



RULES OF THE BRITISH BRASS BAND REGISTRY

*These Rules replace all rules previously issued and are effective
from 01. January 2006 until further notice*

British Federation of Brass Bands holds the copyright in the Rules of the British Brass Band Registry (also known as the “Registry Rules”).

Prior written consent must be obtained from British Brass Band Registry if any contest promoter or any other individual or organisation wishes to refer to or reproduce any part or the whole of the Rules.

British Federation of Brass Bands may take legal action against any reference to or reproduction of any part or the whole of the Rules without such prior written consent.

If consent is granted, the appropriate acknowledgement must be given to British Federation of Brass Bands.

Bands should note that specific contest rules may deviate from these Rules.

GENERAL

- 1 These Rules govern the British Brass Band Registry and Accredited Registries of Scotland & Wales.
- 2 Any contest management intending to use registration cards issued by the British Brass Band Registry must observe these Rules and state this in the contest schedule, a copy of which must be sent to the British Brass Band Registry, or the appropriate Accredited Registry.
- 3 In these Rules wherever the context so requires, the masculine shall include the feminine and the singular shall include the plural.

DEFINITIONS & INTERPRETATIONS

- 4 In the Rules, the expressions listed shall have the following meanings:
 - “Registry” means the British Brass Band Registry, and the Accredited Registries of Scotland & Wales;
 - “British Brass Band Registry Appeals Committee” means the body constituted and convened in accordance with the British Brass Band Registry Appeals Committee Constitution set out in Appendix 1;
 - “Band Secretary” means an official authorised by the band to deal with the registration of players, Who must have submitted to the Registry, a duly completed official Band Secretary Registration Form.
 - “Identical passport type photographs” means the photographs must be taken at the same time. Approximate size (2" x 1 1/2" 50mm x 40mm).
 - “Effective date” means the date of registration, which will be recorded on the Registration Card. New registrations will be recorded with the date of receipt at the Registry. Transfers will be recorded with a date of 28 days after receipt at the Registry.The Registry reserves the right to sole interpretation of the Rules.

BASIC PROVISIONS

- 5 Each player who is a contesting member of a band must be registered and must hold a valid Registration Card.
- 6 No player shall be registered with more than one band at any one time.
- 7 No band may have more than 40 players registered at any one time, and no band may register with more than one (1) Registry as defined within these rules.
- 8 Registration cards must be renewed at the time indicated by the date on the card and sent by post by the band Secretary DIRECT to the Registry for this purpose.
- 9 The band Secretary is responsible for the registration of each player and the band is responsible for the payment of the registration fees. Transactions will not be processed until the fees have been paid in full (see Appendix II).
- 10 Transactions must be made by means of the official forms obtainable from the Registry. All transactions must be in writing and sent by the band Secretary DIRECT to the Registry by post.
- 11
 - a) The photograph on the registration card must be recent and bear a true likeness of the player.
 - b) The registration card remains the property of the Registry, which reserves the right to withdraw the registration and card at any time without prior notice.
 - c) Any amendment to the registration, card can only be carried out by the Registry. Any other alteration to a card will render the card invalid, and could lead to cancellation of the player's registration.

NEW REGISTRATIONS

- 12 a) In order to register a band initially, the Secretary shall make formal application to the Registry, together with the appropriate fee.
- b) In order to register a player for the first time, the band Secretary shall send by post DIRECT to the Registry, the documents detailed in Appendix II 2a).
- c) Providing there is no objection by the Registry to the application, the Registry will issue a registration card, which must be signed in ink by the player. A card issued by the Registry replaces any previous issue.
- d) By virtue of allowing his name to be submitted for registration, a player undertakes to abide by these Rules.
- e) By virtue of the band Secretary's submission of a player's name for registration, a band undertakes to abide by these Rules.
- f) A copy of the duly completed official New Registration Form can be accepted by the Registry through facsimile as confirmation of date of receipt, providing the documentation detailed in Appendix II 2a) is received by the Registry within seven days.

