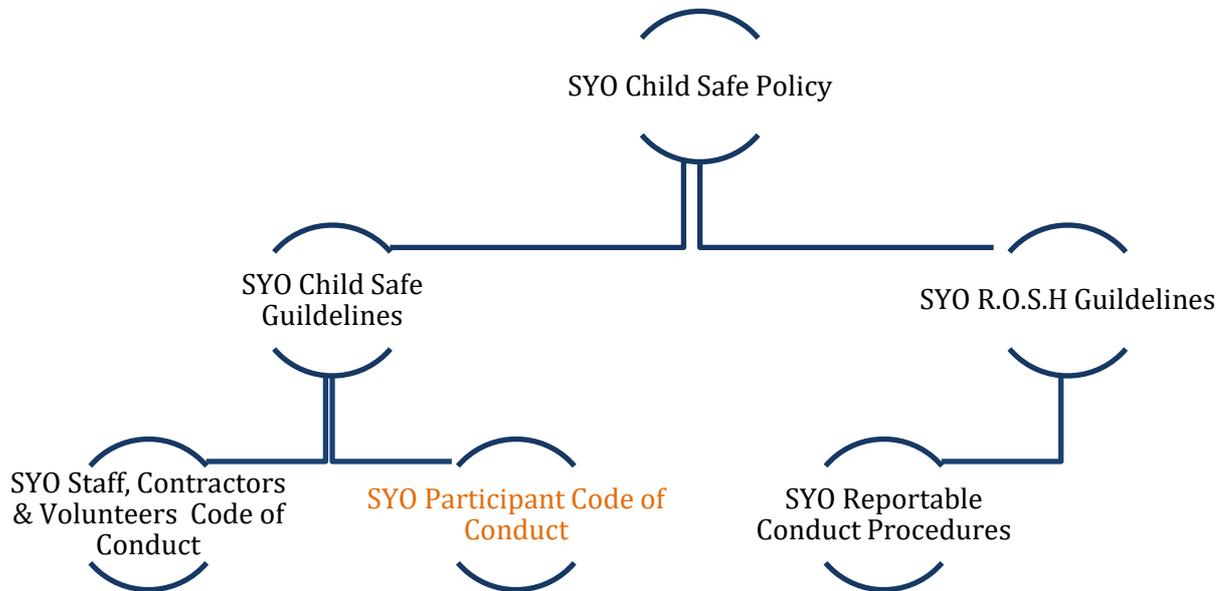


## Sydney Youth Orchestras Participants Code of Conduct and Expectations



### Purpose

This document outlines how Sydney Youth Orchestras (SYO) expects its participants to behave at all times when they can be identified as orchestra members. It's not a general guideline, it's a firm expectation. This Code of Conduct applies to any participant who is participating in a SYO program or activity.

### Professionalism and Commitment

From the outset, SYO encourage all participants to behave as a professional orchestra member would behave. This means having a level of integrity and courtesy in what they do, and showing respect to their fellow orchestra members, their conductors and tutors, their audiences and to the organisation which supports the orchestra.

SYO takes the issue of conduct very seriously as the reputation not only of the organisation, but of each of participant individually, can be greatly enhanced or damaged depending on their behaviour.

### Safe behaviour

SYO is an organisation which recognises and encourages talent and wishes to ensure that all participants feel safe and supported in their learning.

Participants in SYO programs will not:

- Discriminate or vilify on the grounds of anyone's race, colour, gender, sexual orientation, language, religion, social origin, political or other opinion and/or disability
- Cause, instruct, induce, incite, aid or permit any hatred toward, show serious contempt for or severely ridicule either by means of physical harm (threaten and/or actual) to their fellow participants or other person contacted to the program
- Intimidate, bully, cyber-bully or victimise, fellow participants or other people connected to the program
- Touch, film or take photographs of other participants without the participant or participants parents/guardians consent
- Use words or actions (both overt and covert) that are directed towards another and intended to harm, distress, coerce or cause fear
- Yell, name-call, insult, use derogatory comments, physically interact with intention to annoy or harm or use all form of violence.

Participants must report unsafe behaviour to SYO staff, who will follow the SYO the SYO Pink Slip and Reportable Conduct Procedures.

SYO staff will remove any participant demonstrating unsafe behaviour during SYO activities, including camps or tours, and contact parents/guardians immediately. This includes behaviour that has been reported by other participants or volunteers.

There are no refunds of contributions, for student who are asked to leave SYO activities due to unacceptable behavior.

