



2019 Participant Handbook

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2019 PARTICIPANT HANDBOOK

All TYO participants must read the 2019 Participant Handbook and abide by all sections of it. This document is available via the TYO website and will be kept on hand at TYO events. We recommend you retain a copy for your reference and keep it with your instrument or music.

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SECTION 1: THE TYO PHILOSOPHY

INTRODUCTION

Thank you to our (past and present) Conductors, tutors, parents, volunteers, Board Members, administrators and admin staff for their tireless commitment to, and enthusiasm for, providing you and many before you with the opportunity to play with the Tasmanian Youth Orchestra (TYO) for over 50 years.

TYO is continuing to grow and expand and this brings with it a period of great excitement – 2019 sees new ensembles and projects, opportunities to work with more challenging repertoire, amazing guest conductors, as well as the development of our ongoing northern program, launching in 2020. At the same time, we honour where we have come from and on whose shoulders we stand.

At TYO, we aim to offer the very best music education opportunities for young Tasmanians, and this includes organisation-wide professionalism, clear expectations and communication. The TYO Participant Handbook has been developed with this in mind, and we welcome any feedback you may have in this regard.

HANDBOOK PURPOSE

The purpose of the 2019 Participant Handbook is to clearly communicate TYO's expectations of participants enrolling in one of the programs offered for 2019; and to cultivate a safe and supportive environment for everyone.

Please take the time to read this Handbook and to carefully consider what is expected of you in accepting a position with TYO. You are expected to be familiar with this Participant Handbook and, by enrolling in our program, you are agreeing to the conditions as set out below.

This Handbook assists TYO in ensuring we meets our legislative obligations and provide a safe and supportive environment for all.

SECTION 2: BEHAVIOURAL EXPECTATIONS

PROFESSIONALISM AND COMMITMENT

TYO encourages all participants to behave as a professional orchestra member would behave. This means having a level of integrity and courtesy in all that they do, and demonstrating respect to their fellow ensemble members, their conductors and tutors, their audiences and to the organisation which supports them.

TYO takes the topic of conduct very seriously as the reputation of both the organisation and of each individual participant can be greatly enhanced or damaged depending on their behaviour. As such, our environment is one of support, safety and respect.

RESPECT STATEMENT

Cultivation of a safe and supportive environment is grounded in respect for one another. An ensemble is composed of different instruments and they all bring something to the whole – just as each of our personalities contribute to the flourishing of the whole.

2.1 Rehearsals are no different and also most effective when grounded in RESPECT:

- R** Rehearsals are for rehearsing – not private practice. Come with your part prepared.
- E** Ears are for listening to the conductor and the music created by the ensemble.
- S** Social media is for outside of rehearsals. Your phones and devices should be out of reach and on silent to allow full concentration in rehearsal, both for yourself and for those around you.
- P** Professional attitudes are part of being a musician; it's not just about being able to play the notes.
- E** Education is what we're here for and it's a privilege – don't waste the opportunity.
- C** Courtesy is essential toward your peers and teachers and their contributions.
- T** Time management is your responsibility – ensure you arrive on time and always honour your commitments.

SAFE BEHAVIOUR

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

2.2 Participants in TYO 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 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 their or their parent/guardian's 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 all form of violence.

2.3 Participants must report unsafe behaviour to TYO personnel, who will follow TYO's reporting procedures.

2.4 TYO personnel will remove any participant demonstrating unsafe behaviour during TYO activities, including camps or tours, and contact guardians immediately. This includes behaviour that has been reported by other participants or volunteers.

2.5 There are no refunds of fees, for participants who are asked to leave TYO activities due to unacceptable behaviour.

STANDARDS OF BEHAVIOUR

2.6 TYO expects all participants to:

- Treat others as they would prefer to be treated;
- Perform all their duties to the best of their ability with honesty and care;
- Protect and promote the positive reputation of TYO;

- 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 their ensemble can have a direct impact for TYO and the reputation, marketing ability or commercial appeal and viability of any concert or other event with which TYO is involved;
- Be aware that, to keep TYO participation fees as low as possible and provide financial assistance to those who need it most, TYO depends on sponsorship and philanthropy. At times they may be asked to meet and/or perform for donors and sponsors. TYO will ensure that they are fully informed for these events and in return ask that, as a participant of TYO, they are always positive ambassadors for the organisation;
- Abide by reasonable instructions, organisational policies, Workplace Health and Safety Regulations and common law.