TRANSFERS

- 13 a) In order to transfer a player from another band, the band Secretary of the receiving band shall send by post, DIRECT to the Registry, the documents detailed in Appendix II 2b)
- b) Providing there is no objection by the Registry to the application, the Registry will carry out the transfer, which will be authorised on the registration card by means of the official seal of the Registry.
- c) The transfer shall become effective FOUR WEEKS from the date of receipt by the Registry of the duly completed official documentation as detailed in appendix II 2b)..
- d) Until the effective date the player shall remain a contesting member of the releasing band.
- e) In order to cancel a transfer, that has been received by the Registry, but has yet to reach the effective date, a written request from the releasing band and player involved, must be received by the Registry before the effective date.
- f) A copy of the duly completed official Transfer Form can be accepted by the Registry through facsimile as confirmation of the date of receipt, providing the documentation detailed in Appendix II 2b) is received by post at the Registry within seven days.
- g) Duly completed official Transfer forms must be received by the Registry within 28 days of completion, otherwise the Transfer Form may be deemed invalid.
- 14 a) In order to transfer a player between Registries, the band Secretary of the receiving band shall send to the new Registry the following; all documents detailed in Appendix II 2a and 2b);
- b) Providing neither Registry has any objection to the application, a new registration card will be issued by the new Registry and the original card shall be returned to the original Registry, where the registration and card will be cancelled on the effective date of transfer.
- c) The transfer shall become effective FOUR WEEKS from the date of receipt by the new Registry of the duly completed official documents as detailed in Appendix II 2b).
- d) Until the effective date the player shall remain a contesting member of the releasing band.
- 15 A player who has transferred from a band shall not rejoin any previous band until a period of SIX MONTHS has elapsed from the date on which the player transferred from that previous band.
- 16 A maximum of TWO transfers/moves shall be permitted within a TWELVE MONTH period.

CANCELLED CARDS

- 17 a) If a player leaves a band for any reason other than by transfer, the band Secretary should return the player's card to the Registry where his registration with that band will be cancelled. The cancelled card will be returned to the band Secretary.
 - b) Any subsequent registration of that player with a new band shall be treated as a new registration, and will be regarded as a move. A maximum of TWO moves / transfers shall be permitted within a twelve month period.
 - c) Any subsequent registration of that player with the same band immediately following cancellation, will be treated as a new registration and will NOT be regarded as a move.
- 18 A player whose registration with a band has been cancelled and who has joined a new band shall not re-join any previous band until a period of SIX MONTHS has elapsed from the date on which his registration with that previous band was cancelled.

REVALIDATION & EXPIRED CARDS

- 19 a) Bands must revalidate their registration by the date indicated on the players registration cards.
 - b) Band registrations which are not revalidated within TWELVE (12) WEEKS from the date indicated on the player registration cards, may at the Registry's absolute discretion be temporarily suspended. Lifting of the suspension may require payment of a fee equal to that of a new band registration.
- 20 Player registration cards must be returned to the Registry for revalidation before the date indicated on the cards. In order to revalidate the cards, the band Secretary shall send by post DIRECT to the Registry the documents detailed in Appendix II c);
- 21 Where a players registration card has not been revalidated within TWELVE WEEKS from the date on the card, the player's registration will be regarded as having expired, and will be cancelled by the Registry.
- 22 If a band ceases to exist, the band Secretary shall send all registration cards by post DIRECT to the Registry. The cards and registrations will then be cancelled by the Registry and the cards returned to the band Secretary.
- 23 A Player whose card and registration with a band have been cancelled due to secession of that band, may register with a new band. The registration will be treated as a new registration and will NOT be regarded as a move.

DUPLICATE CARDS

- 24 a) When a duplicate registration card is required, the band Secretary shall send by post Direct to the Registry the documents detailed in Appendix II d)
 - b) Providing there is no objection by the Registry to the application, the Registry will issue a duplicate card, which must be signed in ink by the player.
- 25 The band Secretary must apply for a duplicate card in the following cases:
- i) any player changes his name for any reason;
 - ii) when a band changes name for any reason;
 - iii) when a change of photograph is required, or the registration card is denoted as such by a contest official
 - iv) when there is no space on the registration card to enter further Registry transactions.
 - v) when a player's registration card is lost. If the original lost card is subsequently recovered, the band Secretary must return it to the Registry for cancellation. The cancelled card will then be returned to the band Secretary.

