address.

Friends of GCCB/ Alumni:

Former members of GCCB will automatically be added to the “Friends of GCCB” contact list in order to receive occasional emails regarding upcoming concerts, fundraisers and important GCCB events. Should you wish to add anyone or have your name removed from this list, please contact goucesterband@gmail.com.

Feedback Process:

1. Put the concern or suggestion in writing (letter or email). Ensure the communication is dated and signed so that it clearly identifies the author(s).
2. Submit the letter/email to a member of the band executive, or send it via Canada Post to the address noted above (see “Band Communications”) or through one of the GCCB’s Internet sites.
3. The submission will be reviewed at the next executive meeting (the author(s) may be requested to attend to present their case).
4. Once the executive has rendered a decision regarding the matter before them, a formal written response will be sent to the author(s).
5. All correspondence will be archived in the band secretary’s files as required.

Band Funding

The financial needs of the GCCB are met through a combination of:

- a) Membership dues;
- b) Donations;
- c) Performance revenues;
- d) Grants; and
- e) Special fundraising initiatives.

Some of these revenue streams are discussed below:

Membership Dues

Annual membership dues will be posted on the website at www.gloucesterband.ca. Cheques are to be made out to **Gloucester Community Concert Band**. Members joining partway through the year will be prorated appropriately.

Cancellation Policy

A full refund of fees LESS \$15 ADMINISTRATION CHARGE is available until the Friday before Thanksgiving Day. **No refunds are available after that date.**

Donations

The GCCB is a registered charity under the Income Tax Act. The GCCB is eligible to receive donations from individuals and corporations, for which a tax receipt is provided.

The GCCB is eligible to receive donations through the Ottawa-Carleton United-Way. Should you give to the United Way, you can direct your donation to the GCCB. To do so, simply complete section 'C' of the Gift Form and write as the choice of registered charity:

Gloucester Community Concert Band, 132985649RR0001

Performance Revenues

The GCCB hosts a Christmas concert and a Spring concert. These are important revenue-generating activities for the band, as well as being unique opportunities for the band to perform in full-length concerts for a large, appreciative audience. The commitment of band members to organize and set-up these events as well as “to play their very best” has been the key to their repeated success.

Music Folders

A music folder is loaned to each player at the beginning of the performance year. Each folder may contain a part for upwards of 30 music scores.

Each score may have as many as two-dozen parts. The loss or non-return of a music folder could potentially render a music score unusable. The replacement cost of a music score is typically in excess of \$100.

Special administrative arrangements are required to ensure the return of loaned music folders with a view to ensuring the band is able to provide its charity service to the community in the future. Music folders will be loaned to a player once the player has submitted to the band treasurer:

- a) Dues/ donation for a GCCB membership; and
- b) A deposit for the music folder comprising a **post-dated cheque** dated for the end of the performance year (30 June of the following year) in the amount of \$100. The cheque will be held in trust by the GCCB Treasurer and returned to the player upon return of the music folder to the GCCB. Should the music folder not be returned by 30 June, the end of the performance year, the deposit cheque will be cashed.

If a player knows that they will not be returning during the season, they should leave their music folder with the Band Librarian. Arrangements will then be made for return of the player's deposit cheque.

Annual General Meeting

In order to maintain our charity status, we must follow certain conditions which includes electing an executive (President, Vice-President, Secretary and Treasurer) and holding an annual general meeting (AGM).

The AGM is usually held in October. At this time, new executive members will be elected (each position is held for a 2 year term). The AGM is also an opportunity for all band members to make their opinions and ideas known to the executive members. It is important for band members to indicate what they liked and disliked of the current performance year and also indicate what they would like to see in future performance years. This allows the executive members to make decisions and initiate changes to help shape the band's future. Together, we can make everyone's band experience an enriching and enjoyable one!

Instruments and Other Necessities

1. Everybody should bring a soft graphite pencil (e.g., HB) with a good eraser to rehearsal for marking parts.
2. Members are responsible for providing their own instruments. Exceptions include percussion and some specialized instruments owned by the GCCB.
3. Ensure that your instrument is adequately covered by your home insurance policy. A special rider provision may be required. Members are also responsible for insurance coverage of Band-owned instruments in their possession.
4. GCCB is not responsible for providing mutes, extra reeds, screwdrivers, water bottles, oil, or grease.
5. St. Peter Catholic High School provides music stands for rehearsals. The Band has a limited number of music stands for concerts. Members are encouraged to bring their own music stands to concerts. Please label your stand with your name.

Concert Dress

The dress for performances will be communicated to band members by the President, or designate, well in advance of each event.

Women: Black skirt (below the knee) or dressy black pants (no jeans); black shoes (not running shoes); **Causal Uniform:** GCCB-monogrammed shirt. **Formal Uniform:** white blouse, with sleeves – at least $\frac{3}{4}$ length sleeves, may be required (no turtlenecks). During warm weather, dress black shorts may be worn.

