

**Dodworth Saxhorn Band  
Member Handbook  
2024**



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## Welcome

You have embarked on a unique journey. The Dodworth Band is an exciting performing group of outstanding instrumentalists dedicated to the art of 19th century brass music. This handbook contains valuable information for your successful incorporation into the band. Please read it and become familiar with what our expectations are.

This organization has a rather long history, about 35 years in this particular iteration. The original Dodworth Band goes back to its original founding in 1834. Now that's a long history, and plenty of tradition.

The Dodworth Band has a history of excellence. We take pride in what we do. Becoming "America's Premier 19th Century Brass Band" has taken many years of work and dedication by many people, just like you! And so, the tradition continues to grow.

Everyone associated with the Dodworth Saxhorn Band is proud. We are proud to be a part of an organization with such deep rooted history and excellence. And again, thank you for becoming a part of our group.

We hope you find the group to be exactly what you have expected, perhaps even more. We look forward to performing many, many shows with you in the future.

## Mission, Vision and Values of the Dodworth Saxhorn Band

### **Mission**

The Dodworth Saxhorn Band brings 19<sup>th</sup> century America to life through memorable music played on original instruments and the use of compelling storytelling and song.

### **Vision:**

Showcase 19<sup>th</sup> Century American history to an ever widening audience through music, song and storytelling.

### **Values:**

- *Instrumentalistship*: to perform music of the highest quality on 19<sup>th</sup> Century instruments.
- *Preservation*: to preserve historic “Saxhorn” brass instruments for future generations to hear and appreciate.
- *Authenticity*: to faithfully interpret 19<sup>th</sup> Century America for 21<sup>st</sup> Century audiences.
- *Perspective*: to make history relevant for today's audiences
- *Relevance*: To make history meaningful to today's audiences.
- *Entertainment*: to make history enjoyable to our audiences.
- *Education*: to encourage a deepening knowledge and understanding of our history.
- *Fellowship*: to encourage camaraderie and a sense of community for like-minded instrumentalists.
- *Collaboration*: to initiate and cultivate collaboration with other organizations.

## **Dodworth Saxhorn Band**

### **Two Minute Statement**

The following statement should be provided to anyone asking for more information than is provided by the Mission Statement, e.g. a potential venue:

Formed in 1985, the Dodworth Saxhorn Band is established in Ann Arbor, Michigan, and uses authentic antique brass and percussion instruments built between 1840 and 1890. It represents a mid-19<sup>th</sup> century community band based on the first acclaimed professional American Brass Band—the Independent Band of New York—which was founded by the Dodworth family in 1825.

The early American Brass Bands performed at a variety of public gatherings; including concerts and balls, social events, and political rallies. Created as a means of bringing music to the people, these bands were at their height of popularity in the late 1850s, and were a highly sought after patriotic medium during the Civil War.

The brass instruments used in most of the American Brass Bands (including the Independent Band of New York) featured *saxhorns*. Although the genesis and definition of *saxhorn* is debated among scholars, it is accepted that the term describes a family of valve brass instruments developed by Adolphe Sax in the 1840s. These instruments were designed in bell-front, upright, and backward facing styles. Used by bandmen marching at the head of a column of soldiers, the “back’ard” bells, patented by Allen Dodworth in 1838, made it easier to be heard.

The original 19<sup>th</sup> century instruments are more difficult to play than modern instruments, especially in regards to intonation; however, they produce a uniquely homogeneous sound that is often described as ‘sweet’ and ‘mellow’. The percussion instruments used are also 19<sup>th</sup> century antiques. The drum shells are made of wood and the heads of animal hides. This combination makes them more sensitive to the fluctuation of humidity and temperature.

The Dodworth Saxhorn Band creates fun and excitement through 19<sup>th</sup> century authenticity. The 17-member ensemble dresses the part, performs music on original instruments, and uses poetry, drama, theater, dance, and audience participation to help bring “America’s musical past to life.”

The Dodworth Saxhorn Band performs regularly at the Henry Ford Museum in Dearborn, Michigan. Also, the Band performs in schools, universities, theaters, orchestra halls, and opera houses throughout the Eastern and Midwestern United States and Canada. Performances include parades, Victorian and Civil War Balls, Historical Re-enactments, living history events, and Vintage baseball games.

