

**Kapitol**  
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# THE NATIONAL RULES

of the

NATIONAL BRASS BAND CHAMPIONSHIPS  
OF GREAT BRITAIN

and



REGISTRY RULES

These Rules replace all rules previously issued and are effective  
from 1 January 2016 until further notice

[www.nationalbrassbandchampionships.com](http://www.nationalbrassbandchampionships.com)

[www.bbpreistry.com](http://www.bbpreistry.com)

# NATIONAL BRASS BAND CHAMPIONSHIPS OF GREAT BRITAIN

## NATIONAL RULES

### DEFINITIONS.

*In these rules the expressions have the following meanings:*

<b>Kapitol</b>	Kapitol Promotions Ltd., P.O Box 53, Penarth, CF64 5XY. Owner of the title, National Brass Band Championships of Great Britain, and of the National Rules that apply to the eight Regional Championships and the National Finals of the National Brass Band Championships of Great Britain, together with the Appeals Panel of the same.
<b>Contest</b>	The National Brass Band Championships of Great Britain comprising the eight Regional Championships and the National Finals.
<b>Accredited Registries</b>	Brass Band Players Ltd. for bands based in England, The Scottish Registry for bands based in Scotland and the Welsh Registry for band based in Wales.
<b>Contest Management</b>	Kapitol shall manage the National Finals and each Regional Committee shall manage the Regional Championship for their respective regions.
<b>Regional Committees</b>	The organisations elected, or appointed, to organise each of eight Regional Championships of the National Brass Band Championships of Great Britain
<b>Regional Championships</b>	The Regional events to determine the bands that qualify for an invitation to the National Finals of The National Brass Band Championships of Great Britain and (subject to paragraph (d) of Appendix I - the Grading Rules) to provide results to determine the national grading of bands, in accordance with Rule 10(a).
<b>National Finals</b>	The one or more events organised and run by Kapital each year to determine the National Champion Band of Great Britain for each section set out in Appendix I.
<b>National Rules</b>	The Rules under which all contests in the National Brass Band Championships of Great Britain (comprising the eight Regional Championships and the National Finals) operate.
<b>Kapitol Forum</b>	A body comprising of representatives from the eight Regional Committees, together with representatives of Kapital Promotions Ltd.
<b>Appeals Panel</b>	A panel appointed by Kapital, to hear and determine appeals, as per the Rules of the National Brass Band Championships of Great Britain.

## GENERAL

2. The title “National Brass Band Championships of Great Britain” is owned by Kapitol Promotions Ltd.
3.
  - a) These Rules govern the National Brass Band Championships of Great Britain and the Regional Championships.
  - b) Copyright of these Rules is owned by Kapitol Promotions Ltd. and it reserves the right to amend or replace them, subject to Rule 26.
  - c) Prior written consent must be obtained from Kapitol if any contest promoter or organisation wishes to refer to, or to reproduce, any part or the whole of the Rules. Kapitol may take action against any reference to, or reproduction of, any or the whole of the Rules without prior consent.
  - d) If consent is granted, the appropriate acknowledgement must be given to Kapitol.
  - e) In these Rules, where the context so requires, the masculine shall include the feminine and the singular shall include the plural.
4. A further copy of these Rules may be obtained from the appropriate Regional Secretary.
5. In order to enter the Regional Championships, a band secretary must complete the official entry form and return it to the appropriate Regional Committee, together with the entry fee, before the stated closing date. The signing of the entry form binds the band to abide by these National Rules. The entry fee is not refundable in any circumstances.
6. When a Regional Committee has accepted a band’s entry into the Contest, an acknowledgement will be sent to that band’s Secretary. After the closing date, a schedule of the contest-day arrangements will be sent to the band secretary.
7. When the contest entry deadline has been reached, the Contest Management will send to the relevant Registry a full list of entered bands and will request a Registration Report for each band, dated ONE (1) Week prior to the Contest date.

