

# Introduction to the Canberra City Pipes and Drums

## Who We Are

The Canberra City Pipes and Drums (CCPD) is a group of musicians and friends who meet to play and enjoy Scottish Pipe and Drum music and to promote Scottish culture.

The inaugural meeting of the CCPD was held on 6 November 1990 in MacGregor Hall, Childers Street, Canberra City. The founding members of the CCPD set a clear goal of becoming Canberra's premier ceremonial Pipe and Drum Band.

From the outset, it was decided that the CCPD band would be non-competitive, thus allowing playing members' to concentrate on building a suitable repertoire of band music. Although non-competitive, the band strives to improve and maintain its performance standard through group and individual tuition, workshops and other strategies.

Non-playing members play an important role by assisting in the day to day management of the band's affairs, including raising funds for various projects such as the purchase of uniform items, instruments and other equipment.

CCPD encourages participation from primary school-aged juniors to great-grandparents. Age is no barrier. An original objective of the band was to promote the spirit of group fellowship and family involvement within the Band. There is now strong participation by families and many single people, both as musicians and as supporting members.

The Band's performance calendar has continued to grow as CCPD has gained public recognition within the Canberra Region. CCPD is regularly asked to play for the Canberra Multicultural Festival, community functions, sporting events, weddings, funerals and other private functions.

## Patrons

CCPD is proud to have four patrons. They are:

Hon Margaret Reid, Former Senator for the ACT

The Chief Minister of the ACT

Sir William Broun of Colstoun, Chief of the Clan Broun

Mr Greg McLennan, Chieftain of the Clan McLennan

## **The Australian Federal Police Pipes and Drums**

In 1993, Canberra City Pipes and Drums was appointed the Honorary Pipe Band to the Australian Federal Police. The AFP supported the Band over the years by providing uniform items and performance opportunities. The Band displays the Police insignia and black and white dicing on their glengarries and drums.

In 2006, a major development occurred in the relationship between the CCPD and the AFP, when the Band officially became the Australian Federal Police Pipes and Drums (AFPPD). The AFPPD uniform was supplemented by distinctive AFP Glengarry badges and AFP shoulder patches on the band's doublets and blue AFP shirts.

The Band has always supported AFP occasions and in its inaugural year was honoured to perform at the International Police Tattoo in Adelaide and at the official dedication of the National Police Memorial in Canberra as part of the massed police pipes and drums..

## **Rehearsals**

Rehearsals are held on Tuesday evenings at MacGregor Hall, also known as the Pensioners Hall, in Childers Street (corner of Marcus Clarke Street and Barry Drive), Canberra City. Learners and tutors begin at 6.45pm; more experienced players meet for general practice about 7:30pm. There is a break in the middle of the evening, followed by a rehearsal of the full band on pipes and drums that finish about 9:30pm.

Non-playing members of the band are more than welcome to attend band rehearsals.

## **Fees**

Annual membership in the Band is currently \$10 for a single and \$20 for a family. Concessions are available. In addition, there is a weekly fee of \$3 per single or \$5 per family to cover tuition, rent and other administration costs.

## **Social Events**

Throughout the year, CCPD hosts a range of events such as ceilidhs, dinners, whisky tastings and other social events. The Ceilidhs are especially important to the band as they provide the opportunity for up and coming pipers and drummers to "strut their stuff" in an informal situation.

We are particularly proud of the success of our annual Highland Ball, which has become a highlight of the Canberra Scottish community's social calendar and also draws guests from interstate.

## **The Band**

The Band's Pipe Corps wears the Ancient Caledonian Tartan and the Drum Corps wears the Canberra Tartan.

The Ancient Caledonian was originally chosen as the official tartan for the band because it is distinctive and not clan-specific.