2.7 TYO has a zero-tolerance policy towards the abuse of drugs and alcohol.

CULTURE OF SAFETY

TYO works to create and embed a child-safe culture by:

- Taking a preventative, proactive and participatory approach to child safety;
- Implementing child safety policies and procedures that support ongoing assessment and mitigation of risk;
- Valuing and empowering children to participate in decisions that affect their lives;
- Fostering a culture of openness that supports all persons to safely disclose risks of harm to children;
- Respecting diversity in cultures and child-rearing practices while keeping child safety paramount;
- Providing written guidance on appropriate conduct and behaviour towards and between children;
- Engaging only the most suitable people to work with children, and having high-quality staff and volunteer supervision and professional development;
- Ensuring children know who to talk with if they are worried or are feeling unsafe, and that they are comfortable and encouraged to raise such issues;
- Reporting suspected abuse, neglect or mistreatment promptly to the appropriate authorities;
- Sharing information appropriately and lawfully with other organisations where the safety and wellbeing of children is at risk; and
- Valuing the input of and communicate regularly with families and carers.

2.8 All TYO Participants share in the responsibility for maintaining their own safety, in accordance with the culture and safeguards TYO provides, and must:

- Accept and abide by the code of conduct as a participant of any TYO program; and
- Respect their fellow participants, TYO staff and personnel; and
- Abide by all reasonable requests from TYO representatives to ensure they do not put themselves in a position of risk during TYO activities; and
- Utilise reporting procedures wherever they feel the need.

Please visit the TYO website to read more about our Child Protection Policy and other documents.

HEALTH AND SAFETY

2.9 You are required to provide medical details, including any pre-existing medical conditions and action plans so that we can care for you, should the worst eventuate. Information obtained will be kept confidential and will only be divulged in the event of a medical emergency to First Aid or professional medical personnel.

2.10 It is your responsibility to inform TYO of any new medical conditions or any changes to the information supplied in the online Application Form.

2.11 By enrolling in a TYO program, you authorise TYO in the event of an injury or illness occurring during activities, to obtain on your behalf, and at your expense, any medical treatment as may be considered appropriate by TYO.

2.12 All participants are expected to abide by the instructions of TYO staff at all times.

2.13 It is expected that you remain within the venue grounds during all rehearsals, tutorials and concerts unless written permission is supplied to TYO. TYO will advise participants' dismissal times and locations in advance.

2.14 You must walk while in TYO venues, to reduce the risk of injury to individuals or damage to instruments or property.

2.15 Various venue areas are designated as out of bounds for participants, such as buildings not required for rehearsals, or beyond the limits of supervision.

2.16 All participants under the age of 18 are expected to be dropped off and collected at the nominated Parent/Guardian Meeting Points. TYO can not guarantee supervision or the safety of participants in other locations.

- a. Saturday rehearsals: the foyer of the Hutchins School Music Building.
- b. Monday Percussion Ensemble rehearsals: the foyer of the Sheila Given Music Centre at The Friends' School.
- c. Monday Choir rehearsals: inside the Hobart North Uniting Church Hall.

TYO events in other venues will have specific Meeting Points which will be communicated via email to parents and participants in advance of the event.

2.16 When dropping off participants, parents are expected to ensure their child is in the care of TYO before departing. TYO expects all parents to exercise additional caution and patience to maintain the safety and well-being of all while driving in the area.

2.17 Participants over the age of 18 may leave the premises during breaks but must sign out and in at the Administration Desk.

2.18 Parents are expected to collect their children (under 18 years) on time after TYO activities.

2.19 You are expected to advise TYO Administration of any risk to the health and safety of yourself or other participants as soon as you become aware of it.

2.20 Due to the physically demanding nature of playing a musical instrument, you are required to notify TYO in writing if, you develop a physical injury that inhibits your ability to rehearse or perform with TYO. Please include any medical advice or treatment so that we can best support your recovery.

2.21 You should not lift or move heavy equipment (risers, multiple chairs, pianos etc) where there is a risk of injury, or of damage to equipment. Where doubt exists, you should first consult your Conductor or a TYO staff member for assistance.

2.22 Participants are prohibited from consuming alcohol during any assignment or engagement for TYO, formal or informal. Any participant found to be in possession of, or affected by, drugs (including alcohol), will be instantly dismissed from the ensemble.

2.23 TYO will immediately suspend and report to authorities any participant found using illegal drugs, or participants under the age of 18 found using alcohol or tobacco products.