Men: Black trousers; black shoes (not running shoes); dark socks; **Causal Uniform:** GCCB-monogrammed shirt. **Formal Uniform:** white shirt, sleeves must be at least $\frac{3}{4}$ length – below the elbow (no ties required) (no turtlenecks). During warm weather, dress black shorts may be worn.

Band Etiquette

Attendance

Players are expected to be at all rehearsals and all concerts. Although occasional unforeseen absences due to work, illness or family emergency are unavoidable, players must make every effort to inform their respective section leader of unavoidable absences as far as possible in advance so that a replacement can be found if necessary. The section leader will inform the conductor of such absences.

In the event of an extended period of absence, players are encouraged to discuss this matter with their section leader prior to the absence to facilitate long range planning.

The two or three rehearsals immediately prior to a concert focus on finessing the band's concert performance; they are dress rehearsals. In the event that players miss the two consecutive rehearsals immediately prior to any performance, at the discretion of the conductors, those players may not be able to participate in these concerts.

Concert Etiquette

LOOK at the conductor, LISTEN to each other, FOCUS on the music, SMILE at the audience. When the conductor lifts their baton at the beginning of a piece, lift your instrument to the “ready” position, too. At the end of a piece, only lower your instrument once the conductor lowers their baton. This way we all lift and lower our instruments in unison – it looks very professional and “really cool.”

Punctuality

Players should arrive at rehearsals and performances in plenty of time to set-up, tune-up and psyche-up. For most players this will mean arriving at rehearsal at least 15 minutes early and being in their seats 5 minutes before the start. Percussionists should allow extra time to ensure that their instruments are in place.

Department

The rehearsal and performance spaces used by the Band are, respectively, rented from the Ottawa Catholic School Board and the City of Ottawa. If we are to continue to have access to these spaces in the future, we must be seen to be good tenants who leave the facilities tidy and in good condition. The continuing exemplary department of Band members will enable us to have continued access to these first class facilities.

In the case of the rehearsal room at St. Peter Catholic High School, this room is a workspace for music teachers of that school. At the close of each GCCB rehearsal, it is expected that the room be configured as it was found. Initiative on everyone’s part to configure the room as it was found at the end of each rehearsal will ensure a positive relationship between the school and the band, and continuing access to this fine facility.

Band members must show due regard for the property of the Band, the facilities used for rehearsals and performances, and the personal effects of other members.

Players are to be attentive to the directions of the conductor during rehearsals. Chatter amongst band members while the conductor is instructing or rehearsing a section has been reported in Band Surveys over many years as being most annoying. The attention of all players to this issue will ensure that everyone enjoys their volunteer band experience.

Beer After Band (BAB)

Immediately following weekly band rehearsals, everyone is invited to go to Broadway Bar & Grill, 1967 Portobello Blvd (Innes Road at Portobello Boulevard). This is an optional social gathering where members can meet, chat, share drinks, and snacks outside of band. Broadway donates a percentage of all GCCB food & drink receipts back to the band which is used towards free snacks for all members at the year-end social. Alternate gathering locations are chosen following some concerts & senior home performances and members will be notified during announcements at band. Come out and have some fun! *Please note, GCCB will not pay your weekly bar tab and is not responsible for how you feel the next morning.*

Playing Your Part

1. Be aware of intonation at all times and try to adjust. Remember, if it sounds out of tune it is probably you.
2. If two notes are written simultaneously, the principal takes the top one.
3. If there is a question, ask the section leader, who can ask the conductor.
4. The section leader, with the help of the conductor should demonstrate ornaments and grace notes.
5. It is possible that your music could be used by another player or for another part. Therefore, if you are ill or have an excused absence, it is essential that you check with your section leader, and if necessary, ensure that your music is delivered to the rehearsal/concert.
6. Know your part. Remember – we perform at concerts, master at rehearsal, and practice at home.

General Rules for Marking a Part

1. The music scores and folders that you use each week are the property of the GCCB and must be returned to the Librarian when no longer required for rehearsal or performance. Future members of the Band will use the music again and, while it will be necessary for you to mark the parts, this should be done in a non-permanent way.
2. Always use a soft graphite pencil (e.g., HB) to mark the music. No other substance should touch a page of music.
3. Neatness is everything. Remember you will be the one to have to read the notes during a concert.
4. Never cover printed notes with your marking. Find a space to fit them in where they will help you read the music.
5. If you have trouble with the rhythm of a passage, mark the main beats with a vertical line neatly right over the corresponding beat.
6. Ritards can be marked with a wavy line above the passage - also any sudden rubato, etc. It is a signal to pay extra attention to the conductor.
7. Make absolutely sure that you know what the conductor's beat pattern is before you begin a piece of music: for example, in a slow passage, is she/he subdividing and beating 8? Mark your part accordingly (in 2, or in 6, or whatever).
8. If you miss an accidental, mark it as soon as possible. Anyone can make a mistake once, but it is embarrassing to make it twice and downright unforgivable to make it three times.
9. Any trap or sudden change can be marked with "eyeglasses." This means ATTENTION!
10. Music scores are to be held in the GCCB-provided folders only, not 3-ring binders. Please do not punch binder holes in music.