



## **RSCO Orchestra Handbook**

**A quick guide for members**



@SColdfieldOrch



Royal Sutton Coldfield Orchestra

Website: <http://www.royalsuttoncoldfieldorchestra.org.uk>

*Charity number 509630*

## Introduction

The RSCO has approximately 50 members and performs across the Sutton Coldfield district under professional, guest conductors. Repertoire is very wide-ranging, and we often use extra players for larger works.

We also have a thriving Youth Orchestra which caters for 8-16 year olds, and parts are adapted to suit the player. They perform regularly in their own right, but we also arrange an annual children's concert where members of both orchestras perform together.

The RSCO rehearses on Thursdays 7.30-9.30pm at St Michael's Church Hall, Boldmere during term time.

The RSCYO rehearses on Fridays 4.15pm-5.30pm at the Arthur Terry School, Four Oaks.

## Rehearsal Attendance and commitment

Regular, committed attendance is vital to ensure that each part is balanced within the whole orchestra in order to achieve the standard for which we strive. Whilst music can be learnt at home, ensemble rehearsal and blend can only be achieved together in rehearsals.

*We generally expect members to commit for all of the rehearsals and concerts, as skills and repertoire are built upon throughout this time.*

If you have an *unavoidable absence*, please let our Secretary, or your section leader know prior to the rehearsal or event *with as much notice as possible*.

By email: [membersofsuttonorchestra@gmail.com](mailto:membersofsuttonorchestra@gmail.com)

We reserve the right to exclude anyone from performances if they miss too many rehearsals.

**On arrival** at the rehearsal venue, all members **must sign in** at the desk to comply with health and safety regulations. Please arrive 5 minutes before the start of rehearsal in time for the start of the rehearsals.

## Performances

We would ideally like all members to attend all performances. If there is an unavoidable clash, please let your section leader, know *as soon as dates are released*. We would also like as many members of the RSCO to attend the concerts for the RSCO Youth Orchestra.

## Membership Subscription

The Organisation is largely self-financing through membership subscriptions and fundraising activities. Details about membership of the orchestra are displayed on our website:

<http://www.royalsuttoncoldfieldorchestra.org.uk/>

Subscriptions for the RSCO Orchestra are due by the Spring Concert and all members notified of the current yearly amount via email following agreement of the amount at the Annual General Meeting.

Our account details are:           HSBC Bank  
  Sutton Coldfield Branch  
  Sort Code 40-43-28  
  Account number 12017199

If payment cannot be made online, cheques will be accepted. Cheques should be made payable to *The Royal Sutton Coldfield Orchestra* and placed in an envelope clearly marked with your name and handed to our treasurer (for RSCO Orchestra) on arrival at rehearsal.

If fees cannot be paid due to particular financial difficulties please speak to the Orchestras' treasurer where your case will be dealt with sympathetically and in strict confidence.

### **Gift Aid**

If the person paying the membership subscription is a tax payer, please remember to complete a gift aid form\* so that the Charity can benefit further from your or your child's membership by claiming a tax refund from HM Revenue and Customs.

\*A gift aid form can be obtained via our Orchestra Treasurer at rehearsals.

If, due to a change of circumstances, you are no longer a tax payer **and** you have previously completed a gift aid form, please notify us straight away so that we can amend our records accordingly.

### **Publicity**

In line with our 'social media policy' we publish photos and video material on our orchestras' social media and website. Please provide your consent to this via the form issued annually with the rate of the annual subscription.

### **Parental Involvement**

Please, please get involved. We are always in need of volunteers for chaperoning of children at events/concerts, front of house or as committee members.

If you are willing to help in any way please let our Chairman or Secretary know at rehearsal or email the committee at [membersofsuttonorchestra@gmail.com](mailto:membersofsuttonorchestra@gmail.com).

## **Leadership and Management**

RSCO is a registered charity and is governed by a committee of nine with set responsibilities.

- Chairman – overall responsibility for the orchestra
- Treasurer – ensures financial compliance for the orchestra with HMRC, Financial Institutions and members
- Librarian – arranges the hire of all music
- Secretary – ensures all members are aware of rehearsal dates, any relevant orchestra information, creates the programmes for concerts and updates the Orchestra website
- Conductor Liaison Support – ensures appropriate communication with conductors for our concerts
- Making Music Representative/Venue Liaison Support – ensure appropriate communication with our venues for both rehearsals and concerts. Also, liaises with Making Music as an alternative source of support
- Safeguarding Lead – ensures all relevant safeguarding policies are adhered to and any issues acted on
- Ex-Officio
- RSCO Youth Orchestra Support – ensures communication between the 2 constituent parts of The Royal Sutton Coldfield Orchestra
- Social Media Administrator – responsible for all social media activity on facebook and twitter
- Ticket and Publicity Administrator – creates all printed posters and tickets for our concerts

## **Policies**

As a number of our members are children and young people under 18 and because we perform in relatively insecure environments eg town halls, concert venues, sometimes away from home, we have a designated safeguarding lead and various policies and procedures in place to ensure the safety and wellbeing of the children and vulnerable adults, at all times. The areas covered are bullying & harassment, chaperoning, child collection, medical care, social media, filming, photography and mobile phone use. All adult helpers and chaperones have been DBS checked and have undergone safeguarding training via NSPCC.

The charity also has procedures in place that ensure the suitability of those engaged for their professional/musical expertise.

## **Joining Us!**

On joining or continuing your membership with us, please keep this handbook to hand for your own reference. On choosing to play with RSCO, we are sure you'll have some happy and memorable experiences.

*We request that all members accept the requirements of RSCO set out in this handbook so that we can collectively work together to continue developing our aims and objectives.*

**Most Importantly...** Please keep up to date with news and forthcoming events by visiting our website and social media pages, where we update new pictures, video clips and news.

Emails : [membersofsuttonorchestra@gmail.com](mailto:membersofsuttonorchestra@gmail.com)  
[scorchestra.pr@gmail.com](mailto:scorchestra.pr@gmail.com)

Web: <http://www.royalsuttonorchestra.org.uk>

Facebook : [www.facebook.com/royalsuttonorchestra](http://www.facebook.com/royalsuttonorchestra)

Twitter : @SColdfieldOrch

*This handbook and all associated policies will be updated on an annual basis with any amended documents displayed on our website. Copies of this documents will not be issued on an annual basis forthwith.*