### **Standards of behaviour**

SYO expects all participants to:

- Protect and promote the positive reputation of Sydney Youth Orchestras;
- Perform all their duties to the best of their ability with honesty and care;
- Treat others as they would expect to be treated
- Show compassion and empathy when dealing with anyone facing a challenging situation
- Protect the privacy of their colleagues
- Maintain confidentiality about the business of the organisation and not disclose unauthorised or inappropriate information in any public arena, including Facebook, Twitter or any other online forum
- Understand that their behaviour in and out of the orchestra can have a direct impact for Sydney Youth Orchestras and the reputation, marketing ability or commercial appeal and viability of any concert or other event with which SYO is involved
- Be aware that, to keep SYO contributions as low as possible and provide scholarships, SYO depends on sponsorship and philanthropy. At times they may be asked to meet and/or perform for donors and sponsors. SYO will ensure that they are fully informed for these events and in return ask that as a participant of SYO they are always positive ambassadors for the organisation
- Abide by reasonable instructions, organisational policies, Workplace Health and Safety Regulations and common law.

Sydney Youth Orchestras has a zero-tolerance policy towards the abuse of drugs and alcohol.

### **Pink Slips**

SYO uses Pink Slips to record and address breaches to this Participant Code of Conduct.

Participants who breach the SYO Participant Code of Conduct may:

- Be given a 'pink slip' by conductors, tutors and SYO staff
- Have their parents/guardians contacted if two pink slips are received
- Be required to attend a meeting with the SYO GM and Orchestral Training Manager
- Be excused from participating in any SYO rehearsals or concerts for the remainder of that term, in consultation with artistic staff (SYO conductors)
- Be asked to leave SYO programs permanently.

### **Attendance**

Participants are expected to:

- Ensure that they know their rehearsal schedule and have checked for any changes or updates within 24 hours of each rehearsal and/or concert
- Arrive a minimum of 15 minutes prior to the scheduled start time
- Be seated and ready to rehearse at the start of the call time. Note: Percussionists are required 45 minutes prior to call time. For an example, if your rehearsal commences at 1pm, percussionists arrive at 12.15pm, all other players no later than 12.45pm, tuning to commence at 12.55pm and the rehearsal commences at 1pm
- Seek permission at least two weeks in advance of the activity, from the Operations Staff (not the Conductor) if they are unable to attend scheduled activity. This is done by completing the online Absence Form located on the SYO website (<http://www.syo.com.au/contact/absence-leave-request-form/>). Please note agreement to requests of this nature is not automatically guaranteed and will be treated on a case-by-case basis
- TEXT the designated operations staff member prior to the commencement of the activity and advise of their situation if they are arriving late. They should always apologise to the conductor if they are late for an activity
- Not leave a rehearsal unless they absolutely have to – this means illness or some other emergency. Other commitments are not an acceptable excuse. If the participant needs to leave a rehearsal, they must ask the conductor to excuse them, and must tell a member of SYO staff.

If participants are absent/late for more than two rehearsals in a term, it is entirely at the discretion of the conductor whether they are permitted to perform in the concert being rehearsed.

Attendance at rehearsals is vital for the orchestra to develop and play properly. SYO will make every endeavor to give as much notice as possible of rehearsal schedules and to change them as little as possible.

### **Rehearsal etiquette**

Participants are expected to:

- Have all mobile phones and electronic devices switched off and out of sight during rehearsals
- Follow rehearsal etiquette, paying full attention and not talking when the conductor is working with the orchestra
- Setup and put away any special equipment– this applies particularly to double bass and percussion players
- Kept tidy rehearsal rooms, dressing rooms and performance venues
- Assist in packing-up at the end of rehearsal. This means stacking chairs, putting away stands, and clearing any rubbish and water bottles. In the case of orchestras with percussion there may be a roster for packing away of percussion, ensuring that this essential task is done quickly and efficiently
- Bring a 2B pencil and eraser every rehearsal
- Always come to the rehearsal with their parts prepared.

Note: Percussion players are expected to provide their own mallets.

### Administration

It is the participants and their parents/guardian's responsibility to ensure that SYO management and staff are aware of up-to-date personal information, including address, contact details and medical information.

SYO cannot be held responsible for acting on information which is out of date if the participant, parents or guardians have not advised SYO of changes.

All music parts (written or printed) are the property of Sydney Youth Orchestras and are to be returned to the Operations team at the end of each term or relevant special event.

All participants must comply with the rules of any venue at which the orchestra/s may be rehearsing or performing.

SYO Management, in consultation with the relevant conductor(s) and staff, has the discretion to deal with any breaches of this code in an appropriate manner, and may impose disciplinary measures such as the exclusion from the orchestra for any program, event or activity on a short-term or permanent basis. If a participant is excluded from any program, event or activity there will be no refund of participation contributions.

### SIGN OFF AND REVIEW

Version	Authorised By	Approved Date	Review Cycle	Review due
2	GM	02/07/2018	2 Years	May 2020
1	CEO	10/11/2016	2 Years	Nov 2018

### HISTORY

Version	Description	Author	Amended Date
1	Code of Conduct	CEO	25/01/2017
2	Code of Conduct	GM & Hurstfield Consulting	02/07/2018