



RULES & REGULATIONS



MEMBERSHIP QUALIFICATIONS

Applicants for the Wheaton Municipal Band ("WMB") must be a minimum age of 15 years by the first rehearsal. The performance level of the WMB demands that applicants play at a high level of proficiency on their instruments (i.e. college level), and should be able to accurately sight-read Grade 5 music (1-6 scale).

ATTENDANCE

Weekly attendance consists of a combined Wednesday rehearsal and Thursday concert. You will be paid for the week only by attending both the rehearsal **and** concert. You may not play the concert without its accompanying rehearsal.

MEMBER STATUS

Selection into the WMB earns a player "Regular Member" status. Regular Members are required to maintain satisfactory attendance at rehearsals and concerts. All members (Regular or Substitute) must attend the Wednesday evening rehearsal in order to play the Thursday concert for that week.

Regular Members are expected to play at least half of the Thursday night performances (5 of 9 concerts). Players who cannot attend a minimum 5 concerts should audition for a Substitute Member spot.

Regular Members may earn "Continuing Member" status by performing 7 of 9 (or more) Thursday night performances for two (2) consecutive seasons. Continuing Member status automatically earns the player a Regular Member spot in the WMB, provided they continue to receive a minimum acceptable audition score, remain a member in good status, perform 7 of 9 Thursday concerts each season, and the City of Wheaton continues to fund the WMB. The July 4th Parade, special concerts, and the Jazz Band Concert are not counted towards earning Continuing Member status. Regular Members who miss more than two Thursday concerts (but no more than 4) will still retain their "Regular Member" status.

Applicants not selected as Regular Members may be considered as Substitute Members. Substitutes may be called on to perform during the season on an as-needed basis each week.

REHEARSALS AND CONCERTS

Wednesday night rehearsals for the weekly Memorial Park concerts start promptly at 7:30 p.m. and end at 10:15 p.m. Thursday night concerts begin at 7:30 p.m. Call time for both rehearsals and concerts is 7:15 p.m. (percussion: 6:45 pm). Cases can be left on park benches for rehearsals and behind the band shell for concerts. In the event of rain, you may go retrieve your case.

RULES & REGULATIONS

In the event of inclement weather, **be prepared to begin the concert immediately at 7:15 p.m.** (determined by the Board)

CONCERT INTERMISSIONS

There is to be no playing on stage by band members (except the intermission brass ensemble) until the signal has been given to indicate the intermission is over. All players are expected to be in their seats when the Brass Ensemble finishes.

END OF REHEARSALS AND CONCERTS

All playing should cease when the conductor leaves the podium at the close of each session. Please put all the music back in the folder, close it, and leave wind clips on your stand. Players needing to warm-down are encouraged to do so off-stage, to allow the librarians and work crew to clear the stage.

AUDITION AND SEATING PROCEDURES

All candidates (including former members) must audition each year. Seating is determined by the Band Officers, Personnel Manager, General Manager, and the Music Director. The Music Director reserves the right to re-audition members or change the seating as necessary.

AUDITION RESULTS

These are maintained and will be used as necessary to bring new players for temporary or permanent substitutions. If you wish to know your score, ask the Personnel Manager.

TERMS OF EMPLOYMENT

WMB members are Independent Contractors employed at will. Performers who wish to resign from the band are asked to do so in a professional manner – at least one full week notice to the Personnel Manager. WMB may also terminate employment of any performer for professional reasons, and timely notice will be given. Each performer's employment file can be used (if necessary) to determine any future placement in the WMB.

CONTRACTS

Regular and Substitute Members who play with the Wheaton Municipal Band must sign and return a contract (& W-9) with the City of Wheaton. Payment for performances will be withheld if an individual has no contract on file. Individuals who do not fulfill the terms of the contract may be penalized as set forth in the contract.

YOUR PAY

You will receive a check (mid-September) from the City of Wheaton after all city instruments and uniforms have been returned and checked in. As an Independent Contractor, there will be no tax deductions from your pay; you are responsible for tax liabilities incurred for earnings over \$600 from the City of Wheaton (and may include a 1099-MISC).



RULES & REGULATIONS



DISCIPLINE

Good discipline in any large musical group is essential. Please exercise courtesy, common sense, and good judgment when dealing with the conductor, officers, and fellow musicians. You are an Independent Contractor employed by the City of Wheaton; the band officers and/or band staff have the right to terminate your employment for any reason. **Any behavior (unprofessional musicianship, poor rehearsal etiquette, excessive talking, etc.) detrimental to the effectiveness of the band or its reputation will be grounds for dismissal.**

ABSENCES & TARDINESS

Weekly absences can be reported by 1) Contacting the Personnel Manager directly; 2) Indicating a known absence by marking an "X" on the Attendance Board for the corresponding week. Please make every effort to report absences at least one (1) week in advance.

