



St Albans City Band

Operating Procedures

Introduction

1. This paper sets out **operational** procedures for St Albans City Band, as agreed by the Executive group of band leaders and the board of trustees.
2. As such, it **is separate from and does not include any governance procedures** for St Albans City band, which is a Charitable Incorporated Organisation, as per its constitution.
3. St Albans City Band has a separate **Safeguarding Policy**, and all Youth Band procedures must adhere to that document.

Band structures

4. St Albans City Band currently runs bands in three key areas, each led by professional musicians:
 - The “**St Albans City Band**” brass band, which rehearses on Wednesday evenings from 8 – 10pm (Standard – Grade 5/6+);
 - The “**Community Band**” for new and relatively recent adult brass beginners or returning adult players, which rehearses on Tuesday evenings from 7 – 10pm, and regularly includes courses for absolute beginners (standard Grade 2 to Grade 5);
 - The “**Youth Band**” for young players, usually of secondary school age, which rehearses on Wednesday evenings in term time, from 5 – 6:30pm.

Rehearsals

5. Rehearsals take place at St Albans City Band’s band room, and are usually led by the **Musical Director** in the case of the Community Band, and the **Band Leaders** of the Adult Training Band and the Youth Band.



6. Attendance at each upcoming rehearsal of the Community Band and Adult Training Band is monitored through Muzodo and the WhatsApp Communities by a **Rehearsal Co-ordinator**, who liaises with the Musical Director or Band Leader to agree instrument spread, and whether to go ahead if numbers are low.
7. Leaders of each band will agree before rehearsals with each band's **Librarian** on the music that will be needed. The overall librarian is trustee post, but each band may want to nominate a separate librarian with whom they would work closely.
8. Any player borrowing a **band instrument** must sign the instrument out using agreed paperwork.

Concerts

9. Dates and venues for concerts are to be agreed, ideally at least two months in advance, by band leaders and each band's **Concert Co-ordinator**, with the concert organising Executive Group on WhatsApp and gauging likely member attendance on Muzodo.
10. The **Concert Co-ordinator will lead on the following**, working with a range of other volunteers, as appropriate
 - Liaising with the **venue**
 - Ensuring the band or bands have the required number of players, seeking alternatives if needed;
 - Liaising with **other bands or choirs**;
 - Agreeing **set list and timings** with the band leader;
 - **Publicity**
 - **Ticket sales** if agreed;
 - **Catering** etc at the event;
 - Agree and **assign volunteers for on the day roles**, such as percussion and music stand transportation.



11. For each event the Concert Co-ordinator will be **supported in all aspects of planning by a nominated member of each band as well as a trustee.**
12. All concerts for clarity should be operated using a shared **Job Sheet**, see Appendix A.
13. **Timings** for all elements of the concert will be set out as per Appendix B.
14. On the day of the concert, **roles such as material transportation will be divided between volunteers**, overseen by the Concert Co-ordinator, with these details also included on the job sheet.
15. A **Full band player sheet** is set out in Appendix C.

Movement of players between bands

16. Musical Directors (MDs) to discuss possible movement of players between bands
MD discussions to take place within the first two weeks of March, July, and December each year. This gives time for conversations with players asked to move before the start of each new 'term'. There is an understanding of all members that some fluidity between bands is to be expected according to current personnel.
17. Progression between bands is not linear or obligatory. Musical development and life circumstances vary.
18. Dual affiliation where practical is also a possibility, to support transitions.
19. There should also be the possibility of "mid-year exception" outside of these dates in urgent cases like long-term illness, departure, or sudden availability of a place in another band.
20. The City Band will have a maximum of a standard contesting band formation though may call upon depts from others within or without the organisation as required. The target minimum required standard is Grade 5 (OFQAL accredited board) or equivalent relevant experience after interview/audition with the MD. There is no lower age cut off point though maturity will be accounted for as much as skill level.
21. The target minimum standard for Community Band is Grade 2, up to Grade 4/5 or equivalent relevant experience.



22. The Youth Band will have a maximum age of 18.
23. Both Community and Youth Bands aim to have the same number of playing members as the City Band.
24. After discussions, MDs will present their findings to the Chair of the organisation. MDs must have responsibility for musical decisions though the Chair maybe aware of other factors limiting player movement as well as pastoral considerations. Should there be no other reasons, MDs will coordinate the movement of players through individual conversations.
25. Whilst there is an expectancy that the progression of a player will lead to membership of the City Band, other factors (rehearsal nights, family duties etc) may prevent this and in this circumstance, no prejudice will be held against a player.
26. There should be an annual light-touch review of this policy with input from MDs, the Committee, and possibly a short player feedback survey in order to keep our approach responsive and community-led.