## THE CONTEST

8.
  - a) The Contest is open to brass bands only, consisting of a maximum of 25 brass players plus percussionists, as required by the band. Brass instrumentation will be from the following list:  
Eb Soprano Cornet, Bb Cornet, Bb Flugel Horn, Eb Tenor Horn, Bb Baritone, Bb Euphonium, Slide Trombones, Eb and EEb Bass, Bb and BBb Bass.  
A brass player may only play ONE brass instrument, unless required by the score.
  - b) To facilitate trombone players with limited arm mobility, they have the option to play a Valve Trombone but must gain approval from the Contest Management prior to Contest.
9.
  - a) All players taking part in the Contest must be registered with only ONE accredited Registry at least 7 days before the Friday of the contest weekend and may only compete with the band that holds their Registration. It is the responsibility of the band secretary to apply to the relevant registry for the necessary registration documentation and to comply with the Registry Rules and procedures.
  - b) A player may play with only ONE (1) band in any ONE (1) series of Regional Championships, and with only ONE (1) band in any ONE (1) series of Finals’ Championships, except for the application of the provisions of Rule 16.
10.
  - a) For the purposes of the Contest and in accordance with the Grading Rules, every Regional Committee will grade the bands competing within its geographical boundaries, and in the Brass Band Championships of Great Britain, into one of five National sections: Championship, 1, 2, 3 and 4.
  - b) A band must take part in the section in which it is graded in that particular year.

11. Each band entering the Contest must enter the Regional Championships in the region in which its bandroom is permanently located, in accordance with the boundaries set out in Appendix III.
12.
  - a) For the Regional Championships, bands in each section must perform the set test-piece, as stated on the entry form and comply with any clauses listed by the Contest Management on the schedule.
  - b) For the Finals, bands in each section must perform the set test-piece, as stated on the 'Finals' schedule, and comply with any clauses listed by the Contest Management.
  - c) The provision of percussion instruments will be at the discretion of the Contest Management. Bands will be notified in advance of the details of this provision.
13.
  - a) Closed adjudication will be used in the Contests.
  - b) Adjudicators will be appointed by the Contest Management.
  - c) Adjudicators will award band places only.
14.
  - a) Qualification to the Finals
    - i) In respect of sections 1 – 4, qualification for an invitation will depend on the number of bands entered in the sections at the Regional Championships.
 

Up to 16 bands entered .....	2 bands qualify
17 to 24 bands entered .....	3 bands qualify
25 bands and over entered .....	4 bands qualify
    - ii) In respect of the Championship Section, the first four placed bands in the previous year's 'Final' will qualify for an invitation to the following years 'Final', subject to competing in their respective Regional Championships.  
Entry to the 'Final' of the National Brass Band Championships of Great Britain is at the sole discretion of Kapitol.
    - iii) In each of the Championship Section Regional Championships, the two highest placed bands will qualify for a invitation to the 'Final', in addition to those already invited under ii) above.
  - b) The awarding of prize monies will be in accordance with the limits and procedures set out in the entry form.

## CONTEST DAY

15.
  - a) The order in which a band will perform in a section will be decided by a draw. Contest Management has the right to apply discretion for matters that, or concern, the order of play.
  - b) A band must appoint a delegate to attend the draw and act on its behalf in all matters pertaining to the Rules. Any queries or requests regarding the Contest must be raised by the delegate before The Draw takes place.
  - c) If a band's delegate fails to attend the draw, the Contest Management will draw on behalf of the band.
  - d) In the event of a section being subject to a split draw, bands will be notified by the Contest Management. The first stage of a split draw must be carried out at least TWO (2) weeks before the contest date. Stage two of a split draw will take place on the contest day in accordance with a), b) and c) above.

16. a) In the event of a player being unable to compete due to personal or family illness, injury, bereavement or other emergency occurrence prior to the draw, the delegate may apply to the Contest Management for a deputy player, submitting documentary evidence in support of the application, either at the draw or within SEVEN (7) DAYS of the date of the Contest.  
Providing the Contest Management is satisfied the application is genuine, the band drawn immediately before the band making the application must supply the relevant deputy with the band part and instrument, if applicable. In the event of the lending band not having such a player or instrument, the Contest Management may use discretion as to the next band required to supply the deputy player. If the band making the application is drawn first, the band drawn last must supply the deputy player. In the event of a split draw, this will mean the band drawn to play last in that group.  
It is the responsibility of the lending band's delegate to ensure that the deputy player fulfils this commitment. The player acting as deputy must not accept payment for his services.
- b) Only ONE (1) application for a deputy player per band will be considered, or otherwise, at the discretion of the Contest Management.
- c) In the event of an application being made for a deputy player after the draw has taken place, a substitution may be made at the discretion of the Contest Management and with the agreement of the lending band.
17. a) Bands must assemble at the registration point, as directed by the Contest Management.
- b) Each player must present his registration card for endorsement.
- c) Each player must sign the contest Registration Report form, if required by the Contest Management.
- d) The registration officials will report any discrepancy to the Contest Management, which, in the case of doubt, will notify the band secretary that the player concerned and the band may be the subject of disciplinary action, including disqualification.
- e) The Contest Management will refer any suspected breach of Registry Rules to the relevant Registry Management. The Registry will investigate to establish if a breach of the Registry Rules has occurred and report its decision to the Contest Management.
18. 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.
19. a) The decision of the adjudicator(s) is final.
- b) Results will be announced and trophies presented, as stated in the Contest Schedule.
- c) Prize monies will be distributed FOURTEEN (14) days after the Contest date, subject to 20{a}
20. a) A band winning a trophy must give an undertaking, signed by TWO (2) officials of the band, to keep the trophy and its protective case (where applicable) in good and safe condition, and must protect and insure the trophy and its case (where applicable) against loss or damage. Proof of insurance cover must be provided, as required by the Contest Management.
- b) It is the band's responsibility to return the trophy and its protective case (where applicable) in good condition upon instructions from the Contest Management.

