

Appendix 2: Terms & Conditions of Membership of Peak District Music Centres

Membership

All players must be fully registered online (player, contact and medical details supplied) and have paid in full or by instalment (or have applied for a remission of fees) in order to be a member of PDMC.

Players who have not registered and/or paid their subscription are not members of the charity and are not covered by our insurance. If the parent/ guardian does not complete the registration process, their child will have to be asked to stop attending.

Data protection

PDMC will only use contact details for PDMC business. Data collected will be kept securely by PDMC and will be shared with the Derby & Derbyshire Music Partnership for monitoring and statistical purposes only. It is the parents'/guardians' responsibility to keep PDMC informed of any changes to contact and medical information.

Payment

Subscription fees are for the membership of PDMC for the year. PDMC does not operate a 'pay as you go' system, and does not offer refunds if players leave part way through a term. A late payment fee of £10 will be charged on subscription payments overdue by 60 days.

Fixed discounts are available for the third registered child in a family, and for individual players with membership of two or more groups. Reduced fees/ discretionary rates are available for those in financial hardship or receiving Free School Meals (but not Universal Free School Meals). An application must be made when registering, for consideration by the Trustees.

Arrival and collection

Young players (under 12) should be escorted into the rehearsal venue whenever possible, and collected from inside the building. Older players (12 and over) will be allowed to leave the direct supervision of PDMC at the end of rehearsals/ concerts unless the parent/ carer specifies otherwise.

Ensemble Directors are not responsible for children after the rehearsals have finished; parents /guardians should ensure that players do not remain for more than 15 minutes after the end of the rehearsal.

Parents/ guardians and players should be aware of the increased traffic around the rehearsal venue at drop-off and pick-up times.

Supervision

Ensemble Directors take a register at the start of each rehearsal and players should remain on the premises for the duration of the session.

PDMC accepts responsibility for the supervision of players during rehearsals, scheduled rehearsal breaks, and during concerts. PDMC cannot accept responsibility for supervision outside of these times.

If a parent/ guardian is unhappy with PDMC's supervision arrangements, it is their responsibility to inform PDMC so that other arrangements can be made.

Attendance

PDMC asks that players attend rehearsals regularly and punctually so that the ensemble can make as much progress as possible. If a player is unable to attend we ask that parents/ guardians inform the

Ensemble Director or the Coordinator (coordinator@pdmc.org.uk) beforehand whenever possible. It is also the parent's/ guardian's responsibility to check afterwards whether any letters were missed.

Any player borrowing music for practice must ensure that it is returned, by whatever means, for the next rehearsal so that it is available to the whole ensemble.

Placing

Ensemble Directors will take into account the age, ability and commitment of players when deciding on placements within an ensemble. Any queries regarding placement of players within an ensemble must be directed to the Coordinator in the first instance. The final decision on placing any player rests with the Trustees of PDMC, who will be advised by the Ensemble Directors.

Moving Up

If a parent/ guardian feels that their child is ready to move up to the next ensemble they should discuss this with the relevant Ensemble Directors. The final decision on moving any player rests with the Trustees of PDMC, who will be advised by the Ensemble Directors.

Conduct

All players should behave in a responsible and considerate manner. All furniture and equipment must be treated with care and returned to its proper place after use; litter should be placed in bins. Players should also assist in setting out and putting away stands, chairs, music etc. and general tidying up.

Cancellation

If PDMC has to cancel a rehearsal for any reason, the website (www.pdmc.org.uk) will be updated as soon as a decision has been made. We will also endeavour to notify parents via text or email.

It is most important, particularly during winter months, that PDMC establishes an efficient means of contact. It is therefore the parent's/ guardian's responsibility to ensure that PDMC holds up-to-date contact information, including an emergency mobile phone number and email address where possible.

Concerts

PDMC aims to give players the opportunity to play in concerts in a variety of high quality venues. PDMC will endeavour to give parents as much notice as possible about forthcoming concerts. These concerts may be at different times and venues from the regular rehearsal; possibly during weekends. Please be aware that transport may need to be arranged privately for players to attend these concerts.

Attendance at concerts is an important part of membership of PDMC. Parents/ guardians should alert the Ensemble Director as soon as possible if their child is not able to attend.

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