Richard Sved, August 2025



Appendix A: Job Sheet (completed example)

| Date/Event | Spring Concert 2025 | Responsibility |
|-------------------------------|--|----------------|
| Concert Venue Map attached | Dagnall Street Baptist Church St Albans | |
| Timings | <p>Load van at bandroom: Player x, Player Y, Player Z (2.30pm) Driver: Player AA</p> <p>Community Band arrival at Dagnall Street: 2.45pm (All) Set up when van arrives. Rehearsal to start promptly at 3.15pm Green Room: St Peter</p> <p>Potters Bar Town Band arrival: 3.45pm Joint rehearsal with St Albans Community Band 4pm Green Room: St Paul</p> <p>Training Band arrival 4.45pm Green Room: St Matthew Rehearsal: 5pm</p> <p>6 pm: Player B, C, D, E = set up for start of concert</p> <p>6.45pm – doors open 7.15pm – concert. 8pm – interval 8.20pm – concert 9.15pm – concert ends</p> <p>Players F, G, H, I, J, K – pack up and load van immediately</p> <p>Van to bandroom (as per loading)</p> | |
| Parking Info attached | Van and disabled only on site. Others in car park opposite or other. | |



| Date/Event | Spring Concert 2025 | Responsibility |
|------------------------|--|----------------|
| Uniform | <p>Please arrive in band T-shirts. Casual for rehearsal.</p> <p>Stage: Black/white – smart/formal</p> <p>Please remember that we can't have jeans or trainers on stage</p> <p>Walking out AFTER we've played: band t-shirts, casual or direct to home.</p> | |
| Equipment | <p>Stands, mutes, conductors stand,</p> <p>Percussion: van loading team to liaise with perc after last rehearsal at bandroom</p> <p>Music: Trevor to indicate either personal responsibility or alternative</p> <p>Card machine for ticket sales (player L)</p> <p>Programmes - player K</p> | |
| On the door | | |
| Section leads | <p>Cornets:</p> <p>Horns to Euphs:</p> <p>Trombones, basses, percussion:</p> | |
| Interval refreshment | | |
| Additional Information | <p>Photography</p> <p>Interval refreshments</p> | |



Appendix B: Job timings

| Date/Event | Must be agreed/ arranged (deadline) |
|---|--|
| Concert venue and participants (eg which bands) | At least two months before |
| Band players | At least one month before |
| Set list | At least one month before |
| Design programme etc | At least one month before |
| Publicity to begin | At least one month before |
| All on the day roles assigned as per job sheet | At least two weeks before |
| Send out event prep email | At least four days before |
| | |



Appendix C: operational roles

| Role | Which band |
|-------------------------------|---|
| Musical Director/ Band Leader | Each band |
| Safeguarding Officer | Youth Band |
| Librarian | One overall, but liaising with each band |
| Rehearsal co-ordinator | One for each band |
| Concert co-ordinator | One for each concert, supported by volunteer from each band and trustees, liaising with band leader |
| Publicity lead | One for each concert, working with concert co-ordinator |
| Catering lead | One for each concert, working with concert co-ordinator |
| | |



Appendix D: Band player sheet

Full band

| Role/ instrument | Player | Date agreed |
|-----------------------------------|--------|-------------|
| Conductor | | |
| Soprano cornet | | |
| Front row cornets: principal | | |
| Front row cornets: solo | | |
| Front row cornets: solo | | |
| Front row cornets: solo | | |
| Back row cornets: repiano | | |
| Back row cornets: 2 nd | | |
| Back row cornets: 2 nd | | |
| Back row cornets: 3 rd | | |
| Back row cornets: 3 rd | | |
| Flugelhorn | | |
| Horns: solo | | |
| Horns: 1 st | | |
| Horns: 2 nd | | |
| Baritones: 1 st | | |
| Baritones: 2 nd | | |
| Tenor trombones: 1 st | | |
| Tenor trombones: 2 nd | | |
| Bass trombone | | |
| Euphoniums: 1 st | | |
| Euphoniums: 2 nd | | |
| Eb bass 1 | | |
| Eb bass 2 | | |
| Bb bass 1 | | |
| Bb bass 1 | | |
| Percussion | | |
| Percussion | | |
| Percussion | | |
| Percussion | | |