



THE METROPOLITAN
ORCHESTRA

Participants Code of Conduct and Expectations

Purpose

This document outlines how The Metropolitan Orchestra (TMO) 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 anyone who is participating in a TMO program or activity.

Professionalism and Commitment

From the outset, TMO encourages 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.

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

Safe Behaviour

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

Participants in TMO 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 persons connected 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 participant or participants parents'/guardians' consent.
- 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 TMO staff, who will follow the appropriate procedures.

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TMO staff will remove any participant demonstrating unsafe behaviour during TMO activities and contact parents/guardians immediately. This includes behaviour that has been reported by other participants or volunteers.

There are no refunds of contributions, for students who are asked to leave TMO activities due to unacceptable behaviour.

Standards of Behaviour

TMO expects all participants to:

- Protect and promote the positive reputation of The Metropolitan Orchestra.
- 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 any social media or other online forum.
- Understand that their behaviour in and out of the orchestra can have a direct impact for The Metropolitan Orchestra and the reputation, marketing ability or commercial appeal and viability of any concert or other event with which TMO is involved.
- Abide by reasonable instructions, organisational policies, Workplace Health and Safety Regulations and common law.

The Metropolitan Orchestra has a zero-tolerance policy towards the abuse of drugs and alcohol.

Attendance

Participants are expected to:

- Ensure they know their rehearsal schedule and have checked for any changes or updates within 24 hours of each rehearsal and/or concert.
- 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.
- 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 TMO staff.

TMO will make every endeavour to give as much notice as possible of rehearsal schedules and to change them as little as possible.



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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 orchestra.
- Keep tidy rehearsal rooms, dressing rooms and performance venues.
- Assist in packing-up at the end of rehearsal. This means stacking chairs, putting away stands, and clearing any rubbish and water bottles.
- Bring a 2B pencil and eraser to every rehearsal.
- Always come to the rehearsal with their parts prepared.

Administration

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

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

All music parts (written or printed) are the property of The Metropolitan Orchestra and are to be returned to the Operations team at the end of each term or relevant special event.

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

TMO Management, in consultation with the relevant conductor 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 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	MD	05/05/2021	2 Years	May 2023

HISTORY

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