



**SECRETARY'S**

**INSTRUCTION**

**MANUAL**

**DATE OF ISSUE: December 2000**

## **SECRETARY'S INSTRUCTION MANUAL**

This manual is compiled in an endeavour to assist all Secretaries and, in particular, the person who has not had previous experience as Secretary of their band. At the best of times it can be very trying attempting to establish the correct method of administration and correspondence between the band and the League.

During conversation with several Secretaries, some with years of experience, it has become apparent that many bands do not keep accurate records of their personnel, in some cases the Secretary has been very vague about the actual address and contact with the members of the band. This could be very disconcerting if it were necessary to make urgent contact with all members.

It is suggested that the band should keep the following basic records about every member:

1. Complete names, **SURNAME AND CHRISTIAN/GIVEN NAMES**. A lot of people are known by names other than their given names. This can cause complications.
2. Complete address, both residential and postal, if both are not the same; phone number if applicable.
3. Date of joining the band.
4. Date of birth. This could be of assistance in matters of establishing the true identity.
5. A complete list of all band property held by the member.

These simple suggestions are all self-explanatory.

### **PAYMENT OF ANNUAL AFFILIATION FEES:**

An account for the following year's affiliation fees is forwarded to every band after the November meeting each year.

The fees' must be paid by the 31st of January each year so that bands (or their players ) taking part in the Nationals at Easter each year are financially qualified. If the band is not financial prior to competition then they therefore forfeit all rights afforded by League affiliation until the fee is paid. Should this situation arise none of your members are eligible to participate in any activities of the League or the NBCA.

**Remember to give particular attention to the date of the following year's National Championships.**

### **REGISTRATION OF PLAYING MEMBERS:**

Currently the League has a system for the registration of all playing members of every band. Registration forms are issued by the League. Keep a copy for your records.

Please complete forms in alphabetical order and give dates of birth of juniors. Instrument played is not needed.

These registration forms need to be in the hands of the secretary by the 31st January each year. To help you achieve this the League Secretary will send out in November each year a copy of your bands present members. If you have gained any new members before 31st January just add them to the bottom of the list.

## **REGISTRATION OF NEW PLAYING MEMBERS:**

A band may, at any time, register a new player by completing an application for registration; these new players may fall into anyone of the following categories:

- i. New player, (not previously registered with any band).
- ii. Player by transfer, (player previously registered with another band).
- iii. Re-registration, (player previously registered with your band).

The application for registration form is printed in three (3) parts:

- i. Statement of the player's name, address and details of any previous registration.
- ii. Application for clearance.
- iii. Application to the League to register the player with the band.

These forms are supplied by the League. When completing the application for registration, careful attention must be paid to giving all details requested. These details are essential before the registration can be approved. **All playing members must be registered 42 days prior to any competition under the NBCA rules.**

In far too many cases, forms are forwarded with incomplete information being supplied, thus holding up the registration. The question about previous registration is important; in many cases forms are submitted with this section marked N/A. This is not correct; the player has come from some source: e.g. Learners class, Salvation Army, no previous registration. When completing an application for registration of a player who has come to the band as a "ready made player" be sure to make every endeavour to ascertain whether the player has, in fact, had any previous connections with any band anywhere, and state this on the form. If a player appears hesitant about answering this question make your own enquiries. There may be some reason for not wanting to tell you. It has been found in the past that a player has disappeared from a band with that band's property and the details of previous registration have been instrumental in helping that band recover their property. It may happen to your band one day!

## **CLEARANCES:**

This is one area that does cause some concern. Far too often one of the requirements is neglected and the clearance gets delayed. The following is the correct procedure for completing a clearance form:

- i. Fill in the first section.
- ii. Fill in as much of the second section as possible.
- iii. Fill in the third section, 'Application to the League'.
- iv. Clearly mark the form 'First Application' at the top.
- v. Keep a copy for your own records.