2.24 TYO does not provide insurance for participants but does carry Public Liability Insurance.

SECTION 3: REGISTRATION RESPONSIBILITIES

For the purposes of this Handbook, "parent" refers to parents and/or guardians.

Congratulations on being offered a position in TYO for 2019! This section lets you know what you need to do before you begin to participate.

REGISTRATION

- 1.1 Please complete the registration form, as provided with your email letter of offer.
- 1.2 As per the registration form, you are required to advise TYO of any pre-existing medical conditions, including an action plan (where relevant). Information contained will be kept confidential and will only be divulged in the event of a medical emergency to First Aid or professional medical personnel.

ANNUAL PARTICIPATION FEES

- 2.1 An annual participation fee is payable to Tasmanian Youth Orchestra Council Inc. This can be paid by cheque, direct deposit or credit card (via TYO website PayPal), as provided with the 2019 position offer.
- 2.2 The annual participation fee contributes to the cost, and administration, of rehearsals, conductors, tutors and concerts and is outlined on our website.
- 2.3 Special Projects, such as tours or non-compulsory events may be offered to TYO participants throughout the year. Participation in these may incur separate fees as they are in addition to the annual program.
- 2.4 Your registration is for the whole of the annual program. Participation fees will not be refunded if you withdraw from the program. Extenuating circumstances will be reviewed on a case-by-case basis and final decisions will be at the sole discretion of TYO.

LATE PAYMENTS / FINANCIAL ASSISTANCE

- 3.1 The final balance of annual participation fees is due by **Saturday 9 February, 2019**, unless other arrangements for Financial Support have been agreed.
- 3.2 If your fees are not paid in full by the due date, your position offer may be withdrawn.

- 3.3 TYO is committed to ensuring that participation fees do not inhibit you from getting involved. We offer a range of financial assistance options, as outlined on our website. Further details are available on request, please email info@tyo.org.au for more information. If you are experiencing difficulty in making payment of fees, we want to hear from you but please note that it is entirely your responsibility to bring this to our attention.
- 3.4 Applications for financial support must be received by TYO **prior to Monday 7 January, 2019**. Following this date, no guarantees can be made that funds will remain available for financial assistance. TYO will confirm financial support arrangements on Tuesday 22 January.

SECTION 4: HOW THINGS WORK

REHEARSAL SCHEDULES

Rehearsals are the most substantial part of the TYO program and are where the majority of learning occurs. Ensembles thrive when all members are committed to improving and attendance is a necessary for the collective development.

- 4.1 2019 rehearsals are scheduled as follows:

TASMANIAN YOUTH ORCHESTRA (TYO)

Saturday 11:15am – 1:30pm (Please consult the TYO rehearsal schedule for variations to this.)

PHILHARMONIC ORCHESTRA (PO)

Saturday 9:00am – 11:00am

PERCUSSION ENSEMBLE (PE)

Monday 5:00pm – 6:30pm (Rehearsals are held at The Friends' School)

ACADEMY STRINGS (AS)

Saturday 11:15am – 1:15pm

WIND ENSEMBLE (WE)

Saturday 9:00am – 11:00am

CAMERATA STRINGS (CS)

Saturday 9:00am – 11:00am

YOUTH CHORALE (YC)

Monday 4:30pm – 6:15pm (Rehearsals are held at Hobart North Uniting Church)

JUNIOR CHORALE (JC)

Monday 4:30pm – 6:00pm (Rehearsals are held at Hobart North Uniting Church)

REHEARSAL INFORMATION

- 5.1 Attendance is mandatory for all rehearsals and performances unless leave has been granted by the TYO office (see LEAVE).

