



Member Handbook
2016-2017

Welcome to the Thornton Community Band!

The purpose of this handbook is to introduce you to the Thornton Community Band (TCB), highlight the rules and regulations of the Thornton Community Band, and define your responsibilities to ensure a positive and fulfilling musical experience for all members and/or participants in the ensemble.

An electronic copy of this handbook, as well as a complete electronic copy of the organization's by-laws, the band's history and other band related media can be accessed on the Band's website - www.thorntoncommunityband.org

Visit and "Like" the band's Facebook page to receive updates about upcoming events and news!

www.facebook.com/thorntoncommunityband

THORNTON COMMUNITY BAND MISSION STATEMENT

The organization's purpose is to enlighten and entertain the community by providing a continuing opportunity for musicians to perform a variety of band and ensemble music that is challenging and interesting to both musicians and audiences.

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BAND HISTORY

The Thornton Community Band (TCB) was formed through the leadership of Frank Newton, President of Thornton Arts, Science and Humanities Council, and Harley Brown, President of the Thornton Community Band organizing committee and later the Thornton Community Band, for the purpose of enlightening and entertaining the community by providing a continuing opportunity for musicians to perform a variety of band and other ensemble music that is challenging and interesting to both musicians and audiences.

The band had its first rehearsal in the Spring of 2008 and played its first concert in May 2008 under the direction of Dr. David Kish of Metropolitan State University of Denver. Dr. Kish served the TCB as conductor from March, 2008 to spring of 2011. The baton was then passed to Jon Borodach the Fall of 2011. Jon has continued to lead and grow the Thornton Community Band since that time.

Since the band's inception, the band has played three formal concerts a year and added the 4th of July concert to the formal schedule (2016-2017 season), now bringing the total formal concert number to four. TCB has been a regular participant in Thornton Winterfest and July 4th festivities since the band's inception, has performed at the Highlands Ranch Community Band festival since 2013, and participated regularly in special performances (Twist and Shout Summer Concert Series) throughout the years.

Other accomplishments of note include:

- Commissioning of an original piece, "Some Give All" by composer David Holsinger. The piece is a tribute to American Service men and women who served in the Middle East, and in particular lance Corporal Thomas Slocum, a Thornton resident who was one of the first Americans to die in Iraq.
- Performed the piece called "Communis" that was specifically written for the unveiling of commissioned sculpture "Communis" at Thornton Civic Center, in 2010.
- Inaugural performance at the opening of the Carpenter Park Amphitheater in May 2013

The Thornton Community Band is a 501(c)(3) tax exempt organization. All purchases by the band are exempt from state sales taxes, and all contributions to the band are tax deductible to the donor.

The Thornton Community Band's tax-exempt number is 98-20898-0000.

2016-2017 ORGANIZATION ROSTER

BAND BOARD:

President: Kathy Frazier - Flute
Vice President: Walt Blankenship - Tuba
Secretary: Leona Losinski - Flute
Treasurer: Lynn Callison - Alto Saxophone
Ned Avery - Trumpet
Kyle Dobbins - Trombone
Kent Nelson – Tenor Saxophone
Frank Newton – Community Member
Ryan Powell - Clarinet
Michael Snodgrass - Trombone
Bob Wagner - Trombone

CONDUCTORS:

Principal Conductor/Musical Director: Jon Borodach
Assistant Conductor: Ned Avery

BAND LIBRARIAN:

Nicole Hibbard

COMMITTEES:

Membership/Musicianship– Chair: Kent Nelson, Members: Kyle Dobbins, Harley Brown
Long-Range Planning – Chair: Walt Blankenship
Community/Educational Outreach- Chair: Kyle Dobbins, Members: Michael Snodgrass, Frank Newton
Operations- Chair: Walt Blankenship
Literature- Chair: Bob Wagner, Members: Ned Avery, Leona Losinski, Kathy Frazier
Finance/Fundraising- Chair: Lynn Callison, Members: Walt Blankenship

SECTION MANAGERS:

Clarinets: Ryan Powell
Bass Clarinets: Grayson Garner
Double Reeds: Valerie Erickson
Flutes/Piccolos: Leona Losinski
Saxophones: Terry Shockey
French Horns: Debbie Sprinkle
Trumpets: Ned Avery
Trombones: Michael Snodgrass
Euphoniums: Jim Hunt
Tubas: Kristine Barlow
Percussion: Geoff Newton

OPERATING GUIDELINES

BOARD MEETINGS

The Thornton Community Band Board meets every second Saturday of the month to discuss band business unless a special session is called by the band president. Board meetings are open to all members of the TCB Band as well as the general public. The Band Board meetings are held at the Thornton Community Center, 2211 Eppinger Blvd, Thornton, CO 80229. Times of board meetings will be announced via email or by a board member at a TCB practice.

BAND SIZE

Due to practical considerations including (but not limited to) building capacity rules and instrumentation needs for the current program, the Thornton Community Band Board may establish a limit on the size of the band. On an annual basis prior to the start of the regular season, the TCB Board will meet to review the current and returning member list and establish the maximum band and section sizes. The maximum size of the band or a section may be set lower than the current level. This would not reduce existing membership, but rather establish whether section size should be capped for the season and whether additional membership invitations should be extended.

CONDUCTOR

The Conductor is the musical director of the Thornton Community Band and is ultimately responsible for the conducting, selection of music, and overall musical quality of the TCB.

SEATING

The Conductor, in conjunction with the Section Manager of a given section, shall determine the seating of a section to ensure proper musical balance. Reseating in support of a rotation of players for purposes of enhancing players' abilities and maintaining members' interest may be established by the Section Manager in coordination with the Principal Player, Conductor, and/or the Musicianship Committee.

New (and visiting) band members will be seated per the Section Manager and Conductor's discretion.

**Special consideration will also be given to individuals who would like to sit next to other specific band members per approval by the Section Manager and Conductor, in that this does not interfere with the musical balance of the section.

ESTABLISHING MEMBERSHIP

Per the Thornton Community Band bylaws, membership in the band is open to anyone in the general public. Any individual who wishes to participate as a member or sub/alternate only needs to have a high school proficiency in their instrument.

A "Participating Musician" of the Thornton Community Band is defined as someone who:

- Participates in rehearsals and concerts during the regular concert season (Fall, Winter, Spring, 4th of July).
 - The regular concert season does not include the summer concert series (Highlands Ranch Concert Band Festival, Summer Concert in the Park) or Thornton WinterFest.
- Is current on dues, per the TCB Bylaws. Annual dues must be paid by the end of the first month of the Fall Concert Cycle. For more information on paying Dues, please contact the TCB Treasurer.

- Adheres to the Thornton Community Band Code of Conduct.

MUSICIAN WAIT LIST

When musicians interested in playing with the Thornton Community Band are unable to join for the current concert cycle (due to an established size cap, etc.), they can choose to be added to the Thornton Community Band Wait List. The Musicianship Committee will maintain the wait list on a per-section basis and maintain the order of the list based on the date the prospective member was added. In the event of a membership opening, the Musicianship Committee will offer the opening to the next person on the list.

ALTERNATE LIST

The prospective member can also choose to be on the Alternate List, which will be used when a permanent member is unable to participate for a concert and the Board determines an alternate is needed. The alternate will serve on a temporary basis and dues are not required to be paid by the alternate. The alternate player will also be held to the same expectations of a permanent member as set forth in this member handbook [Attendance, Code of Conduct, maintain and turn in music]. The permanent member will be entitled to their seat when they return, providing they continue to meet the membership expectations. The Alternate List can also contain musicians that are not prospective members, and can be used to fill instrumentation gaps as needed.

A Membership opening can occur when:

A permanent member vacates a seat and the Board elects to keep the maximum section size the same.

OR

The Board elects to increase the maximum section size.