The problems that do occur with clearance applications are:

- i. The band seeking the clearance wishes to use the newly signed player at a contest in the near future and they delay until the last minute and expect the band to grant the clearance immediately. The band may have to recover some property first, they may not be having another meeting for some weeks or there may be some prior commitment which the player has given to the band.

- ii. The band seeking the clearance does not advise the League of their application.
- iii. **THE MOST COMMON FAULT is that the band does grant the clearance and the player is available to the new band, but the BAND GRANTING THE CLEARANCE DOES NOT FORWARD THE FORM.**

It is suggested that when making an application to another band for a clearance you enclose a stamped, addressed envelope, either to yourself or the League office. This may help speed up the delivery.

If for some reason the band to whom the application for clearance was made unduly delays the clearance, you can then make a second application, following the previous procedures except mark it 'Second Application'.

Always remember it is not the date on which the player signs the application that counts, it is the date on which the previous band signs the clearance that counts.

If you do gain a new player for which a clearance is required, you should act immediately or you may find the player not being eligible to play with your band or any other band because the clearance was granted after the closing date for registrations for the particular contest.

### **ELIGIBILITY TO CONTEST:**

A new player to your band must be registered with your band for a specific period before being eligible to contest.

All contests have qualifying time of **forty two (42) days**.

### **TRANSFER OF PLAYERS:**

Players may transfer from any band at any time as long as they are with their new band **forty two (42) days** prior to a competition.

Players who do transfer from one band to another, cannot go back to their previous band until 18 months have elapsed.

### **PERMIT PLAYERS:**

Again, some bands do make it very difficult for themselves, simply because they do not allow enough time for the other band to complete the paperwork in time. Unless it is an emergency permit, and that is another matter, you must surely have known for several weeks that you intended to apply for a permit for the player.

Common sense would dictate that you should firstly ask the player whether they are willing to play with your band and then ask the player's band if a permit will be granted. Some bands do have a ruling that if their band is playing in the contest they will not grant permits to any of their players.

Every brass band is allowed the following permits:

- i. **Two (2)** brass players.
- ii. Percussion players as required by the score.

Every concert band is allowed the following permits:

- i. **Four (4)** instrumentalists.
- ii. Percussion players as required by the score.

**Remember that in Tasmania, permit players must wear the uniform of the band with which they are registered.**

All applications for permit players must be lodged at least **twenty one (21) days** prior to state contests and **fourteen (14) days** prior to national contests. These must be forwarded to the League office.

We suggest the following procedures be followed:

- i. Ask the player if they are willing to play with your band.
- ii. Ask the player's band if a permit will be granted.
- iii. Having been informed that the permit will be granted, make immediate application to the player's band.
- iv. Enclose a stamped, addressed envelope; addressed either to yourself or the League office.

### **CONTESTING:**

Whilst not entering into the pro's and con's on this subject, there are a few ideas which could be of assistance, particularly in your band's forward planning.

Every bandroom must have a notice board of some kind; surely this is the place to inform your members of all the contests for the year. The League publishes an "Important Dates" sheet each year. If you pin this on the board with the proposed contests marked, your players can then plan for the whole year.

Even if your band does not intend to contest there may be some of your players who wish to attend as an interested listener. Again, we remind you of closing dates for contests. Do not leave any entry until it is too late.

### **ANNUAL MEETINGS AND FUNCTIONS:**

To enable the Executive Committee to make adequate arrangements for someone to attend your A.G.M. or other function you are asked to give at least **one (1) calendar month's notice**. Most people have other commitments besides banding.

After the A.G.M. every band should forward the League Secretary a list of office bearers, including the name, address, phone number and email address of both the President and Secretary. Details on the Bandmaster are also useful for League records.

### **LIFE MEMBERSHIP:**

Full details of this award are covered in the League's Constitution. Remember closing date.

**BADGE OF HONOUR:**

Full details of this award are covered in the League's Constitution. All applications must be in by the November meeting.

