

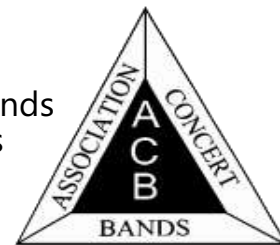
NATURE COAST COMMUNITY BAND



MEMBER GUIDELINES BOOKLET

Kathy Thompson
Conductor/Music Director

Proud Member of the Association of Concert Bands
The International Voice of Community Bands
www.acbands.org



NCCB Cell Phone: 352-601-7394
www.naturecoastcommunityband.com
nccommunityband@gmail.com

Revised January 2023

MISSION STATEMENT

The Nature Coast Community Band (NCCB) will provide opportunities for musicians of all ages to come together in an enjoyable and cooperative atmosphere to perform concerts in the community band tradition for the benefit of the community, and to promote cultural enhancement of the Nature Coast of Florida.

ABOUT THE NATURE COAST COMMUNITY BAND

The Nature Coast Community Band (NCCB) grew from the Citrus Concert Band and rebranded itself in 2009 to include musicians from surrounding counties. NCCB is the largest instrumental ensemble in Citrus County and performs to over 12,000 enthusiastic audience supporters annually.

All NCCB musicians are volunteers, come from all walks of life and range in age from teens to nonagerian. Many hold music degrees, are active or retired music educators and composers. The band performs music from all genres including standard symphonic concert band literature, Broadway features, marches, patriotic selections, orchestral transcriptions, and popular music.

In 2017 the NCCB under the direction of Cindy Hazzard was selected after auditions by the Association of Concert Bands to perform at their National Convention. This honor helped the NCCB attain national recognition as one of the many fine community bands in the United States. Citrus County audiences are very supportive of their band.

Cindy was named CONDUCTOR EMERITUS upon her retirement July 2020. The untimely passing of conductor/founder Cindy Hazzard in November 2020 brought about many changes.

The NCCB became a 501(c)3 non-profit corporations in 2016.

MEMBERSHIP

Shall consist of any musician of any age who performs to the standards of musicianship set forth by the CONDUCTOR/MUSIC DIRECTOR. Adult musicians shall have a choice of an audition with the CONDUCTOR/MUSIC DIRECTOR or up to a one (1) month assessment period before attaining membership.

High School students interested in auditioning for NCCB shall audition with the CONDUCTOR/MUSIC DIRECTOR and/or an NCCB section leader. If the student passes their audition, they may start immediately.

All members MUST submit a completed NCCB Member Information Form before the end of

their first rehearsal. This form gives NCCB the members' contact information, emergency contact information, parents authorizations for student members and a signed photo release giving NCCB permission to use any photo containing their image on our website, brochures, etc.

Community members who have expressed an interest in and have worked on projects, events, venue preparation as well as other areas and have been a volunteer for at least twelve (12) months and a volunteer in good standing with the CONDUCTOR/MUSIC DIRECTOR are eligible for membership in the NCCB organization and are entitled to all rights and privileges of membership, including voting. The volunteer will be a non-playing member.

The CONDUCTOR/MUSIC DIRECTOR shall decide the optimal number of members for each instrument section, shall recruit when necessary, and maintain a waiting list of potential members.

Any member who is in good standing with the CONDUCTOR/MUSIC DIRECTOR and the BOARD OF DIRECTORS shall become a VOTING member. As well, any member that has been in good standing for a minimum of twelve (12) consecutive months may hold office.

INSTRUMENTS AND ACCESSORIES

The Nature Coast Community Band provides most percussion equipment. Percussionists are asked to provide their own mallets and sticks.

Other instruments provided by NCCB must be maintained and kept in its original condition as received for use from NCCB. A check out sheet will be completed by the member and a member of the board. Instruments provided to members by the NCCB will be maintained and inspected by a board member after each concert series to ensure that the instrument is kept in working order without damage. If you are using your own instrument, please assure that your instrument functions properly, that you have mutes, lubricants, and several properly functioning reeds at every rehearsal and concert.