CONCERT DRESS

Formal Concerts:

Men - (unless otherwise notified)

- Black suit jacket
- White shirt
- Black tie
- Black shoes and socks

Women- (unless otherwise notified)

- Long black dress or long black skirt, or dress pants
- Black blouse
- Black shoes

Summer Concerts:

- Khaki long pants/shorts
- TCB Polo shirt (which is available for purchase)

MEMBERSHIP RESPONSIBILITIES AND BENEFITS

The following is expected of every member/participant of the Thornton Community Band:

- Participate in all of the main concerts (Fall, Winter, Spring, 4th of July) each season.
- **Attendance** – No more than **three** absences will be allowed per concert cycle.
 - If more than three absences occur, the player will not be allowed to participate in that concert cycle's concert. If needed, a substitute/alternate will take the player's place for that concert. The member does retain their chair though for the next concert cycle.
- Follow all rules set forth in the Code of Conduct.
- Pays annual dues that are set annually by the Thornton Community Band Board (unless special allowances set by the by-laws exempt from the paying of annual dues will be determined by a case-by-case basis by the Band Board).
 - The Treasurer shall give notice to band members who are thirty days in arrears in the payment of their dues. Band Members who are sixty or more days in arrears shall be dismissed from the Thornton Community Band unless a waiver has been granted by the Band Board.
- Maintain all music and music folder in good condition and return music and music folder at the end of the concert cycle. If music and music folder are damaged or not returned, the member will pay to replace the music.

As a full Member of the Thornton Community Band, an individual is entitled to:

- Participate in each regular concert season (Fall, Winter, Spring, 4th of July).
 - If unable to participate in one or more concerts due to a valid reason (As determined by TCB Board), a spot in their corresponding section will be reserved for that member for the remaining current season.
- Receive preference due to band size restrictions for participating in the summer concert series (Highlands Ranch Concert Band Festival, Summer Concert in the Park) or Thornton WinterFest.
- Participate in any band decisions requiring a vote.
- Members are encouraged to support the band's organizational activities by volunteering any particular and relevant skills to the events being held or to assist with the running of the band.
- Serve on Committees within the TCB infrastructure.

FURTHER MEMBER BENEFITS

After playing for a full concert season (Fall, Winter, Spring, 4th of July), should the player choose to continue playing with the Thornton Community Band the following year, the member is then entitled to the following further benefits if these opportunities have not already been presented to the player by the Section Manager, Conductor, and/or the TCB Musicianship Committee/ Band Board during the member's inaugural year.

- To serve on the Thornton Community Band Board if open positions are available.
- Be eligible to inquire/pursue the position of Principal Player of their respective section if the member so chooses.
- Be eligible to serve as Section Manager for their section.
- Request opportunities to play the occasional solo should the member not wish to pursue Principal Player/Section Manager position. This request should be directed to the Section Manager and Conductor.

POSITIONS HELD WITHIN SECTIONS

SECTION MANAGER - The Section Manager is the organizational leader of the section. A full-time member of the TCB may serve as Section Manager after playing for a full concert season (Fall, Winter, Spring, 4th of July). If a member wishes to serve in the role of Section Manager, the member needs to notify the Conductor in which the Conductor will pass along this notification to the Musicianship Committee. The Section Manager is then chosen by the Musicianship Committee and agreed upon by the Band Board. Allowances will be made should this player have been made Section Manager by the previous Section Manager, and/or the TCB Musicianship Committee during the member's inaugural year.

There will be only one Section Manager per section.

If the current Section Manager is sufficiently fulfilling the duties listed below, new inquiries about this position will be logged so in the event that the current Section Manager is unable to continue serving in this role, the members who have shown previous interest in serving may be asked by the Musicianship Committee to serve in this position.

**Band members are encouraged to approach their Section Manager to see if a solo or higher chair position in the section is available. If so, the Section Manager will work with the band member(s) to ensure that these needs are accommodated accordingly.

