



THE SOCIETY OF RECORDER PLAYERS

Registered Charity No. 282751/SC038422

www.srp.org.uk

GUIDANCE FOR BRANCHES

This document offers guidance for Branch Secretaries and Treasurers to help with the management of their Branches. It includes details of the information that Branches should send to National Officers of the Society during the membership year, which runs from **1st September** to **31st August**. Much of this information is already available elsewhere on the Society's website but is summarised here for ease of reference.

Please tell the National Secretary (secretary@srp.org.uk) and the Membership Secretary (memsec@srp.org.uk) and the web team (webedit@srp.org.uk) when there are any changes to details of the Branch Secretaries.

The National Secretary welcomes comments and suggestions from Branches for revisions or additions to this guidance.

CONTACTS

A list of the names, telephone numbers, postal and e-mail addresses of all Officers of the Society is available on the SRP website, at www.srp.org.uk/srp-officers.

Here are the e-mail addresses that have been set up to link permanently to whoever is the current holder of the office indicated:

Chairman :	chairman@srp.org.uk
Secretary :	secretary@srp.org.uk
Treasurer :	treasurer@srp.org.uk
Membership Secretary :	memsec@srp.org.uk
Secretary for Personal Membership :	cos@srp.org.uk
News Editor :	news@srp.org.uk
Training Co-ordinator :	training@srp.org.uk
Web Team :	webedit@srp.org.uk
Gift Aid Administrator :	giftaid@srp.org.uk
Insurance Administrator:	insurance@srp.org.uk

The e-mail address alloffices@srp.org.uk can be used to send a message to all Society Officers. The e-mail address allbranches@srp.org.uk will send a message to all Branch Secretaries (or the branch's nominated contact) but this should be used sparingly to avoid overload.

Most Branch Secretaries have e-mail addresses in the format [branchname]@srp.org.uk, so branches can, for example, select only their nearest neighbours if they wish to publicise a local concert.

BRANCH ACCOUNTS

Each Branch should keep accounts that coincide with the Society's membership year, which runs from **1st September** to **31st August**. Branches are an integral part of the Society and so their accounts need to be incorporated in the Society's overall accounts. To avoid double counting, it is important that Branch accounts distinguish clearly between the external income and expenditure of the Society, including its Branches, and transfer payments between Branches and Central funds. There is a template for use when compiling Branch accounts, and guidance on its completion, at www.srp.org.uk/admin-documents.

Branch accounts for the year ended 31st August should be sent to the Society's Treasurer by **15th October**. The accounts should have been independently examined and approved by the Branch before submission, but if this is not possible please send draft accounts by the deadline and notify the Treasurer as soon as possible when the accounts have been examined and if any amendments to the draft have been found necessary. Please contact the National Treasurer in good time if you have any queries about the production of Branch accounts, since delays in submission of Branch accounts can delay completion of the Society's overall accounts.

BRANCH INFORMATION

Each Branch can, if it wishes, edit its own pages (or the links to its own website) on the Society's website. However, the Web Edit Team will be pleased to make changes on behalf of Branches if they prefer. The website is an important means of attracting new members to the Society and its Branches and so an informative, attractive and up to date website is a major asset for the Society. Each Branch should, as a minimum, aim to keep up to date information on its website pages (or its own website) about the dates, times and venues for its meetings, together with contact details. The website is extremely versatile and can incorporate links to documents (such as flyers and application forms for Playing Days), pictures (of Branch activities), and sound and video files (of Branch performances – subject, of course, to copyright rules).

Detailed guidance for Branches that wish to edit their own web pages is provided at www.srp.org.uk/editing-branch-information.

For those Branches which have agreed to share their Branch Music Libraries, separate guidance is available, at www.srp.org.uk/branch-music-libraries, to explain how to add to and update the details of their holdings.