# Canberra City Pipes and Drums

## Dress Manual

### Uniform Descriptions

**Band members are issued with the following items of uniform:**

Pipers	Drummers
1 x Glengarry with black & white dicing - CCPD	1 x Glengarry with black & white dicing - CCPD
1 x Glengarry with black & white dicing - AFPPD	1 x Glengarry with black & white dicing - AFPPD
1 x Doublet – CCPD	1 x Doublet – CCPD
1 x Doublet - AFPPD	1 x Doublet – AFPPD
1 x Black Belt and Pouch	1 x Black Belt and Pouch
1 x Band Formal Sporrán	1 x Band Formal Sporrán
1 x Band Day Sporrán	1 x Band Day Sporrán
1 x Kilt – Old Caledonia	1 x Kilt – Canberra
Half hose – Old Caledonia	Half hose – Canberra
Black & White Hackle	Black & White Hackle
Black flashes for half hose or socks	Black flashes for half hose or socks
1 x Piper’s Plaid – Old Caledonia	1 x Drummers Fly Plaid - Canberra
1 x Plaid Brooch	1 x Plaid Brooch
1 x pair white spats with black buttons	1 x pair white spats with black buttons
1 x Black Jumper	1 x Black Jumper
Blue short sleeved shirt	Blue short sleeved shirt
Shoulder boards (plain black or rank as applicable)	Shoulder boards (plain black or rank as applicable)
1 x Pipe Bag Cover (Black with Silver edging)	1 x Drum ( Bass, Tenor or Snare)
1 x Set of Silver Drone cords	1 x Drum Harness
1 x Pipe Chanter	
<b>Band members provide the following items</b>	
Black shoes	Black shoes
Lovatt blue hose	Lovatt blue hose
White short sleeved shirts with shoulder patches	White short sleeved shirts with shoulder patches
Tie - Ancient Caledonian	Tie - Canberra

## **Common to all codes of dress**

Pipe & Drum Majors:

Cock's feather in Glengarry in place of black and white hackle  
Blue ceremonial sash

Optional for all playing members:

Sgian Dubh  
Dirk  
Kilt pin - only simple clan pins to be worn in bottom right front of kilt

## **Summer dress items**

All playing members:

White, short-sleeved military style shirt (not issued) with CCPD shoulder patch  
Blue, short-sleeved police shirt with AFPPD shoulder patch  
Tie (not issued) - Pipers - Ancient Caledonian / Drummers - Canberra Tartan  
Shoulder boards (plain black or rank as applicable) on both epaulettes  
Lovett blue hose

## **Winter dress items**

All playing members:

Doublet style jacket – CCPD  
Doublet style jacket – AFPPD  
Piper's plaid - Ancient Caledonian  
Drummer's fly plaid - Canberra Tartan  
Plaid brooch,  
Half hose,  
Spats, white with black buttons

Military medals/ribbons to be worn as appropriate

- |           |                           |   |
|-----------|---------------------------|---|
| <b>S1</b> | <b>Summer Formal</b>      | Glengarry; white, short-sleeved military style shirt or blue police; tie; shoulder boards (plain black or rank as applicable) on both epaulettes; belt and pouch; formal sporrán; kilt; half hose; spats and black flashes. |
| <b>S2</b> | <b>Summer Semi-Formal</b> | As for S1 minus the tie.  |
| <b>S3</b> | <b>Summer Informal</b>    | As for S2, replacing formal sporrán with day sporrán; half hose and spats replaced with Lovett blue hose.   |

<b>W1 Winter Formal</b>	Glengarry; doublet style jacket; piper's/fly plaid; plaid brooch; belt and pouch; formal sporran; kilt; half hose; spats and black flashes
<b>W2 Winter Semi-Formal</b>	As for W1 minus fly plaid and brooch.
<b>W3 Winter Informal</b>	As for S3 plus black jumper

### **Patches / Rank Insignia / Badges / Hackles**

#### Patches (shirts and jackets)

- CCPD/AFPPD shoulder patches on both sleeves
- top of patch positioned 3cm below centre of shoulder seam

## Rank Insignia

- S1, S2 & S3 uniform – appropriate rank shoulder boards to be worn on epaulettes by PM, DM, Sgts, Cpls and L/Cpls (Note: W3 deleted because there is nowhere to attach rank to jumpers).
- W1 & W2 uniform – to be worn on right sleeve only
  - PM & DM – top of inverted chevron to be 12cm from the stitched cuff above the centre button
  - Sgt, Cpl & L/Cpl – top of chevron to be 8cm below centre of bottom of CCPD/AFPPD shoulder patch
- Pipe Major and Drum Major to wear blue ceremonial sash

## Bullion Badges

- W1 & W2 uniform only
  - Pipe Major & Drum Major – top of silver embroidery 4cm below centre of bottom of CCPD shoulder patch
  - Pipers – top of ‘PIPES’ 10cm from the stitched cuff above the centre button
  - Drummers – top of ‘DRUM’ 8cm from the stitched cuff above the centre button

## Hackles

- Tucked behind cap badge and pinned in place. Black to back..

## **Care, Maintenance and Wearing of Uniforms**

### **Shoes**

Dust, clean and polish. Don't forget to polish the heels.