DISCIPLINE & APPEALS

- 26 The Registry reserves the right to withdraw a player's registration card upon receipt of a written recommendation from any properly constituted brass band organisation or contest management for any infringement as detailed below:
- i) Any breach of these Rules;
 - ii) Any action which the Registry deems to be detrimental to the brass band movement.
- 27 a) A player whose registration card has been withdrawn or who has a complaint under these Rules shall have the right of appeal through the band Secretary to the British Brass Band Registry Appeals Committee (see Appendix III). b) Any appeal must be submitted in writing by the band Secretary on the player's behalf to the Secretary of the British Brass Band Registry Appeals Committee, together with any relevant attachments.
- 28 a) The British Brass Band Registry Appeals Committee shall meet when required by the management.
- b) Appeals and associated correspondence shall normally be considered by each member of the British Brass Band Registry Appeals Committee individually and his decision sent to the Secretary of the British Brass Band Registry Appeals Committee by post or facsimile.
- c) If necessary the British Brass Band Registry Appeals Committee may seek further information from external bodies in order to assist in reaching a decision on any appeal.
- d) All decisions of the British Brass Band Registry Appeals Committee shall be final.
- 29 The Registry Appeals Committee will only consider appeals submitted in writing together with any relevant attachments by the band secretary. The letter of appeal must be accompanied by a remittance of £10.00, which will be credited to the band's account if the appeal is upheld but not otherwise.
- 30 Appeals correspondence should be directed to the British Brass Band Registry Appeals Committee Secretary at the British Brass Band Registry.

APPENDIX I CONSTITUTION OF THE BRITISH BRASS BAND REGISTRY APPEALS COMMITTEE

1. DEFINITIONS

In this Constitution the following definitions shall apply:

- 1-1 "the Committee" means the British Brass Band Registry Appeals Committee;
- 1-2 "the Registry" means the British Brass Band Registry;
- 1-3 "the Rules" means the rules and conditions governing the Registry;
- 1-4 "the Management" means The British Federation of Brass Bands;
- 1-5 "the Secretary" means the Registry & Office Manager.

2. AIMS & OBJECTIVES

- 2-1 Assess and make decisions on any appeals regarding Registry Rules by post or fax.
- 2-2 Advise when required by the management, upon any matters regarding the Registry.

3. FUNCTIONS

- 3-1 To adjudicate on any appeals submitted in accordance with the Rules:
- 3-2 To provide when required by the management, a forum for discussion on matters of mutual interest to the Committee and the organisations they represent.

4. MEMBERSHIP

- 4-1 The Committee shall consist of the following:
 - i) A representative from the Management
 - ii) A representative from 8 different Brass Band Associations in membership of the British Federation of Brass Bands.
 - iii) A representative from The British Brass Band Registry Scotland.
 - iv) A representative from the British Brass Band Registry Wales.
- 4-2 The Management shall have the right to co-opt any person or persons whose knowledge would be an advantage to the Committee. Co-opted members shall have no voting rights.
- 4-3 Members of the Committee will be expected to declare an interest in any appeal they have any involvement with whatsoever;
- 4-4 Brass Band Association representatives on the Committee shall be elected annually at the Federation's Annual General Meeting.
Scotland and Wales will obviously have the right to nominate whomever they choose to serve on the Committee.

5. MEETINGS

- 5-1 The Management representative must attend at every meeting of the Committee for it to be properly convened and shall act as Secretary.
- 5-2 Meetings will be called by the management when required.
- 5-3 The Secretary will normally give one month's notice of a meeting together with the agenda and relevant supporting papers.
- 5-4 The Chairman of the Committee shall be elected from among the members to hold office at the discretion of the Committee for any period up to two years.
- 5-5 Three Committee members with voting rights together with the Management Representative shall constitute a quorum at any meeting of the Committee
- 5-6 Decisions at meetings of the Committee shall be by a majority of those present and entitled to vote, or at the discretion of the management by postal vote. In cases of equal division the Chairman shall have an additional or casting vote.
- 5-7 The Committee shall normally meet at least once each year.

