



WEST COAST YOUTH ORCHESTRA®

NPC 132-992 PBO 930057362

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Postal Address: WCYO, P.O. Box 58, Hopefield, 7355

Email: info@wcyo.org.za

Website: www.wcyo.org.za

Board of Directors: Carina Brown • Zamile Khuzwayo • Marion Cole
• Lize Brown • Alida Fransman

THE CODE OF CONDUCT

The WCYO Code of Conduct is a firm expectation for all participating musicians and ensures that the organization can continue to deliver exceptional orchestral training in a safe, supportive and productive environment. This document outlines basic elements of conduct which are necessary for mutually respectful and productive work. WCYO strives to treat its musicians as young professionals and, in turn, expects its musicians to behave as young professionals.

BREACHING THE CODE OF CONDUCT

WCYO takes the issue of conduct very seriously. The WCYO board of directors, 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 programme, event or activity on a short-term or permanent basis. If a player is excluded from any programme, event or activity as a result of a breach of the WCYO Code of Conduct, there will be no refund of participation fees.

STANDARDS OF BEHAVIOUR

WCYO expects you as the musician to:

- Protect and promote the positive reputation of WCYO;
- 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 other musicians,
- 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 West Coast Youth Orchestra and the reputation, marketing ability or commercial appeal and viability of any concert or other event with which WCYO is involved;
- Be aware that to keep our participation fees as low as possible and provide scholarships, WCYO depends on sponsorship and philanthropy. At times you may be asked to meet and/or perform for donors and sponsors. WCYO will ensure that you are fully informed for these events and in return we ask that as a member of WCYO you are always positive ambassadors for the organisation.
- Be aware that West Coast Youth Orchestras has a zero-tolerance policy towards the abuse of drugs and alcohol.

Contact info: Carina Brown: +2 782 710 3038 / Lize Brown: +27 111 6268

Programme Manager: D'mitri Linnerd: +27 76 742 8431

Office (selected hours): +27 22 723 1158

DISCRIMINATION AND BULLYING

- WCYO is an organization which recognizes 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.
- WCYO will not tolerate any form of intimidation, bullying, cyber-bullying or victimisation, and perpetrators will have their position in WCYO 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 WCYO staff, who will deal with the issue.

REHEARSAL AND PERFORMANCE ETIQUETTE

- Orchestra schedules: It is the WCYO 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: WCYO 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 45 minutes prior to call time.
- Non-attendance: If any WCYO musician is unable to attend a scheduled rehearsal they must seek permission, at least two weeks in advance, from Me Carina Brown/WCYO Management by completing the Absence Form located on the WCYO website on www.wcyo.org.za. Agreement to requests of this nature is not automatically guaranteed and will be treated on a case-by-case basis. Me Carina Brown/ WCYO Management will receive your online notification and correspond via email. PLEASE NOTE: Your request will ONLY be deemed successful ONCE confirmation has been received via email from WCYO Management.
- If you are absent/late for more than two rehearsals in a term programme, it is entirely at the discretion of the conductor whether you are permitted to perform in the concert being rehearsed. If you are unable to attend a concert date or are asked to withdraw from a programme due to absences from rehearsals, you may be required to arrange a replacement to cover your part at rehearsals and the cost for the replacement player maybe be for your account.
- If, on the day, you are running late you must advise the WCYO operations staff prior to the commencement of the rehearsal / performance 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.
- Attendance at rehearsals is vital in order for the orchestra to develop and play properly. WCYO 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 a Me Carina Brown or WCYO Operations staff member.
- Mobile phones and electronic devices must be switched off and out of sight during rehearsals.

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- You are expected to follow rehearsal etiquette, pay full attention and not talk or play 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, etc.).
- Percussionists are expected to provide their own mallets, if possible.
- Rehearsal rooms, bathrooms and performance venues should be kept tidy, and musicians must help clean them up at the end of WCYO activities, as you would with any workspace.
- All WCYO musicians are expected to assist in the set up and pack up at the rehearsal and performance venues. This means stacking your own chair, putting away your own stand, and clearing any rubbish.
- The percussion session must have a roster for packing away of percussion, ensuring that this essential task is done quickly and efficiently.
- A pencil, ruler, highlighter and eraser is essential for every player at every rehearsal.
- Always come to the rehearsal with your parts printed and pasted. If you do not know your parts you are not ready to rehearse. Parts will be emailed as needed.

ADMINISTRATION

- It is the parent/player's responsibility to ensure that WCYO 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.
- WCYO 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 West Coast Youth Orchestra and may not be shared to other orchestras, churches or interested 3rd parties.
- 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

Any breach of this code will be taken seriously and be investigated by the West Coast Youth Orchestra management. Reports will be treated in confidence and should be sent to:

Attn: West Coast Youth Orchestras Director

director@wcyo.org.za

P.O. Box 58, Hopefield, 7355

+2782 710 3038

- ★ Please note that this Code of Conduct should be read in conjunction with the Orchestra Etiquette & the WCYO Safety Document (both downloadable from the web site)

Signed:

Signed:

(Parent)

(Musician)

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