



PETERBOROUGH NEW HORIZONS BANDS

PNHB Rehearsal Cancellation Procedure

Date: February 20, 2025

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

Procedure:

See the "Areas of Responsibilities" for who the people are for the

- Rehearsal venue representative
- PNH B rehearsal venue liaison
- Communications Manager
- Member with the rehearsal venue key
- Conductors
- Lead Conductor representative

In general, band is cancelled for the morning or the afternoon (not necessarily both) for these reasons and how it will be resolved.

1. a problem with the rehearsal venue
 - A rehearsal venue representative would call the PNH B rehearsal venue Liaison to let them know of the problem.
 - The PNH B rehearsal venue Liaison will decide whether to cancel rehearsals or initiate alternate plans.
 - The PNH B rehearsal venue Liaison would call the Communications Manager and ask that an email be sent out immediately to cancel rehearsals for the morning, afternoon or both.

2. if the members with the keys cannot make it in
 - If the member with the keys cannot make other arrangements for someone else to open, they would call the Communications Manager by 7am and ask that an email be sent out immediately to cancel rehearsals for the morning, afternoon or both.



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3. if one or more conductors are ill and no alternate is available, or they cannot attend due to bad weather.
 - The evening before, the Conductor that cannot attend will try to find an alternative. If they can't, they would contact the Lead Conductor representative.
 - If an alternate Conductor is not found, then the Lead Conductor representative would contact the Communications Manager and discuss whether to cancel rehearsals.
 - If it is agreed to cancel, the Communications Manager would send an email out immediately and before 7:30am of the rehearsal day.
 - For the afternoon a similar process would take place and cancellation email sent out at 11 am if required.

4. If driving looks dangerous due to weather conditions.
 - PNHB members travel from all over Peterborough County which has widely varying weather conditions. Members must use their best judgement as to what is safe, to determine whether they should attend.

Date Approved: Feb 13, 2025 Signed: 
PNHB Board Secretary

Revision History:

Date	Description
2025-2-20	James Burrett update. Bev Murphy remove names of individuals. Make directions clearer.
2024-1-26	James Burrett create with input from Conductors
2024-12-9	Updated with new names