Promoters of courses and Playing Days are invited to complete and submit an events form that can be found at www.srp.org.uk/submit-event. This saves time in subsequent publication to the website. If this causes problems, the details can be sent to webedit@srp.org.uk. A list of forthcoming courses and Playing Days organised by Branches and others is sent out with The Recorder Magazine. Details can be sent to the Society's National Secretary for inclusion in the list.

BRANCH RULES

Appendix 1 of the SRP Rules provides information about branch membership, branch committees, branch AGMs and finance, which you should find useful. The Rules are found at www.srp.org.uk/rules-policies.

COPYRIGHT FEES

Branches are required each year to declare and pay royalty fees on any music in copyright that they have performed in public for which payment of any fees due is not the responsibility of someone else. This applies whether or not any entry fee has been charged for the performance(s). The Society is happy to handle returns and collect the appropriate fees from Branches and remit these to *PRS for Music*, which aims to protect the rights of over 110,000 composers and music publishers – see www.prsformusic.com for further information. Returns should cover performances that included at least one work in copyright in the period from the 1st of the previous November to the end of the October just past. Returns are, however, only required when the performance has been given in premises that do not hold a license from *PRS for Music*. Most typical venues, including churches and church halls, do have such a license and it is then the responsibility of their proprietors to submit returns and, if appropriate, collect royalty fees from the performers.

There is further information about copyright, including how to check whether a piece is in copyright, at the **Making Music** website - www.makingmusic.org.uk . Much of the information on this website is openly available but the Society subscribes to **Making Music** and any SRP member wishing to consult areas only accessible to subscribers can apply for membership on the **Making Music** website.

The Society will aim to send a reminder about PRS returns to Branches in October each year. Returns should be sent to the Society's National Treasurer no later than **30th November**. If a return is not received, the Society will assume that there is either a nil return or that the Branch concerned will be responsible for making its own return directly to *PRS for Music*.

The tariff for **Making Music** members is based on audience size – so the bigger the audience the higher the fee. To make this easier, payments are collected retrospectively. So when you receive the reminder, you will be asked about paying royalties on concerts performed between 1st November the previous year and 31st October of the current year. The prices on the tariff do change each year, and can be viewed on the **Making Music** website, but with the SRP arrangement this calculation will be done for you.

Branches will need to submit a copy of the programme for each concert as part of the return, so it is helpful to keep a copy of the programme and write the audience numbers on it after the event, to ensure that you have all the information you will need.

DONATIONS

The Society is a registered charity and welcomes donations of funds, instruments and music to support its charitable work. Instruments and music will often be sold at Society events to raise money for the Walter Bergmann Fund (see below). It can be helpful, and convenient, if Branches invite members wishing to make a monetary donation to include this when paying their subscriptions, though naturally the Society is most grateful for donations at any time. The membership form at <https://www.srp.org.uk/admin-documents/> includes space for donations, which can be for one or more of the following:

- * the Society's work generally;
- * the donor's Branch;
- * the Walter Bergmann Fund – which provides financial assistance to help young people in their development as recorder players : see <https://www.srp.org.uk/walter-bergmann-fund/>

* the National Youth Recorder Orchestra – NYRO operates as a separate charity, independent of the Society, but the Society is pleased to be able to accept donations from those who wish to support NYRO’s work : see their website www.nyro.org.uk.

Branches can include donations when remitting subscriptions and should identify the donors, and the intended use of their donations, so that appropriate acknowledgement can be sent. The Society can reclaim tax on donations from members who have signed a Gift Aid Declaration but not on donations made collectively by Branch members.

GIFT AID

The Gift Aid scheme generates significant income to support the Society’s charitable objectives. It is therefore important that **Branches take particular care in charging any fees to members and non-members (see below)** since there is a risk that serious errors by Branches could cast doubt on the Society’s national Gift Aid registration with HMRC.

Gift Aid rules are quite complicated but the income is extremely valuable nationally. If you have any queries about Gift Aid, please contact the Gift Aid administrator, at giftaid@srp.org.uk.

