

SCHENECTADY PIPE BAND
OPERATIONAL POLICIES AND PRACTICES

BAND PRACTICES

Regular band practices are held weekly on Tuesday nights beginning at 7:00 PM until 10:00 PM. Notification of last minute cancellation of practice will be made as early as possible by e-mail and, phone contact, to those without e-mail.

Members are responsible for notifying the Pipe Major or Drum Sergeant of anticipated absence from practice.

Special workshops and extra practices for the Competition Band are scheduled for other times by the Pipe Major or Drum Sergeant.

MEMBERSHIP

Basic Responsibility of Membership:

All Band members are members of the Performance Band.

Regular attendance at membership meetings, scheduled practices, and performances. Minimum requirement for Practice attendance is 80%. Minimum number of Performances required is nine (9). Attendance at competitions shall equal one-quarter of a Performance.

Exceptions to these minimum standards will require review by the Board of Directors.

Special incentives are offered to encourage good attendance:

1. Uniform replacement priority (See Uniform Policy)
2. Special social events supported by the Band.
3. Eligibility to play "private", paying jobs for which the Band has been contacted.

Proper care and maintenance of uniforms and equipment issued by the Band. It is recommended that members have kilt, plaid, and black jacket dry cleaned once per year.

Members shall be responsible for keeping abreast of the schedule of band activities, including checking meeting minutes and the bulletin board.

Sufficient individual practice to maintain repertoire and instruments.

PERFORMANCES:

Members will roster for performances with Band Manager. Uncertainties on the ability to attend performances are to be resolved at least two weeks prior to the performance date by notifying the Band Manager.

Non-attendance at a scheduled performance, practice, or competition shall be reported in advance to the appropriate available musical officer of that group, i.e., Pipers to Pipe Major, Pipe Sergeant, or Pipe Corporal; drummers to Drum Sergeant or Drum Corporal. Members are to notify the Band Manager of any last minute changes in performance rosters, such as unexpected absence.

Unscheduled attendance at a performance will not count toward minimum performance requirements.

Members are expected to assemble one hour before scheduled performance time. Players not present at least 15 minutes prior to a performance may not be permitted to perform.

Members of the Schenectady Pipe Band shall not participate with other pipe bands if such participation conflicts with scheduled performances of the Band.

The use of supplemental performers, who have no membership status with the Band, may be authorized jointly by the Pipe Major and Band Manager. Such persons may be designated for single performances, or on a long term basis up to one year, and may be uniformed and equipped to the extent deemed appropriate by the Pipe Major and Drum Sergeant.

COMPETITION BAND

Participation in the Band's competition group is open to everyone who is interested. Participation brings a responsibility to attend special practices and master the music to the standards set by the Pipe Major and Drum Sergeant and the other competition players.

Competition players are required to have good attendance at regular Band performances and practices.

Regardless of involvement in the Band's competition group, all Band members are encouraged to take part in the Band's competition outings, to support the competition group, and participate in massed band performances.

LEAVE OF ABSENCE

Upon request by member, Leave of Absence may be granted by the Board of Directors for periods up to one year. Standard Leave of Absence will be granted for six months. Extensions can be authorized by the Board of Directors, as long as it is clear that the member will be returning to active status within a reasonable length of time. Band issued uniforms and equipment must be turned in at the direction of The Board of Directors.

Members are requested to place themselves on "leave" if they expect not to be able to participate in the Band's musical activities for a period longer than three months. Active members who have been consistently absent from the band's musical activities over a three month period may be placed on a forced leave of absence, suffer loss of stipends, or have their membership terminated as directed by the Board of Directors.

MEETINGS

The Band's Annual meeting is held in the fall and the semi-annual meeting in the spring of each year. Meetings are announced two weeks in advance.

Band business is normally transacted at the Monthly Board of Directors meetings unless the Board Chairman feels that there is not enough pending business. Membership meetings may be called at the discretion of the Board of Directors for the purpose of conducting band business of an immediate nature provided a quorum of members is present. The membership shall be given a two-week notice of intent, purpose, & place of such meeting. Special emergency meetings may be called so that the Band can consider and vote on business that can't wait for a regular meeting. One-day prior notice must be given for special meetings.