### **Spats**

Brand new spats are a beige colour. If new, use Napisan or similar product to whiten them, use only the recommended strength solutions for about ONE hour. DO NOT USE NORMAL CHLORINE BLEACH. If dirty, clean marked areas and then wash gently in the washing machine, dry and iron. Spats should be ironed before each performance, but not necessarily washed. Constant washing will fray the material and add to the wear and tear.

### **Ties**

Should be tied with a Windsor knot

### **Half Hose**

Worn with the seam straight down the back. Flashes worn just left and right of centre front of the hose. Half hose shall only be washed by hand and laid flat to dry. DO NOT put in a dryer.

### **Belts and Pouches**

Polish belts (waist and cross-belts) and pouches with Collonil black leather polish. Do not use ordinary shoe or boot polish on belts. It rubs off on kilts and white shirts and is very difficult to remove.

### **Shirts**

Shirts should be clean, starched and ironed with sleeves ironed flat across so that the sleeve badge is not folded. Creases should be ironed horizontally on the back at the bottom of the yoke and further down the back from armpit to armpit. If worn without a tie, the collar should be ironed flat to the first button. CCPD shirts should be Fairmark brand, purchased from Working Gear Fyshwick. AFPPD shirts as issued



## **General Maintenance of Equipment and Uniforms**

### **Pipers**

Most pipers own their instruments and it is therefore assumed they will be responsible for their own care and maintenance. However in order to maximise playing time, pipers are asked to ensure that their GHB is regularly serviced and tuned before attending practise and/or a playing engagement.

And, in the interests of uniformity and musical consistency, all pipers are required to draw the following item from stores once they join the playing ranks:

- ‘Shepherd’ chanter (correct spelling?)

The Pipe Major has standard cane chanter reeds for issue to playing members as required. If pipers have a particular preference for a different reed, eg plastic reed, it will be the responsibility of the piper to provide them, not the band. OK?

Pipers playing in the ranks are required to have a black pipe bag with white fringing and white cords.

### **Drummers**

Drummers have a particular responsibility for the safe and secure storage and care of their drums. These instruments represent a major investment by the band and their appearance and usable life needs to be extended as long as possible.

Care should be taken to store drums in their cases and to ensure that they are handled carefully. It is not appropriate to store drums in direct sunlight or in the car boot between performances. They should be kept in a cool, clean, dry place.

### **Items of Uniform**

Kilts, doublets and other items of uniform and equipment also represent a major investment in each playing member. Therefore, it is important that all items of uniform are properly maintained and handled in a manner that will preserve and prolong their appearance and usable life.

When not in use, kilts and doublets should be stored in the plastic covers provided to prevent damage by moths etc. If these items are showing wear and tear, or need any form of repair, they should be returned to the QM as soon as possible to prevent further deterioration.

Kilts and doublets need to be dry cleaned at least once a year; glengarries are worn all year round and need to be dry cleaned more regularly in order to extend their life.

### **Deposit on Uniform and Equipment**

All members issued with uniform and /or equipment will be required to make a deposit of \$50.00 to cover costs associated with dry-cleaning and/or repair if they are not returned to the Quartermaster in good order.

The underlying principle is that all items of uniform and equipment should be returned to the Quartermaster in a ‘*ready for re-issue or wear*’ condition.

## General Dress and Bearing

Consistent with the goal of becoming Canberra's premier ceremonial Pipe and Drum Band, and in keeping with uniform and equipment maintenance requirements, it is expected that the general turnout of playing members will be of a high standard – whether performing as CCPD or AFPPD. Therefore, playing members will be expected to take pride in their uniform and general appearance at all times by ensuring:

- Doublets and kilts are brushed and pressed when required;
- Shirts are ironed as instructed and should be replaced if subject to 'fair wear and tear' and/or have discoloured with age;
- Shoes, belts, pouches and slings are inspected and cleaned as appropriate. Shoes should be dusted between performances when attending more than one performance on any given day;
- Pipes and drums are cleaned and polished as necessary;
- General personal presentation is neat and tidy. Men not sporting beards/moustaches should be clean shaven.

Members have a particular responsibility when dressed in AFPPD uniform **to at all times behave in a manner consistent with the CCPD Code of Conduct**. Members should be careful never to purport or act as if they are members of the AFP while in AFPPD uniform. Furthermore, members should use common sense about wearing the uniform to and from performances, or when not playing or moving with the band as a whole. It is suggested that wherever possible, members only wear the AFPPD uniform at performances or moving as part of the band. When alone or in a small group, members should avoid places likely to provoke comments or reactions, such as bars etc.

The Drum Major has overall responsibility for ensuring playing members are appropriately turned out at all performances, however on a day-to-day basis it is the Pipe Major, Drum Sergeant and other ranks that should ensure a high standard is maintained. This includes providing assistance to inexperienced members and offering advice about the proper care, maintenance and wearing of uniform and equipment.