## History of the Dodworth Saxhorn Band

The Dodworth Saxhorn Band recreates a 19th century community brass band. It is based upon the original Dodworth Band of New York City, which was directed by brothers Allan and Harvey Dodworth. The original Dodworth band was the premier brass band in the United States from the 1840's to the 1880's. The current Dodworth Saxhorn Band (DSB) is America's Premier 19th Century Brass Band. As the premier 19th century civilian brass band in the country, DSB presents music of the 19th century in the context of the social and political issues of the time.

The current Dodworth Saxhorn Band was formed in 1985 by Alexander Pollock, an architect for the City of Detroit, Michigan who collected 19th century musical instruments. The band uses brass instruments invented in the early 1800's called saxhorns. Around 1840 Allan Dodworth modified them into backward facing instruments nicknamed "back'ard blasters" for use by U.S. military bands that traditionally marched ahead of the infantry and cavalry units. These modified saxhorns were used extensively during the Civil War. Following the war, many instrumentalists returned home with their instruments and joined local community bands.

The DSB uses only original mid-19th century saxhorns and drums including many "back'ard blasters". The handmade saxhorns are pitched higher than today's instruments and are very mellow in sound. They are also very difficult to play due to acoustical problems inherent in handmade instruments and due to age and mechanical wear. The band and its members own over 60 period instruments.

The band performs 19th century music including compositions and arrangements from the Smithsonian Institute, the Library of Congress, private collections, and university libraries as well as a few new arrangements by musicologists expert in the 19th century brass band style and instrumentation. Our library contains over 400 arrangements including for full band, 30 for quintets, 4 collection books and 30 carols. One of our supporters also has an extensive library of period music on which we can draw.

Created as a research and performance project in living history, the Dodworth Saxhorn Band now performs and tours all year. Past performances include Ken Burns' ten part PBS documentary "Baseball" and a subsequent performance for "An Afternoon of Baseball" at the White House at the invitation of President and Mrs. Clinton. The Dodworth Band was also heard in Ken Burns' series "Jazz" and "The Roosevelts." The band has performed at the Great American Brass Band Festival, Danville, KY; The Tall Stacks Festival, Cincinnati, OH; the Victorian Ball for the centennial of the Grand Hotel, Mackinac Island, MI; Greenfield Village/Henry Ford Museum, Dearborn, MI; Rutherford B. Hayes Presidential Library, Fremont, OH; Midland Center for the Performing Arts and H.H. Dow Museum, Midland, MI; International Trumpet Guild, Akron, OH; the 1993 Baseball Hall of Fame induction ceremonies, Cooperstown, N Y; Michigan School Band and Orchestra Association; University of Michigan School of Music, Ann Arbor, MI; Thanksgiving Day Parade, Detroit, MI; Golden Age of Bands Festival, Vermillion SD; New Growth Arts Festival, Indiana, PA; The Calumet Theater,

Calumet, MI, The Cheboygan Opera House, Cheboygan, MI. The band has appeared on Detroit Public Television's "Backstage Pass" and NPR's Weekend Edition.

The band has recreated the St Johns, Michigan High Wheel Bicycle Band circa 1886-1891 which in turn generated a new spin off high wheel bicycle band, the W.P. Cyclone Magnificent High Wheel Band. The Band recreated a circus band riding on an elephant from a turn of the century photo of the J. E. Henry Circus Band, and it has recreated a 19th century circus band performing in an antique band wagon pulled by a trick mule team.

The Dodworth Saxhorn Band has released four CDs: "Grafulla's Favorites", New World Records, the music of Claudio Grafulla, one of the master composers and arrangers of 19th century brass band music, and "Home Sweet Home", self produced, a compilation of 19th century instrumental and vocal music, "Traditions of the Season", a collection of holiday music performed at Greenfield Village for their Holiday Nights events, and "A Torn Among Roses", a collection of 19<sup>th</sup> Century songs performed by the Dodworth Duo.. The CDs have received high praise in record industry reviews.

The Dodworth Band recreates the fun and atmosphere of a 19th century town brass band concert. Wearing period costume and playing period instruments, it serves to entertain and educate its audiences. Its programs are composed of segments that address many of the social and political issues of the era, including immigration, the suffrage movement, the civil war and opera. They are presented through music and dialog to educate, entertain and involve the audience.

