

HANDBOOK

of the

REPASZ BAND

Williamsport, Pennsylvania

Founded 1831

Welcome to the Repasz Band

The members of the Repasz Band and its officers cordially welcome you as a member of the Repasz Band. We are a 501(c) (3) nonprofit corporation whose primary mission is to provide members with an opportunity to continue their instrumental musical activities and to provide a forum through which traditional band music is performed for the citizens of Williamsport and the surrounding area. All participants in the Band volunteer their time and talents; there are no paid staff members/employees.

The Band maintains a performance schedule of approximately 15-20 concerts and parades per year, with rehearsals each Tuesday evening from 7:30 - 9:30 p.m. to ensure adequate preparation for each performance.

Policies

The Band's policies are outlined in this Welcome Packet and in the Band's Bylaws which is included. You are encouraged to read this Handbook and the Bylaws and become familiar with the information it contains. If you have specific questions about any of the information provided here, please ask the Vice President of the Band, the Director, or any of the Band's officers. We want you to be comfortable with and understand the information that we have provided for you. The Vice President of the Band serves as Membership Coordinator, providing orientation for new members and acting as our official "liaison" with the Band.

#1 - Rights & Responsibilities

Rights:

- To participate actively in all Band functions (rehearsals, performances, social activities)
- To enjoy the camaraderie of a weekly gathering (practice or performance) of fellow musicians.
- To provide input to the Band's officers on matters of Band policy, procedure, etc.

Responsibilities:

- To attend all rehearsals and performances and to conduct oneself in an appropriate manner at rehearsals, performances, or other occasions when representing the Repasz Band.
- To assist with loading and unloading of the truck carrying equipment, instruments, and music (before and after performances). We need all able bodied persons to assist with this at least 2-3 times per summer season.
- To properly care for all music, equipment, instruments, and uniforms issued by the Band. Individual members may be held financially responsible for damage to or loss of Band property.
- To report promptly for performances at the designated time.
- To assist with set up/tear down of performance and rehearsal. [Individual sections may have specific requirements for each member in regards to set up, tear down, and instrument maintenance - please consult your section leader.] Here are some general guidelines for the Sechler Community Room:
 - All stands returned to the proper bins in the Repasz library.
 - All music folders returned to the proper bins in the Repasz library.
 - All director equipment (podium, large music stand, white board & marker Ziploc) returned to the Repasz library.
 - All gray folding chairs folded and placed in four rows on the Community Room wall along the Repasz library. All tan and black folding chairs folded and placed in two rows along the window in the Repasz library.
 - All rolling tables placed in 5-6 rows with two cushioned chairs to each table.

#2 – Attendance

- Membership in the Repasz Band carries with it a responsibility for all members to attend all performances and rehearsals. It is each member's responsibility to sign-in when they arrive for practice or performance, to allow for an accurate attendance record.
- We understand that conflicts with rehearsals or performances due to work or family commitments sometimes are sometimes unavoidable.
 - The Director is to be notified if you are unable to attend a performance.
 - Your section leader should be notified if you are unable to attend a rehearsal.
 - Whenever practical, a sign-up sheet is circulated well in advance of scheduled engagements to identify any anticipated absences that may affect our ability to participate in said engagement(s).

#3 – Notification Plan

The Band maintains a "telephone tree" type of notification so that members can be contacted in an organized, methodical manner if a performance or rehearsal is cancelled due to inclement weather or other unforeseen circumstances.

- Methods of notification include:
 - An email message to all members with a current email address on file (new/changed email addresses should be promptly reported to the directors);
 - Phone calls, beginning with those members who live out of the Williamsport region and followed by those members without email;
 - Local radio stations, when possible.
- Do NOT assume a performance will be cancelled because there is bad weather at your house! If you don't hear from your contact person that a performance has been cancelled, it is your responsibility to contact a designated person if there is any doubt. The order of such designated persons are:
 - Section callers,
 - Business manager or Band President,
 - Director.
- The most current telephone calling tree (and/or membership directory) is updated periodically and is distributed at rehearsals and via email. The directory can also be found in the Members section of the Repasz website. (<http://www.lycoming.org/repaszband/Main/index.html>)
- Designated callers:
 - If you do not reach each person on your list, a reasonable number of attempts should be made to reach the person listed next on the calling list. That person should then be asked to call the remainder of the list.
 - It is important that all members be notified of cancellations. If you reach an answering machine or voicemail, leave a message concerning the altered schedule and then call the next person on the list.

