



Musicians' & Parents'

Code of Conduct

2016-2017

THE FUNDAMENTAL GUIDELINE

*Be where you are supposed to be, when
you are supposed to be there, with
whatever you are supposed to have and
always behave in a manner that would*

make your orchestra, your family, your

city and yourself

PROUD.

Acceptance into the HPYO requires a commitment of time and energy on the part of each member and their parent(s).

ADMINISTRATIVE EXPECTATIONS

All membership fees, music deposits and registration forms are ***due on Saturday, September 17th, 2016.***

ATTENDANCE

It is understood that all members take note of the calendar of activities (events, rehearsals, concerts, etc.) posted on the HPYO website and remain attentive to commitments. Attendance is mandatory unless otherwise specified.

Missing or excessive lateness to rehearsals during a season may result in your being replaced for the concert and may jeopardize your continued participation in the orchestra.

It is the responsibility of all members to notify the Executive Director and/or Artistic Director of any foreseeable or emergency absences. All members are to exercise caution and respect to all other members in regard to health issues. In certain rare cases, absence may be a better idea...

CONCERT DRESS

Musicians are expected to maintain a professional appearance for all concerts and performances.

Male – Black long sleeve dress shirts, black buttons, black dress pants, black socks and black dress shoes.

Female – Black long sleeve blouse or button-down shirt, black dress pants or long black skirt, black stockings or socks and black dress shoes.

All – NO jeans, running shoes, sandals or bare feet.

Be sure to acquire necessary clothing and footwear 2 weeks prior to the first performance/event. If you are not properly attired for a concert, you will not be able to perform with the orchestra.

COMMUNICATION

Notices and calendar updates will be sent to musicians and parents or guardians as often as necessary in a timely fashion. ***All musicians and parents or guardians need to submit to the HPYO office email addresses*** for information updates. If you have not received an email within two weeks of joining, please check your spam or junk email and add our address to your contact list. Let us know of any change in your address, email addresses, phone numbers immediately.

Cancellations due to weather notices: to ease quick notification of changes in rehearsals or concerts due to weather or other unforeseen circumstances please ***provide cell phone numbers for TEXT message notifications*** from both musicians and parents or guardians on your registration form.

TICKET SALES & FUNDRAISING

To ensure sustained operations, members are strongly encouraged to sell tickets to events (*it's not a concert if no one hears you play...*). As a target, members should aim to sell 5 tickets to each concert and fundraising event. Membership fees only cover a portion of the operational budget of the HPYO concerts and events. Thus, fundraising is imperative to keep membership fees accessible for members and provide quality programs.

As there is no up-front fundraising fee, we encourage all members and parents and guardians to participate in raising funds for the HPYO and Tours by obtaining donations and sponsorships, selling tickets, volunteering and participating in committees and events.

REHEARSAL AND REHEARSAL VENUES

Arrive at least ***15 minutes prior*** to rehearsal start time. Make sure you have necessary supplies, music, pencils, mutes, extra reeds, music stand, etc.

Assist in the set up and cleanup of the rehearsal space.

Wherever the rehearsals are held, you will respect their property and rules at all times. All musicians must remain in rooms scheduled for rehearsal, use of other areas are by permission only.

No food or drink other than water is allowed in the rehearsal or theatre spaces.

Please avoid known allergens in all snacks brought to rehearsals.

Cell phones must be turned off and put away (not on stands) during rehearsals.

GENERAL CODE OF CONDUCT

RESPECT underpins all aspects of the HPYO Code of Conduct.

PRINCIPLES

- 1) All participants in all activities of the HPYO including members, parents, guardians, coaches, guest conductors, volunteers, and staff are included in this Code of Conduct
- 2) All members of the HPYO community are to be treated with respect, inclusion and dignity regardless of race, faith, gender identification, sexual orientation, social or economic background or any other circumstance recognized under the Ontario Human Rights Code
- 3) Respect the needs of others to work in an environment of learning and teaching
- 4) Show proper care and regard for property of the orchestra and the property of others
- 5) All members of the HPYO community must abide by federal, provincial and municipal laws
- 6) For all participants involved in activities of the HPYO, there will be **zero tolerance** for:
 - a. possession of weapons
 - b. possession or being under the influence of alcohol or illegal drugs
 - c. involvement in illegal activities
 - d. threatening to inflict, inflicting or encouraging others to inflict bodily harm
- 7) All members are encouraged to seek assistance, if and when necessary, to resolve conflict **peacefully**.

ROLES AND RESPONSIBILITIES

The HPYO Staff and Board of Directors provide direction to the organization to ensure that opportunities for excellence and accountability are in place by:

- Demonstrating care and commitment to excellence and a safe learning environment
- Communicating regularly and meaningfully with all members of the organization
- Establishing a process that clearly communicates the Code of Conduct to all members, guardians, coaches, guest conductors, and volunteers in a manner that ensures their commitment and support
- Ensuring an effective intervention strategy and response to all infractions
- Maintaining the Code of Conduct

Members will be treated with respect and given responsibility, when they demonstrate respect for themselves and for others by:

- Coming prepared, on time and ready to participate in all activities of the orchestra
- Refraining from bringing anything that may compromise the safety of others
- Following the established rules and taking responsibility for their own actions
- Showing respect for property of the HPYO including music and music folders (absolutely no writing on folders or music with permanent ink/marker)

Parents and Members who are 18 years or older and/or their parents, play an important role in the orchestral experience. In addition to helping fulfill their family obligation, they have a responsibility to support the efforts of the Board of Directors and persons in authority in maintaining a safe and respectful learning environment for all members.

Parents and Members who are 18 years or older and/or their parents fulfill this responsibility when they:

- Show active interest in their family's participation in orchestra functions
- Communicate regularly with the orchestra administration
- Assume the responsibility that their family's orchestra member is neat, appropriately dressed and prepared
- Attend all rehearsals and concerts and other activities on time
- Notify the orchestra administration and music director that they will be absent as soon as it is known and arrange that their music and folders are available
- Notify the orchestra administration that they will be late as soon as it is known
- Attend concerts and family meetings that may be called from time to time
- Volunteering for and attending fundraising activities
- Become familiar with the Code of Conduct
- Assist in dealing with disciplinary issues

CONSEQUENCES

Any deviation from this Code of Conduct will result in immediate disciplinary action, which may involve suspension or expulsion from the orchestra and/or police intervention.

REWARD

As HPYO community members respect the Code of Conduct, an amazing season of music-making, artistic and personal development will be achieved!

Hamilton, September 12th 2016

On behalf of the entire Board of Directors and Staff at HPYO,

ENJOY YOUR 2016-2017 MUSIC SEASON!

(now, go practice...)

Regards,

Gregoire

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Orchestra Manager/Executive Director
HPYO