



**BRASS BAND
PLAYERS
REGISTRY LTD**

Registry Rules 2022

Brass Band Players Ltd.
PO Box 53
Penarth
CF64 5XY

Tel: 029 2070 0943
Email: office@bbregistry.com

Opening Hours: Monday-Friday, 09:30-15:30
(Excluding Bank Holidays and Christmas Break)

www.bbregistry.com

Brass Band Players Ltd Registry Rules

GENERAL

1. These Rules govern Brass Band Players Ltd.
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 by the band of any change of Band Secretary, using the "BBP Change of Secretary" Form
 - (d) "Identical passport type photographs" means that the photographs must be taken at the same time. Size: approx. 2" x 1½", 50mm x 40mm. The Registry can request new photographs if the originals are unsuitable
 - (e) "Effective date" means the date of registration, which will be recorded on the registration card
 - (f) New Player Registrations will be recorded with the effective date at the Registry
 - (g) Transfers will become effective five days after receipt of a completed transfer application at the Registry
 - (h) Transactions received at the Registry outside of office hours will be recorded as received at the Registry on the following working day

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 should be re-validated by the given date 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 if the band owes £50.00 or more to the Registry. Full payment of outstanding balance will have to be made before any further transactions are completed for the band.
10. Incomplete transactions will be held at the Registry for 28 days, or until the information required is submitted. After the 28 days have elapsed, the forms may be shredded and new, completed documents may have to be submitted.
11. Transactions must be made on the official Registry forms, obtainable from the Registry website or directly from the Registry. All transactions must be completed in writing, and sent by the Band Secretary direct to the Registry by post or email.
12. The photograph on the registration card must be recent and bear a true likeness of the player.
13. The registration card remains the property of the Registry, which reserves the right to withdraw the card at any time.
14. Any amendment to the registration card can only be carried out by the Registry. Any other alteration to the card may render the card invalid, and may lead to cancellation of the player's registration.

NEW BAND REGISTRATION

15. In order to register a band initially, the Band Secretary must make a formal application to the Registry by sending in the documents detailed in APPENDIX 3, 1A by post direct to the Registry, together with the appropriate fee.

NEW PLAYER REGISTRATIONS

16. 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 3, 1B.
 - (a) 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
 - (b) The New Player Registration will become effective the same day as receipt by the Registry of the duly completed official documentation as detailed in APPENDIX 3, 1B.
 - (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

TRANSFERS

17. 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 3, 1C.
 - (a) Providing that there is no objection by the Registry to the application, the Registry will carry out the transfer
 - (b) The transfer will become effective five days from the date of receipt by the Registry of the duly completed official documentation as detailed in APPENDIX 3, 1C
 - (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 processed by the Registry, but has yet to reach the effective date, a written request from the releasing band, receiving band and player involved must be received by the Registry before the effective date
 - (e) A copy of the duly completed official BBP Transfer Form can be accepted by the Registry via email as confirmation of the date of receipt, providing the documentation detailed in APPENDIX 3, 1C is received by post at the Registry within five days of the email
18. A player who has transferred from a band cannot rejoin their previous band until a period of two months has elapsed from the date on which the player transferred from that previous band.
19. A maximum of two moves shall be permitted within a twelve month period.

CANCELLED CARDS

20. If a Band requires a registration to be cancelled, the Band Secretary must return the player's card to the Registry to be cancelled. The cancelled card will be returned to the Band Secretary or player if requested
 - (a) The Band Secretary can email a cancellation request directly to the Registry. This request must include the Player's full name and current BBP Registration Number. The registration card will be cancelled with immediate effect. The registration card must then be returned to the Registry within seven days otherwise the card may be re-instated
 - (b) Any subsequent registration of that player with a new band will be treated as a New Player Registration, and will be regarded as a move
 - (c) A maximum of two moves shall be permitted within a twelve month period
 - (d) Any subsequent registration of that player with the same band following cancellation (but who has not joined another band in the interim) will be treated as a New Player Registration, but will not be regarded as a move

21. A player whose registration with a band has been cancelled and who has joined another band, cannot re-join their previous band until a period of two months has elapsed from the date on which their registration with that previous band was cancelled.