- c) Contest Management shall have the right to seek compensation from any band for failure to comply fully with trophy return instructions issued by it.
21. Any form of recording of a band performance is not permitted at the Contest unless approved by the Contest Management, in writing.

## **DISCIPLINE AND APPEALS**

22. a) Any objection concerning any alleged breach of the National Rules, or an error in the results, must be submitted to the Contest Controller within FOURTEEN (14) days of the Contest, together with an fee of £50.00, which will be returned only if the objection is upheld. Objections must be in writing on the official headed paper of the band concerned and signed by an official.
- b) If the Contest Management decides that there has been a breach of the National Rules, or an error in the results, it will revise the list of placings.
23. Disciplinary action may be taken by the Contest Management for any of the following offences:-
- a) Any breach of the Rules;
  - b) Failure to comply with the instructions set out in the contest schedule;
  - c) Any action that the Contest Management deems to be detrimental to the reputation of the Contest.
  - d) 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. The action considered may include a ban on the individual making the remarks and/or the band he or she represents. Before such action is taken, absolute clarity will be sought regarding the views of such individuals and the band they are connected with.
24. In the event of any player, official or band being found guilty of any of the above offences, the individual or band may be subject to one or more of the following penalties:-
- a) Disqualification from the Contest
  - b) Forfeiture of the trophies and/or awards
  - c) Suspension from competing in the Contest for a period of time specified by the Contest Management.
25. a) If the band or individual is not satisfied with the decision of the Contest Controller on Contest Day it/they may appeal, in the first instance in writing to the Contest Management within FOURTEEN (14) days of the Contest for a personal hearing.
- b) If the band or individual is not satisfied with the decision of the Contest Management, it/they may appeal to the Appeals Panel. The Appeals Panel is appointed by Kapitól Promotions. The decision of this Panel is final. Your statutory rights are not affected.
- c) In the event the Appeal is substantially successful, the costs of the Appeal Panel shall be paid by the Regional Committee concerned in the Appeal. In the event the Appeal is substantially unsuccessful, the costs of the Appeal Panel shall be paid by the player or band that has submitted the Appeal. Failure by a player or band to pay the costs will be deemed by the Appeal Panel to be detrimental to the reputation of the Contest contrary to Rule 23(c) and may result in the Appeal Panel imposing a sanction pursuant to Rule 23.

## **PROCEDURE FOR CHANGE OF RULES**

26. Contest Management will liaise directly with Kapitól Forum if a change of Rules is requested. Proposed changes must be agreed with Kapitól Promotions Ltd., before they can be implemented.

## APPENDIX I GRADING RULES

The National Brass Band Championships of Great Britain will apply the following grading system. In these Rules, the word placings means the position awarded at the Regional Championships, which appear as points in the Grading Tables.