## **Member and Management Team Responsibilities**

### **Artistic Director**

Lori Gould 734-276-7405, lgould@umich.edu

- Chairs the Performance Committee.
  - Works with the Music Director and Performance Committee to build continuity and narrative line in segments and show.
  - Is responsible for developing the show scripting.
  - Has final say on script content.
- Has overall responsibility for the vocalists.
  - Recommends hiring new vocalists to assure the band has vocalists to cover gigs.
  - Leads tryout evaluation committee in conjunction with Personnel Manager.
  - Performance evaluation of vocalists.
  - Recommends disciplinary action to board.
  - Rehearses the vocalists.
  - Rehearse dialog and verses with vocalists for all material to be used in this year's shows.
  - Attend performances or review audio/video recordings of performances and provide feedback.
  - Is responsible for the appearance and stage presence of the vocalists.
  - Assure that vocalists' costumes are appropriate for the performance.
- Consults with the Performance Manager on client needs.
- Is a member of the Executive Committee.
- Is responsible to the Board of Directors.

### **Performance Manager**

Joe DeMarsh 734-645-5872, joedem@comcast.net

- Is an advocate for the Band.
- Makes necessary contacts to secure job performances for the band that coincide with the mission/philosophy of the band.
- Determines the performance fee, musician stipend and details of the performance venue within guidelines established by the board.
- Is responsible for tour development and arrangements for travel, housing, meals and performance details.
- Negotiates and signs performance contracts.
- Provides performance/travel information to personnel in a timely fashion.
- Provides bookkeeper with gig and rehearsal attendance, stipends and travel reimbursements.
- Provides board with a regular report of current year definite and tentative gigs.
- Provide board with a regular report on current year revenues.
- Maintain the band's post office box.

- Is responsible to the Board of Directors.

### **Historian**

- Maintains file that documents the yearly activities of the DSB.
- Assists in research and information gathering as needed.
- Assembles memorabilia and documents of historical nature.
- Is responsible to the Board of Directors.

### **Instrument Manager**

Ray Oset 586-773-3813, rsoteso@aol.com

- Ensures all required instruments and accessories are available at rehearsal and performance venues.
- Secures safe storage for band owned and on loan instruments.
- Ensures all band owned and on loan instruments are properly and securely cased.
- Sees that band owned instruments are insured with board approved carrier.
- Handles insurance claims.
- Knows the location of band owned and on loan instruments.
- Keeps all brass instruments in good playing condition and performs basic repairs, as needed.
- Maintains a playable instrument inventory sufficient to meet performance requirements.
- Maintains electronic database to track instrument location when instruments are signed out or sent away for repair (when applicable).
- Maintains electronic database of instrument preference for all brass members and tries to make appropriate accommodations according to the roster of each performance.
- Educates members on the proper handling and storage of instruments..
- Maintains electronic database of inventory and appraisal values for record keeping purposes.
- Networks to locate and purchase period instruments.
- Is responsible to the Board of Directors.

### **CD Sales Coordinator**

Marie Mehler 734-845-1233, mehlerm12@gmail.com

- Responsible for safe storage and transport of CDs.
- Directs sale of CDs at venues.
- Transfers sales proceeds to treasurer.
- Reports on inventory levels and sales.
- Is responsible to the Board of Directors.

### **Instrumentalists and Vocalists**

- Attend rehearsals of the band.

- Are uniformed according to the uniform guidelines and bring all uniform parts to a Performance unless otherwise told not to.
- Men are responsible for providing their own shirt, tie, shoes and socks..
- Assumes responsibility for the care and maintenance of band owned uniforms, instruments and equipment while in their possession.
- Are expected to honor a performance commitment. If an emergency arises instrumentalists must notify ASAP the personnel manager and make every effort to find replacements from the DSB roster.
- Are performance ready and have necessary supplies i.e. black Manhasset type stand, wind clips, etc. Stands and other supplies are required at all rehearsals and gigs, unless specifically noted in the gig sheet.
- Players who sign up for a gig are also expected to make the rehearsals for that gig, i.e. signing up for a gig means they are expected to attend that gig rehearsal.
- Adhere to policies, rules and regulations established by the Board of Directors.
- Members are expected to present a professional attitude and appearance at performances and whenever in the public eye as a representative of the DSB. The Board of Directors cannot condone any member breaking laws regarding drinking alcohol, driving under the influence, or illegal use of drugs.