- 5.2 All TYO ensembles rehearse at **The Hutchins School** (with the exception of Percussion Ensemble and Chorales), unless otherwise notified:
The Hutchins School
71 Nelson Road, Sandy Bay
Music Building (yellow façade)
Entrance located directly opposite the pedestrian underpass.
- 5.3 Percussion Ensemble will rehearse at The Friends' School on Monday evenings:
The Friends' School
23 Commercial Road, North Hobart
Sheila Given Music Centre
- 5.4 Youth and Junior Chorales will rehearse at the Hobart North Uniting Church on Monday evenings:
2 Swan Street, North Hobart
- 5.5 The 2019 TYO Calendar, including any updates can be found on the TYO website at any time (click 'Participant Information').
- 5.6 Extra rehearsals may be scheduled from time to time as required for a major event (eg, a concert or a tour), and only if absolutely necessary. We will give as much notice as possible. As with scheduled rehearsals, attendance is mandatory unless leave has been granted by the TYO Office (see LEAVE).
- 5.7 Rehearsal schedules are subject to change and TYO reserves the right to alter these at any stage. Participants will be notified of any changes as early as possible, via email.
- 5.8 Electronic devices, such as mobile phones, are not to be used during rehearsal. If you need to bring a mobile phone to rehearsal, please ensure it is switched off before the start of rehearsal and remains in your bag or case.
- 5.9 For the purposes of duty of care, rehearsals are closed to non-participants with the exception of contractors and personnel engaged by TYO. We request that parents vacate the rehearsal room during rehearsals. Apart from ensuring we can responsibly provide adequate duty of care for our participants, this cultivates an environment of concentration and mirrors the professional environment.

PERFORMANCES

Concerts are a great way of sharing what we learn and for you to gain performance experience. Each TYO ensemble performs at least three times throughout the year.

- 6.1 Performances are **compulsory** for all participants. This includes the sound check prior to the performance and the two prior mandatory rehearsals.
- 6.2 Performance dates are already published for 2019 and are part of your commitment to the annual program. As a compulsory requirement, these performances take priority over any other invitations you might receive.
- 6.3 In addition to the annual program, further performance opportunities may be offered. Just as we require you to honour your commitments to the TYO annual program, we support you to honour

any pre-existing obligations you may have on these additional dates. Participation in these opportunities is therefore not mandatory.

- 6.4 Leave will not be granted for the **final two (2) rehearsals** prior to a performance. If you miss these rehearsals for any reason, you may be ineligible to participate in the performance without specific approval from the General Manager, in consultation with the Conductor on a case-by-case basis.

ATTENDANCE

Punctuality is a mark of respect and prepares you for real-life commitments, beyond the ensemble environment, and allows full use of available rehearsal time. Attendance rolls will be recorded at each rehearsal.

- 7.1 You will be marked “late” on the roll unless you are in your allocated seating position and ready to start at the commencement of the rehearsal session. In practical terms, this means that arrival needs to be no less than fifteen (15) minutes prior to rehearsals and thirty (30) minutes prior to any performances for setup and warm up.
- 7.2 If you are aware ahead of time that you will arrive late for a scheduled rehearsal, please apply for leave (see LEAVE).
- 7.3 If you are unexpectedly delayed on the day (eg due to transport difficulties) you must inform TYO Administration as soon as possible via the mobile – 0409 618 502.
- 7.4 If you are recorded as arriving late twice within a term, this will be recorded as an “unexplained absence”.
- 7.5 Participants who are persistently late may be asked to show cause as to why they should remain in the ensemble.
- 7.6 A participant’s attendance and behaviour records will be taken into consideration alongside musical standards in annual auditions and additional performance opportunities.
- 7.7 Registration is not necessary at weekly rehearsals – you just arrive, assist with setting up the room for rehearsal and warm up to ensure you’re ready to play by the advertised rehearsal time. The TYO team will check attendance during rehearsal and follow up anyone not accounted for.
- 7.8 Venues and their layouts vary so we do ask you to register your attendance with your conductor on concert days.

LEAVE

Regular attendance at rehearsals, tutorials, concerts and other activities is an essential part of individual and ensemble development. Leave approval is required in advance from any rehearsal, performance or activity undertaken by the ensemble to assist TYO in best managing gaps in instrumentation, facilitating you to catch up on what you have missed, and fulfil duty of care requirements.

- 8.1 Other than exceptional circumstances, all leave requests must be submitted with as much notice as possible and no later than ten (10) days prior to the date in question. This assists the Ensemble Conductor in planning rehearsals and minimising disruption to the ensemble, its participants and their overall progress.

8.2 Leave requests must be made via email through the TYO office. While final approval may be given by the Ensemble Conductor, notification must always be given in writing to TYO administration (info@tyo.org.au).

8.3 **Participants marked absent without leave twice in one term may be asked to show cause as to why they should retain their position in the ensemble.**

In the case of unexpected illness, participants must notify TYO Administration by phoning the TYO mobile after 8:30am on the day of rehearsal: 0409 618 502.

