



# NEVADA COUNTY CONCERT BAND



## Nevada County Concert Band

### Policies and Procedures Manual

(Revised 2/16/2018)

This manual has the goal of assisting the members of the band in understanding the band's day-to-day operation. It has been approved by the NCCB Executive Committee (EC) to address some of the issues that occur as the result of normal interaction between band members and between the public and the band members.

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## Section I - Rehearsal Etiquette

- A. **Musicianship:** The Nevada County Concert Band is an open band and no auditions are necessary for membership. Members must be able to read music and have musical proficiency on their instrument(s) at a skill level acceptable to the Conductor.
- B. **Conductor's Role:** The music Conductor has the role of ensuring that the music produced and performed by the band is of a high quality. During rehearsals, it is the prerogative of the Conductor to determine "how the music sounds." The band has no section leaders who are charged with monitoring sectional musicianship. If you have suggestions, talk to the Conductor outside of active rehearsal time.
- C. **Talking:** Talking between players during active rehearsals that is not specific to the music at hand is discouraged. Brief conversations among fellow section members made in a kind and caring manner and that involve simple fixes to the music are encouraged.

## Section II - Player Positions

Typically, sectional parts are determined by consensus of the section members.

However, in the interest of helping everyone grow musically, members are encouraged to trade parts during rehearsals so as to be challenged and given the opportunity to learn all sectional parts. It serves the band well to have more than one person learn the additional parts, in the event the assigned musician becomes unavailable. The physical location of a member's seat or tenure with the band does not determine part assignment. If necessary, the Conductor may request members to audition prior to assigning music. All musicians' assignments are at the discretion of the Conductor.

## Section III - Concert Attire

- A. **Intent:** The band will present itself well and make a good impression when performing for the community. For outdoor concerts, performance attire consists of a band management-approved shirt (usually the "NCCB Blue" shirts with NCCB logo) and black pants, skirt, or shorts for outdoor venues. For indoor concerts, more formal attire is usually worn.
- B. **Expectations:** Band Members are required to wear the specified attire unless special circumstances preclude doing so. In such cases, members must receive permission from the Conductor prior to the event.

## Section IV – Attendance

Band members are expected to attend all rehearsals and concerts whenever possible. Should a member be unable to attend, he or she must notify the Conductor at the earliest opportunity. A calendar of rehearsal and concert dates will be provided to each member at the beginning of each year to assist with planning.

## Section V – Electronic Devices

The use of electronic devices during rehearsals or concerts for cellular telephoning, instant messaging, texting, surfing the internet, playing games, etc., is not allowed. The use of an electronic device in connection with a "Tuning" app is permitted. However, in all situations, devices are to be in Airplane or Silent Mode during active rehearsals and concerts. If members have specific circumstances requiring an exception, such as medical or family emergency, please advise the Conductor beforehand.

## Section VI – Concerts

### A. Right to Perform:

- 1. Attendance:** Participation in NCCB concert performances is restricted to band members, Band Hands and guest performers who have attended the two rehearsals immediately preceding a concert performance AND have demonstrated that they have sufficiently mastered their respective parts.
- 2. Proficiency:** In accordance with Section 1, Subsection A, it is the prerogative and duty of the Conductor to notify members who have not yet demonstrated sufficient mastery of their parts that they will not be permitted to perform until a future time. Notification in this regard will be delivered in a confidential and private manner and no less than 2 weeks prior to the date of the concert performance in question.

**B. Assistance:** All members are requested to assist in staging and striking the set at rehearsals and performances. If you are physically able and you see others working on staging the band, ask how you can help.

**C. Personal Possessions:** During concerts, all instrument cases and unnecessary items must be removed from the stage. These articles must be stored where they are not visible from the audience.

**D. Arrival:** Call time for all performances is one hour before the concert is to begin. Members are to be on stage, in place, and ready to perform at least 30 minutes before the Conductor's first downbeat unless previous arrangements have been made with the Conductor. If, due to extenuating circumstances, a band member arrives at the venue after the 30-minute, "ready to perform," deadline, it will be the prerogative of the Conductor whether or not to permit the member's admittance to the stage for the first half of the concert. If the Conductor's permission is so denied, the member will be permitted admission to the stage after intermission.

### E. Parking/Shuttle Service:

- 1. Rationale:** Because of parking limitations, band members and Band Hands are requested to use the shuttle service. This will relieve members of parking concerns while also leaving parking spaces closer to the venue for our concertgoers. The shuttle service is carefully scheduled to coordinate with the one-hour call time. Members are expected to plan their arrival time at the shuttle location accordingly.
- 2. Large Instruments/Equipment:** The shuttle can transport instruments and equipment of most sizes. However, if you have very large instruments or other oversized equipment needed for the event, please first drop them off at the venue and then proceed to the off-site parking/shuttle location.
- 3. Time and Location:** Information and maps regarding the parking and pick up/drop off locations and times of operation of the shuttle will be distributed before each event.

**F. Water:** Musicians are encouraged to bring water for their use on stage.

## **Section VII - Music**

- A. Taking Sheet Music off-site:** Members may take sheet music home for practice with the understanding that it will be returned and in place for the next rehearsal or concert, without exception. In the event a musician is unable to personally return the music, he/she is required to make arrangements for the music to be delivered to the NCCB by the time it is due.
  
- B. Marking Music:** Musicians may write notations on their sheet music in **pencil only**. Musicians are responsible for removing their notations prior to handing in their music at the end of the season.

## **Section VIII - Remuneration of Musicians:**

Members of the band and substitute musicians will not be paid for their performances with the band. Arrangements may be made to pay guest performers with approval of the NCCB Executive Committee.