If you are absent and you do not inform the Personnel Manager or mark the Attendance Board, **your absence is unexcused and you will not be paid.** Unreported absences may also jeopardize your eligibility for membership in subsequent years. Repeated tardiness to rehearsals or concerts will also result in loss of pay and/or termination of employment.

SEASON SCHEDULE

The Band Officers, Music Director, and the General Manager determine the season schedule. This includes regular Thursday evening concerts, the July 4th Parade and other special concerts.

INCLEMENT WEATHER

Plan to arrive at the band shell (City Hall) regardless of weather if no official cancellation is posted. You must be present at the usual call time in order to be paid, regardless of a cancellation. Updates on concert/rehearsal status during rain or questionable weather can be found on the WMB Facebook Page. If there is a last-minute decision about a rehearsal location or concert, it will be made by the staff at the band shell or City Hall.

SOLO & ENSEMBLE AUDITIONS

Auditions for Regular Member solos and ensembles will be announced on the day of general auditions. Solos & Ensembles should already be at performance level on the day you audition. If you are accepted as a WMB Summer Soloist (or Ensemble), you are required to meet with the director prior to the rehearsal of your piece. Please be prepared to supply a suitable biography to the announcer at least one week in advance of your performance.

MUSIC FOLDERS

No music may be taken home for practice.

RULES & REGULATIONS



UNIFORMS

The full WMB uniform consists of blue blazer (provided by WMB); black slacks (no leggings); white collared short-sleeved shirt; black bow ties (provided upon request); black socks (long enough so no leg shows); black shoes (no sandals). Members should expect to wear the complete uniform at each concert; in extreme heat, the band will often remove the coat and/or tie. This decision is made at the concert, so be sure to always bring your coat and tie.

Failure to wear the **full** uniform will result in disciplinary action up to and including: 1) verbal warning; 2) pay reduction (50%) for each concert where the complete uniform is not observed; 3) termination from the band.

Alternate uniform (only in extreme weather conditions and the July 4th Parade) consists of khaki or tan shorts, possibly with a WMB t-shirt. Uniforms are distributed immediately after one of the first three rehearsals (location TBA). Be prepared to stay later after rehearsal on the night you receive your uniform.

SMART PHONES & DIGITAL DEVICES

Phones and tablets must be turned off during rehearsals and concerts. They may be used during breaks and intermissions.

RESTROOMS

Restrooms are located in the concession stand building at the back of Memorial Park.

STAGE DECORUM

No food or smoking is allowed on stage at any time. Smoking is not allowed anywhere in Memorial Park.

CITY INSTRUMENTS

The WMB owns some instruments. If you need an instrument to play in the WMB, please see the General Manager.

JULY 4th PARADE

Members must sign up to perform. Check the announcement board.



RULES & REGULATIONS



BAND BOARD

Elected Board of Directors includes: President, Vice-President, Secretary, Treasurer, and Band Trustee (3)

The President, Vice-President, Secretary, Treasurer are elected each year. Band Trustees serve a three-year term, rotating so that only one is elected each year.

Band Officers must be available for meetings throughout the year. The President chairs meetings of the Band Officers and staff, and are open to the membership of the band. The board may declare itself in Executive Session for the purpose of discussing personnel matters.

Election of the band officers is held at a regularly scheduled rehearsal in July, and will be announced at least one week in advance to the Regular Members of the band. Vote will be by secret ballot, unless the entire slate of candidates is unopposed.

Votes for Band Officers are only open to Regular Members (not Substitutes).

BAND STAFF

Professional Staff Members for the WMB include: Music Director/Conductor, Announcer, General Manager, Personnel Manager, Business Manager, Brass Ensemble Manager, Librarian/Uniform Custodian (2), Publicity Director, Webmaster, and Sound Technician.

In the event of resignation of a member of the Professional Staff, the General Manager will post job openings, organize interviews, and present the Board of Directors with a candidate. The Board of Directors will make a recommendation to the Wheaton Band Commission, who will appoint the Staff Member. Staff Members are salaried directly by the City of Wheaton.

Secondary Band Staff positions include: Work Crew, Audition Judges, and others as determined by the Board and Professional Band Staff. The General Manager hires and appoints these positions, and their pay is included with their total WMB summer earnings.



www.wheatonmunicipalband.org



www.facebook.com/WheatonMunicipalBand