8.4 Leave will only be approved for:

- a. sickness (a doctor's certificate may be required);
- b. compassionate grounds (family illness, death, wedding etc.);
- c. study (study leave will normally only be granted at certain times of the year, eg, when vital examinations are imminent. It is your responsibility to manage your diary and social plans appropriately to facilitate meeting your commitments);
- d. school activities which are made compulsory by the school or where the school dates have been published before TYO ensemble dates;
- e. participation in cultural or religious holidays or activities.

8.5 Social activities are a vital part of life balance, however participants are expected to organise social events around TYO activities.

8.6 Leave will not be granted for participants to rehearse with other organisations and leave will only be granted to perform with other groups where the performance date has been set and the participant engaged prior to the TYO ensemble date being set.

8.7 Attendance is taken into consideration when rostering and, in cases of excessive absences, a Participant's participation in a program may be reduced in order to minimise disruption to the ensemble as a whole.

COMMITMENT

With increasing numbers of participants auditioning for TYO, it is a significant achievement to be offered a position in the annual program. TYO's calendar of events is designed as an annual program, concluding in November. Participants are expected to commit to their ensemble for the whole year to ensure consistency in the development of the ensemble, as well as the individual, throughout the year.

9.1 To assist with the overall development of the ensemble, and that of its individual musicians, it is expected that Participants have regular lessons on their instrument outside of TYO.

9.2 It is expected that Participants take responsibility for their own involvement in their ensemble by practicing difficult passages outside of rehearsals and asking their instrumental teacher for support and guidance: rehearsals are for learning how your part fits with your fellow musicians, not for learning notes.

ENSEMBLE PLACEMENT

The audition process assists us in placing participants in the ensemble most appropriate for their current stage of development. Within each ensemble, sections are often a mix of experience and aptitude levels to ensure a strong ensemble overall.

- 10.1 Final placement and seating within an ensemble will be at the sole discretion of the Conductor who may consult with tutors, the General Manager and the audition panel if required. In some cases, conductors may choose to rotate seating arrangements.
- 10.2 Where the ensemble is directed by a guest conductor, seating will be at the sole discretion of the General Manager who may consult with tutors and the audition panel. In addition to audition rankings, previous ensemble experience, attendance and professionalism will be taken into consideration when allocating seating.
- 10.3 While seating is based initially on audition results, participants' rostering may be rotated. This may be to provide experience of different roles, or to address concerns or developments in participants' attendance, abilities or professionalism.
- 10.4 TYO may, at its discretion, allow you to audition for a more advanced ensemble during the year. This decision will be made in consultation with conductors and relevant TYO personnel and on the following grounds:
 - a. The applicant has participated in rehearsals and a performance with their current ensemble.
 - b. The applicant has demonstrated a clear standard of participation beyond the other ensemble members.
 - c. A position is available in the more advanced ensemble.
 - d. The applicant has not already auditioned for the more advanced ensemble.
 - e. The applicant has provided a letter from their teacher in support of their application to audition, including an assessment that the repertoire of the participant's current ensemble has been studied in private instrumental lessons and is insufficiently challenging.
 - f. An additional audition fee is paid.

SECTION LEADERS

The role of section leader is a coveted position, however with the title comes responsibility. Participants will be supported to learn in the role and are encouraged to discuss these responsibilities with their Conductor and the General Manager.

- 11.1 You may be asked to assume a leadership role within your section ensemble, or in other ensembles. Commitment expectations and further details will be provided via email, at the time of invitation to leadership.
- 11.2 When accepting a position as a section leader, please be aware that this involves leading your section or ensemble by example in all matters musical, political and practical. Section leaders are expected to exhibit exceptional levels of commitment to raising the level of performance; assist the Conductor and General Manager in the efficient running of rehearsals; and promote respect for fellow participants.

MUSIC AND EQUIPMENT

As you would know, instruments can become an extension of yourself. TYO keeps costs to a minimum, including the upkeep of instruments, music and equipment. Help us all keep our property in its best condition by treating it with respect. In short, if it's not yours, don't touch it.

- 12.1 All participants are expected to respect the property of others, including all materials loaned to them through or by TYO.
- 12.2 Marking the music is a necessary part of learning your part however these should be kept to only what is relevant to the music and must **ONLY** ever be written with a 2B or softer pencil.
- 12.3 Music used by TYO ensembles is obtained from various sources, including the TYO library, other institutions, or hired from commercial sources. Irrespective of origin, all music must be treated with respect, as others will use it in the future.
- 12.4 Participants may not take home original parts to practise during the week, however practice parts are provided. