



The Council of West of England Brass Band Associations

NATIONAL BRASS BAND CHAMPIONSHIPS OF GREAT BRITAIN

WEST OF ENGLAND REGIONAL QUALIFYING CHAMPIONSHIPS

www.webba.org.uk

SATURDAY 2nd and SUNDAY 3rd APRIL 2022
THE CENTAUR, CHELTENHAM RACECOURSE

SATURDAY 2nd APRIL

Section	Entries	Adjudicators	Draw	Commence
FOUR	11	David Ashworth Alan Widdop	08:00	09:00
TWO	11	Gary Davies Steve Pritchard-Jones	10:30	12:00
ONE	15	Dr Robert Childs Alan Morrison	13:00	15:45

SUNDAY 3rd APRIL

THREE	14	Gary Davies Steve Pritchard-Jones	08:30	09:30
CHAMPIONSHIP	12	Dr Robert Childs Alan Morrison	11:30	13:30 (following on from section 3 results presentation)

List attached of all Bands entered.

DRAW DELEGATE / RECEIPT OF ADJUDICATOR'S REMARKS

All Bands are required to appoint a representative to attend the draw on their behalf. Only one representative will be allowed to attend the Draw and he/she must have the authority to speak on behalf of your Band. This representative must also be responsible for stage/percussion plans and convey any assistance needs of players (e.g. use of lift).

If you are not able to identify your own band representative to attend the draw, please ask one of your local association representatives to attend on your behalf so any key messages or issues on the day can be relayed to each band in a timely way.

At the draw, a Delegate Card will be issued to your band representative and must be retained as authority to collect the Adjudicator's written remarks, which will only be issued to the bearer of the Card. Please note that the actual ballot for order of play will be carried out in the presence of the delegates by the Council Chairman, Championship Secretary/Controller and Section Controller.

ALL SECTION DRAWS will take place in the **Crest Room**. Access to the draw can be gained through the Hall of Fame Bandsman's entrance via the North Car Park. The **Adjudicator's remarks** will be available in the **Crest Room** (on production of the delegate card) **15 minutes** after the stage announcement of the respective Section results.

RESULTS

At the conclusion of each Section, the Adjudicators will be escorted to a designated "quiet zone" to enable them to complete their deliberations. On completion, the sealed results will be handed to the Championship Secretary/Controller who, together with the Section Controller, will also retire to the "quiet zone" to check and compile the results. Bands are requested to be patient whilst the results are compiled and checked for accuracy prior to the results being announced. Adjudicators will award band places only, no points will be entered on the adjudicator's remarks sheet or be announced (National Rule 12c refers).

At each section draw, the delegates in attendance will be offered the opportunity to appoint one representative from the group to join the Championship Secretary/Controller and Section Controller in the "quiet zone" to observe the compilation of results for that section. Once the compilation of results has been completed, any such representative will be escorted to the Contest Control room where he/she will remain whilst the results are announced.

REGISTRATION

All bands are reminded that Registration Cards issued by Brass Band Players Ltd will be the only cards accepted by Registration at the West of England Regional Championships on 2nd and 3rd April 2022. This concurs with the condition of entry which all bands have signed and is in accordance with The National Rules. Bands not in possession of BBP Ltd Registration Cards will be deemed to have withdrawn and in consequence will not be included in the Draw for order of play, not be permitted to play and will be graded as an absent band in accordance with Grading Rule (I).

For queries regarding the completion of registration procedures contact Tim Jones at BBP Ltd on 02920 700943 or office@bbpregistry.com .

BBP Ltd Registration Cards will be presented at the registration point on the day of the Contest and be verified against a computer print-out as prepared by the BBP Ltd Registry and held by the contest management. It is the responsibility of band management to ensure all Registration Cards are complete in every detail, including franking for the current year, up to date signature of the player and a valid effective date - also that the aforementioned Registry print-out is correct. The number of players permitted to play is 25 brass instrumentalists plus percussionists as required by the band (National Rule 7 refers).

Any queries concerning Registration should be referred to the West of England Registrar, Lesley Knapton, mobile no: 07760 360105 or via email at: agt52mek1972@virginmedia.com

RULES of the National Brass Band Championships of Great Britain, effective 1st January 2022, will be complied with in full. The National Rules may be downloaded from the National Brass Band Championships website via the following link www.nationalbrassbandchampionships.com

BAND ASSEMBLY

On arrival please report to the front desk at the Hall of Fame Bandsman's entrance accessed via the North Car Park. You will then be directed to the band assembly in the Gold Cup room.