TRAVEL EXPENSE REIMBURSEMENT

Any expense reimbursement will be subject to minimum performance and practice requirements.

Reimbursements are handled by the Band Treasurer. All reimbursements are rounded to the nearest dollar.

The Band's travel policies are designed to promote carpooling and attempt to treat members equally.

Performances within a 20-mile radius of Thruway Exit 24 are not reimbursed. A travel stipend is paid to drivers for performances over a 20-mile radius of Thruway Exit 24 according to the Band's area performance policies.

Reimbursement for travel to Scottish Games requires participation in massed bands, band competition, or non-playing support as approved by the Pipe Major. Deductions will be made from Games travel stipends on an individual basis for absence from massed band performances.

Reimbursement for travel to competitions designated as day trips will be paid according to the Band's area performance policies.

Per diems are set in advance for Games designated as overnight trips to defray travel, lodging, and meal expenses. Members have the option of receiving their travel stipend in advance and must give the Treasurer advance notice.

FUNDS AND FINANCE

In approving the Band budget, the membership authorizes the Board of Directors to incur expenses up to the budgeted amounts. Separate Band approval of individual expenses is not required.

The Board of Directors may authorize non-budgeted expenses under \$_____ without Band approval. Non-budgeted expenses over \$_____ are to be first considered and approved by the Board of Directors before being brought to the Band for approval.

No budgeted expenditures are to be made by individual Band members without Prior approval of an appropriate officer:

Band Manager	Administrative, Social
Pipe Major	Administrative, Education, Instrument supplies, Social
Drum Sergeant	Education, Instrument Supplies
Quartermaster	Uniform
Treasurer	Administrative, Social, Performance Expenses

Members submitting bills to the Treasurer for payment or reimbursement shall indicate the accounting category the expense is to be charged to.

EDUCATION

The Band's major purpose is educational. To this end, the Band sponsors special workshops from time to time and, encourages attendance at other educational opportunities, including other workshops, lessons, and summer schools.

The Band encourages members to take advantage of outside instruction by providing financial support for tuition. Individuals must be at least at the Probationary level to be eligible for tuition assistance. To the extent allowed by finances, the Band attempts to provide the most coverage it can for summer school tuition, room and board expenses. Generally the Band covers three-quarters of the cost of lessons taken locally. Stipends are set for attendance at out-of-town workshops. Exceptions to this policy must be approved by the Board of Directors.

EQUIPMENT AND SUPPLIES

PIPERS:

Pipers must furnish their own bagpipes and practice chanter. The Band issues a pipe chanter. Several "loaner" sets of pipes are available for temporary issue by the Pipe Major and for a nominal fee to prospective members.

Pipers are responsible for the proper upkeep and maintenance of their bagpipes. Water traps are to be installed in all bagpipes.

The Band provides reeds, pipe bags, drone cords, seasoning and other maintenance supplies. Drone reeds are circulated for selection by members. Chanter reeds are preselected by the Pipe Major (or designee). Reed manipulation will be handled by Pipe Major (or designee) only. Pipers are responsible for paying for the replacement of reeds damaged through neglect or carelessness. Pipe bags are replaced upon the Pipe Major's (or designee's) authorization.

DRUMMERS:

The Band provides drums, cases, heads, knee rests, or harness. Individuals supply their own practice pads.

Drummers are required to have harnesses at all practices and performances.

Drums are issued by consignment to individuals who are responsible for the timely return of their issued drum to the Band's storage locker. This is particularly

important if a drummer cannot attend an upcoming engagement, will be missing practices, and before taking a leave of absence.

SOCIAL FUNCTIONS

An annual picnic is traditionally held in July. The Band provides refreshments and Those attending are asked to bring food to share. This event is open to all members in any status and their families.