## **Band Structure:**

### **Band Officers and Management Committee**

CCPD runs on a two-committee system.

The playing members elect their own officers within the Band. This election occurs in the month before the AGM.

The day-to-day management of the Band rests with the Management Committee. To all intents and purposes, the CCPD Committee also acts as the Management Committee for the AFPPD, although clearly it works in close partnership with the AFP on AFPPD matters. This committee is elected at the AGM each August.

### **Band Officers and their Responsibilities**

#### **PIPE MAJOR**

- as the musical director of the band, is in overall charge of the playing members of the Band;
- tutors members of the Pipe Corps;
- selects the tunes and advises the Drum Major of the tunes;
- coordinates Band performances in consultation with Band officers;
- informs all members of the Band of their duties;
- can delegate any responsibilities
- is a member of the executive
- presents a monthly report to the Management Committee
- presents a report to the AGM
- is the liaison point for all contact with the AFP on AFPPD operational/playing matters.

#### **PIPE SERGEANT**

- assists the Pipe Major in his/her duties
- assists with pipe tutoring
- assumes control of the Band in the Pipe Major's absence.

#### **PIPE CORPORAL**

- ensures that all pipers are in correct uniform and are properly equipped;
- assists with tuition as directed by the Pipe Sergeant.

#### **PIPE LANCE CORPORAL**

- assumes the responsibilities of the Pipe Corporal in case of absence.

## **DRUM MAJOR**

- is responsible for dress, drill and discipline of the Band whilst on parade;
- trains the Band in drill and marching;
- carries out the directions of the Pipe Major on the music to be played.

**DRUM SERGEANT**

- assists the Drum Major in all duties;
- tutors members of the Drum Corps;
- selects the appropriate drum score to suit the music as directed by the Pipe Major:
- liaises with the Drum Tutor;
- can delegate any responsibilities;
- ensures drums and equipment are in good order.

**DRUM CORPORAL**

- ensures that all drummers are in correct uniform and are properly equipped;
- assists in tuition as directed by the Drum Sergeant.

**DRUM LANCE  
CORPORAL**

- assumes the responsibilities of the Drum Corporal when the Corporal is absent.

## **The Management Committee**

It had been a deliberate decision to leave the Management Committee largely in the hands of non-playing members, thus allowing non-playing members an opportunity to occupy meaningful roles within CCPD. Notwithstanding this, both playing and non-playing members are welcome to serve on the Management Committee.

The Management Committee makes decisions about the day-to-day running of CCPD's affairs. The Committee also coordinates functions to raise money to support the continual expansion of CCPD's requirements (uniforms, instruments, hall rental, etc.)

The committee welcomes input from all CCPD members and members of CCPD have the right to have any suggestions or matters discussed at the Management Committee meetings. These should be sent to the Secretary in writing so that the matter or suggestion can be included on the agenda for the next meeting. The member, if he or she so desires, is encouraged to attend the meeting of the Management Committee at which the matter is being discussed and speak about the matter.

The elected Committee positions are as follows:

### **PRESIDENT**

- provides leadership and a vision of action during his/her term of office;
- acts as a spokesperson for the Band;
- chairs Management Committee meetings, the Annual General Meeting and Extraordinary General Meetings of the Band;
- is an ex officio member of all sub-committees;
- prepares the agenda for the meetings in consultation with the Secretary;
- oversees the day-to-day management of the Band and its affairs by liaising closely with other Committee members;
- prepares and presents a report to the AGM on the Band's activities during the previous year;
- acts as host for all Band social functions;
- is a signatory on all bank accounts
- ensures that action items from meetings are acted upon by the person(s) responsible
- is a member of the executive
- together with the Secretary, is the first point of contact with the AFP on business matters related to the AFPPD.

### **VICE PRESIDENT**

- assists the President in leadership and planning;
- stands in for the President when necessary;
- assists other Committee members with specific tasks;
- can be a signatory on bank accounts;
- is a member of the Executive.

## **SECRETARY**

- acts as a general contact point for Band business;
- in consultation with the President, prepares agendas for meetings;
- records, prepares and distributes draft minutes for all meetings, together with an action list, to all in attendance at the meetings for verification prior to distribution to the general membership;
- maintains all records for the Band (including minutes from sub-committee meetings and NSW Pipe Band Association information);
- records all incoming and outgoing correspondence and tables it at the next appropriate meeting;
- responds to correspondence under direction from the President and the Committee;
- delivers all monies received to the Treasurer;
- maintains a diary of recurring events related to the Band and application information for relevant grants;
- can be a signatory on bank accounts;
- is a member of the Executive
- together with the President, is the first point of contact with the AFP on business matters related to the AFPPD.