Only six (6) bands at a time (in order of draw) will be admitted to the band assembly area - your co-operation with the door stewards will be appreciated. Please organise your band players so as you are able to enter the Hall of Fame Bandsman's entrance together as a band 'bubble'.

Players will be required to wear their concessionary wrist bands (as purchased with contest entry) to gain admittance to the band assembly areas. **Persons not displaying a valid bandperson concessionary wrist band WILL NOT be allowed entry to the assembly areas including your Musical Director unless they are an authorised chaperone and advance notice has been provided.**

******* PLEASE NOTE - THERE ARE NO CHANGING FACILITIES AVAILABLE *******

All band players and musical directors must arrive at the Band Assembly Area wearing base clothing of shirt/blouse, trousers/skirt and tights/socks to which a uniform jacket, waistcoat, tie and/or dress shoes can be added.

******* NO CHANGING WILL BE PERMITTED *******

WARM UP & REGISTRATION

Prior to your performance, the band will be escorted to a warm up room for a short warm-up period. Music stands will be provided. From there, you will be directed to the registration point where all of your band's performers will have their registration cards checked against your band's Player list (which will be emailed to the registration team in advance by BBP Registry Ltd).

If any player requires use of the lift to get from the warm up room down to the registration and stage area, it is essential that this is highlighted to the Officials at the respective Section Draw. Arrangements can then be made for an official to be made available to assist at an agreed time.

Bands are requested to ensure that all band and personal equipment and property is removed from the band assembly areas immediately after playing thereby creating room for bands playing later in the day. **NO group photographs to be taken inside the building, as it is essential the assembly area is vacated without delay.** The WEBBA and Centaur stewards will not be responsible for any instruments or equipment left unattended.

STAGE PLANS

To assist with the efficient set-up of seating and positioning of percussion equipment between performances, **ALL bands must complete clearly the enclosed seating/music stands and percussion set-up plans and hand them in at your respective draw.**

ON STAGE

As time is always at a premium at the Regional Contest, **bands will NOT be permitted to send on stage any "working party" to set-up seating, etc.** - this will be rigidly enforced by the

appointed Stage Managers. Stage management will carry out the cleaning of music stands and percussion equipment after every performance and will set-up the stage according to the plans submitted.

As per National Rule 17, if any band is not ready to perform within FOUR (4) minutes of the time stated in the contest schedule, or of the preceding band vacating the stage, the band may be the subject of disciplinary action, including disqualification.

DISCIPLINE

Please note that any offensive and provocative statements made online regarding contest management and officials will be considered by the contest management. If they prove to be grossly offensive, abusive or obscene, appropriate action will be taken. This action may include a ban on the individual making the remarks and/or the band he or she represents.

All Bands must adhere to the WEBBA Code of Conduct as clearly set out in Appendix A. It is the responsibility of the Contest Secretary to communicate this to all players.

The attention of all bands is drawn to The National Rule 22, and Council gives notice that any infringement whatsoever of this particular Rule will result, without hesitation, of imposition of penalties under Rule 23. Also, direct contact with Adjudicators prior to or after the contest by any member or musical director of a competing band could be actionable under Rules 22(c) and 23.

PERCUSSION

Quality percussion equipment is being hired from Ev-Entz who will be in attendance throughout the two days.

Please make your percussion team aware of the enclosed full list of the provided percussion. A copy of the list will also be placed on our WEBBA website.

No beaters / sticks or mallets supplied, please bring your own.

GENERAL INFORMATION

Please note - there are no mother and baby, crèche or childcare facilities within the band assembly areas. Anyone not performing (band manger/contest secretary etc.) will be asked to leave the band assembly area once the band has been called to the warm up room.

COACHES AND PARKING

Coaches and cars to arrive in the North Car Park (cars also in the South Car Park). At the appropriate time, band players will access the band assembly area through the Hall of Fame entrance.

A WEBBA representative will guide your band to the assembly area. Bands drawn 1 to 6 should proceed to the assembly area (Gold Cup Room) immediately after the draw has taken place.

Audience members access the auditorium through the Main Foyer.

REHEARSAL FACILITIES

Kapitol Promotions is able to offer bands hire of a rehearsal venue at Cheltenham Racecourse before they enter the backstage process. Two rehearsal rooms (Cottage Rake and Mill House), both situated close to the Winged Ox Bar) are available and chargeable at a rate of £50 per hour.