The main factors to remember when making an application are that both a brief history of the nominee and the current fee are enclosed with the application. Too often applications are received with either one or both of these not included. This could hold up the granting of the Badge and it could cause some embarrassment if the badge does not arrive for the presentation. Remember closing date.

**CERTIFICATE OF MERIT:**

Full details of this award are covered in the League's Constitution. The Certificate is supplied with the recipient's name already on it. Remember closing date.

**DELEGATES / LEAGUE REPRESENTATION:**

Every financial band is entitled to be represented by one official Delegate at all meetings of the Delegates Committee. The Delegates Committee meets **four (4) times each year**. Currently these meetings are being conducted on a Sunday in an endeavour to allow every band the opportunity to be represented. We would also like to see Bandmasters at the meetings.

**EXECUTIVE COMMITTEE:**

All members of the Executive Committee are elected annually.

**CORRESPONDENCE / COMMUNICATION:**

This is probably the biggest downfall between the League and the member bands, and between band committees and their membership.

When corresponding with the League, or any other band, make sure that you have the correct address. The League address is:

Adrian Loone  
72 Murray Street  
East Devonport 7310

Ph: 6427 7525  
Mob: 0413 126 292  
email: loonea@southcom.com.au

The address of any member band is always available from the League office.

**LETTERS:**

If you have more than one subject to deal with it is suggested that you deal with each subject on a separate sheet, preferably the band letterhead, but, of course, include all matters in the one mailing.

The reason for this request is that quite often each subject needs to be filed under different headings, or one or more subjects may be deferred for further consideration by either the Executive Committee or a sub-committee. If you put all subjects on the one sheet it does make it difficult to follow them through to a satisfactory conclusion and is thus frustrating to both yourself and the League's administration.

If you have a matter that you want dealt with without delay we suggest that you ensure that it does arrive before the next meeting, not the day after.

### **T.B.L. NEWS:**

This is published by the League and serves two purposes:

- i. To circulate the minutes of all Executive and Delegates Committee meetings.
- ii. It conveys items of interest to all bandspersons; this includes details of upcoming contests and results of contests conducted.

Every band Secretary and Delegate receives a copy of the T.B.L. News but it is not their own personal property. It is intended that the band will display their copy for every member to read so that they can fully understand everything the League is doing.

It could be that there is a workshop/seminar coming up somewhere and some of your members just might be interested in attending, but unless they have the opportunity to read about it they will never know it is on. So often we have heard from band members that they consider that the League ought to be doing something or other, only to find that they are dismayed when told that it has already been done or is going to be done in the near future. This is certainly a good example of the lines of communication between the League and membership of the bands not being completed by the band itself.

The T.B.L. News, if properly used by every band, could be an excellent means of advertising every function that your band is conducting, especially if you want to get paying customers through the door. It may be your A.G.M., a presentation night, a reunion of past members or a concert.

If you have a concert coming up and the League Secretary is aware of it, it will at least get a mention in the band diary section of the T.B.L. News. If you are printing posters you can have these included as a supplement in the news at a small charge.

Advertisements for Bandmaster/Musical Director, Drum Major and players are inserted free of cost. If you have had artwork done for newspaper adverts, this does assist.

Another way the NEWS could be utilised is 'Feature Articles'. You may have someone in your band who is very good at journalism who could submit an article that would be of general interest to members of other bands. Articles such as advertisements, Memory Corner and any other news pertaining to your band could be included. We would prefer that these articles be already typed reach for printing. This will save some time in the League office. We would prefer that they be typed on A4 size paper or forwarded electronically (size 16 font).

In addition to the copies of the NEWS that the Secretary and the Delegate receive, other members of your band can get their own personal copy by 'subscription'. The cost of this service does vary from year to year, as everything else does, depending on production and postage costs. Tell your members about this possibility, the more members in your band that read the NEWS, the better chance the League has of 'spreading the word'.