REHEARSALS

Rehearsals are held Tuesday evenings 6:30-8:30 at the Florida National Guard Armory located at 8551 W Venable St, Crystal River, FL 34428. The rehearsal site will open by 5:30, allowing time for socializing and assistance from other players. Everyone should be in seats by 6:15 for proper warm up and tuning. With only one rehearsal per week, the NCCB will only be as good as we are efficient with our practice time. Rehearsals start promptly at 6:30. Please do not disrupt others by being late.

Rehearsal information will be posted on the member only rehearsal information webpage by

Noon each Monday. The rehearsal order will be viewable and printable if needed. You are expected to arrange the music in order prior to each rehearsal.

A schedule of all rehearsals and concerts is given to each member. If you make the commitment to be a member of the NCCB, you are expected to attend ALL rehearsals and concerts. Absences from rehearsals have a detrimental effect on the ensemble. Maintaining a high standard requires all members to be present.

Our conductor understands that this commitment may not always be possible due to personal or family emergencies, illness, or professional obligations. The NCCB Member Only rehearsal information webpage has a missing rehearsal, concert or concert series form that is required when you must be absent. When submitted, this form notifies the following members in order to properly manage rehearsal and concerts: Conductor, Section Leader, President and setup Manager.

The NCCB attendance policy is as follows:

If a member is absent for three (3) rehearsals in a concert series s(he) needs to meet with the conductor to determine if s(he) is eligible to play those concerts. If a member is absent for four (4) rehearsals in a concert series they will not be eligible to play those concerts. This can be appealed by scheduling a meeting with the executive board to determine eligibility.

Kathy Thompson (Conductor): katband@tampabay.rr.com.

Executive Board: nccommunityband@gmail.com

If a member knows many rehearsals will be missed, they must talk with the conductor to determine if it will be better to temporarily drop out for a particular concert series. If this must be done, please turn in your folder so that it will be updated with new music for the next concert series.

If you do not participate in a particular concert prep and performance for any reason, the conductor will attempt to fill your position so the band will not suffer from your absence. When you return, there is no guarantee that the chair you left will be available.

Section leaders who miss rehearsals or performances may be removed from their leadership assignments by the Conductor.

MUSIC STANDS

For rehearsals, each person must bring their own stand (wire stands are fine for rehearsals) as none will be provided by NCCB.

For performances, each person must bring a black heavy duty stand. No wire stands will be allowed on stage.

FOLDERS and MUSIC

Each member will be issued a Black music folder which is the property of the NCCB; please treat it carefully, as the cost of replacing it is hefty. No one should be sharing music or music stands. Please do not transfer music into any other folder or binder.

Mark music with a #2 pencil provided in the folder (no pen or highlighter). Always mark your music neatly, as if you were leaving instructions for another musician who might play your part 20 years from now. Prior to returning music after a concert, all pencil marks must be erased on all originals.

On the left side of the folder, keep all music that will remain in the folders indefinitely in the order of the music list provided on the members only announcements webpage. On the left keep a copy of the rehearsal and concert schedule, current NCCB folder content list and educational articles provided by our conductor.

On the right side of the folder keep all music for the current concert in alphabetical order. Alphabetical order makes it easy to find music and therefore saves rehearsal time.

When you leave the band for an extended time, please turn in your folder to keep it updated.

DIGITAL TABLETS

If you use a digital tablet during rehearsals or concerts, make sure you are adept at marking your music digitally and are adept at using a foot peddle to change pages. As with all technology, the possibility of a glitch is always present. Therefore, you are asked to have your folder ready at rehearsals and at concerts to prevent any mishaps. The digital tablet needs to be placed on a black music stand with your NCCB music folder like all other non-tablet users.

MUSIC DISTRIBUTION and COLLECTION

Our conductor plans rehearsal time on the premise that no one should ever be sight reading. It is expected that musicians know their music to the best of their abilities at the first reading of the new music.

New music is distributed several weeks before a scheduled concert to give members time to read and practice new music before it is introduced to the full band at the first rehearsal after concert weekends. New music is distributed in specific folders to specific players. Do not switch parts, as our conductor works with the librarian(s) to make every effort to balance the section when distributing the parts. Each file folder will have a folder content list verifying the content and initialed by the librarian(s) for the new program. Please check your ~~colored~~ folder

immediately to insure that you have all the music, that all copies are taped in the correct order and that you are not missing any pages or measures. If you find an issue with any of your music, you must submit a missing music form immediately from the members only rehearsal information webpage. This form notifies the librarian(s) of the issue so that they can bring you another part at the next rehearsal.