### **Music Director**

Mark Felder 734-735-5462, markfelder@comcast.net

- Is responsible for planning and directing all rehearsals and conducted performances.
- Is responsible for setting, building and maintaining the musical standards of the ensemble for all performances; in this regard has the final say in chair selection.
- Presents a list of performance pieces to instrumentalists in ample time for practice and performance readiness.
- Participates in the auditioning of new members.
- Coordinates with Personnel Manager to choose players for gigs.
- Consults with the Performance Manager on client needs.
- Is a member of the Performance Committee and will work with its members to research and select the music for each season and plan other aspects of the program.
- Is a member of the Executive Committee.
- Is responsible to the Board of Directors.

### **Music Librarian**

Rich Rowe 734-223-9596, trfarm@yahoo.com

- Keeps an organized file of all DSB musical arrangements.
- Assures that electronic files of all pieces to be used in the current year's show are available to the webmaster for posting on the DSB website.
- Distributes, collects and makes copies of music as needed.
- Identifies pieces with missing parts and arranges for their replacement.
- Keeps track of individual section folders and sees that they are available at each rehearsal and performance.

- Is responsible to the Board of Directors.

### **Personnel Manager**

Cheryl Waldenmyer 734 277-1384, cwaldenmyer@sbcglobal.net

- Maintains musician roster sufficient to meet performance requirements.
- Staffs performances.
- Is a liaison between Board of Directors & band management, and personnel.
- Organizes auditions, following established procedures for instrumental, vocal and conductor vacancies.
- Sees that attendance is taken at rehearsals and performances.
- Maintains the roster of band members, managers and board.
- Posts gig assignments via email.
- Is responsible for dealing with personnel management issues.
- Is responsible to the Board of Directors.

### **Site Coordinator**

- For Greenfield Village Base Ball- the site leader.
- For other performance venues (in order of on-site availability)- sound system engineer; Performance Manager; conductor.
- Responsible for executing arrangements agreed to between venue and Performance Manager, including stage setup, dressing rooms, parking areas, parade route, CD table, displays, etc.

### **Treasurer**

Richard Rowe 734-223-9596, trfarm@yahoo.com

- Maintaining band bank accounts.
- Provides board with quarterly banking reports.
- Attend board meetings
- Member of Finance Committee
- Treasurer will be bonded

### **Bookkeeper**

Charles Brock

- Maintains band's accounts in Quickbooks.
- Writes checks for approval
  - Checks are approved by the performance manager, treasurer, or president.
  - Prepares and distributes 1099's.
  - Prepares annual tax documents.

### **Uniform Manager**

Marilyn Guoin 734-604-1527, magouin@att.net

- Maintains a written description/location of band owned uniform inventory.
- Secures safe storage for uniforms.
- Is responsible for issuing uniforms and sees that necessary parts are available for performances.
- Orders uniform parts as needed to outfit members.
- Sees to the repair/replacement of uniform parts.
- Proposes uniform and period dress policies to the board.
- Is responsible to the Board of Directors.

### **Digital Marketing Manager**

David Jenvey 734-474-5329, d.jenvey@yahoo.com

- Creates and maintains a website that is attractive, informative and user-friendly to public and band members.
- Works with DSB staff and Board of Directors regarding website issues.
- Maintains a list of upcoming performances on the public site.
- Maintains a “members only” section within the DSB website.
- Maintains the DSB e-mail system.
- Assures website availability.
- Maintains band’s social media sites.
- Integrates the band’s website and social media to assure a consistent image of the band’s brand across all platforms.
- Is responsible to the Board of Director.

## **Board and Committees**

We are always looking for committee members. If you are interested in joining or chairing a committee, please let one of the board members know of your interest.

### **Board of Directors**

- Is composed on 5 band members and 4 outside directors.
- Holds board elections every even year in April.
- Is responsible for the strategic direction of the band.
- Meets quarterly in January, April, July and October.
- Each board member must contribute \$200/year to the band's general operation fund.

### **Executive Committee**

- Is composed of the directors, managers and one board member.
- Meets quarterly in January, April, July and October.
- Is responsible for the general operating decisions.
- Review director, manager and committee reports and updates.
- Summarize its meetings to the Board emphasizing items with long term or broad impact on the Band.
- Propose actions and policies to the Board to consider.

### **Performance Committee**

- Is composed of the Artistic Director as chair, Music Director and members at large.
- Curtain to curtain segment writing.
- Music selection and arrangement.
- Sound engineering and management.
- New 90 minute show ready for rehearsal by January 1 every year.
  - Create programs that are musically interesting for the instrumentalists, Music Director and audiences.
- Notify program coordinator, Librarian and Personnel Manager of the program.