The Band Christmas gathering is open to all probationary, and regular playing and non-playing members and their spouse or guest.

Depending on interest, the Band may support other social gatherings to the extent permitted by the Band budget and finances. These have included Halloween parties, New Year's Day gatherings, ceilidhs, and so on.

Special invitations to Band social functions may be extended by the Board of Directors to non-members who have made extraordinary efforts on behalf of the Band.

UNIFORM POLICIES

GENERAL:

1.) The Band has two uniforms: a military, regimental style uniform, and a concert/competition uniform. Uniform outfitting is done by the Quartermaster, in conjunction with the Uniform Committee, based on an individual's membership status, availability and need.

2.) New or returned items of uniform are to be issued by the Quartermaster, after consideration with the Uniform Committee, based on the following:

- **Attendance records**
- **Seniority**
- **Condition of member's articles**

3.) Members are liable for the replacement of articles of equipment and uniform lost or damaged due to carelessness.

4.) The uniform to be worn at a performance is determined by the Band Manager, Pipe Major and Drum Major, following consideration of pertinent circumstances.

5.) Whenever possible the Pipe Major and Drum Sergeant are to give the Quartermaster/Uniform Committee three months notice on outfitting new members.

7.) Black rain capes are part of the band-issued uniform and should be brought to all outdoor performances.

8.) The Band provides cap badges and military brooch. Members have the option of wearing their own brooch, kilt pin, and skein dubh. No other badges or jewelry are to be worn on the uniform without the approval of the Quartermaster.

9.) Members must provide their own black marching shoes and ghillies.

10.) All band-issued uniform parts and equipment are to be returned to the Quartermaster upon retirement and/or resignation. It will be expected that such articles will be cleaned and in a condition similar to issuance. Members on leaves-of-absence will be expected to return the uniform for extended leaves (more than 6 months). All uniform parts may be recalled by the Quartermaster to fill the needs of the Band at any time.

11.) Borrowing uniform parts is discouraged. Any such necessary transactions however must be approved by the Quartermaster.

12.) The Uniform Committee will be responsible for the investigation of all major uniform purchases and changes within the confines of the approved budget. Their recommendations will be given to both the Board of Directors and the Band at large. Changes to the Band uniforms (as described in the attachment) require approval of the Band membership.

13.) Each individual member is responsible for the proper care and maintenance of all band-issued articles.

14.) Enforcement of these policies will be the responsibility of the Quartermaster and the Uniform Committee. They will take a pro-active role in the proper wear and care of all uniform parts with band members.

MILITARY UNIFORM

Based on the regimental dress of the Gordon Highlanders, as follows:

Headgear	Feathered Bonnet
Jacket	White Poly/cotton military-style tunic
Belts	Cross and waist belts, black leather with chrome fittings
Plaid	Gordon tartan - pipers-full; drummers-belted
Kilt	Gordon tartan, pleated to the stripe
Brooch	Gordon badge (stagshead) set in a plain border
Sporran	White horsehair with two black tassels and chain strap
Hose Tops	Red and White diced, red dice worn at center, front
Flashes	Red
Spats	White poly/cotton with 10 buttons and velcro closures
Shoes	Black oxfords with solid toe (member responsible)

The Drum Major, Pipe Major and Drum Sergeant are also issued red sashes to signify their musical rank.

CONCERT/COMPETITION UNIFORM

The standards for this uniform are:

Headgear	Glengarry - black with MacLean cap badge
Jacket	Black wool tweed
Vest	Black
Shirt	White long-sleeved dress shirt
Necktie	Band issue, black with band logo
Belt	Black leather with dress-style chrome buckle
Kilt	MacLean of Duart (weathered colors) or Military Gordon, pleated to stripe
Sporran	Evening dress-style black leather with tassels and chain
Hose	Full-knitted, white
Flashes	Red (Green)
Shoes	Ghillie brogues, long tasseled laces (member responsible)

* Any changes or deviations from these described uniforms will require approval of the Board of Directors.