Section leaders should re-check distribution of parts to make sure all parts are covered and the balance is correct. Section leaders should check with the conductor if they have questions about the distribution of parts.

Keep the file folder distributed with your new concert music in the black folder and use it to turn in current concert music in concert order after the last performance. Simply put your concert music in the folder (minus the Star Spangled Banner and anything else you are told to keep in the left side your black folder) and deposit the ~~colored~~ folder in the provided boxes. These folders are reused each time music is distributed or collected, so please do not keep them or discard them.

PRACTICE RECORDINGS

Recordings of the current and new music are on our website. Use these recordings to hear how your part fits into the whole arrangement before the first rehearsal of new music. Please note that these recordings are a general guide and do not necessarily reflect our conductor's interpretation.

The recordings can be found at naturecoastcommunityband.com on the members only practice recordings webpage.

CONCERT RECORDINGS

All concerts are recorded. These recordings are **for NCCB members only** to evaluate the performance and learn from them. **They are not to be copied or distributed to the general public.** You can access these recordings on the members only performance recordings webpage within 2 weeks of each performance.

NEW MEMBER INFORMATION

NCCB utilizes our website, naturecoastcommunityband.com, Member Page for everything from rehearsal order and information, forms to submit if you are going to miss a rehearsal or are missing music in your folder, ordering an NCCB Polo Shirt and more. Here are some key points that will help you get started.

Our website address and Member Page password is located on the top left corner of our NCCB schedule. This password is for current band members only and should not be shared with others.

Website: www.naturecoastcommunityband.com

Password: See NCCB schedule

On our members page you will find the following links:

[ANNOUNCEMENTS](#)

[REHEARSAL INFORMATION](#)

[Practice Music](#)

[NCCB APP and DESKTOP ICON](#)

[Upcoming Performance Information](#)

[Board of Directors Information](#)

[Member Documentation](#)

[NCCB Performance Recordings](#)

ANNOUNCEMENTS

- Miscellaneous announcements being made for our members
- NCCB Covid information and policy
 - In summary, if you are feeling sick stay home and submit a Missing Rehearsal Form
- Order a new NCCB polo shirt
 - We use our NCCB polo shirts for our July and November Veterans Day performances
- NCCB Attendance Policy
 - If a member is absent for three (3) rehearsals in a concert series s(he) needs to meet with the conductor to determine if s(he) is eligible to play those concerts. If a member is absent for four (4) rehearsals in a concert series they will not be eligible to play those concerts. This can be appealed by scheduling a meeting with the executive board to determine eligibility.

- Member information update form
 - Submit this form if any of your contact information has changed including: name, address, email address or phone number. This will allow us to keep our member list up to date.

REHEARSAL INFORMATION

- Rehearsal order
- Missing rehearsal, concert or concert series form – must be submitted for any rehearsal, concert or concert series you will be unable to attend
- Missing Music Form
 - Submit this form if you are missing any music from the current Folder Content List. A librarian will bring your music to the next rehearsal
- Other information concerning the upcoming rehearsal

PRACTICE MUSIC

- Audio and YouTube recordings of our upcoming performance

NCCB APP and DESKTOP ICON

- Instructions on adding the NCCB APP to your smart phone and adding the NCCB ICON to your smart phone home screen, laptop or desktop.

UPCOMING PERFORMANCE INFORMATION

- Performance program order, location, time, uniform and accessories information

BOARD OF DIRECTORS INFORMATION

- Board meeting minutes
- Board meeting information

MEMBER DOCUMENTATION

- NCCB By-Laws
- Member Guidelines
- NCCB Schedule
- NCCB Concert Schedule
- New Member Information Document

NCCB PERFORMANCE RECORDINGS

- Recordings of past performances

LOCATIONS

Rehearsal Locations:

Florida National Guard Armory
8551 W Venable St
Crystal River, FL 34429

Crystal River High School
3195 Crystal River High Dr
Crystal River, FL 34428

Performance Locations:

Seven Rivers Presbyterian Church
4221 W Gulf to Lake Hwy
Lecanto, FL 34461

Citrus County Auditorium
3600 S Florida Ave
Inverness, FL 34450

Citrus Springs Community Center
1570 W Citrus Springs Blvd
Citrus Springs, FL 34434

COOPERATION AND KINDNESS

One way to prepare for a rehearsal is to practice as if you would have to play your part alone. Although you will not normally have to do this, it gives you incentive to learn your part well. Some of our music will be more difficult than you are accustomed to. Never be ashamed to ask for help from another player, your section leader or your conductor. The NCCB spirit of helpfulness is strong and you will be amazed at how help from a better player can solve individual problems. We maintain a spirit of cooperation and kindness to all musicians regardless of their proficiencies.

NCCB VOLUNTEER MUSICIANS

NCCB musicians are volunteers gaining no monetary compensation. Our love for creating beautiful music for ourselves, enjoying the company of others trying to do the same, and sharing the outcome with anyone who will listen is our reward. Anyone who questions the practice, time, travel, money, and overall effort we give to the NCCB should try to imagine a world without music.

INTONATION AND TUNING

We can play all the right notes and still sound terrible if we are not in tune. Please make sure your instruments are in good condition and can be properly tuned. It is suggested that every player have a digital tuner for use at home and before rehearsals.

Tuning is a primary responsibility of each musician. Using a tuner or phone app at home will be helpful in learning how to center each tone and play in tune. Once you tune at the beginning of rehearsal, put your tuner away. From then on, rely on matching pitches with your ear as each pitch must be matched to other players.

Remember that tuning one note does not insure that all notes are in tune. If you tune before warming up properly, you will not be in tune as you begin playing. The temperature and humidity will change your tuning throughout the rehearsal. Listen carefully and adjust your pitch as needed.

At the beginning of concerts, the Concert (master/mistress) will stand to signal the ~~rehearsal~~ concert will begin and direct the oboe to sound a concert F, A and Bb. Horns will tune to concert F, alto saxes and flutes will tune to concert A, and ALL other instruments will then tune to concert Bb. Once all of the band has been tuned separately, the entire ensemble will tune as a group.

CONCERTS AND PERFORMANCES

Concerts are our gift to the community. We have already done the work of learning the music to the best of our ability. Concerts should be viewed as a sharing of our gift with as many as we can.

We are so lucky to possess talent and skills that we can share. Please prepare your concert well so that you will be proud of sharing it with our audiences. All of our public concerts are free of admission charge. We ask for donations as the audience leaves the concert. People who can afford to support the band will, and people who could not afford the price of a ticket will still be able to hear the music you have prepared for them. Please invite your friends, relatives, especially children (the future musicians) to our concerts. Before concerts, our poster will be available electronically on our members only announcements webpage for you to share with family and friends. Posters will also be available at rehearsals prior to each concert. Please take a few to leave at local business, etc.

CONCERT DRESS

Men: Long sleeved black dress shirt with collar, black belt, black dress pants, black shoes, and black socks. The NCCB owns colored bow ties which will be provided at each concert.

Women: Mid-calve to floor length black dress. Or, dressy black blouse, mid-calve to floor length black skirt (or floor length black dress pants), black hose or black socks and black shoes. Bling is acceptable.

NCCB Polo Shirts are used for outdoor concerts. They are light weight and you may select from a variety of colors. An order form is available on our members only announcements page 2 (two) months prior to an order being placed. You may order any color and as many as you'd like. Get your order in as soon as the polo shirt ordering page is available. When ordering a polo shirt you may pay with Paypal at the time you place your order or by check (to be given to the treasurer), no cash payments will be accepted. All payments must be received prior to the polo shirt order being placed. The first outdoor concert of the concert season is on Veterans Day. Any questions can be directed to the treasurer.

FUNDING

Without funds, the NCCB cannot function. Funds from donations purchase new music and percussion instruments, maintain insurance for our events, pay our conductor, provide office supplies, trailers and for many other needs.

Our funds come from donations after concerts, from businesses who believe culture is important to our community, from *Friends of the NCCB* donations, and from grants through foundations which support the arts.

All of our concerts are free of admission charge, so you will never have to sell tickets. When you invite your friends, relatives and neighbors you do so because you believe they will enjoy the concert.

