

GUIDELINES For Queen City Juvenile Pipes & Drums

Mission Statement

The Queen City Juvenile Pipes & Drums(QCJPD) is dedicated to the study and performance of the music of the Scottish Great Highland Bagpipe and its percussion accompaniment. The QCJPD exists to promote excellence in music and performance, which teaches young adults about teamwork, dedication, determination and hard work. Our goal is to raise the profile of piping and drumming within a formal education structure. Membership in the QCJPD is not limited due to race, color, religion, sex, national origin, age, disability, or citizenship.

Membership

Associate Members are non-performing members of the band.

Novice Performing Members are pipers or drummers who have demonstrated a basic level of musical ability. Novice Performing Members may play with the band during massed band performance, parades and selective performances as determined and approved by the Pipe Major. Novice Performing Members will be issued and are responsible for full band uniforms. Pipers and drummer will be admitted as Novice Performing Members upon the recommendation of the Pipe Major or Drum Sergeant, respectively.

Performing Members are pipers and drummers who have demonstrated to the Pipe Major the musical ability to play all elements of the band repertoire. Performing Members will be issued and are responsible for full band uniforms. Pipers and drummer will be admitted as Performing Members upon the recommendation of the Pipe Major or Drum Sergeant, respectively.

- The Drum Major will be admitted to the QCJPD from any membership class with the recommendation of PM and DS.
- Novice and Active members under the age of 18 must be accompanied by a parent or responsible adult to all band functions.
- If any member of QCJPD misrepresents the band mission statement to any person or acts in a way contrary to the reputation, intent, or harmony of the band, that person may be subject to revocation of his/her membership by a vote of the band membership.

The QCJPD actively encourages the membership and participation of young pipers and drummers regardless of age. The band strives to maintain a family and child friendly atmosphere at all band functions. The band, however, is not set up to directly supervise and manage children. All students and band members under age 18 must remain under the supervision and care of their parents.

Regardless of participation/membership level (academy students, associate, novice or performing members) all students/members of the QCJPD younger than 18 years of age and their parents must agree to and comply with the following restrictions:

Members younger than age 13: must be accompanied by a parent or guardian at all band functions, including rehearsal.

Members age 13 through 17:

- May attend regularly scheduled band rehearsals without a parent or guardian provided the parent completes and signs a permission slip including emergency contact information. The permission slips are to be updated annually and kept on file with the band.
- May attend one-day performances including travel without a parent or guardian provided that another responsible adult, age 21 or older, accepts responsibility for supervising the juvenile. The parent must complete and sign a Travel Permission Slip, including contact information and the name of the adult responsible for the juvenile member. The responsible adult must countersign the permission indicating their acceptance of responsibility for the juvenile member. A separate Travel Permission Slip must be completed for each function and presented to the band manager.
- Must be accompanied by a parent or legal guardian on all band functions which include overnight lodging.
- At the discretion of the Band Manager or Pipe Major, a juvenile member age 13 through 17 may be required to have a parent accompany for all band functions.

Aging Out

- Age will be confined between 10 and 18 years of age. Once a member reaches the age of 18 he/she will no longer be eligible for “juvenile” status under the EUSPBA rules.
- At this time, all equipment belonging to the QCJPD will be returned to the organization in good order. Any damage to equipment will be the responsibility of the Parent/Member.
- Former members will be highly encouraged to seek out another playing organization within the community.

Music

- PM is responsible for all aspects of piping.
- DS is responsible for all aspects of drumming.
- PM has overall responsibility for the ensemble aspects of piping and drumming

Attendance

- Attendance is expected for all band rehearsals. Missing more than one rehearsal per month on a regular basis (except for weather, illness, and other reasonable situations) is grounds for a discussion on commitment. If a member will miss a rehearsal, every effort should be made to contact the PM and DS so that they will be aware of the situation.
- A calendar of events will be distributed at the beginning of the year. All Active Performing Members are expected at ALL QCJPD events. Advance notice must be given to the P/M and Band Manager if you are unable to attend.
- If a member misses a rehearsal or band meeting, it is the member’s responsibility to find out what occurred during that meeting/rehearsal. If tickets, passes, or other

items are distributed during the missed rehearsal/meeting, the band member must make arrangements to pick up the item.

