



Jones Jazz Orchestra

'Code of Conduct and Band Values'

The Jones Jazz Orchestra is a Community Big Band based in the Midlands. It is run by a voluntary committee whose sole aim is to provide great live music in a fun and inclusive environment.

The band has a large supporting and good network of connections throughout the midlands. We also have a positive relationship with many local groups, venues and bands. The band is a proud supporter of diversity and inclusion and aims for equal representation in all areas.

It is expected that all members of the band understand the mindset and the values of the band:

'The band aims to provide a friendly and inclusive atmosphere for players of all abilities, whilst achieving a high standard of playing and maintaining a level of professionalism.'

Rehearsals

The band rehearses every other Sunday through term times at Shustoke Village Hall from 12:15-2:30pm. This includes a short 'tea break'. Band members are expected to arrive (Not before) 12pm to be tuned and ready to play at 12:15pm promptly. The band is led by either of the 2 band leaders; David or Trevor.

At the start of rehearsals it is expected that the chairs and the hall be set out according to attendance by the first members to arrive. Several of the committee are capable of locking and unlocking the hall, ensuring prompt access. At the end of the rehearsal, all members are expected to help with returning the hall to its original state, i.e. returning chairs, before leaving.

Those members who are assigned the responsibility of refreshments for the week are to ensure the kitchen is clean and tidy before leaving. Please ensure all mugs etc. are collected at either the end of the break or at the end of the rehearsal to avoid any unnecessary breaks in rehearsals.

The use of mobile phones during rehearsal is for essential use only. The band appreciates that sometimes it may be necessary to answer an emergency call or a message, but please refrain from all other use throughout rehearsals.

The band has registered first aiders who members will be made aware of when joining the band.

Attendance

Attendance for rehearsals is monitored through the app 'HEJA' which all members are expected to join. It is available from the app store or 'google play' store for free. Simply sign up and use the group code: **CH-560742**.

Good attendance is expected at all rehearsals regardless of whether you intended to play the next performance. This is to ensure that the band still has a good sound at rehearsals and to cover any other missing parts. Marking yourself attending a rehearsal is just as important as marking yourself absent so the band leaders can plan accordingly.

If you plan to be absent for a rehearsal, simply mark yourself absent on the HEJA. If your circumstances change from attending to absent within 48 hours of the rehearsal, you are asked to reach out to the membership

secretary who can ensure the band leader is informed. This helps with the planning or rehearsals if large numbers of sections or important parts are missing.

Rehearsals are for ensemble rehearsal and polishing and there is a reasonable expectation that difficult passages of music are taken home to rehearse individually. This enables rehearsal time to be as productive as possible to maintain a high standard of playing.

Music

The band has an extensive music library of over 200 pieces of all genres and abilities.. The librarian should be the first point of contact for any music issues. Music folders are permitted to be taken home on the condition that should you have a planned absence, the folder is left in case cover is arranged for your part.

Any music that is left between rehearsal should be left in the box with the bandleader to be taken from rehearsals. No folders with currently active pads of music are to be left in the filing cabinets at the hall.

Please treat the music with respect. No cutting, folding or marking the music in any fashion other than with a light pencil or sticky note. Please also ensure when music is collected, it is presented correctly to avoid parts going missing.

The band encourages suggestions from its members for new music and likes to be fully inclusive in its programme choices.

Performances

The band aims to perform 5 or 6 times a year & enjoys having well attended audiences. The band has invested a lot of money in the visual appearance of the band and it is expected that the uniform policy is followed.

Unless otherwise stated, the band uniform is:

- Black 'JJO' band shirt. (If you don't have one then a plain black shirt)
- Black trousers/skirt
- Black shoes
- Black fleece for outdoor events.

If you have any uniform queries or require uniform please speak to the bandleader or a committee member.

The band also operates a 'pin badge' system for its players. The pin badge is an accessory for the uniform and the following colours apply:

- Gold - Original founding member
- Silver - Playing Member
- Bronze - Dep/guest player

You will be presented with your pin badge shortly after joining the band by the band leader and the membership secretary.

Band equipment

The band now has a substantial amount of equipment for both rehearsals and gigs/concerts. It is greatly appreciated if you are ever able to assist in transporting equipment to and from events. Please speak to a committee member if you can offer assistance.

Membership

The band offers membership to players of all ages, levels and abilities. The band operates a probationary period whereby the band assess over the course of 2 or 3 rehearsals whether you are both a good fit for the band and we are a good fit for you. Whilst in this probation period, music is not to be taken home.

Although we don't operate a strict 1st/4th seating arrangement, the seat you occupy is at the discretion of the band leader and although every effort is made to ensure equal playing opportunities for everyone; e.g. solos, the decision of the bandleader is final and is to be respected.

All members are expected to pay 'subs' towards the running costs of the band. These are paid monthly and currently stand at £7. We offer a discount for students which can be arranged through the band's finance officer. Other payment methods are available, as is the option to pay termly. Vocalists are expected to pay per rehearsal attended as their attendance is not requested at all rehearsals.

The band has a Whatsapp community which it uses to communicate with the it's members, however all important correspondence will always be sent via email. All new members are to ensure they have completed a contact form when joining to ensure the band have both contact and emergency contact details.

We look forward to welcoming new members to the band and are always accepting enquiries.

Committee

The committee should be your point of contact for the following issues. They will be happy to help with any queries. The band also has many first-aiders, and a first aid kit is always located in one of the boxes with the band leader.

Chair/Director of Music/Bandleader - David Jones

Assistant M.D/Bandleader - Trevor Jones

Finance/Social Media - Tim Jones

Librarian - Lesley Hodgson (**First Aider**)

Performance Coordinator - Caitlin Richardson

Social Secretary - Laura Springthorpe

Membership Secretary - Sarah Joiner (**Mental Health First Aider**)

Front of House/Rehearsal Refreshments - Paula Baggott

Website/Social Media - Joel Roberts

(Other available Band First Aiders are available)

Jones Jazz Orchestra 2025 Contact Information

Name:

Instrument/Section:

Address:

Email address:

Mobile Number:

Emergency Contact:

Any medical information you believe the band may need to be aware of: *(Optional)*

'I have read the band's code of conduct and agree with the band's values.'

Name:

Signature:
