



Artane School of Music

Artane Senior Band - Code of Conduct



Overview	4
Membership Criteria	4
Subscription	5
Attendance	5
Performances	6
General	8
Breach of Code	9
Membership of Disciplinary/Appeals Panel	100
Review	100



Mission Statement

The Artane School of Music exists to provide access to music for all, in a number of different ways. The school is governed by the Board of Management under a deed of trust. It formulates policies to achieve its aims and objectives.

Note

This document which is the Code of Conduct for the Artane Senior Band is drafted in accordance with documents of governance and the Child Protection Policy.



Overview

1.1

The Artane Senior Band was formed in 1988 by past pupils of the Artane Boys Band and over time broadened its membership to include the wider community. The Artane Senior Band is an integral part of the ASM, and is open to Brass, Woodwind and Percussion players and other performers who meet the entry requirements and/or approval of the Director of Music. Members improve their skills and talents in a relaxed and professional environment, enabling the Band to perform at the very highest standard.

The management of the Artane School of Music has a responsibility to support the Artane Senior Band and its members by providing a secure and safe environment, suitable facilities, appropriate equipment and the opportunity to rehearse and perform. Any issues of concern to Artane Senior Band members should be raised with the appropriate representative or Manager/Acting Director.

Membership Criteria

2.1

To be a Member of the Artane Senior Band a person is required to;

- a. be 18 years of age or older
- b. pay an annual subscription
- c. have up to date Garda Vetting
- d. complete a membership application form for approval (new members from 2017).

2.2

A register of members shall be compiled on the 1st of October every year, and this register will be held in the Manager/Acting Director's Office. Registration renewal forms will include a statement requiring the member's signature, agreeing to the above criteria, terms and conditions.



Subscription

3.1

Members are liable for the annual subscription, as set by the Artane School of Music (preferably paid monthly by direct debit). If a member's financial situation does not permit payment, he/she must contact the Manager and an alternative arrangement may be put in place. Refusal to pay the annual subscription will terminate membership.

Attendance

4.1

Regular attendance at rehearsals and performance is expected. The Attendance Officer should be advised, in advance, of an extended/anticipated period of absence.

4.2

Non-Attendance at a sufficient number of rehearsals, as set out by the conductor, prior to a performance, may result in exclusion from the performance.

4.3

Attendance records will be kept by the Attendance Officer for all rehearsals and performances.

4.4

Band Members should endeavour to be in attendance 5 to 10 minutes before rehearsal start time/call time for performances.



Performances

5.1

Full Band uniform, including black formal shoes, must be worn at all performances, unless advised otherwise by the Conductor/Manager.

5.2

The Uniform Management Team is responsible for all uniform matters and will ensure that all members and guests are supplied with a jacket and tie.

5.3

Band Members are responsible for the maintenance of their uniforms/instruments and are liable for mislaid/damaged items belonging to the Artane School of Music.

5.4

Following consultation with Members, the Conductor has responsibility for the final decision over all aspects and issues relating to band performances/rehearsals, including the programme, band positions and appointment of soloists.

5.5

When notice is given of a forthcoming performance the Conductor, Engagement Panel or Attendance Officer must be advised, as early as possible, of members' availability/non availability. Members' cooperation in this matter is essential to ensure a complete band undertakes every performance.

5.6

Notification of all engagements will be sent by email. Members' availability/non-availability must be advised by email, telephone, text or in person to the Conductor/Attendance Officer/Engagement Panel.

5.7

It will be regarded as a breach of the Code of Conduct if a member, having given a commitment in advance, fails to attend a performance (excluding emergencies/unforeseen circumstances).



5.8

Wearing the uniform clearly identifies members as being part of the Artane School of Music. It is expected that wearing the uniform will be confined to taking part in public performances and official engagements.

5.9

On occasions when the Artane Senior Band is performing with young ensembles from the Artane School of Music and other organisations, members should be mindful of their responsibilities as adults and set a good example.

5.10

When performing with minors, the consumption of alcohol is strictly forbidden at all times in the presence of minors. Band Members are asked to be responsible regarding the consumption of alcohol when representing the Artane School of Music and Artane Senior Band.

5.11

Excessive consumption of alcohol prior to performance will result in exclusion from the performance. It is forbidden to bring an alcoholic drink on stage or near a band performance area.

5.12

All Band Members should assist with band equipment, loading/unloading, transporting, assembling/disassembling at the performance venue.

5.13

The Equipment Management Team will oversee and ensure that all Artane School of Music equipment (music stands, percussion, music, sound/lighting etc) is returned to the Artane School of Music and stored in its correct location after a performance. The facilities and equipment of the Artane School of Music are shared by all and should be treated with care.



General

6.1

The permission of the Manager/Acting Director must be obtained prior to a member borrowing, from the Artane School of Music, any equipment for personal use.

6.2

All sheet music belonging to the Artane School of Music, (excluding personal copies for rehearsal), must be stored in the Artane School of Music library unless permission is granted by the Director of Music to remove it from the school.

6.3

Everyone who participates in the Artane School of Music shares a mutual love of music and performance. Band members should carry out their activities in a courteous manner which shows respect for Band Colleagues, the staff of Artane School of Music and other people.

6.4

The possession/consumption of illegal/non-prescribed drugs is absolutely forbidden when attending all Artane School of Music activities.

Any breach of the above code/guidelines/regulations will be deemed an offence and may incur a warning, suspension or expulsion.



Breach of Code

7.1

In the case of an incident of inappropriate behaviour, a band member will receive a verbal warning. A second incident may incur a written warning from the Manager/Acting Director .

7.2

In the case of repeated incidents or a serious incident, a band member will be invited by the Manager/Acting Director to attend a hearing by a three person Disciplinary Committee, appointed by the Chairman of the Board of Management of Artane School of Music.

7.3

The band member may be accompanied by an individual of his/her choice. Having heard the case, the Disciplinary Committee will make a finding and where applicable a recommendation, of which the Manager/Acting Director shall be advised in writing.

7.4

The Manager/Acting Director shall inform the band member in writing.

7.5

The Manager/Acting Director has the authority to suspend a Band Member from all Artane School of Music activities until the Disciplinary Committee makes a finding in the case.

7.6

The Band Member will have the right to appeal the findings to the Chairman of the Board of Management of the Artane School of Music and to request a hearing. Such appeal must be lodged within fourteen of receipt of notification of the finding.

7.7

The Chairman shall appoint the Appeals Committee.

7.8

The findings of the Appeals Committee shall be final.

7.9

Acts of criminal nature will be reported to An Garda Síochána.



Membership of Disciplinary/Appeals Panel

8.1

The Disciplinary Committee shall be drawn from the members of the four permanent committees.

8.2

The Appeals Committee shall be drawn from the members of the Board of Management.

Review

9.1

The Code of Behaviour will be reviewed at the end of the activities of the 2017/2018 academic year and every three years thereafter.