

5. In the event of an absence, members must aid in ensuring that his/her part is adequately covered. Coverage may be handled within the Band or may require an external substitute. All musicians are responsible for ensuring that their music/folder is available at each rehearsal and performance.

6. If a member is going to miss more than three consecutive weeks, a leave of absence must be requested.

7. All final decisions will be made at the discretion of the Music Director and RCCB Board.

Leave of Absence

1. Any member who expects to be absent from the activities of the RCCB for more than three consecutive weeks must notify the RCCB Board of the planned leave of absence.

2. A leave of absence must be documented in an email or letter to the RCCB Board stating the specific reason and the start and end dates. Except in emergency situations, the request should come at least one month prior to the requested start date. A member's specific chair placement is not necessarily guaranteed upon return from a leave.

CONCERT INFORMATION

All members should arrive at least thirty to forty-five minutes prior to a performance to help set-up and allow time to warm-up.

Formal Concert Attire

- **Ladies wear all black.** Black slacks, dress or skirt and black top and black shoes.
- **Men wear tuxedo style black suit.** White tux style shirt, black bow tie, black coat, black slacks, black shoes, and black socks.

Informal Concert Attire

- **RCCB red polo shirt** and **black pants/skirt**

SECTION LEADERS – PURPOSE AND RESPONSIBILITIES

- Assignment or re-assignment of chairs and parts for quality and proper balance, as needed.
- Maintain regular attendance of section members and provide advance knowledge of absences to the Music Director.
- Maintain good rehearsal etiquette within the section.
- Provide input regarding ability of potential new members.
- Consult with members of the section regarding quality of individual performance, team work, and regular attendance at rehearsals.
- Consult with the Music Director and RCCB Board regarding filling vacant positions and ringers needed for specific concerts.

For a list of current board members and a complete copy of the RCCB Articles of Incorporation and Bylaws please visit our website at rosevilleband.com.



ROSEVILLE
Community Concert Band

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MEMBER HANDBOOK

WELCOME

The Roseville Community Concert Band (RCCB), a 501(c)(3) non-profit organization, is an all volunteer symphonic band that performs throughout Roseville and the surrounding communities. The RCCB continues to gain respect for its musical excellence, leadership in live music, and service to music education in our local community.

PURPOSE

- Give qualified musicians, ranging from talented students to senior adults, the opportunity for individual musical expression and growth;
- Enhance the cultural experiences of those in the community by providing live music at public, private, and civic performances in Roseville and the surrounding areas, and;
- Educate the community about the importance of the performing arts.

SCHEDULE

Rehearsals & Performances

Rehearsals are on Thursday evenings from **7:00-9:00 p.m.** at Cooley Middle School: 9300 Prairie Woods Way, Roseville, CA 95747.

A tentative list of rehearsal and performance dates is listed on our website: www.rosevilleband.com. Click on the "Member Section" link to view them. Performances may be added throughout the season as opportunities arise.

QUALIFICATIONS FOR MEMBERSHIP

Membership in the band is open to all musicians (regardless of age, sex, race, religion, etc.) that are able to perform on their instrument at a skill level matching that of the majority of the current members. Sufficient skill level will be determined by the Music Director. In some cases, a short audition may be required.

New Member Candidates

Membership is at the discretion of the Music Director. Potential new members are asked to "sit in" on one to two rehearsals. The candidate may need to have a short audition with the Music Director and appropriate section leader to confirm the candidate's skill level.

Membership Dues

Annual membership dues help cover many of the band's costs including, but not limited to: equipment, facilities rental, sheet music, director's honorarium, advertising and promotional items, music copying, business fees, SVSBA membership, and insurance.

- \$60 individual membership
- \$45 student membership
- \$100 per family membership (2 or more)

Dues can be paid by cash, check or online via PayPal at rosevilleband.com. All Members must complete a **Membership Form** and agree to fulfill all the responsibilities of membership set forth in this Handbook and the RCCB Bylaws.

MEMBER EXPECTATIONS

Your commitment to attend rehearsals and performances is essential! (See *Attendance Policy*)

Commit to Concert Dates

There will be a signup sheet at rehearsals for upcoming performances.

Please be sure to sign up as soon as possible. If you are unable to participate in a performance please inform your section leader and the music immediately in case substitutes are needed to cover parts. (See *Attendance Policy* for more information)

Music Folders & Sheet Music

Make sure your music gets to every rehearsal. If you need to miss a rehearsal, be sure to get your music folder to either the section leader or someone who will be there so that we will have all the parts available if needed.

Please leave your entire music folder in the folder box after each concert, unless otherwise instructed. **All folders must be turned in immediately after the last concert of the season.** To aid with sorting and proper return of all music, please alphabetize all the sheet music in the folder before turning it in at the end of the season.

Please use good judgment when handling all sheet music. Mark parts in erasable pencil only. **Do not use a pen or highlighter.** Be careful not to tear or spill wet substances on any sheet music.

Volunteering

The RCCB is a volunteer organization that needs the help of all members. **Each member of the band will be assigned to help with set-up and tear-down of at least two concerts per season.** If you are unable to help during your assigned performance you are responsible for finding a replacement.

General

- Home Practice is expected.
- Be on time and come prepared to play.
- Keep talking to a bare minimum during rehearsal.
- Encourage others. Be positive and helpful to fellow musicians.
- Always have a pencil to mark your part if needed.

ATTENDANCE POLICY

Philosophy

One of the Roseville Community Concert Band's (RCCB) primary goals is to provide an exceptional musical experience for its members and audiences. Dependable attendance from all members is one of the key factors in providing an environment where members enjoy performing and audiences enjoy attending. Therefore, the RCCB asks all members to ensure that Thursday evening rehearsals and all RCCB performance dates receive top priority in members' schedules.

Keeping absences to the absolute minimum required, and generally five or fewer per year, is the expectation for all members. Those who accumulate between six and nine absences per year should be seeking to address their conflicts more often in favor of RCCB. Those with ten or more absences per year, without extenuating circumstances, may be viewed as not able to make RCCB a high enough priority at this time in their lives. It is the responsibility of each member of the RCCB to maintain satisfactory attendance at rehearsals, performances, and other activities.

Attendance

1. Members are expected to attend weekly rehearsals and all performances throughout the season. It is expected that members should strive to achieve zero to five absences over the season. Excessive absence will necessitate a review of the individual's membership by the RCCB Board and may result in member termination.
2. A conflict with a performance or final rehearsal (dress rehearsal) before a performance should be requested at least a month prior to the absence with the section leader or music director. Missing a performance without proper notification may result in termination of membership by the RCCB Board.
3. In the case of a legitimate and unavoidable conflict with a rehearsal or performance, members should contact the section leader and Music Director explaining the situation.
4. An absence from rehearsal without proper notification will be considered unexcused and will result in a warning. More than two unexcused absences from rehearsals without proper notification may result in member termination by the RCCB Board. Members with excessive absences from rehearsals for a concert may be requested to not play that concert.