



PETERBOROUGH NEW HORIZONS BANDS

PNHB Rehearsal Cancellation Procedure

Date: January 26, 2024

Purpose: To clearly identify when to cancel a rehearsal, who will determine it and who will let the membership, coaches and conductors know.

Procedure:

In General band is cancelled for the morning or the afternoon (not necessarily both) if there is a problem with the building causing it to be closed or if the conductor with the key cannot make it in for some reason. The person who cannot open and cannot make other arrangements for someone else to open would call the communications manager (705-931-8645) and ask that an email be sent out immediately.

In the case of predicted freezing rain the conductor rep (currently Gord) would contact the communications manager (currently James) the night before and discuss the possibility that some or all of the conductors may not make it in, especially those that live out of town (3 conductors)

At 7 am Gord will call James and update whether he or Sal can make it in with keys to open. If only one conductor is coming in then either Medda or John Barrett would be contacted to see if they can come in. Only if no one can make it in would the morning be cancelled. For the afternoon a similar process would take place at 11 am and cancellation email sent out at 12 pm if required. If required the Communications manager will visit the church to see if the parking lot has been plowed and the steps ice free.

With widely varied weather conditions between Apsley, Woodview, Buckhorn, Lakefield, Keene, Millbrook, Port Hope and Cobourg we can't decide on behalf of other people whether they should or should not drive. It's a personal decision and most of us are old enough now to act responsibility.

Date Approved: Jan 26 2024 **Signed:** Beverly Murphy
PNHB Board Secretary

Revision History:

Date	Description
2024-1-26	James Burrett create with input from Conductors