Section Manager Duties:

- Be the primary point of contact of the section in which the distribution/collection of section music will occur.
- The Section Manager, in coordination with the Conductor and Principal Player, shall establish formal seating of TCB members within their section based on musical and playing abilities, not length of membership with the TCB.
 - Reseating of members in a section, in support of a rotation of players for purposes of enhancing players' abilities and maintaining members' interest, may be established by the Section Manager in coordination with the Principal Player, Conductor, and/or, the Musicianship Committee.
 - Special seating consideration will be also given to individuals who prefer to sit next to other specific band members per approval by the Section Manager and in that this does not interfere with the musical balance of the section.
- Organize sectionals, as needed, outside of TCB designated practice time.
- Liaison between the section and the TCB Librarian for collecting/distributing of music.
- Liaison between the section and the TCB Musicianship Committee & Band Board.
- Track attendance of the section at the request of the Membership Committee.
- If the Section Manager needs to step away for the remainder of a season, the Musicianship Committee will determine who will fill the position for the remaining concert cycles out of the members in the section

PRINCIPAL PLAYER - The Principal Player is the musical leader of the section. The Principal Player of a section, by default, will be Section Manager unless another member of the section expresses interest to fulfill the role of Section Manager. The Section Manager position will be determined by the Membership Committee.

Principal Player will be selected on qualifications such as musical ability and if the player has been with the Thornton Community Band for at least one full concert cycle (Fall, Winter, Spring, 4th of July). If another player in a section shows interest in wanting to be Principal Player of their section, this member should meet the prerequisite of being a Thornton Community Band member and should direct this inquiry

to the Conductor. The Conductor will then notify the Musicianship Committee of this action and in which the Conductor and Musicianship Committee will make the decision on who will have the title and duties of Principal Player.

Principal Player Duties:

- Will be the default solo player of the section for receiving solos per the Conductor's music selection choice for that concert cycle unless Principal Player, Section Manager allow another person of the section to play a solo.
 - The member inquiring should have the ability to play the solo and want to gain experience performing solos in a concert setting.
- If the Principal Player needs to step away for the remainder of a season, the Section Manager and Conductor will determine who will fill the position for the remaining concert cycles. The Musicianship Committee may also be engaged to assist with this process.

TERMINATION OF MEMBERSHIP

A Member of TCB can lose member status for the following:

- Violating the Thornton Community Band Code of Conduct.
- Opting out of regular membership.
- Missing one full regular season.
- Failure to pay dues (unless payment or exemption by Board of Directors).
- Being asked to leave by the Board for reasons established in the Thornton Community Band Bylaws.

An individual who voluntarily discontinues membership may be placed on the list of substitutes/alternates for participation in future seasons. Those who violate the Thornton Community Band Code of Conduct, and individuals asked to leave in accordance with the Bylaws, will not be placed on the list of alternates/subs.

THORNTON COMMUNITY BAND CODE OF CONDUCT

GENERAL CONDUCT

All persons participating in activities with the Thornton Community Band shall comport themselves with good manners and in the spirit of good fellowship and the high standards of the Band.

HARASSMENT POLICY

Thornton Community Band strives to maintain an environment free of unlawful or inappropriate harassment of individuals. In doing so, the TCB prohibits unlawful harassment based on age, race, sex, color, religion, national origin, disability, genetic information, or any other applicable status protected by State or local law.

Unlawful harassment includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's participation or creating an intimidating, hostile, or offensive environment. These actions will not be tolerated. Prohibited behavior may include but is not limited to the following:

- Written forms such as cartoons, email, posters, drawings, or photographs.

- Verbal conduct such as epithets and derogatory comments, slurs, or jokes.
- Physical conduct such as assault or blocking an individual's movement.

SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other forms of harassment, the Thornton Community Band believes it warrants separate emphasis.

Thornton Community Band strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when such conduct has the purpose or effect of substantially interfering with an individual's participation or creating an intimidating, hostile, or offensive environment.

Conduct which may violate this policy includes sexually implicit or explicit communications which include, but are not limited to:

- Written forms such as cartoons, emails, posters, drawings, or photographs.
- Verbal forms such as comments, jokes, foul or obscene language of a sexual nature, gossiping, or questions about another's sex life.
- Physical gestures and other nonverbal behavior, such as unwelcome touching.

COMPLAINT PROCEDURE

All members have a right to expect a safe environment that allows, and encourages, open and honest dialogue on all issues without fear of sanction or retaliation. Most issues can probably be resolved quickly and satisfactorily without need for formal action if this respectful atmosphere persists. It is the responsibility of all of us to support, encourage, assist and cooperate with one another in the pursuit of TCB excellence and harmony.