### **Strategic Planning Committee**

- Is composed of members of the board, directors, managers and interested members.
- Meets quarterly in January, April, July and October.
- Develops the strategic plan for the band.
- Oversees implementation of the plan.
- Monitors progress on the plan and makes adjustments to the plan.
- Presents the plan and adjustments to the board for approval.

### **Marketing and Communications Committee**

- Is composed of one board member, webmaster, performance msnager and members at large.

- Develops and maintains DSB brand and public image.
- Develops and maintains printed marketing materials.
- Develops and maintains digital presence such as Facebook, Twitter, etc.
- Create and distribute press releases.
- Arrange and manage radio/TV publicity and air-time.
- Manage marketing materials and Gazette distribution to current and potential clients, donors, supporters, etc.
- Establish and maintain direct connections with and marketing to audience members and website visitors.
- Client assistance in “filling seats” and marketing.
- Member communications such as email, newsletter, face-to-face, etc. (Create and distribute)
- Coordinate marketing and sales activities with Performance Manager.
- Provide sales support to Performance Manager.

### **Finance Committee inactive**

- Is composed of Treasurer, grants and fundraising chairs, and budget manager.
- Create, manage, monitor, and report budget.
- Report status of bank accounts to the planning and executive committees and the board.
- Manage fundraising (Annual fund, endowments, grants, etc.).
- Determine client near and long term needs, Resolve major issues as they arise.
- Explore new opportunities (CDs, videos, performances, etc.).
- Support Performance Manager sales efforts with major clients.

## **DSB Membership**

### **Becoming a Member of DSB (review and update with so many fewer gigs)**

New applicants will submit their resume to the OPersonnel Manager prior to their first trial rehearsal.

New applicants will play two trial rehearsals to determine performance skills.

- The Music Director will designate one or two DSB members in good standing to assist him in determining the performance skills of the applicant..
- An audition panel consisting of the Music Director and two additional members in good standing..

New members are received as substitutes unless there is an opening in the section.

The personnel manager may seek non-members in the event of an emergency when a member is not available.

### **Remaining a Member of DSB in Good Standing**

Member must maintain acceptable performance skills.

Members are expected to abide by the items laid out in the DSB Handbook under Instrumentalists and Vocalists, Period Performance and Period Dress, Care of Instruments, and The Henry Ford.

Members are expected to honor signed contracts, such as uniform and instrument usage contracts.

Create a login for the members only portion of the website.

Members will regularly check the website's member page to remain up to date on all DSB performance information, rehearsal and performance schedules, and any announcements from the DSB board and/or committees

### **Terms of Dismissal from the DSB**

Failure to maintain performance skills.

- Member will be given notification by the Audition panel of specific discrepancies.
- Member will be given two months to improve and play audition.

Failure to Abide by Member Responsibilities

- First failure member will be given notification.
- Second failure member is subject to dismissal.
- Conduct unbecoming a member may result in immediate dismissal.

Failure to honor signed contracts.

### **Disceplinary Action**

- A special panel will be formed on an "as needed basis" to oversee membership issues and take necessary action when infractions are apparent.
- The infractions panel consists of three members in good standing would be appointed by the DSB Board President or ranking board member when the President is not available.
- The Infractions Panel may have different members serving the next time a problem arises.
- The President is required to seek unbiased individuals with integrity, fairness, seriousness of purpose and willingness to serve.
- The decission of the panel would be immediately applicable with no board approval required. However, the person whose actions are in question has the right to appeal to the Board of Directors at its next scheduled meeting.

## Performance Uniform and Period Dress

### Uniforms

The band owns and loans out on signed uniform contract most pieces of the standard uniform to all players. If a player would like to purchase his or her own uniform, the uniform manager can provide sources for making the purchases, or take measurements and make purchases for member.

A uniform consists of: black Highland pants, braces, a Victorian shirt, vest, tie, frock coat and hat. Modern pants with belt loops and cuffs do not qualify as appropriate for our uniforms. Members are to provide their own shirts and ties. The following are sources for shirts and ties.