- a) Grading will be carried out annually following the Regional Championships, to take effect from 1st January the following year, with the exception of the Scottish Brass Band Association, which is allowed to operate its own grading table, for which the Contest Management is not responsible and for which it will not, under any circumstances, accept objections or hear appeals.
- b) The Regional Committees will maintain the grading register. Grading will be based on the results of the Regional Championships only.
- c) The bands will be notified of their gradings by the Regional Committees.
- d) The winning bands of sections 1, 2, 3 and 4 in the 'Finals' will receive automatic promotion.
- e) In the sections 1, 2, 3, 4, the bands with the two best aggregate placings over the previous three years will be promoted. In the case where two or more bands tie with equal first placing, then only these bands will be promoted. If two or more bands tie with equal second placing, then these bands, in addition to the first placed band, will be promoted.
- f) In sections where there are ten bands or less on the grading register, only the band or bands with the best aggregate placings over the last three years will be promoted.
- g) In the Championship, 1st, 2nd and 3rd sections, the two bands with the lowest aggregate placings over the last three years will be relegated. In the case where two or more bands tie with equal last placing, then only these bands will be relegated. If two or more bands tie with equal second to last placing, then these bands, in addition to the last placed band, will be relegated.
- h) In sections where there are ten bands or less in the grading tables, only the band or bands with the lowest aggregate placing over the last three years will be relegated.
- i) It will be the responsibility of Regional Committees to allocate a grading to any band entering the Regional Championships for the first time. Any Regional Committee receiving an application from a first-time entrant will assess the standard of the band in question by whatever means available, and this may include having the band assessed independently, at the bands expense.
- j) A band entering the Grading Register for the first time will be given an average position for the two previous years in the section in which it has been graded. The average position will be shown in Appendix II.
- k) Where two or more bands receive equal placings, each band will be given the same numerical placing. The next band will be placed the equivalent number of places below.
- l) Any band failing to compete, or which is disqualified from the Contest in any particular year, will be given one place lower than the lowest placed competing band in that section.
- m) Any band failing to compete for two consecutive years can be relegated, at the discretion of the Regional Committee, in addition to any action taken under Rule (g).
- n) Any band failing to compete for three consecutive years will be removed from the grading tables at the end of the third year, prior to the determination of promotion or relegation in that section. If such a band wishes to resume participation in the contest, it will be treated as a first time entry in accordance with Rule (i).
- o) If a band notifies the appropriate Regional Committee in writing that they are no longer competing and/or disbanded, they will be immediately removed from the grading registry before any further gradings are calculated.
- p) Bands promoted or relegated will be given an average position for the years prior to promotion or relegation to that section. The average position table is shown in Appendix II.
- q) In the event of a Regional Committee needing to re-evaluate the number of bands in any give section, the Committee shall have the power to suspend rules e) and g) with regard to the number of bands promoted or relegated. Bands to be informed of this when the grading tables are published.

- r) Any band with a complaint about the way in which the Grading Rules have been applied to it can appeal to its relevant Regional Committee. This appeal to be made, in writing, within FOUR (4) weeks of receiving notification of grading. The decision of the Regional Committee is final in all matters concerned with grading.

## APPENDIX II CALCULATION OF AVERAGE POSITION

Number of bands competing	Average position
8	4.5
9	5
10	5.5
11	6
12	6.5
13	7
14	7.5
15	8
16	8.5
17	9
18	9.5
19	10
20	10.5
21	11
22	11.5
23	12
24	12.5
25	13
and so on...	

## APPENDIX III REGIONAL BOUNDARIES

LONDON & SOUTHERN COUNTIES	Bedfordshire, Berkshire, Buckinghamshire, Cambridgeshire, Channel Islands, East Sussex, Essex, Greater London, Hertfordshire, Kent, Norfolk, Oxfordshire, Suffolk, Surrey, West Sussex.
MIDLANDS	Derbyshire, Herefordshire, Leicestershire, Lincolnshire, Northamptonshire, Nottinghamshire, Rutland, Shropshire, Staffordshire, Warwickshire, West Midlands, Worcestershire.
NORTH OF ENGLAND	Cleveland, Cumbria, Durham, * East Riding of Yorkshire and North Lincolnshire, Northumberland, North Yorkshire, Tyne & Wear.
NORTH WEST	Cheshire, Greater Manchester, Isle of Man, Lancashire, Merseyside, Northern Ireland.
SCOTLAND	All Scottish bands.
WALES	All Welsh bands.
WEST OF ENGLAND	Bristol, Cornwall, Devon, Dorset, Gloucestershire, Hampshire, Isle of Wight, Somerset, Wiltshire.
YORKSHIRE	South Yorkshire, West Yorkshire.

\* For the purposes of counties within Regional boundaries, the East Riding of Yorkshire and North Lincolnshire includes all bands previously defined under the former Humberside.

Note: Regional Boundaries for all bands, regardless of any change of county names, remain unchanged.