Gift Aid Declarations: Branches are encouraged to invite eligible members to complete Gift Aid Declarations. There is a Declaration form at www.srp.org.uk/gift-aid/. Branch officials should scan or photograph Gift Aid forms and upload the scans when updating the membership details. If they have any problems with this the Membership Secretary (memsec@srp.org.uk) can also upload forms for them (either from a scan or a hard copy). Donors are responsible for informing those to whom they have given Declarations if they cease to be eligible (i.e. if they do not pay Income Tax or Capital Gains Tax in any financial year), but Branches may from time to time wish to remind donors of this.

Fees Charged

Every branch is required to follow the rules below regarding fees charged for regular playing sessions (if any) and any other branch organised special events such as Playing Days;

- **ONLY branch members (including associate members) may be given a discounted rate.**
- (But those branches that claim Gift Aid on their branch subscriptions should note the additional guidance on the allowability of branch member discounts – see below)
- All other SRP members and other visitors **MUST** be charged an equal fee to each other, for playing sessions and Playing Days etc. **SRP members who are not members of your branch should not receive any discount compared with any other visitor.**
- It is equally open to branches to charge an identical fee to all of its branch members, other SRP members and other visitors

In summary, your branch members **ONLY** may receive a discount.

Branches that claim Gift Aid on their branch subscription

Each branch can, if it chooses, use the Gift Aid scheme to claim back tax on eligible Branch subscriptions (i.e. not the national component of the subscription, which is claimed nationally). Some Branches have concluded that complying with the benefit rules (including those on fees charged by the branch– see below) of the Gift Aid scheme is too onerous compared with the relatively small sums that would be reclaimed, while others have operated the scheme successfully and welcome the extra income. To use the scheme, a Branch must first register with HM Revenue and Customs. There are guidance notes about this and a sample registration form at www.srp.org.uk/gift-aid/.

Fees charged:

- a) *Your branch members* - may be charged a discounted rate for regular playing sessions and Playing Days etc **ONLY IF** you are satisfied that you are still operating within the 25% benefit rules specified by HMRC. This may entail keeping detailed records and calculations of the total financial benefit received for each branch member as evidence. In making a branch Gift Aid claim, it is the branch's responsibility to ensure that it complies with the HMRC benefit rules.
- b) *All other SRP members and other visitors* - **MUST** be charged an equal fee to each other for playing sessions and Playing Days etc. **SRP members who are not members of your branch should not receive any discount, compared with any other visitor.**

In summary, your branch members **ONLY** may receive a discount, subject to the benefit rules in a).

INSURANCE

Public liability: The Society holds public liability insurance of £5 million and this covers all activities of the Society, including its Branches and affiliated Orchestras. The proprietors of venues hired by Branches are increasingly asking for proof of this insurance and the SRP insurance administrator (insurance@srp.org.uk) can provide a copy of the current insurance certificate on request. Affiliated groups will receive their certificate from the SRP Personal Membership Secretary (cos@srp.org.uk).

Instruments: for recorders and music that are the property of a Branch, not an individual. The Society holds Musical Instrument insurance and benefits from being able to cover many instruments on a single policy. Branches which own recorders that they wish to insure can ask for their instruments to be added to the policy schedule. They must provide a description of each recorder, with model name and serial number if available, and must insure it for the current replacement cost or the cost of an equivalent model if theirs is no longer available. Current prices can be found on the internet, for example on the Early Music Shop website – <https://earlymusicshop.com/>. While instruments can be added at any time, the policy renewal date is **1st September** and so it is helpful if Branches send details of additional instruments, and any updates to their list of instruments already covered, during **July**. Branches will be required to pay a premium in proportion to their share by value of all the instruments covered by the policy.

Any queries about the Society's insurances, and additions and updates to the details of instruments to be covered, should be addressed to the insurance administrator or the National Secretary.

Other instruments: Instruments owned by individuals may be covered by the owner's home contents insurance, though it is important to check the terms and conditions, particularly for instruments used outside the home and which may be left temporarily in cars, hotel rooms etc.