Equipment

- Equipment and uniforms issued by QCJPD remain the property of QCJPD (Exception: QCJPD members get to keep their socks and shirts!). Uniforms will be issued to ACTIVE members only. When an active member becomes an “Associate” member, that associate member has 30 days to turn their uniform and band equipment in to the Quartermaster. **ALL equipment is the property of QCJPD and members must receive permission to use such equipment for personal use. (i.e. private jobs, etc.) Equipment will not be used unless authorized by the P/M.**
- Upon “aging out” all equipment belonging to QCJPD will be returned to the organization in good order.
- When Novice Performing or Performing Members are initially accepted into the band, the Pipe Major will initiate and sign an Equipment Checkout Sheet indicating that the new member has been accepted into the band and what equipment they should be issued.
- Associate members may purchase QCJPD logo apparel from the Quartermaster at cost.
- Socks and shirts which become worn out through normal wear will be replaced by the QCJPD, Replacement of item due to excessive wear, damage or stains which render the garment unsuitable for use will be the responsibility of the member.
- Other replacement of socks and shirts will be the responsibility of the individual QCJPD member.
- Maintenance of the uniform is the responsibility of each member (dry cleaning, minor repairs, etc.). Alterations to kilts and jackets will be covered by the QCJPD.
- Band members will be charged the cost of lost or damaged equipment, and other expenditures, if the cause of such loss is under the control of the band member.
- Quartermaster will keep an inventory of equipment and keep records of equipment issued.
- Active QCJPD members are expected to wear issued band uniforms to all band performances, competitions, etc.
- Active QCJPD members are expected to bring the appropriate issued band uniform to all band performances, competitions, etc. (i.e. rain capes, jackets, vests, hats,) as directed by the PM.
- An elected official will be responsible for dress & deportment of QCJPD members.

Regarding Families

- QCJPD encourages ALL members to bring family to appropriate events, especially Games. PLEASE don't bring family to any private events we may be participating in.
- Please note however that it is STILL a band function and family must understand that your first priority is to the band. (Except in emergency situations).
- It will be the responsibility of the individual member to purchase any tickets required for family members.

Financial

- Treasurer will manage the QCJPD's checking account and shall present a written financial summary to the executive committee at least once every six months.
- The Quartermaster will be allowed an annual miscellaneous expense budget in an amount to be determined by the Board. This budget is to be used for miscellaneous band uniform and equipment expenses such as additional uniform parts, repair items, supplies and ice, water and soft drinks for performances.
- All other purchases must be submitted to and approved by the Executive Board.

Executive Board

Protocol of Board: Meets quarterly to review QCJPD's overall well-being and to review reports from Band Manager, Treasurer and Quartermaster and to review proposals from band members, board members or discuss proposals for projects.

Financial Decisions regarding the Executive Board

The Executive Board will approve expenditures submitted to them by the Executive Committee.

Payment will be distributed by the Treasurer to the requesting board member or board member responsible for the purchase.

The Executive Board Members:

Pipe Major, Drum Sergeant, Band Manager, President, Treasurer, Quartermaster

Officers

Officers may be elected from any of the three categories of membership.

The Board will appoint vacated positions as needed, with the exception of the President which will be voted on should the current President resign or be opposed by the QCJPD membership.

Pipe Major: PM has overall responsibility for the ensemble aspects of piping and drumming.

- PM submits a list of Highland Games Contest and Performances for the next year's season (April to November) ahead to present to the Band for approval during the off-season.
- Offers workshop suggestions and request funding for both Pipe and Drum corps.

President The QCJPD will elect this position once per year at the annual general meeting ("AGM"). The term of office is for one year. In the absence of the President, the PM serves as President. Duties of the President are:

- To be the voice of the Band members to the Executive Board.
- Lead and arrange meetings of the Board for discussions.
- Arrange the AGM for the annual overview of the year.

Treasurer Duties of the Treasurer are:

- Manage QCJPDs checking account, insurances and licenses for equipment as needed.
- Submit payment to vendors once they have been approved by the Executive Board/Committee.
- Present financial summary to the Board twice annually and to the entire Band at the AGM.

Quartermaster The QCJPD Executive Board will recommend a member for this position and it will be approved by the band at the AGM. The term of office is for one year. Duties of the Quartermaster:

- Distribution, Care and Maintenance of Band Uniforms and Equipment
- Keep written records of uniforms and equipment that is checked out.
- Ensure return of uniforms and equipment from former band members..

Band manager/Secretary The QCJPD will acknowledge this position once per year at the AGM. The term of office is for one year. Duties of Band Manager:

- Coordinates logistics for band trips, events and functions including supplies needed (i.e. water, tent, etc...)
- Sets appropriate fees depending on nature of performance requested.
- Maintains current membership list for band and EUSPBA and works with PM to coordinate needs for gigs, performances and competition.
- Keeps a list of members that are attending gigs, performances, competitions, etc...
- Keeps release forms and permission slips for juvenile players.