Each rehearsal room is secure and during your hire period the room will be for your band's use only. 30 chairs and music stands will be provided, but unfortunately no percussion instruments will be available. However, there is good vehicle access to these rehearsal rooms, so your band is welcome to provide and use your own percussion instruments as required. (Please bear in mind that your equipment load 'in & out' will be part of the 1 hour time slot).

As there are only two rooms available, these rooms will be on a 'first come-first served' basis. Payment is required at the time of booking to secure the room and is non-refundable. It will not be possible to offer revised timings once the draw has taken place – however, you are of course allowed to swap rehearsal times with another band if that suits both parties. Every competing band will get a 10 minute full band warm-up during the backstage process too when ready in full stage uniform and before registration.

If you wish to book a rehearsal room, please contact Kapitel Promotions via email: kaptiol@btconnect.com or telephone no. 02920 700943 (option 1).

PROHIBITED

Mobile telephones must be fully switched off whilst in the auditorium. It is also a violation of the Centaur's licence to record or film performances and take photographs. **Contest Secretaries are asked to make all band members and supporters aware of these restrictions.**

ADMISSION

Bandpersons: Thank you to bands for purchasing the special concessionary wrist bands. **Wrist bands MUST be worn and clearly visible to gain access to the band assembly areas and admission to the auditorium.**

The Centaur door stewards have specific instructions - **no wrist band, no admission. These concessionary wrist bands are not transferable.**

Wrist bands are **not** being sent out by post, but will be available on the Saturday from the Hall of Fame Bandman's entrance. The authorised person collecting the wrist bands will be required to sign a receipt. Please collect and distribute to **ALL** performers and MD **before** requiring access to the band assembly areas.

General Admission

All general admission tickets can be purchased at the door on the day – no advance ticket sales. Payment by card accepted. (Ticket prices will be advertised on our WEBBA website when available).

SECTION CONTROLLERS

Championship	Robin Teague	Section One	Robin Teague
Section Two	Mike James	Section Three	Greg Cook
Section Four	Greg Cook		

CHILD PROTECTION

Being conscious of this most important and complicated legislation, Council wish it to be known it cannot accept any responsibility whatsoever in this matter. As stated in our WEBBA Safeguarding Policy and Procedures, each and every band must accept full responsibility for all players under the age of 18 years and any vulnerable adults in membership of the band.

Kapitol Promotions Ltd have submitted an application to the Gloucestershire County Council for a BOPA to cover this event. However, it is the responsibility of each band to ensure compliance with Child Performance Regulations and the compilation of any appropriate/required records.

If your band will have performers aged 16 or under on your contest date, you will be required to complete additional paperwork closer to the time regarding their travel/accommodation arrangements, as well as specifying your band's provision of chaperones for these performers.

To provide assurance that all of their players under the age of 16 will be appropriately chaperoned whilst in the Band Assembly and Performance Area, further details of the specific requirements to be completed by each participating band in advance of the contest will be forwarded to all contest secretaries as soon as possible.

HEALTH & WELLBEING OFFICER

Both Kapitol Promotions Ltd and WEBBA take the matter of Health & Safety extremely seriously and aim to provide and maintain a safe environment for all bands, supporters and audiences attending the contest.

Kapitol Promotions Ltd, along with WEBBA, will facilitate the development and best practice of Health and Wellbeing for all participating at the event.

Kapitol Promotions Ltd has appointed a "Health and Wellbeing Officer" (HWO) for this event. The HWO will facilitate the development and best practice of health and wellbeing for all band persons performing at this event, and will be the first point of contact for any queries relating to Health & Safety between now and your performance.

Please contact the HWO with any queries using the contact information below:
Tony Griffiths (North of England Regional Secretary)
tony@kapitolpromotions.co.uk 07555 051636

We will liaise with venue management, ensuring they understand the specific needs of the Brass Band community, relating to Covid-19.

A copy of our Covid Risk Assessment can be found on our WEBBA website via the following link:
<https://www.webba.org.uk/finals.html>.

Acknowledging the ongoing spread of the coronavirus, and amended guidelines, we will however introduce measures that will aim to reduce the risk of Covid-19 transmission or at least mitigate its impact to all our players' guests and volunteers. We therefore ask all our bands and their guests to follow the guidance set out in Appendix A.

This guidance will enable us to present the regional qualifying contest, while mitigating the risk of spreading Covid-19.

INDEMNITY

Bands are advised that in the event of cancellation, suspension or curtailment, for whatever reason, of the Championships, The Council of West of England Brass Band Associations will not be responsible for any loss financially or otherwise by any band entered in these Championships.