### Shirts

[Victorian Dress Shirts and Detachable Collars](#) bleached muslin shirt

[https://militaryuniformsupply.com/products/civil-war-issue-muslin-shirt?variant=11533326778404&cid=17601293670&gclid=CjwKCAjw29ymBhAKEiwAHJbJ8jDRuZtBEYX-5z1QaTsATRyu-B7RtX1whRdYj0PizO31pIXxCR9\\_jRoC27cQAvD\\_BwE](https://militaryuniformsupply.com/products/civil-war-issue-muslin-shirt?variant=11533326778404&cid=17601293670&gclid=CjwKCAjw29ymBhAKEiwAHJbJ8jDRuZtBEYX-5z1QaTsATRyu-B7RtX1whRdYj0PizO31pIXxCR9_jRoC27cQAvD_BwE)

[Virgil Shirt - White](#)

[Frontier Classics Shiloh Shirt | Wild West](#)

For those who would like to make their own, here's a pattern source

[Three Button Shirt](#)

Note: one of our long time sources for shirts, the Quartermaster Shop, has closed its doors after 48 years of being in business.

### Ties

[Stock Tie - Black](#)

Regular players keep and maintain their uniform. Occasional players are loaned a uniform for each gig with the uniform returned after the gig. A regular player is someone who is on the roster.

Female players may choose to acquire a more feminine uniform including a black gathered skirt of moderate width and a straw hat (for summer performances). Historically, this has been at their own expense, since most have made their own.

Uniform items supplied by the Dodworth Saxhorn Band shall only be worn at Dodworth Saxhorn Band performances.

## **Period Appropriate Footwear**

For men:

Minimum black navy last (plain toe) leather uppers, no suede or patent leather.

Better navy last with leather soles and heels.

Black leather boots, Wellington or English riding, plain toe, small heel, preferable leather soles, may have buckled, no lugged soles or zippers

For women:

Black lace up or buckle shoe with leather upper, no suede or patent leather.

Black lace up period appropriate boots, e.g., Ariat lace up Heritage Paddock Lace or Heritage Lacer boots.

Black knee high sock or opaque stockings

## **Appropriate jewelry, eyeglasses and makeup**

No wrist watches; men wear a pocket watch or ladies wear a pendant watch. Eyeglasses should be either gold or silver framed and small to medium size – not aviator style. Other jewelry should be made of natural materials or facsimiles of natural materials. In general rings are OK, “gold” or “silver” broaches and pins with stones are also OK. No modern jewelry should be worn. No visible body piercing jewelry, except one pair of pierced ear studs or small loops for ladies. No ear jewelry shall be worn by men or women dressed as men. Makeup: No colored nail polish, eyeliner, colored eye shadow, French manicures or lipstick other than a natural color should be worn during performances. Natural hair coloring only; no unnatural tints or dyes, e.g., blue, green, purple.

## **Vocalists**

Tenors and baritones are provided a standard uniform. Some additional costuming is paid for by the band.

Sopranos have costume(s) made or modified to fit. Costumes paid for by the band are the property of the band. These costumes consist of a blouse, vest, gathered skirt and straw hat. Sopranos own their own hairpiece, hoop skirt, hats, fans, etc.

## **Uniform Disciplinary Action**

- When members are not wearing an appropriate uniform:
- The leader of the performance group, the Uniform Manager or the Artistic Director will approach a player if their uniform does not meet the established DSB uniform standard:
- If the problem is not having a uniform – contact the uniform manager.
- If the member forgot to bring something to a gig, try to find a quick solution and report the situation to the uniform manager so he/she can make sure the member has all of the uniform parts.
- If the problem persists, there will be a monetary fine such as the penalty as for unexcused lateness to a gig – 50% reduction in reimbursement for each gig where member is out of uniform.
- The problem will be reported to the Artistic Director and/or Uniform Manager who will request the Board to fine the member.

## Care of Instruments

All instruments owned by the Dodworth Saxhorn Band are valuable antiques. If you are assigned one of these instruments you must do the following:

Never take an instrument from rehearsal or a performance unless it has been cleared and signed out with the Instrument Manager. Each member may sign out only one instrument at a time.

Never leave the instrument anywhere unattended. Instruments should be stored in their cases when not in use. Temperature and humidity are crucial. Avoid extremes. If you are comfortable, the conditions are acceptable for the instrument. Don't store in garage, attic or other unregulated environments.

Check for loose parts before, during and after playing. **NOISY AND RATTLING ROTORS OR SUDDEN CHANGES IN INTONATION INDICATE A NEED FOR MAINTENANCE or REPAIRS.** Report any of the above listed issues or any other major maintenance issue to the Instrument Manager immediately. When in doubt, oil.

