



## **PARTICIPANT CODE OF CONDUCT PURPOSE**

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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**

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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.

## **BREACHING THE PARTICIPANT CODE OF CONDUCT**

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SYO takes the issue of conduct very seriously. The Chief Executive Officer of Sydney Youth Orchestras, 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 player is excluded from any program, event or activity as a result of a breach of the Participant Code of Conduct, there will be no refund of participation fees.

## **STANDARDS OF BEHAVIOUR**

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SYO expects all participants to:

- Protect and promote the positive reputation of Sydney Youth Orchestras;
- Perform all your duties to the best of your ability with honesty and care;

- Treat others as you would expect them to treat you and to show compassion and empathy when dealing with anyone facing a challenging situation;
- Protect the privacy of 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 your 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 our participation fees as low as possible and provide scholarships, SYO depends on sponsorship and philanthropy. At times you may be asked to meet and/or perform for donors and sponsors. SYO will ensure that you are fully informed for these events and in return we ask that as a member of SYO you are always positive ambassadors for the organisation.
- Abide by reasonable instructions, organisational policies, Workplace Health and Safety Regulations and common law;
- Be aware that Sydney Youth Orchestras has a zero tolerance policy towards the abuse of drugs and alcohol.

## **DISCRIMINATION AND BULLYING**

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- SYO is an organisation which recognises and encourages talent, and wishes to ensure that its musicians feel safe and supported in their activities.
- Discrimination or vilification on the grounds of anyone's race, colour, gender, sexual orientation, language, religion, social origin, political or other opinion and/or disability will not be tolerated.
- Nor should anyone cause, instruct, induce, incite, aid or permit any hatred toward, show serious contempt for or severely ridicule either by means of physical harm (threaten or actual) to their fellow players, participant or other person.
- SYO will not tolerate any form of intimidation, bullying, cyber-bullying or victimisation, and perpetrators will have their position in SYO revoked.
- If you feel that you have been the subject of victimisation, discrimination or bullying, please report it immediately to your conductor or a member of SYO staff, who will deal with the issue.

## **SYOnline**

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SYO expects participants using the SYOnline platform to:

- Listen when someone is speaking and be respectful of the opinions and suggestions of others including conductors, tutors or other participants;
- Come prepared to online activities;
- Not delete or edit other participants tutors or conductor's content;
- Not post any content or links that is not directly related to the activity;
- Not share codes, passwords or login details with anyone;
- Not copy or share the work of others including conductors, tutors or other participants;
- Ensure their camera is ON, so that staff, conductors and tutors can see the participant;

- Be dressed appropriately as they would for normal in-person activity. This means NO pyjamas or inappropriate clothing;
- Ensure when recording or using web cameras that, only the participant is visible. The preference is where possible participants record or sit with their back to a wall to ensure the privacy of the participant and their family is maintained whilst on camera.

## REHEARSAL AND PERFORMANCE ETIQUETTE

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- **Orchestra schedules:** It is the SYO musician's responsibility to ensure that they know their orchestra schedule and have checked for any changes or updates within 24 hours of each rehearsal and/or concert. Details are made available as far in advance as possible and musicians are expected to make arrangements to avoid clashing commitments and attend all orchestra activities.
- **Arrival time:** SYO musicians must arrive at any scheduled call in time to prepare for the commencement of the call. You are expected to arrive a **minimum** of 15 minutes prior to the scheduled start time (or 'call' time). The call time is when the rehearsal/performance **will** commence and all musicians are expected to be seated and ready to rehearse. Percussionists are required at least 30 minutes prior to call time.
- **Non-attendance:** If any SYO musician is unable to attend a scheduled call, they must seek permission, *at least two weeks in advance* of the call, from the Operations Staff (not the Conductor) by completing an online Absence Request Form). Agreement to requests of this nature is not automatically guaranteed and will be treated on a case-by-case basis. SYO management will receive your online notification and contact you if it requires further discussion. If you do not hear from SYO, please consider your absence accepted and noted.
- If, on the day, you are running late you *must* text SYO operations staff prior to the commencement of the call to advise of your situation and your anticipated arrival time so that the Conductor may be informed. If you arrive late, you should apologise to the conductor.
- If you are absent/late for more than two rehearsals in a term program, it is entirely at the discretion of the conductor whether you are permitted to perform in the concert being rehearsed.
- Attendance at rehearsals is vital in order for the orchestra to develop and play properly. SYO will endeavour to give as much notice as possible of rehearsal schedules and any changes.
- You should not leave a rehearsal unless you absolutely have to – this means illness or some other emergency. Other commitments are not an acceptable excuse. If you need to leave a rehearsal, you must ask the conductor to excuse you, and you must tell an SYO Operations staff member.
- Mobile phones and electronic devices must be switched off and out of sight during rehearsals.
- You are expected to follow rehearsal etiquette, paying full attention and not talking when the conductor is working with the orchestra.
- If you have special equipment as part of your orchestra activity which requires extra setup, you should help set it up and put it away – this applies particularly to double bassists, percussionists and auxiliary instruments (contrabassoon, bass clarinet, cor anglais, etc.).
- Percussionists are expected to provide their own mallets.
- Rehearsal rooms, green rooms, dressing rooms and performance venues should be kept tidy, and musicians must help clean them up at the end of SYO activities, as you would with any work space.
- All SYO musicians are expected to assist in the set up and pack up of rehearsal venues. This means stacking your own chair, putting away your own stand, and clearing any rubbish. 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.

- A pencil and eraser is essential for every player at every rehearsal.
- Always come to the rehearsal with your parts prepared. If you do not know your part you are not ready to rehearse. Practise parts are either provided as printed copies to take home from rehearsals or are available online on your SYO Musician Portal.

## ADMINISTRATION

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- It is the player's responsibility to ensure that SYO management and staff are aware of up-to-date personal information, including address, contact details and medical information. Please make sure you keep this current.
- SYO cannot be held responsible for acting on information which is out of date if you have not advised us of your updated details.
- All music parts (written or printed) are the property of Sydney Youth Orchestras and need to be returned to the Operations team at the conclusion of each term or relevant special event.
- It is important that musicians comply with the rules of any venue at which the orchestra/s may be rehearsing or performing.

## REPORTING A BREACH OF CONDUCT

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Any breach of this code will be taken seriously and be investigated by the Sydney Youth Orchestras CEO, as outlined in the SYO Child Safe Policy. Reports will be treated in confidence and should be sent to:

**Attn: Sydney Youth Orchestras CEO**

182 Cumberland St  
 THE ROCKS NSW 2000  
 P: 02 9251 2422  
 E: safe@syo.com.au

## SIGN OFF AND REVIEW

Version	Authorised By	Approved Date	Review Cycle	Review due
4	CEO	20/04/2022	2 Years	Dec 2022
3	CEO	12/1/2021	2 Years	Dec 2022
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
3	Participant Code of Conduct	CEO	12/01/2021
4	Participant Code of Conduct	CEO	20/04/2022