THE CITY OF CARDIFF
MELINGRIFFITH
BRASS BAND

BAND PRES
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MELINGRIFFITH

Registered Charity/Elusen Cofrestredig: 1083583

City of Cardiff (Melingriffith) Brass Band ("*the Organisation*")
MEMBER PERFORMANCE POLICY

1.0 Introduction and Overview

The Organisation has created this policy to ensure that all members are treated equally, fairly, and appropriately. The policy aims to deal with scenarios concerning players and their performance as part of a band within the Organisation and ensure that they are treated in a supportive, measured and consistent manner. Scenarios relating to such issues are admittedly not easy to deal with for any party involved and must be treated sensitively at all times.

This policy applies to members of all the Organisation's bands, including M1, M2, M3, M4 and Community Brass (correct at the time of publishing), and their conductors.

The Executive Committee recognises that conductors are brought in for their expertise and musical guidance to get the best results and performances from the band they are associated with.

2.0 Dealing with Concerns – General Guidance

2.1. If any concerns regarding a member's underperformance need to be addressed, the relevant Band Manager must be involved at all stages of the process and included in all communications relating to the concerns.

2.1.1. Concerns may include, but are not limited to, playing ability, attendance and general attitude.

2.2. The Band Manager must be the point of contact between the member and the Conductor. The Conductor is not to raise concerns with the players privately and should first consult the Band Manager, giving detailed reasons, who will liaise with the member directly regarding the concerns. Following the concerns being raised (It is recommended that this be done in person or over the phone), the member must be sent this policy to encourage openness about the process.

2.2.1. If the member wishes, they may request a meeting with the conductor to discuss the concerns. The Band Manager or another nominated Executive Committee member must attend the meeting.

2.2.1.1. The member has the right to be accompanied at this meeting if they make a reasonable request – this person is not to be involved with the content of the meeting, however.

2.2.2. Following a meeting, the Band Manager must relay a meeting summary to the member and Conductor.

2.3. If a child is the subject member of concern, then a parent or guardian must be included in all correspondence relating to the concerns.

2.3.1. If a child under 16 is the subject member of concern, then a parent or guardian must be present at all meetings.

3.0 Action Plans

3.1. If after concerns have been raised or following a meeting, the member is agreeable to any action plan or recommendations (e.g. moving seat in the band), the matter would be considered closed, and the action plan/recommendations put in place.

3.2. If, following concerns being raised or following a meeting having taken place, the member is not agreeable to any or part of the recommendations put to them (e.g. moving seat in the band), a timescale with expectations must be set out to support the member and provide them with the opportunity to address the concerns. These should be detailed as part of the meeting summary mentioned in section 2.2.2..

- 3.2.1. This timescale is set at a minimum of 1 calendar month, but it is highly recommended that this period be agreed upon between the member, Band Manager and Conductor collaboratively. This time period could be longer, and it is recommended that it is chosen in line with the concerns raised and that the time of year is also considered.
  - 3.2.1.1. The member may choose to come to an agreement within this period and implement any recommendations made to them.
- 3.2.2. Expectations must be set out to the member regarding where improvements need to be made.
- 3.2.3. The outcome and consequences following not seeing an improvement in the member's performance must also be set out clearly.

3.3. If, following this period, it is deemed by the conductor and band manager that the expectations set out in 3.2.2. have not been met, then the outcome and consequences set out in 3.2.3. will be put in place.

4.0 Contests

4.1 It is appreciated that in the lead-up to a contest, a Conductor may feel it is necessary to make last-minute changes to the seating arrangements within the band and a quicker response is required in such cases.

4.2 Such decisions are permitted with the approval of the Band Manager in conjunction with either the Vice Chair and/or the Chair of the Executive Committee. The Vice Chair or Chair will communicate this to the Executive Committee for information only.

4.3 Any changes made under these circumstances would be considered temporary, and this must be communicated to the player(s) when the arrangements are implemented. Players would then be entitled to return to their original seats after the contest. Still, of course, concerns can be raised and meetings arranged as per sections 2.0 and 3.0 in the meantime, and a more long-term plan can be formulated to be actioned following the contest.

5.0 Membership

5.1. If, after following the structure set out in sections 2.0 and 3.0, or if it comes to light during this process, that the concerns raised pose the possibility of the member being required to relinquish their membership with the band or the Organisation, then the below applies.

5.1.1. Sections 2.0 and 3.0 must be followed in full before any decision is made in relation to membership unless section 6.0 applies.

5.1.2. If the band manager disagrees with relinquishing the member's membership due to possible discrimination, favouritism or other serious circumstances, they should forward the matter to the Executive Committee for consideration.

5.1.3. If the Band Manager deems the concerns genuine and agrees that this way forward is in the band's best interests, these concerns must be submitted to the Executive Committee for review, which will provide a decision and guidance on the way forward in relation to the member's membership status.

5.1.3.1. At this stage, it may be appropriate to ascertain if a seat in another band within the Organisation would better suit the member (providing a relevant seat is available).

6.0 Gross Misconduct

6.1. If the relevant Band Manager deems the actions of a member to be in line with gross misconduct or the actions of a member are considered defamation of the Organisation, the case should be forwarded to the Executive Committee for investigation and a decision under the complaints policy.

7.0 Appeals

7.1. Following any decision and implementation of recommendations, there is no option for appeal. However, if the member feels they have been mistreated or discriminated against, they should use the complaints policy to raise these concerns.

8.0 Document History

Version	Description	Date
Draft 1	Initial draft circulated for committee review	28/09/2023
Version 1	Agreed by committee and adopted	02/10/2023