



Member Handbook

Mission Statement

The Fredericksburg Concert Band (FCB) offers volunteer area musicians a professional environment to assemble and play for their mutual enjoyment, to provide cultural and educational enrichment for the community through public performances, and to promote further development of musical skills in students and musicians of all ages. Board of Directors – November 2012

History and Organization of the Band

The Fredericksburg Community Concert Band was formed in November 1998 to musically enrich the culture of the Fredericksburg region and to provide a venue for musicians to further their musical talents. The band was formed by Kirby McClain and originally directed by John Easley. Our premier concert was on May 9, 1999 with 69 musicians. The band has performed in many events, including Fredericksburg Music Under the Stars Concerts at Hurkamp Park, the Spotsylvania Stars and Stripes Spectacular, Spotsylvania Summer Concert Series, the Charlottesville Community Band Festival, the September 11th Memorial Concert, Fredericksburg Area Museum Sounds of Summer Concert Series, Central Rappahannock Regional Library Music on the Steps series, Germanna Community College commencements, and annual FCB Fall, Holiday, and Spring Concerts. In the fall of 2018 for the kick-off of our 20th anniversary, FCCB renamed itself Fredericksburg Concert Band (FCB) and updated its logo, website, and online accounts.

The FCB is made up of members from the Fredericksburg area. We rehearse weekly to prepare to delight our community with concerts. To support another of its corporate Purposes, education, the FCB annually awards a scholarship to a talented graduating high school senior who is pursuing a higher education in music. To further our charitable Purpose, the FCB has an enduring relationship with Fredericksburg Salvation Army Youth Music Program.

The Elf Platoon was formed in December 1998 by Member Dave Taylor. It plays for the Virginia Railway Express Santa Train and other holiday events.

The Memories Ensemble was formed in January 2015 by Member and Associate Conductor Ken Lipscomb and plays for local assisted living facilities and retirement communities and select community events.

Band Organization

1. The FCB is governed by the Bylaws of the Fredericksburg Concert Band, Inc. and Articles of Incorporation compliant with our tax exempt 501 (c)(3) status.
2. A seven voting-member Board of Directors (BOD) manages the property, affairs, and business of the Corporation. The BOD is comprised of a President, Vice President, Treasurer, Secretary, three At-Large Directors and the non-voting Music Director. The FCB also has the following assignments and committees: Assistant Music Director, Librarian, Historian, Membership Manager, Equipment Manager, Social Media Manager, Section Leaders, Asset Management Committee, Publicity Committee, and Fundraising Committee. The Memories Ensemble and the Elf Platoon have an Ensemble Director, Ensemble Manager, and Ensemble Librarian. Duties and responsibilities of all Board Members, Assignments, and Committees are detailed in the FCB Bylaws. FCB Musician Members may be part of the Concert Band, Memories Ensemble, and/or the Elf Platoon. All FCB Musician Members are invited to attend BOD meetings.
3. All FCB Musician Members are to pay dues and are expected to attend weekly rehearsals.
4. For the sake of balance and performance quality, section sizes are at the discretion of the Music Director in consultation with Section Leaders for each concert program.
5. Musician Members are considered either Active Musicians or Reserve Musicians. All Active and Reserve Musicians attend rehearsals, but only Active Musicians play at a dress rehearsal and in a concert. For the sake of balance in section numbers, there may be times that a Musician Member is switched between Active and Reserve and vice versa for any concert.

Membership and Dues

1. The FCB is open to any performer who has above-average playing skills, demonstrated through tone quality, control, range, technical ability, and musicianship. FCB musicians are expected to be able to play a classic concert band repertoire.
2. While the FCB does not conduct formal auditions, potential new members should complete a Potential New FCB Member form found online at www.fredericksburgconcertband.org and submit it online. High school students additionally must submit a High School Band Director recommendation form, found on the FCB website. After evaluation of the form(s), the course of action will be:
 - A. The potential new member will be invited to sit-in on two rehearsals for evaluation. The potential new member will sit next to the Section Leader or a section designee for evaluation.
 - B. After the two rehearsal evaluations, the Section Leader or section designee and the Music Director and/or Ensemble Director together will decide whether to offer Musician Membership to any of the FCB performing groups as an Active Player or Reserve Player.
 - C. If offered Musician Membership, the inductee will be required to complete the electronic FCB Membership form and pay dues as described in #4 below.
3. Non-members may perform with the FCB or its ensembles on an ad hoc basis at the discretion of the Music Director and/or Ensemble Director. Ad hoc players are invited musicians meant for one concert

and need to adhere to all FCB rules but are excluded from the requirement to pay membership dues since they are with the FCB for a short term.