#4 – Music

The Repasz Band owns approximately 2,000 titles, which are cataloged via computer. Some of the music used by the Repasz Band is borrowed from area school districts, and some of our own music is old enough to be brittle. In many cases, the music we are using is out of print and spare parts may not be available for purchase. Therefore, we ask each member to handle his/her music gently and to be sure that it is replaced carefully in the folder so that the edges are not permanently bent. If your music is in need of repairs, please be sure to use the special tape provided by the Librarian.

- Typically, the Band provides 1 music folder for every 2 members assigned to a specific part. If there are more than 2 people reading from the same part, please notify the Librarian that a new folder is needed.
- Members may take their music home to practice, but it is absolutely required that the music be returned for the next rehearsal or performance – regardless of any planned absences that may occur at the Band's next meeting. Even if you are the only person assigned to a folder, your music must be present at all rehearsals and/or performances (even if you're absent) in the event of a new member or to complete the voicing in your section.
- All members are requested to keep their music in alphabetical order within their issued folder. This makes it simple to quickly find music at rehearsals, and can reduce frustrations when members believe a part to be missing from their folder. It also expedites the pulling/sorting of music after each Holiday and Spring concert and at the end of the summer concert series. *All folders must be turned in after the Holiday & Spring concerts and after the summer concert series.*
- If you believe music is missing (and you have checked your folder very carefully), please see the Librarian as soon as possible. In some cases, a substitute part may have been placed in your folder if your usual part was unavailable. In other cases, your folder may not have been available when the Librarian was distributing music.
- Seating Assignment and/or Part Distribution: It is important for the overall balance that members play the parts to which they have been assigned. Whenever a change in part assignments or seating appears to be in the best interest of a section or the Band, a discussion with the section leader or Director is suggested. Difficult decisions on the part/seating assignments may be made in consultation with the Band Officers, in extraordinary situations. Part assignments depend on multiple factors, including:
 - The current needs of the section or full band.
 - The technical and musical ability of the member (determined by the Director's judgment or by audition).
 - The expressed preference of the member.
 - The consensus of the section members, when appropriate.

#5 – Uniforms

Upon acceptance into the Repasz Band, all new members should report to the Uniform Manager for uniform sizing and assignment. It is expected that the formal uniform jacket, when not being worn, be kept in the distributed garment bag. Any member who is unable to participate in band functions for a period longer than 2-3 months is expected to return his/her uniform (and any other band property) to the Uniform Manager. If the Uniform Manager is unavailable, Band property can be return to another Band Officer.

- Formal Uniform:
 - Repasz Band uniform jacket,
 - White collared shirt,
 - Long black tie,
 - Black trousers,
 - Black socks long enough to cover any leg that may be exposed when sitting,
 - Black closed-toed dress shoes.
- Summer Uniform:
 - Repasz Band white polo shirt or other white collared shirt,
 - Black trousers,
 - Black socks long enough to cover any leg that may be exposed when sitting,
 - Black closed-toed dress shoes.
 - Black Repasz Band cap or visor (optional uniform item, as needed).
- Winter/Warm Uniform: (determined by anticipated weather conditions)
 - Repasz Band black windbreaker jackets (individually purchased) or other all black outer jacket,
 - Summer uniform.
- Occasionally, the Band will announce a Repasz polo shirt and/or Repasz windbreaker jacket order. It is the individual member's responsibility to make a decision whether or not to purchase additional items during these orders.

#6 – Report Times

All report times are announced well in advance of performances. This is often advertized verbally (at rehearsals), via email, and by paper copies of the Band schedule. It should be noted that all report times, *unless otherwise noted*, are:

- 45 minutes before the *concert* starts.
- 30 minutes before the *parade* starts.

#7 – Band Budget

It is the policy of the Repasz Band not to charge admission for public performances. The Band does request an honorarium from organizations for our services. Funds raised in this manner are used to offset the Band's overhead expenses (i.e.: rental of rehearsal hall, purchase of music, uniforms, equipment, performance-related expenses, etc.). Donations are gratefully accepted. Some fundraising is necessary for special projects or events. If this is the case, members are asked to participate in these efforts.

Note: The Band's financial viability depends upon all members making the effort to support and participate in all public performances. If we do not have a sufficient number of members available to commit to a performance, this has a significant negative impact on the Band's limited operating budget.

Periodically a financial report is prepared by the Treasurer and circulated to Band members. *This information is confidential.* You may wish to place your copy with your Band Handbook and By-Laws, for future reference.