



**VIRGINIA BRONZE**  
COMMUNITY HANDBELL ENSEMBLE

RINGER CODE OF CONDUCT  
*THE VIRGINIA BRONZE HANDBELL  
RINGERS  
OF NORTHERN VIRGINIA, INC.*

As approved by the Executive Committee

May 12, 2024



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# Ringer Code of Conduct

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## Overall participation

1. Be a team player.
2. Be helpful, encouraging, and respectful to all fellow ensemble members and directors.
3. Play any position as assigned by the director, unless medical/physical concerns prevent such assignment.
4. Play all music as selected and orchestrated by the director.
5. Support Virginia Bronze in at least one administrative capacity (marketing, fundraising, concert preparation, etc.)
6. Ringers are expected to ring in the position assigned to them by the Director. Ringers may not alter assigned positions without the advance input and agreement of the director.
7. Email is the primary communication method for the ensemble, please be sure to provide an email address that you check daily and reply within 48 hours when your response is solicited.

## Concert Cycle

A concert cycle is defined as pertaining to a group of performances for a specific repertoire. There will be more than one concert cycle per ringing year.

## Attendance Policy

1. Ringers are expected to attend all rehearsal sessions and arrive on time.
2. For all absences and known late arrivals you shall notify the Director and Ringer Officer in writing by established protocol (e.g. Google Form), email or text *as soon as the absence is known*. The notice must include date(s) absent and reason.

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3. Any ringer with more than 2 excused absences in a concert cycle, or any unexcused absences will be placed on probation for the remainder of the ringing year per Section 3.3 of the Bylaws. Excused absences are illness, work commitment, and family emergency. All other absences are considered unexcused.
  4. Planned absences for the upcoming ringing year communicated to the Music Director and Ringer Officer before or at the time of audition will be considered excused absences.
  5. Rehearsals at retreats are included in the attendance policy. See the ringing year schedule for rehearsals for each retreat.
  6. Attendance is mandatory at all scheduled performances as well as at the final rehearsal prior to a performance. Mandatory rehearsals are indicated on the schedule for the ringing year and absences will be considered unexcused. Members who are unable to participate in any one of the performances or the final rehearsal prior to a performance may be asked not to ring for that concert cycle.
  7. In a situation where a substitute ringer is required for a concert, the Music Director will make the determination whether and how to fill that position. When the absence is known in advance, the ringer may be requested to find a sub, in consultation with the Music Director. The ringer shall copy the Music Director and the Ringer Officer on all communications with the substitute. In the case of an emergency, the Music Director and Ringer Officer will coordinate identifying and communicating with a substitute.
  8. Substitutes are not required for missed rehearsals.
  9. Multiple late arrivals will count as absences. Two excused late arrivals will be counted as one excused absence. Two unexcused late arrivals will be counted as an unexcused absence.

### Rehearsals

1. Prepare in advance for rehearsals (review director's notes, mark music, identify questions or problem passages, work with neighboring ringers to identify bell changes, keep track of duplicate bells needed, etc.).
2. Help with setup and tear down in the rehearsal space. A sign up form is available for this purpose. Members signed up for set up should arrive by 6:30 pm. Other members may arrive by 7:00 for rehearsal and stay through tear down.

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3. Non-essential conversations should be reserved for before/after rehearsal and during breaks to not disrupt rehearsal time. If you feel you have opinions or suggestions for the director(s), speak with them privately when the group is not actively rehearsing.
  4. Cell phone usage is not allowed during rehearsal. Cell phone usage is allowed before and after rehearsal and during breaks. All cell phones should be set to silent/vibrate for the duration of the rehearsal.

Performances

1. Help with setup and tear down of the concert space.
2. Be an ambassador for Virginia Bronze and the handbell community in general during all performances and community events.

Financial Obligations

1. Purchase and maintain the appropriate attire for Virginia Bronze performances and activities.
2. Pay dues as determined by the Executive Committee.

*I volunteer my time and talents as a member of Virginia Bronze Handbell Ensemble for the current ringing season and pledge to abide by the Virginia Bronze bylaws and the Code of Conduct presented above.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_