4. Dues are to be paid by all FCB Musician Members of any performing group. Annual dues are \$35 and due in September. Summer season only dues are \$20 and due at the start of the summer concert rehearsal season. Dues are non-refundable.
5. In the circumstance that a Member violates membership policy, attendance policy, rehearsal etiquette, or concert etiquette, the BOD has authority to revoke membership in the FCB.
6. If the musical performance or personal behavior of a Member becomes unsatisfactory, the Music Director and/or Section Leader may consult with the Member to resolve the issues affecting his/her musical performance or personal behavior. If the situation cannot be resolved satisfactorily, the BOD has authority to revoke membership. A Member's action that may bring discredit to the FCB is also grounds for BOD authority to revoke membership.
7. A Member who has had membership revoked may appeal the BOD decision as per the FCB Bylaws.
8. At any time, the BOD gives the Conductor of any FCB performing group the on-the-spot right to dismiss a Musician Member from a rehearsal or concert. This dismissal does not affect membership status of the FCB Musician Member.

Rehearsal Attendance, Etiquette and Procedures

1. The FCB rehearses at Massaponax High School on Wednesdays from 7:00-9:00 pm. The Memories Ensemble rehearses prior from 6:00-7:00 pm. During the holiday season, the Elf Platoon rehearsals take the place of the Memories Ensemble rehearsals.
2. Musicians are expected to arrive on time and be prepared to begin playing promptly at 7:00 pm. Musician Members are to inform Section Leaders of any absence, preferably in advance. Excessive absences may be grounds for an Active Musician to be replaced by a Reserve Musician for a period to be determined by the Music Director and the Section Leader.
3. Dress rehearsals for concerts are essential, and it is expected that all Active Musician Members will make the dress rehearsal a priority. Absence from a dress rehearsal must have prior approval from the Section Leader and Music Director.
4. Members are expected to refrain from smart phone use during rehearsals. Please silence smart phones and remove them from stands except for use for tuning.
5. To conduct an efficient rehearsal and maintain respect for the Music Director, Members are expected to refrain from excess or irrelevant conversation. Members are asked to be polite when asking the Music Director questions during rehearsals by respectfully raising hands to be recognized and not yelling out.
6. Musicians are expected to be prepared with a pencil to mark music when the Music Director stops during rehearsals and gives directions. Please erase all marks before music collection.
7. Members are expected to put chairs and stands away at the end of weekly rehearsals.

8. Home practice is the basis for rehearsal preparation. If a musician is unable to master a passage or piece due to the complexity or range, he/she should inform the Music Director or Section Leader. The Section Leader may make adjustments or ask the musician to sit out the section or piece. If the Section Leader or Music Director feels that because of poor attendance or preparation a musician may not be ready for a performance, he/she may be changed from Active Musician to Reserve Musician for a concert.

Concert Etiquette, Attire, and Procedures

1. Musicians are expected to arrive on time for concert warm-up, usually 1 hour before concert time. Musicians are expected to be prepared with any required materials, for example music and folios, stands, lights, and/or clips for wind.

2. There is one FCB BOD point of contact for each concert venue. Musician members are not to call or email a concert venue on their own, but instead address any questions to the FCB point of contact for that venue.

3. General concert attire is to be professional. Jeans, tennis shoes, hats, sunglasses, and scented lotions or sprays are not allowed, unless otherwise directed by the Music or Ensemble Director.

A. FCB uniform

1. Indoor concert uniform

- *Men*: Black tuxedo (jacket, slacks, bow tie), white long sleeve oxford or tuxedo shirt, black socks, black shoes.
- *Women*: Black floor length dress that covers shoulders or floor length skirt or slacks and black top that covers shoulders, black stockings or socks, black shoes.

2. Outdoor concert uniform

- *Men*: Black slacks (belt optional), black socks, black closed-toe shoes (no flip-flops, sandals, or tennis sneakers), grey short-sleeve FCB logo polo tucked into slacks.
- *Women*: Black slacks (belt optional) or floor length black skirt, black socks (optional), black closed-toe shoes (no flip-flops, sandals, or tennis sneakers), grey short-sleeve FCB logo polo.

3. Holiday concert uniform

- *Men*: Black slacks, black socks, black shoes, white long sleeve oxford shirt, festive tie.
- *Women*: Black slacks or floor length black skirt, black socks or stockings, black shoes, festive top.

B. Ensemble uniform

- The Ensemble Director will specify the uniform prior to each performance.

4. Musicians are expected to act professionally on stage. Please refrain from talking during concerts. Musicians should tune onstage and respectfully stand for the formal entrance of the Music Director/Conductor. After musical selections, musicians should wait until the applause ends to put the

next piece of music in place. At the Music Director/Conductor's request, musicians should be prepared to stand and receive applause at any time during a concert.

5. It is expected that Musicians will remove any non-pertinent items from the stage during performances. These items include instrument cases, bags/purses, coats, and non-clear water bottles.

Library and Sheet Music Information

1. All FCB Musician Members are issued a black FCB folio. The musician is responsible for bringing the folio to all rehearsals and concerts. Folios and music are to be maintained with care by the Musician. Folios are to be returned to the Librarian upon permanent departure from the FCB.

2. Music is to be maintained in a professional manner. Mark on music only in soft-lead pencil and erase all markings prior to music collection.

3. Report a missing or stray part, torn music or folio, or other related problems to the Librarian. The Librarian also maintains an extra parts folder for each instrument.