Maintenance oiling can be done by dropping oil into lead pipe, slides, or a needle oiler around the bearing of the rotor. Any good brand name valve oil is sufficient.

Slides should be greased when dry with Vaseline, Lanolin (such as Bag Balm) or synthetic grease.

After playing, release any excess water from all slides and water keys (if equipped with such a luxury).

Periodically clean instrument interior by flushing with warm water and a MILD soap. Make sure water is removed and NO soap residue is left.

It is best NOT to clean (polish) nickel silver and brass. Residue from most cleaners is BAD. Lacquered instruments are protected and unfinished instruments have a patina allowing acids from hands and atmospheric conditions to take over. It IS recommended to wipe the instrument down with a clean, soft cloth after playing.

Rubber bands or tape may be used for minor/temporary repairs to make it through a performance. Do not use super glue, or any glues/epoxies to repair. This will complicate repairs and can cause further damage to instrument.

Drums should be stored as indicated above for other instruments. Always loosen the tension before storing snare drums; increase tension before storing bass drums.

THE INSTRUMENT MANAGER IS RESPONSIBLE FOR HAVING THE BAND OWNED INSTRUMENTS REPAIRED. DO NOT TRY TO ADJUST OR REPAIR THE INSTRUMENT YOURSELF OR TAKE THEM IN FOR REPAIR.

## Member Reimbursement

The Dodworth Saxhorn Band is a 501(c)(3) federal nonprofit organization as granted by the Internal Revenue Service and is chartered by the State of Michigan as a non-profit directorship. As such, the organization does not make a profit on its income receipts, nor does it pay its instrumentalists. The band members are reimbursed for their performance-related expenses, including rehearsal and travel costs. Performance fees collected by the organization are divided between member's expenses and a fund for the purchase and maintenance of instruments, purchase of music, purchase of uniforms, administrative costs, recording expenses, etc. In some cases, usual performance fees may be waived (due to the type of performance scheduled or sponsoring organization funding) and a lesser amount accepted by the band. In those cases, instrumentalists receive most of the income from the performance toward their expenses, with little, if any, money going into the administrative fund.

Personnel involved in a performance are expected to arrive in ample time (as indicated on gig sheet) to be prepared for performance (personnel will receive 1/2 of the reimbursement for unexcused lateness at a performance). Personnel will receive 50% reduction in reimbursement for unexcused lateness at a performance.

### Reimbursement Amount Schedule

- Local performances (southeastern lower Michigan)- approximately \$80.
- Non-local performances- approximately \$80
- Some performances may include meals, mileage and lodging
- Rehearsal attendance reimbursement is \$10.00.

### Schedule for Mailing Reimbursement Checks

Reimbursement checks will be mailed on the first of the month following a performance date. In the event that a fee is received in a less-than-timely manner from the hiring agency, checks will be issued on the first of the month following receipt of the monies by the treasurer. Rehearsal reimbursement will be included in the performance checks.

### IRS Information

The Board files a 1099 Misc. Form with the IRS for any DSB member who receive \$600.00 or more in any calendar year. Federal tax code regulations require this form. Reimbursement for rehearsal and performance expenses is included in this amount, and tax liability on this money may be offset by taking "expense" deductions for items such as food, lodging, mileage, uniform dry cleaning, depreciation of a personally owned instrument, etc if you itemize on your federal tax return. Questions regarding a DSB tax issue should be directed to the Board treasurer.

You will need to provide the treasurer with your social security number. **DO NOT SEND THIS VIA E-MAIL. Phone the treasurer with this information. Or Personnel Manager?**

## Management Team

### Board of Directors

President	Thomas Root
Vice President	Richard Hall
Secretary	Marie Mehler
Treasurer	Richard Rowe
Members at large	Joseph DeMarsh David Jenvey Gail Stout

### Management Team

Music Director	Mark Felder
Artistic director	Lori Gould
Performance Manager	Joseph DeMarsh
Personnel Manager	Cheryl Waldenmyer
Instrument Manager	Ray Oset
Uniform Manager	Marilyn Guoin
Music Librarian	Richard Rowe
Site Manager	
Webmaster and Social Media	David Jenvey
Historian	
CD Sales Coordinator	Marie Mehler

### Committees Chairs

Performance	Lori Gould
Planning	Richard Hall
Executive	Thomas Root
Finance	Thomas Root
Marketing	Joe DeMarsh

The Board is always looking for additional persons to serve on committees or participate in board activities. Please contact Thomas Root to express your interest.