Our ushers hold donation buckets at the end of concerts for our audiences to contribute if they wish.

FRIENDS OF NCCB

The back page of our program is a form for joining **Friends of NCCB**. Friends receive mailings and emails before every concert and are recognized at every concert in our program. Please set an example by joining "Friends" yourself, and then encourage others who attend our concerts to do the same.

In addition, we do print a business brochure and a Friends brochure. You are encouraged to distribute these to potential supporters. Local businesses, doctors, financial institutions, and other places you frequent are potential donors if you approach them. Please feel free to do fundraising on your own with NCCB materials. You will be surprised at how receptive people are to supporting such a great group. Of course, it helps if they have come to a concert.

PUBLICITY

Band members come from a large geographic area. In order to maintain the size of our audiences, we need to publicize. Please give the name of your local publications to our PR/Marketing Director. This includes your housing community if they have a newsletter and your local newspaper(s). Up to a month before our concerts, our poster will be available electronically on our members only announcements webpage for you to share with family and friends. Posters will also be available at rehearsals prior to each concert. Please take a few to leave at local business, etc.

BIOGRAPHIES and PICTURES

The NCCB features individual players in local newspapers, on social media, our webpage and in the concert programs. Please write a succinct bio and e-mail it with a photo appropriate for publication to our PR/Marketing director. These bios will then be on file for when we have a need for them.

ADMINISTRATION

With the growth of the NCCB the Board made the decision to split the Conductor/Music Director job into smaller manageable duties. Some duties will be accomplished by the Board of Directors, others by the Conductor/Music Director and others by volunteers. The Conductor/Music Director will be a paid position.

Conductor/Music Director:

Is responsible for the musical vision of the NCCB.

- Will facilitate all rehearsals and performances.
- Will act as personnel director
- Will set rehearsal and performance schedule
- Will select music literature
- Will appoint section leaders
- Will communicate with personnel

- Will represent the NCCB in public appearances
- Will be a non-voting member of the NCCB Board of Directors

By-Laws: Are provided at **naturecoastcommunityband.com** on the Members Only members documentation webpage. By your membership and participation in the NCCB, you agree to abide by the By-Laws.

Member Guidelines: Are provided at **naturecoastcommunityband.com** on the Members Only members documentation webpage. By your membership and participation in the NCCB, you agree to abide by the Members Guidelines Booklet.

Librarian(s): Prepare all music and ensure that all members have folders containing all music designated by the Conductor. Distribute new music. Collect used music. Maintain library in score order.

Equipment Manager: Responsible for tagging new equipment owned by NCCB and conducting an annual inventory, reporting any discrepancies to the treasurer for insurance records. Manager: David Morgan

Program Design/Posters/Postcards: Design posters, postcards and programs. Content assisted by members of the board as assigned. Designer: Diane Woodley

Committees: There will be opportunities to participate in committees for various functions of the NCCB. We encourage you to become actively involved in making the band your pride and joy. Please feel free to join in any function of the band, especially including setting up rehearsals and concerts, transporting equipment to and from concerts, finding local financial support for the NCCB, etc. Spreading the work load is important. Volunteers are especially needed to assist at concerts as ushers and in setting up of the stage. Volunteer Coordinator: Judy Williams

Board of Directors:

The Board of Directors (the Board) shall consist of ten (10) members. It shall consist of four elected Officers (President, Vice President, Secretary and Treasurer), Conductor/Music Director and five (5) Directors appointed by the elected Officers. These shall include five (5) Members At Large that may be assigned special functions. A quorum shall consist of six (6) members of the Board. The Conductor/Music Director shall be a non-voting member of the Board of Directors. The Executive Board shall consist of President, Vice President, Secretary and Treasurer. The Conductor/Music Director shall be ex-officio to the Executive Board.

The President shall serve as Chairman of the Board.

2021-23 Board of Directors

President: Judy Williams
Secretary: Susan Mahoney
At Large: Martha Brown
At Large: Dee Morgan
Conductor/Music Director: Kathy Thompson

Vice President: Jenny Gill
Treasurer: Patricia Johnson
At Large: Ty Ramsey
At Large: Jerry Lopez
At Large: Clayton Doak

2021-23 Board of Directors Contact Information

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