



Bundaberg Youth Orchestra  
PO Box 927  
Bundaberg, Queensland. 4670  
Email: [byo.committee@gmail.com](mailto:byo.committee@gmail.com)  
Web: [www.bundabergyouthorchestra.com](http://www.bundabergyouthorchestra.com)

# POLICY AND CODE OF CONDUCT 2015

## ATTENDANCE

Bundaberg Youth Orchestra continues to provide talented young musicians like yourself the opportunity to play orchestral repertoire to a very high standard. Reaching such a high standard requires dedication from all members. We therefore ask you to please understand that you will be expected to attend **all** rehearsals and performances as scheduled. The success of the ensemble and the standard of playing is dependent on everyone attending all rehearsals as part of the team. Please don't organise other activities that may clash with your BYO attendance. In the event of illness or an unforeseen circumstance that impedes on your commitment to the Orchestra, please contact **[byo.committee@gmail.com](mailto:byo.committee@gmail.com)** as soon as possible.

### Excused absences:

1. If there is personal illness or family emergency, it is considered as an excused absence.
2. If there is a formal scheduled school activity or other valid music commitment.

In the event of either of the above, the parent/guardian and/or BYO member is required to **email** the BYO Committee on [byo.committee@gmail.com](mailto:byo.committee@gmail.com) as soon as possible.

### Unexcused absences:

If there are any other reasons why a musician must be absent from the rehearsal other than the reasons above, an Absence Request Form must be completed and given to your conductor at least 7 days prior to the absence. These will be available at rehearsals.

Two or more unexcused absences or tardy appearances per term will be discussed by the Committee and conductor and who will determine if a change of seating is warranted within the Orchestra or other action to minimise the impact on the 'team'.

## REHEARSAL TIMES

Every Wednesday during term times, 3.45pm to 5pm for BYO 2 (Training Orchestra)

Every Wednesday during term times, 3.45pm to 6pm for BYO 1.

1. All members are to help with setting up and putting away chairs, music stands etc at rehearsals and performances.
2. Talking is to be kept to a minimal level during rehearsals (listen to the Conductor).
3. Respect other members of the Orchestra.
4. Respect the Conductors.
5. **STRICTLY NO ELECTRONIC DEVICES** are to be used during rehearsal.
6. Parents/Carers are requested to pick up members promptly at the end of rehearsals. In the event of an unforeseen delay, please let the committee know via telephone to one of the numbers you will be given via email.

Details of rehearsal dates, (including extra rehearsals), concert dates, workshops, excursions and general meeting dates will be marked on the BYO Term Calendar and/or emailed out to members each term. Items will also appear in the Newsletters, on the BYO Web Page and announced by the Rehearsal Managers.

EXPECTED BEHAVIOUR/RULES

We are guests of St Luke's Anglican School (which includes St Luke's Students whilst attending BYO). Please therefore observe the following expectations:

1. Respect the school buildings and grounds.
2. Respect the school staff and students and their property.
3. Respect the BYO Conductors, Committee and parents/family members.
4. Please leave your school bags outside the main door under the porched area in a neat and tidy manner, keeping clear of the door way.
5. We are allowed to use the toilets off the main foyer. Please make sure they are kept clean.
6. The water fountains on campus are **NOT** allowed to be used. Please bring your own water bottle.
7. Strictly **NO** food or drink (except bottled water) in the Performing Arts Centre (PAC).
8. Please do not wonder away from the PAC area at anytime. We need to know where you are!
9. Be aware of any allergy alerts and adhere to the rules required to prevent a fellow member becoming ill. The committee will regularly advise the Orchestra of allergies when appropriate.
10. Music Folders - Please look after your folders and the music contained within. Remember to bring your music folder, a pencil and instrument spares to every rehearsal and event.

MEMBERSHIP FEES

BYO recently introduced a new 'invoice system'. A copy of your invoice has been sent out with the membership package.

The initial \$50 deposit is due and payable by first rehearsal for insurance purposes and the balance of fees by 31st March 2015.

Please see the Treasurer, Sue Draganoff, if you require an extension to this payment time.

.... and finally, please **ENJOY** your time with this amazing community group of likeminded musicians!

I, .....  
(Print members name)

understand the BYO Policy and Code of Conduct above and hereby agree to abide by the contents. I understand the importance of being part of a 'team' and for the safety of myself and fellow musicians, I will uphold all of the 'Expected Behaviour' rules and general policies.

Signed ..... Date .....

I, .....  
(Print parent/carer name if the member signing above is below 18 years of age)

have read and understood the BYO Policy and Code of Conduct above and hereby agree to ensure my child respects and abides by the contents contained within.

Signed ..... Date .....

Relationship to member.....