APPENDIX II REGISTRY PROCEDURE

- 1 The schedule of fees is subject to change, will be determined annually, and is available from the Registry.
- 2 *DOCUMENTS REQUIRED BY THE REGISTRY*
 - 2a) New player registration documents;
 - i) a duly completed official New Registration Form;
 - ii) two identical passport type photographs;
 - iii) a written request containing details of the required transaction;
 - iv) the appropriate fee.
 - 2b) Transfer registration documents;
 - i) a duly completed official Transfer Form;
 - ii) the player's current registration card;
 - iii) a written request, containing details of the required transaction;
 - iv) the appropriate fee.
 - 2c) Revalidation documents;
 - i) all current player registration cards;
 - ii) a written request containing details of the required transaction;
 - iii) appropriate fee.
 - 2d) Duplicate cards;
 - i) TWO identical passport type photographs;
 - ii) written request containing details of the required transaction;
 - iii) duly completed official Duplicate Card Registration Form;
 - iv) appropriate fee.
3. Transactions will not be processed unless the official forms are fully completed and are accompanied by the appropriate documents and remittance if applicable.
4. Transactions will be processed in strict order of receipt and a minimum of ten working days will be required for processing.
5. In exceptional circumstances and at the Registry's absolute discretion, transactions submitted at shorter notice with a request for urgent attention may be given priority.
6. Verification forms may be provided as proof of registration status in instances where registration cards are not available. Verification forms are available from the Registry, and the terms of use are contained therein.

APPENDIX III GUIDELINES FOR THE SUBMISSION OF REGISTRY

APPEALS

The appeals procedure is provided to ensure that any registered player has the right to appeal against the application of the Registry Rules where any such application would be unreasonable and cause distress to the player. Whilst appeals are submitted by the band Secretary, in no way may this be construed as an appeal on behalf of the band. The need to revoke the application of any Registry Rule in order to enable a band to participate in a contest held in accordance with the rules of the British Brass Band Registry does not constitute valid grounds for an appeal. To allow an appeal for the above reason would provide an unfair advantage to the appellant and would disadvantage other competing bands. It would be restrictive and too complex to try to set precise standards for the grounds on which an appeal will be judged. However, the following guidelines indicate the criteria.

1 Employment

The requirements of the player's employment i.e. a) the hours of attendance at work and b) a change of location of work. The appeal must detail the conflict between employment and active membership of the band with a letter from the player's employer on the matter at issue. The appeal should state how the granting of the appeal would assist the player.

2 Education

The educational needs of the player. The appeal in this case must detail the conflict between educational requirements and band membership together with written confirmation from the school, college or education authority. The appeal should state how the granting of the appeal would assist the player.

3 Travel difficulties

It is considered that this matter should be able to be resolved within the band. Travel difficulties would be considered only in unique circumstances.

3 Reasons involving medical, domestic or family matters

In this case an appeal will be dealt with on its individual merit and treated in the strictest confidence.

4 Ignorance of the Rules of the British Brass Band Registry

Ignorance of the Rules is not an acceptable reason under any circumstances.

5 Re-appeals

A re-appeal will be considered only in exceptional circumstances and on the written submission of fresh grounds not previously available for consideration.



SCHEDULE OF REGISTRATION FEES

1.	* Initial Band Registration	£40.00
2.	Band Validation for up to 40 players 12 Months	£55.00
3.	Band Validation for up to 40 players 24 Months	£100.00
4.	New Registration (each)	£4.00
5.	Transfer (each)	£4.00
6.	Duplicate Card (Lost cards only)	£5.00
7.	Change of Band Name	£10.00
8.	Appeal Fee	£10.00

**Transactions prefixed with an asterix will attract an additional validation fee (2 or 3).*