## Regional Secretaries

<b>London &amp; Southern Counties</b>	Mr. K. Williams.	2 The Glebe, Kings Langley, Herts WD4 9HY Tel: 07813 154163 Email: secretary@london.regional-contest.org.uk
<b>Midlands</b>	Mrs. L. Bentley.	21 Gables Lea, Sutton Bonnington, Leics LE12 5NW Tel: 01509 672029 Email: lesley.bentley@dsl.pipex.com
<b>North of England</b>	Mr. A. Griffiths.	35 Latimer Way, Newbiggin-By-The-Sea, Northumberland NE64 6JR Tel: 01670 222047 Email: tonygriffithsnb@yahoo.co.uk
<b>North West</b>	Mr. P. Bates.	643 Liverpool Road, Peel Green, Eccles, Manchester M30 7BY Tel: 0161 707 3638 Email: secretary@nwrbbcc.org.uk
<b>Scotland</b>	Mr. T Allan.	71 Tantallon Drive, Paisley PA2 9HS Tel: 01505 814502 Email: tomallan@sbba.org.uk
<b>Wales</b>	Mr. P. Morris.	P.O. Box 53, Penarth, Vale of Glamorgan CF64 5XY Tel/Fax: 029 2070 4325 Mobile: 07786 371603 Email: kapitol@btconnect.com
<b>West of England</b>	Ms. S. Oldfield.	68 Beacon Lane, Exeter EX4 8LL Tel: 01392 272048 Mobile: 07768 973095 Email: oldfieldi.s@blueyonder.co.uk
<b>Yorkshire</b>	Mrs. P. Tomlinson.	82 Wheel Lane, Grenoside, Sheffield, South Yorkshire S35 8RN Tel: 01142 468102 Email: yrbbc@tiscali.co.uk



**BRASS BAND  
PLAYERS  
LTD**

## WORKING FOR BANDS

The National Brass Championships of Great Britain will only accept registration cards from English bands issued by the accredited Brass Band Players registry.

Brass Band Players' office hours are 9.30am to 3.30pm weekdays, and welcome packs can be obtained from Tim Jones on the contact details below:

**Telephone: 029 2070 0943**  
**or email: registrar.bbp@btinternet.com**



**BRASS BAND  
PLAYERS  
LTD**

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# Registry Rules

**Registrar:**

Tim Jones

Brass Band Players Ltd.

Leyshons Buildings, Cornerswell Road  
Penarth, Vale of Glamorgan CF64 2XS

Tel: 029 2070 0943

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

Opening Hours: Monday-Friday, 09:30-15:30

(Excluding Bank Holidays and Christmas Break)

# BBP Registry Rules

## GENERAL

1. These Rules govern Brass Band Players Ltd (BBP 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 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 date of receipt at the Registry
  - (g) Transfers will become effective 28 days after receipt 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 must be re-validated on 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 will have to be submitted.

11. Transactions must be made on the official BBP 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 will render the card invalid, and could 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) By virtue of allowing his name to be submitted for registration, a player undertakes to abide by these Rules
  - (c) 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 28 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 received 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 seven (7) days
- 18. A player who has transferred from a band cannot rejoin their previous band until a period of six 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 should 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. The registration card will be cancelled with immediate effect
  - (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 six 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 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 Band Registration
- 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 within six weeks from 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. 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 send by post DIRECT to the Registry the documents detailed in APPENDIX 3, 1E.
  - (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. 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 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
- 34. Brass Band Players Ltd Appeals Committee 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 Committee  
Brass Band Players Registry  
Leyshons Buildings  
Cornerswell Road  
Penarth  
Vale of Glamorgan  
CF64 2XS

## **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 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 Registry  
Leyshons Buildings  
Cornerswell Road  
Penarth  
CF64 2XS

### **Telephone number**

029 2070 0943

### **Email address**

registrar.bbp@btinternet.com

### **Website**

www.bbpreistry.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
- (iv) A written request containing details of the required transaction

#### **1B New Player Registration documents**

- (i) Completed official BBP New Registration Form
- (ii) Two identical passport type photographs
- (iii) A written request containing details of the required transaction

#### **1C Transfer documents**

- (i) Completed official BBP Transfer Form
- (ii) The player's current BBP registration card
- (iii) a written request containing details of the required transaction

#### **1D Revalidation documents**

- (i) All current player registration cards
- (ii) A written request containing details of the required transaction

#### **1E Duplicate card documents**

- (i) Two identical passport type photographs
- (ii) A written request containing details of the required transaction

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".