REVALIDATION & EXPIRED CARDS

22. Bands must re-validate their registration on the given date.
 - (a) Band registrations which are not re-validated by their expiry date may be cancelled by the Registry
 - (b) Any subsequent registration of that band will be treated as a New Band Registration, and will incur the relevant costs.
23. In order to re-validate the cards, the Band Secretary must send by post direct to the Registry the documents detailed in APPENDIX 3, 1D.
24. Where a player's registration card has not been re-validated by the expiry date, the player's registration will be regarded as having expired, and may be cancelled by the Registry.
25. 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.
26. 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 Player Registration, and will be regarded as a move.

CARD AMENDMENTS

27. The Band Secretary must apply for a card amendment in the following cases:
 - (a) Any player changing his name
 - (b) When a change of photograph is required, or the registration card is denoted as such by a contest official
 - (c) When there is insufficient space on the registration card to enter a further Registry transaction
 - (d) The above card amendments carry no transaction charge
28. If a band changes its name, the Band Secretary must send the entire set of registration cards direct to the Registry for this purpose. The charge for this transaction is detailed on the most recent BBP Fee Schedule.

DUPLICATE CARDS

29. The Band Secretary must apply for a duplicate registration card when a player's registration card has been lost or damaged beyond repair. The original registration card will be cancelled. If the original lost card is subsequently recovered, the Band Secretary must return it to the Registry, and the cancelled card will be returned to the Band Secretary/player if requested.
30. When a duplicate registration card is required, the Band Secretary must contact the Registry and request a duplicate card.
 - (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

DISCIPLINE & APPEALS

31. 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 Registry Rules
 - (b) Any action which brings the brass band movement into disrepute

32. 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
33. The Brass Band Players Ltd Appeals Panel will meet when required by the Registry.
- (a) Appeals and associated correspondence shall normally be considered at an Appeals Panel meeting, but may be considered by each member of Brass Band Players Ltd Appeals Panel individually and his/her decision sent by post or email to the Registrar of Brass Band Players Ltd
- (b) If necessary, the Appeals Panel may seek further information from external bodies in order to assist in reaching a decision on any Appeal
- (c) The decision of the Appeals Panel is final
34. The Brass Band Players Ltd Appeals Panel will only consider appeals submitted in writing (via post or email), together with any relevant attachments by the Band Secretary. The letter of Appeal must be accompanied by a remittance (see most recent BBP Fee Schedule for the amount) which will be credited to the Band's account if the Appeal is upheld, but not otherwise. Appeals correspondence should be addressed to:

Appeals Panel

Brass Band Players Ltd

PO Box 53

Penarth CF64 5XY

APPENDIX 1 - Appeals Panel

1. DEFINITIONS

The following definitions apply:

- (a) "The Panel" means the Brass Band Players Ltd Appeals Panel.
- (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 Panel will consist of the following:

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

The Appeals Panel will be appointed by the Registrar of Brass Band Players Ltd for this purpose

APPENDIX 2 - Brass Band Players Ltd Contact Information

Postal address

Brass Band Players Ltd
PO Box 53
Penarth
CF64 5XY

Telephone number 029 2070 0943

Email address office@bbpregistry.com

Website www.bbregistry.com

Office Hours

Monday-Friday, 09:30-15:30 (excluding Bank Holidays & Christmas break)

APPENDIX 3 - Registry Procedure

DOCUMENTS REQUIRED BY THE REGISTRY

1A New Band Registration documents

BBP Welcome Pack, which consists of the following documentation:

- (i) Completed official BBP New Player Registration Forms, as applicable
- (ii) Two identical passport type photographs for each player
- (iii) Duly completed Change of Secretary Form

1B New Player Registration documents

- (i) Completed official BBP New Registration Form
- (ii) Two identical passport type photographs

1C **Transfer documents**

- (i) Completed official BBP Transfer Form
- (ii) The player's current BBP registration card

1D **Revalidation documents**

- (i) All current player registration 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".