TRADE STANDS

Please do visit and support the band traders who will be located in the main foyer area for the duration of the weekend.

FIRE AND SAFETY REGULATIONS

At all times the Centaur's Fire, Health and Safety Regulations must be respected and, in the event of an emergency, instructions and directions of the Centaur's staff must be complied with.

CONTACT ON CONTEST DAY

If any emergency arises en route to the Championships causing an unexpected delay, etc., please endeavour to contact SUE OLDFIELD direct on her mobile 07768 973095.

THANKS

Thank you in advance for your assistance for acting on this information. Please share it with those directly involved, especially your Musical Director and all players.

QUERIES

If you have any query or require further information please contact me via email at secretary@webba.org.uk . You are also welcome to contact any of your local association representatives for assistance with general queries.

For any urgent matters please call my mobile number 07768 973095 before 9.30pm. Please be aware that I am unable to take phone calls during working hours so you will need to leave a message. I will respond as soon as I am able.

Alternatively, if the matter is extremely urgent, please contact Tim Jones or Philip Morris at Kapitol Promotions on 02920 700943 (option 1).

I look forward to seeing you at Cheltenham in April.

Sue Oldfield
Championship Secretary/Controller
March 2022

WELCOME TO THE CENTAUR, CHELTENHAM RACECOURSE

GOOD LUCK TO ALL COMPETING BANDS

And

HAVE AN ENJOYABLE DAY/WEEKEND IN CHELTENHAM



APPENDIX A

COVID-19 GUIDANCE/CODE of CONDUCT

This guidance will enable us to present the regional qualifying contest, while mitigating the risk of spreading Covid-19.

Acknowledging the ongoing spread of the coronavirus, and amended guidelines we will however introduce measures that will aim to reduce the risk of Covid-19 transmission or at least mitigate its impact to all our players' guests and volunteers.

We therefore ask all our bands and their guests to follow all guidance issued. WEBBA & Kapitol Promotions along with the venue offer this guidance in good faith.

We encourage all bands to check, read and implement any guidance/instructions applicable to their band. Details and further information can be obtained from www.gov.uk/guidance/covid-19.

We ask that you:

- Undertake your own risk assessment considering age, health and vulnerable members
- Follow any relevant guidance on travel. Check with coach companies and follow any guidance they offer.
- Check for any symptoms of Covid-19: If individuals experience any symptoms, they should not attend and follow the guidance on testing.
- Adhere to measures put in place to mitigate Covid-19 transmission & other relevant behaviours identified through your own risk assessment in the guidance given.
- Consider using lateral flow tests with your group prior to the contest performance.
- Support cleaning and hygiene arrangements in assembly area warm up room and on stage.
- Encourage the wearing of face coverings in busy and congested areas.

WEBBA & Kapitol Promotions, along with the regional qualifying committees, offer this guidance in good faith. Please check the official government advice and updates regularly, and prior to the event.

GENERAL CODE OF CONDUCT

As an organisation, WEBBA respects and promotes freedom of expression and open communication. We recognise the rights of everyone to be treated as individuals and will not condone or allow any form of unlawful discrimination to go unchallenged.

WEBBA will not tolerate discriminatory behaviour, harassment or victimisation of any kind. To ensure this, we expect all participating bands and their supporters to follow our Code of Conduct in order to foster a well-organised, respectful environment where every individual has the opportunity to enjoy brass banding.

Please ensure all band players and supporters are aware of the following specific requirements;

- WEBBA have a responsibility to ensure the safe, effective and efficient running of the regional championships. All competing bands and their supporters should therefore comply and cooperate by following all instructions given by our WEBBA or Centaur stewards on the day.
- All band members should treat each other and all other parties with fairness and respect, and should not display discrimination or harassment of any kind.
- No changing permitted in the Band Assembly Area - All band players and musical directors must arrive at the Band Assembly Area wearing base clothing of shirt/blouse, trousers/skirt and tights/socks to which a uniform jacket, waistcoat, tie and/or dress shoes can be added.
- No alcohol is permitted in the Band Assembly Area or auditorium – alcohol consumption is restricted to within the dedicated bar areas.
- The taking of photographs or videos is not permitted at any location in the building.
- Please do not report early to the Band Assembly Area. There is only available space for the maximum numbers of bands as communicated.

Please be aware that failure to adhere to any of the above requirements may result in disciplinary action being taken against an individual and/or the band concerned as per National Rule 23.

Thank you for your cooperation.

Sue Oldfield
Secretary