If you believe there has been a violation of this policy, including sexual harassment or any such concern that is not listed in the Code of Conduct, please report the violation to any member of the Board, who will then report the incident to the Board. Your complaint will be kept confidential.

****NOTE:** Violations of the Thornton Community Band Code of Conduct should be directed immediately to a Board member and consequences will be determined by the Band Board and Musicianship Committee in an executive session. If the TCB Board determines that a member's behavior is in violation of this policy, disciplinary action will be taken, up to and including termination of membership.

In the event that there is a complaint levied against a Member of the Musicianship Committee and there is deemed a conflict of interest, that member shall be excused from service on the Musicianship committee for the duration of the complaint proceedings. That member shall be replaced on the Musicianship committee by a band member chosen by the Membership Committee and/or TCB Board.

These policies apply to all participants and/or members, Board members, conductors, other volunteers, and guests.

MEMBERSHIP/MUSICIANSHIP COMMITTEE

The Membership/Musicianship Committee can be looked upon as being the personnel management department of the Thornton Community Band. This committee is essential to keep many administrative tasks running smoothly and efficiently.

Some of the tasks performed by this committee include:

- To serve as the main contact point and liaison for prospective new band members, community, and current band members with the rest of the TCB.
- Maintaining the TCB roster to ensure that all sections have adequate musicians to fill the section.
- Maintaining the substitute/alternate list of musicians should the need arise for someone to step into an open position in the Thornton Community Band.
- Communicating via email to the entire band population announcements, Director's Notes, Board Meeting announcements, and any other relevant Thornton Community Band communications that the entire band needs to be aware of.
- Maintaining the Thornton Community Band Handbook to ensure that all content is relevant and not outdated.
- Maintaining the Code of Conduct to ensure that all content is relevant and not outdated.

General administrative meetings of the Membership/Musicianship Committee might be needed from time to time to address minor operational/administrative issues. The "Core" Membership/Musicianship Committee is comprised of the Membership/Musicianship Committee Chair and named Members of the Membership/Musicianship Committee.

Should any decisions that require input from other members of the Musicianship sub-Committee to resolve the operational issue, the Membership/Musicianship Committee Chair will reach out to the rest of the members of the committee to participate with the resolving of the administrative issue.

Any changes made by the Membership/Musicianship Committee during these meetings will be reported to the rest of the Membership/Musicianship Committee and the Band Board via email or presented the next Band Board meeting to ensure that the rest of the Committee is aware of current events.

MUSICIANSHIP COMMITTEE

The Musicianship Committee is sub-committee of the Membership/Musicianship Committee and is a necessary tool for arbitrating a variety of issues that might arise as the band conducts its musical activities. However, it is our hope that the board, the conductor(s) and all band members will always strive to promote and maintain an atmosphere of camaraderie, respect and friendship, and unity in our pursuit of our common goals of disciplined musicianship in preparation and performance.

When "Regular sessions" of the Musicianship Committee are convened for the purpose of addressing regular musical membership issues, the Musicianship committee shall consist of the following people: Membership/Musicianship Committee Chair, Membership/Musicianship Committee members, Conductor, Assistant Conductor, Principal Players, and Section Managers.

Criterion for a "Regular Session" is as follows:

- Attendance / membership conflicts
- Review placement of inactive members when they return to active status.
- Musical competency and seating within the section.

- Any other issue of musicianship which is not being satisfactorily resolved by other means.

**Special sessions of the Musicianship Committee can be convened to address specific issues that are not addressed above.

If a special session of the Musicianship Committee is called to address an issue, the committee will include the Membership/Musicianship Committee Chair, Membership/Musicianship Committee members, Conductor, the Section Manager and/or the Principal Player of the section in which the issue exists.

The Membership/Musicianship Committee Chair must submit a report of all proceedings (including special sessions to address disputes) to the Board's Secretary to be reported to the Board and recorded into the permanent record. The report must include:

- Name of chairperson and members
- Date and time of the meeting
- Description of issue(s) addressed
- Description of disposition of those issues

All recommendations of the Musicianship Committee will be finalized upon approval by a majority vote of the Board.