

VICTORIAN FOLK MUSIC CLUB RULES

(Latest updates shown in red)

Introduction

The VFMC Constitution (Item 42 (3) (c)) gives the Committee the ability to make and promulgate rules to assist with the smooth running of the Club. Accordingly, the Committee may, from time to time, introduce new rules or amend/cancel existing rules. This document captures and formalises rules that the Committee and various Sub-Committees have been working under to date. The Committee recognises that this first issue of the Club Rules may be incomplete and will require revision from time to time.

1 General

- (1) Members will conduct themselves in a respectful, professional, fair, equitable and courteous manner (Constitution Item 19 (c)).

2 Committee

- (1) The Committee may, from time to time, redetermine the charges for admission to concerts, dances and sessions and the remuneration payable to artists.
- (2) Purchase of any item of equipment must be authorised by the Committee prior to the purchase being made.

3 Membership

Membership Definitions – Metro/Country

The Club will use the definition of Melbourne Metropolitan Area [determined by the Director of Consumer Affairs](#), Victoria as given in the Estate Agents Act, 1980.

- (1) The Club will offer the following categories of membership:-

Metro – Single (over 18), Family (one or two adults plus any dependant children under the age of 18 years), Junior (under 18), Student (full time student who isn't a junior), Single Concession and Family Concession.

Country-Single and Family.

Life Membership – awarded for outstanding service to the Club over a period of time.

- (2) Membership fees will be determined each year at the Club's Annual General Meeting.
- (3) Life Members are exempt from all fees including entry at Club events.
- (4) All ordinary Club members are required to pay the appropriate Concert/Dance/Session entry fee irrespective of whether or not they are involved in voluntary duties.
- (5) The 'Member' category applies to a paid-up member of the Club as defined in the Club Constitution.
- (6) The 'Concession' category applies to any holder of a government concession card (e.g. Age pension, Health card etc) or a recognised Seniors card.
- (7) The 'General Admission' category applies to all other than Members or Concessions.

4 Occupational Health and Safety

- (1) All electrical equipment owned or used by the Club, its members or guests at any Club function must be compliant with [WorkSafe Victoria's Electrical Safety requirements](#).
- (2) Event co-ordinators are responsible for ensuring that all equipment used at Club events is compliant with relevant standards.
- (3) Event co-ordinators are responsible for ensuring that events are managed in accordance with the venue hire agreement, including venue capacity limits.
- (4) To provide a record that all electrical equipment owned and used by Club members or guests at any Club function was found to be compliant with [WorkSafe Victoria's Electrical Safety requirements](#), Event Co-ordinators will, whenever applicable, include a statement to this effect in their Sub-Committee's monthly report to the Club's Committee.

5 Newsletter and Advertising

- (1) The Club will make the monthly newsletter publicly available on-line approximately one month after issue to members.
- (2) When requested, the Club will advertise other clubs' "Folk Events" provided that they do not clash with any Club event.

6 Concerts

(a) Performer booking

- (1) Main, Support and Spot Act performers must apply for a gig or be offered a gig directly by the Concerts Sub-Committee.
- (2) All performer applications must be reviewed and approved by the Concerts Sub-Committee before their gig is confirmed.
- (3) To confirm acceptance, performers must acknowledge that they have read and accepted the Information for Prospective Performers.
- (4) Main and Support Act performers can only reapply for another gig 2 years after appearing as a Main or Support Act at a concert.
- (5) Spot Act performers can apply for a Spot via phone or email at any time before the relevant concert.
- (6) Spot Act performers cannot appear at two consecutive concerts unless there are insufficient applications, in which case the Sub-Committee can invite a former Spot Act to appear again.

(7) Performers must also be compliant with Rule 8 (2).

(b) Performer fees

- (1) Spot Act performers do not receive remuneration and must pay the Member rate audience entry fee.
- (2) Support Acts are paid a fixed fee set by the Committee.
- (3) Main Act performers are paid a fee based on a percentage (set by the Committee) of net revenue. A fixed minimum fee applies.

(c) Audience entry charges

- (1) Life Members are admitted without charge.
- (2) All other participants, including Club volunteers, must pay the entry fee that applies to their category (Member, Concession or General admission).

(d) Performance times

- (1) Performance times are 8 minutes for Spot Acts, 30 minutes for Support Acts and one hour for Main Acts. Performance times can be varied if necessary and at the discretion of the Sub-Committee or the M/C.

(e) Amplification

- (1) The overall Club policy towards amplification at concerts is to maintain as far as possible an acoustic feel to the concerts. Any amplification that might be used from time to time will only be used to ensure that the audience is able to properly hear spoken words from the M/C and vocals of quieter performers.
- (2) Performers may not bring and set up their own amplification without prior application to and approval of the Concerts Sub-Committee. The Sub-Committee will only approve such amplification where it is required for specific instruments that would otherwise be inaudible or ineffective. Approval will only be granted on the condition that the performer agrees to follow the directions of Club officials regarding sound levels and that the equipment complies with WorkSafe Victoria's testing and tagging requirements.

(f) Insurance

- (1) Refer Rule 8(3) and (4)

7 Reimbursement of expenses for Billabong Band players

- (1) The club will reimburse (make a payment to) each member of the Billabong Band who performs in a function, concert or public event at the invitation of, or by arrangement with a person or organisation. The purpose of the payment is to provide some reimbursement of costs borne by the member in attending the performance and any preparatory practices. The reimbursements will apply regardless of whether the gig is paid or not.
- (2) The quantum of reimbursement shall be \$4.00 per session, where a session is a practice, rehearsal or actual performance, lasting more than an hour. For performances over 3 hours i.e. Balls or weddings, we should provide an extra practice amount of \$4 for extra wear and tear on instruments and musicians (playing 4 to 6 hours straight is exhausting). That would mean those playing for balls (usually once a year) would get \$28 dollars reimbursement for 5 practices and the Ball gig.
- (3) If a paid performance is for an external organisation, the VFMC treasurer will, in consultation with the Billabong band convenor, [invoice](#) the organisation, at least one week prior to the performance, advising relevant banking and payment details.
- (4) The Billabong Band convenor will keep records of members' attendances at practices and performances and provide an [Event Calculation Form](#) to the Treasurer.
- (5) Payments to players will generally be made as soon as practicable following each function, concert or public event.

8 Insurance

- (1) To comply with the conditions of venue hire agreements and outside performance agreements, and to protect the Club's interests, the Club will maintain an appropriate and current Public Liability Insurance Policy at all times.
- (2) To comply with the conditions of the Club's Public Liability Insurance Policy, all performers engaged by the Club and who receive remuneration for their services (e.g. Main Acts, Support Acts and Dance Bands) must either have their own Public Liability Insurance Policy and must provide a current Certificate of Currency to the Club before their Performance Application can be approved and their performance permitted OR be a current member of the Club.
- (3) For record purposes, performers' Certificates of Currency will be retained in a secure location for a period of seven years (usual statutory period).
- (4) To provide a record that all performers outlined at Item 2 were found to be compliant with the conditions of the Club's Public Liability Insurance Policy, Event Co-ordinators will, whenever applicable, include a statement to this effect in their Sub-Committee's monthly report to the Club's Committee prior to the performance.