



Northern Sydney Symphonic Wind Ensemble (NSSWE)

Participant Code of Conduct

Purpose

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

Professionalism and Commitment

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

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

Safe behaviour

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

Participants in NSSWE 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 consent of the parents/guardians of the participant or participants
- 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 any form of violence.

Participants must report unsafe behaviour to NSSWE staff, who will follow the NSSWE Child Safe Incident Reporting and Reportable Conduct Procedures.

NSSWE staff will remove any participant demonstrating unsafe behaviour during NSSWE 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 fees for students who are asked to leave NSSWE activities due to unacceptable behaviour.

Standards of behaviour

NSSWE expects all participants to:

- Protect and promote the positive reputation of NSSWE;
- 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 NSSWE and the reputation, marketing ability or commercial appeal and viability of any concert or other event with which NSSWE is involved
- Abide by reasonable instructions, organisational policies, Workplace Health and Safety Regulations and common law.

NSSWE has a zero-tolerance policy towards the possession or use of drugs, tobacco (including e-cigarettes), and alcohol at any activity organised by NSSWE.

Child Safe Incident Reporting Process

NSSWE uses Child Safe Incident Reports (CSIR) to record and address breaches to this Participant Code of Conduct.

Participants who breach the NSSWE Participant Code of Conduct may:

- Be the subject of a CSIR completed by conductors, or other NSSWE staff
- Have their parents/guardians contacted to discuss the CSIR
- Be required to attend a meeting with the NSSWE Manager and Conductor
- Be excluded from participating in any NSSWE rehearsals or concerts for the remainder of that term, in consultation with NSSWE conductors
- Be asked to leave NSSWE programs permanently.

Attendance

Participants are expected to:

- Ensure that they know their rehearsal and concert schedule in advance, and have checked all communications for details about times, venue, and other arrangements
- 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.
- Provide notice to the Manager (not the Conductor) at least two weeks in advance of the activity if they are unable to attend a scheduled activity. This is done by completing the online Absence Form located on the NSSWE website. Ensure that the music folder is left with the Orchestral Manager for use by other musicians at that activity if required.
- If arriving late for an activity, send a text message to the Orchestral Manager prior to the commencement of the activity and advise of anticipated arrival time. They should always apologise to the conductor if they are late.
- 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 NSSWE 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 ensemble to develop and play properly. NSSWE will make every endeavour 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 ensemble
- Setup and put away any special equipment– this applies particularly to percussion players
- Kept tidy rehearsal rooms, dressing rooms and performance venues
- Assist in packing-up at the end of rehearsal quickly and efficiently. This means stacking chairs, putting away stands, assisting with putting away percussion, and clearing any rubbish and water bottles.
- Bring their music folder and a 2B pencil and eraser to every rehearsal
- Always come to the rehearsal with their parts prepared.
- Percussion players are expected to provide their own mallets.

Administration

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

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

All music parts (written or printed) are the property of NSSWE and are to be returned to NSSWE staff at the end of each term or relevant special event, along with the music folder.

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

NSSWE 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 ensemble 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
1	Manager	15/02/2021	2 Years	2023
1	President	15/02/2021	2 Years	2023