## **TREASURER**

- provides monthly financial statements to Committee meetings;
- maintains financial records and manages accounts according to the Constitution;
- presents recurring expenses and new accounts requiring payment to the Committee for approval;
- receipts all monies paid to the Band;
- deposits all monies into the Band's accounts;
- is a signatory on all bank accounts;
- arranges the annual audit;
- prepares and presents a Balance Sheet with the Auditor's Report to the AGM;
- prepares acquittal papers for any externally funded projects;
- is an ex officio member of any committee that handles money;
- is a member of the Executive.

## **REGISTRAR**

- presents a monthly report to the Management Committee on membership status;

- maintains a current register of all members;
- processes all membership applications and refers them to the Management Committee;
- issues receipts for all monies paid for membership fees and delivers payment to the Treasurer;
- ensures Newsletter Editor and Secretary have all new members' mailing information;
- follows up non-renewals;
- presents a report to the AGM.

## **QUARTERMASTER**

- is responsible for accountability of all Band property;
- maintains current stock inventory and issue records;
- is responsible for the maintenance management of all items of equipment and uniform
- advises the Management Committee of items of uniform and equipment required by the Band;
- reports to the Management Committee on the status of stock acquisition and disposition;
- is responsible for issuing Purchase Orders for all band purchases as directed by the Pipe Major, Drum Major and committee;
- is a member of an 'ad hoc' committee dealing with items of uniform and/or equipment
- ensures that all items of equipment and uniform are issued in a ready-to-wear condition
- liaises with the AFP as agreed by the Committee on purchase and management of AFP uniforms and equipment.

Note: Where appropriate, the Committee may appoint a member to assist the QM in his/her duties and act as Deputy QM.

## **GENERAL COMMITTEE MEMBERS**

(four positions)

The following positions are appointed positions filled by people who volunteer for the job. Where more than one person volunteers, a decision is made by the elected Committee. An elected Committee member may also hold an appointed position.

## **PUBLICITY OFFICER**

- attend Management Committee meetings;
- undertake to actively and responsibly support the management of the Band's affairs.
- together with the Management Committee, develops a profile of special interest groups that can be targetted for financial or practical support
- prepares and distributes Press Releases;
- develops a network of contacts in associated groups, local press, radio and TV;

- prepares and disseminates public information (brochures, information sheets, posters) on Band activities to promote the Band in the community;
- serves as a contact point for individuals and organisations seeking information about the band
- is a member of the Functions Committee.

## **ARCHIVIST/ HISTORIAN**

- maintains a collection of Band photographs, publications and other significant Band material.

## **NEWSLETTER EDITOR**

- collects suitable news and information relating to Band activities, and prepares a monthly newsletter for distribution to all members;
- publishes any changes in office bearers;
- prepares advertisements for sponsoring bodies to be published in the newsletter on a rotating basis;
- liaises with the Pipe Major and the Management Committee about Band activities in the following month/s;
- liaises with the Quartermaster about a regular spot dealing with the care and maintenance of uniform items;
- prepares notices and flyers about special events in the following month/s;
- maintains a file of all editions of the newsletter;
- attends Management Committee meetings.

## **PUBLIC OFFICER**

- Every incorporated organisation must appoint a Public Officer who is a resident of the ACT and at least 18 years of age. The Public Officer is an appointed position. The person holding this position is not required to be a member of the Committee. If the position becomes vacant, the Committee must notify the Registrar General's Office within 14 days. The duties of the Public Officer are defined in the ACT Associations Incorporation Ordinance 1953.
- notifies the Registrar General's Office of their appointment within 14 days;
- maintains a register of the members of the Management Committee;
- lodges the Band's Annual Statement with the Registrar General's Office within one month of the AGM;
- notifies the Registrar General's Office of any changes to their residential address, the Band's name or the Bands Constitution;
- normally holds the Band's Seal of Incorporation;
- acts as the personification of the Band in any litigation proceedings;
- acts as "executor" in the event of a dissolution of the Band.

## **FUNCTIONS COORDINATOR**

- is an ex-officio member of the Management committee;
- liaises with the Pipe Major to coordinate functions and performances;
- organises all Band functions including the Annual Ball;
- selects a committee to assist him/her to organise functions;
- maintains a record or minutes of all function committee meetings;
- provides the Secretary with a copy of minutes of all meetings.