

# Brass Band Players Ltd

## REGISTRY RULES



**2012/2013**

### GENERAL

1. These Rules govern Brass Band Players Ltd, and accredited Registries.
2. In these rules, wherever the context so requires, the masculine shall include the feminine and the singular shall include the plural.

### DEFINITIONS & INTERPRETATION

3. In these rules the expressions listed shall have the following meanings:-
  - (a) "Registry" means the Brass Band Players Ltd.
  - (b) "Band Secretary" means an official authorised by the band to deal with the registration of players.
  - (c) The Registry must be informed in writing by the band of any change of band Secretary.
  - (d) "Identical passport type photographs" means that the photographs must be taken at the same time. Size (2" x 1½", 50mm x 40mm)
  - (e) "Effective date" means the date of registration, which will be recorded on the Registration Card.
  - (f) New Registrations will be recorded with the date of receipt at the registry.
  - (g) Transfers will become effective 28 days after receipt at the registry.
  - (h) Transfers/new registrations received at the registry on Saturday will be recorded as received at the registry on the following Monday.

### BASIC PROVISIONS

4. Each player who is a contesting member of a band must be registered and hold a valid registration card.
5. No player shall be registered with more than one band at any one time.
6. No band shall have more than 40 players registered at any one time
7. Registration cards must be renewed each year and sent by post DIRECT to the registry for this purpose.
8. The band Secretary is responsible for the registration of each player and the band is responsible for the payment of registration fees.
9. Transactions will not be processed until the appropriate fees have been paid in full.
10. Transactions must be made on 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. The photograph on the registration card must be recent and bear a true likeness of the player.

- (a) the registration card remains the property of the registry which reserves the right to withdraw the card at any time.
- (b) any amendment to the registration card can only be carried out by the registry. Any other alteration to the card will render the card invalid, and could lead to cancellation of the player's registration.

## NEW REGISTRATIONS

12. In order to register a band initially, the band Secretary must make formal application to the Registry, together with the appropriate fee.
- (a) in order to register a player for the first time, the band Secretary must send by post DIRECT to the registry, the documents detailed in APPENDIX 2 (1A)
  - (b) providing that 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.
  - (c) by virtue of allowing his name to be submitted for registration, a player undertakes to abide by these rules
  - (d) by virtue of a band Secretary's submission of a player's name for registration, a band undertakes to abide by these rules.
  - (e) the latest date for receipt of new registrations for all contests is mid-day on the Wednesday before contest, unless contest rules stipulate an earlier date.

## TRANSFERS

13. In order to transfer a player from another band, the band Secretary of the receiving band must send by post, DIRECT to the registry, the documents detailed in APPENDIX 2 (1B)
- (a) providing that 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 the official seal of the registry.
  - (b) the transfer will become effective 28 DAYS from the date of receipt by the Registry of the duly completed official documentation as detailed in APPENDIX 2 (1B)
  - (c) until the effective date, the player shall remain a contesting member of the releasing band.
  - (d) 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.

- (e) 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 2 (1B) is received by post at the Registry within seven days.
  - (f) 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 all documents detailed in APPENDIX 2 (1B)
- (b) providing neither Registry has any objection to the application, a new registry card will be issued by the new Registry and the original card will be returned to the original Registry, where the card will be cancelled on the effective date of transfer.
  - (c) the transfer will become effective 28 DAYS from date of receipt by the new Registry of the duly completed official documents as detailed in APPENDIX 2 (1B).
  - (d) the player will remain a contesting member of the releasing band until the effective date.
15. A player who has transferred from a band cannot 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. 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 to be cancelled. The cancelled card will be returned to the band Secretary/player if requested.
- (a) any subsequent registration of that player with a new band will be treated as a new registration and will be regarded as a move.
  - (b) 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, but will NOT be regarded as a move.
18. A player whose registration with a band has been cancelled and who has joined another band, cannot re-join any previous band until a period of SIX MONTHS has elapsed from the date on which his resignation with that previous band was cancelled