Music Libraries: The Society also holds and pays centrally for insurance for Branch Music Libraries, up to a limit of £500 per Branch. This applies automatically and Branches do not need to opt in or pay any explicit premium. In the event of a claim, the insurers will need details of the relevant music and it therefore follows that Branches hoping to be covered by this insurance ought to maintain an up to date list of their Library holdings. Having made such a list, they might then wish to consider whether to share access to their music with other Branches – see <https://www.srp.org.uk/branch-music-libraries/>.

LOGO

Branches wishing to include the Society's logo, as shown at the top of this document, on their own documents, newsletters, flyers etc. are asked to use the versions at <https://www.srp.org.uk/logo/> since these are in a range of colours, high resolution and fully scalable without any loss of quality. The same web link also includes instructions for downloading the logo and for its use.

MEMBERSHIP

The Society's Membership System can be accessed online and allows Branch officials to submit and update information about Branch membership at any time. Any Branch official taking over responsibility for membership now needs to be willing to handle membership data in this way. In order to access the system Branch officials must obtain access from the Membership Secretary (memsec@srp.org.uk). Branch officials must appreciate that the online system gives access to the personal information of past and present members and that, in accordance with the Data Protection Act, they must use this information only for its intended purpose and not disclose it to other members or more widely.

Renewals and details of new members should be added to the database at the earliest opportunity in order to keep membership information up to date. This is important as the data is used to compile and update the mailing list for the quarterly *Recorder Magazine*, which all members receive as part of their subscription, and as the basis for the printed Membership List. It is helpful to ensure that the "Branch Role" field is updated. At the start of each new membership year all renewals and new members should be added to the system by the **31st October** to ensure inclusion in the mailing list for the Winter edition of the *Recorder Magazine*. Subsequent updates should be submitted whenever there are new members or for any change of a member's contact details. Members who have not renewed by January will not be included in the mailing list for the Spring edition of the *Recorder Magazine*, although their membership can be reactivated if they subsequently re-join. There is detailed guidance on use of the online Membership system at www.srp.org.uk/membership. Any queries about membership should be addressed to the Membership Secretary (memsec@srp.org.uk).

SUBSCRIPTIONS

National subscriptions become payable on **1st September** each year. Branches should collect subscriptions from existing and new members, if possible at the first Branch meeting of the membership year, and remit these electronically to the Society's bank account, if possible. The Membership Secretary will notify branches of the account details. Please remember to identify electronic payments with the Branch name and a breakdown of subscriptions and donations. Cheques should be sent to the Membership Secretary (memsec@srp.org.uk). Initial payments should be remitted no later than **1st November**. Subscriptions for those who join or re-join later should be remitted promptly.

Those joining the Society for the *first* time after 1st January are entitled to a 50% reduction in their first year subscription.

There are different rates of subscription for individuals, households (any number of people at the same address) and students (anyone in full-time education). Current subscription rates can be found at www.srp.org.uk/membership, and there is a membership form on the website at www.srp.org.uk/admin-documents. This can be edited with branch information.

Those who do not wish to be associated with one of the Society's geographical Branches or who live outside the British Isles can join as a personal member and should contact the Personal Membership Secretary (cos@srp.org.uk) for further information.

TRAINING

The Society offers a number of Training Courses that may be of interest to members. Details of the courses, the tutor(s) for each course, current course fees, a calendar of forthcoming courses and guidance for Branches hosting courses are at www.srp.org.uk/srp-training. In person courses usually involve about 5 hours of teaching, plus refreshment and lunch breaks. The Society will underwrite the cost of the tutor's fee and travelling expenses. All monies collected, less local costs, should be sent to the National Treasurer, who will reimburse the tutor.

Shorter online training courses are now also available.

