**Welcome to Wirral Community Orchestra**

As a community orchestra we welcome all orchestral instruments of any ability to join with us in our music making. There is no audition. You can find out more about WCO from our website ; **www.wirralcommunityorchestra.co.uk** and contact us from our email address**; wirralcommunityorchestra@hotmail.com**

**Subscriptions**

To welcome you, your first week is free – but we know you will enjoy your time with us so please make sure we have your email and contact details at this visit. Email is used to send out messages to our members so please look out for your Welcome to WCO email. At present members pay £5 per week. This covers the hire of the premises, the conductor’s fee, all music supplied and helps to subsidise concerts. Should our application for Charitable Status be accepted, we will then move to a monthly Direct Debit scheme which will allow us to claim back tax on subscriptions paid but will also enable us to reduce the monthly fee. We will retain the weekly fee for those for whom this is more convenient. We know at times that finance can be a problem. Do not let that stop you playing with us. If such happens, speak to the Chairperson and the treasurer and in confidence the orchestra will cover your subscription.

**Data Collection**

We ask you to complete our members’ registration form which collects only the data needed for your membership of the orchestra. This includes contact details for yourself and next of kin plus any medical condition which may be important for us to be aware of should you take ill during a rehearsal/concert. All data collected is store in compliance with our Data Protection Policy. We do ask you to let us know of any changes to these details so that we can keep all data up to date.

Should we become a Registered Charity, we ask that if you are a tax payer you complete a Gift Aid form and direct debit so that subscriptions can be paid monthly and the orchestra can recover 25% from the tax man!

**Governance**

The management of the orchestra is organised by a small committee consisting of Chair, Vice Chair, Secretary, Treasurer, Librarian and other members. These are voted in at the Annual General Meeting. However, the weekly rehearsals and main concerts require an “All Hands on Deck” approach to enable the orchestra to function. Our operational policies are available on the website. An Annual General Meeting is held in the Spring Term to review the past year and appoint committee members. The end of the financial year is December 31st after which they are inspected and presented to the AGM for consideration and acceptance.

**Rehearsals and Concerts**

We meet Thursday evening, term time only, at 7:30pm to 10pm with a short interval around 9pm for refreshments for which there is a small charge – currently 20p. Rehearsals are informal. A music stand will be available and all music will be supplied.

Please take good care of your music and return it after concerts or when no longer needed.

Please be willing to help to set up/ clear away after rehearsals/concerts as many hands make light work!

If you miss a rehearsal – please check with others to see if you need any additional music and collect from the librarian at the start of the rehearsal.

During rehearsal practice sessions, please do not chatter as this may disturb the concentration of others and we want to make best use of our rehearsal time.

We normally have two concerts a year, one at Christmas and one at Summer. Dates will be available well in advance and published on our website. Please try to keep those dates free from other commitments.

**Concert Dress**:

**Men**: black trousers and black or white shirt with a splash of colour in a tie or bow tie if worn.

**Ladies**: Black skirt or dress or trousers with white or black top – splash of colour in accessories!

Tickets for concerts will be available from rehearsals or at the door on the day of the event.

**Lost Property**

If you leave property behind after a rehearsal/concert, it will either be locked away in our store cupboard for your collection next rehearsal or it may be taken home with a committee member for collection when convenient. (That’s why it’s important to keep your contact details up to date!)

**Serving the Orchestra**

This is your orchestra and we need your help to make it work. If you have any suggestions for music or concerts, or if you would like to help share the work and volunteer for a specific role, you would be very welcome. Please speak to the committee.

***We hope you enjoy playing with WCO***

***A friendly amateur orchestra with a passion for making music!***