## **REVALIDATION & EXPIRED CARDS**

19. Bands must revalidate their registration on the given date each year.
- (a) Band registrations which are not revalidated within SIX WEEKS from expiry date, will be cancelled by the Registry.
  - (b) Any subsequent registration of that band will be treated as a new registration
20. In order to revalidate the cards, the band Secretary must send by post DIRECT to the Registry the documents detailed in APPENDIX 2(1C).
21. Where a player's registration card has not been revalidated SIX WEEKS from expiry date, 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 must send all registration cards by post DIRECT to the Registry. The cards and registrations will then be cancelled by the Registry and the cancelled cards returned to the band Secretary if requested.
23. A player whose registration card which has been cancelled due to cessation 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. When a duplicate registration card is required, the band Secretary must send by post DIRECT to the Registry the documents detailed in Appendix 2D.
- (a) providing that 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
- (a) any player changing his/her name
  - (b) when a band name changes.

- (c) when a change of photograph is required or the registration card is denoted as such by a contest official.
- (d) when there is insufficient space on the registration card to enter a further Registry transaction.
- (e) 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 be returned to the band Secretary/player if requested.

## **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
- (a) any breach of these rules.
  - (b) any action which the Registry deems to be detrimental to the brass band movement.
27. A player whose registration card has been withdrawn or who has a complaint under these rules will have the right of appeal through the band Secretary to the Brass Band Players Ltd (see APPENDIX 1).
- (a) any appeal must be submitted in writing by the band Secretary on the player's behalf to the Registrar of Brass Band Players Ltd, together with any relevant documents.
28. Brass Band Players Ltd Appeals Committee will meet when required by the Registry.
- (a) appeals and associated correspondence shall normally be considered at an Appeals Committee meeting but may be considered by each member of Brass Band Players Ltd Appeals Committee individually and his/her decision sent by post or facsimile or email to the Registrar of Brass Band Players Ltd.
  - (b) if necessary, the Appeals Committee may seek further information from external bodies in order to assist in reaching a decision on any appeal.
  - (c) The decision of the Appeals Committee is final.
29. Brass Band Players Ltd 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 (see schedule for amount) which will be credited to the band's account if the appeal is upheld but not otherwise.

30. Appeals correspondence should be addressed to:

Registrar  
Brass Band Players Ltd  
Appeals Committee  
P O Box 73  
Ammanford  
SA18 9AP

## APPENDIX 1

### APPEALS COMMITTEE

#### 1. DEFINITIONS

The following definitions apply:-

- (a) "The Committee" means the Brass Band Players Ltd Registry Appeals Committee.
- (b) "The Registry" means the Brass Band Players Ltd Registry.
- (c) "The Rules" means the rules governing the Registry.

#### 2. AIMS / OBJECTIVES & FUNCTIONS

- (a) Assess and adjudicate on appeals regarding Registry Rules.

#### 3. MEMBERSHIP

The Committee will consist of the following:

An Independent Chairman with the Secretaries of two English Regions that are not involved in the Appeal.

## APPENDIX 2

### REGISTRY PROCEDURE

#### 1. DOCUMENTS REQUIRED BY THE REGISTRY

##### 1A 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.
- (v) a stamped addressed envelope for return of the registration card.

##### 1B Transfer documents

- (i) the 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.
- (v) a stamped addressed envelope for return of the registration card.

##### 1C Revalidation documents

- (i) all current player registration cards.
- (ii) a written request containing details of the required transaction.
- (iii) the appropriate fee.
- (iv) a stamped addressed envelope for return of the registration cards.

##### 1D Duplicate Cards

- (i) TWO identical passport type photographs.
- (ii) a written request containing details of the required transaction.
- (iii) the appropriate fee.
- (iv) a stamped addressed envelope for return of the cards.

2. Transactions will not be processed unless the official forms are fully completed and are accompanied by the appropriate documents and remittance if applicable.

3. **Cheques must be made payable to Brass Band Players Ltd.**

*Registrar*

Philip Rogers  
Brass Band Players Ltd  
PO Box 73  
Ammanford  
SA18 9AP

*Tel: 01269 841127*

**Email: [registrar.bbp@btinternet.com](mailto:registrar.bbp@btinternet.com)**