The courses offered by the Society provide excellent (and inexpensive) opportunities for members to study a range of styles, genres and techniques under the guidance of expert tutors. Courses can be hosted by an individual Branch, or several Branches jointly to encourage greater participation. For more details of, and advice on, existing courses, and to suggest new course topics, contact the Society's Training Co-ordinator (training@srp.org.uk), who must also be contacted before any Course is arranged.

THE RECORDER MAGAZINE

The Recorder Magazine is owned and published quarterly by Peacock Press in March (Spring issue), June (Summer), September (Autumn) and December (Winter).

Each issue of the Magazine includes several pages of Society News, and Branches are encouraged to submit contributions, particularly about special events or important anniversaries, to the Society's News Editor (news@srp.org.uk). Photographs are also welcome. Branch contributions may be edited for reasons of space in the Magazine.

The copy deadlines for both Society News and details of courses etc. are 1st January, April, July and October.

VISITING CONDUCTORS

The Society has a Panel of Visiting Conductors who have been assessed by the Society's Musical Advisers as well qualified to conduct groups of recorder players and help them develop their playing skills. The current list of Panel members is on the SRP website, at www.srp.org.uk/visiting-conductors/, with full details of the Visiting Conductors scheme. In summary, each Branch of the Society is entitled to claim financial support towards some of the costs of one visit in each membership year from a member of the Panel. Such visits are sometimes referred to as Pastoral Visits and Branches often extend a visit into a full Playing Day.

Branches should pay the Visiting Conductor directly and reclaim eligible amounts from the Society. The Branch should inform the National Secretary in advance when it plans to invite a Conductor and, if the Branch qualifies, the Secretary will issue a form to serve both as the Branch's receipt for payment to the Conductor and the Branch's claim for reimbursement. The claim can cover the Conductor's reasonable travelling expenses, which will normally be a car mileage allowance or standard class return rail fare. If the Conductor has to travel a great distance and it would be unreasonable for them to make the return journey on the same day, the Branch can also reclaim the actual cost of one, or exceptionally two, nights' bed and

breakfast accommodation, up to a maximum of £75 per night. The Branch is responsible for paying any fee charged by the Conductor and for any additional hospitality, but the Branch can claim up to £75 of the fee per annual visit. Claims for reimbursement, including receipts for any accommodation costs claimed, should be sent to the National Treasurer within one month of the date of the Conductor's visit.

When inviting conductors, especially ones who will need to travel a considerable distance, branches should encourage conductors to choose economical means of transport, for example by booking tickets in advance if possible. The National Secretary is entitled to ask for estimates and query the details of any visits that could result in unduly large costs falling on the Society. The Panel of Conductors includes people with a wide variety of musical tastes and experience, so branches are encouraged to study the list rather than simply choose someone with whom they are familiar. The Society is keen to appoint further Panel members and anyone who is interested, or who wishes to recommend someone, should contact the National Secretary for information about the appointment process.

ANNUAL TIMETABLE OF RETURNS

Throughout this guidance, the dates and deadlines for the provision of information and, in some cases, the transfer of funds between Branches and the Society nationally are indicated in **bold**. Following, for ease of reference, is a summary of the key dates during the membership year:

15th October	Branch accounts, examined and approved if possible, to be sent to the National Treasurer
31st October	Renewals and new members' details to be added to the Membership System with subsequent updates made at the earliest opportunity.
1st November	Initial transfer of Society subscriptions from Branches to central funds, with further transfers when necessary
30th November	Performing Rights Declarations to be sent to the National Treasurer
By July	Requests for additions or amendments to the list of instruments to be covered by the Society's Musical Instrument insurance to be sent to the Insurance Administrator
1st January, April, July & September	Copy deadlines for submission of Society News to the News Editor, and details of forthcoming courses for inclusion with the next issue of <i>The Recorder Magazine</i>
Before the Visit	Requests for approval of visits by Conductors to be submitted to the National Secretary
At any time	Donations – to the National Treasurer Information for posting on the website about Playing Days, courses and other matters likely to be of interest to members – to the Web Editor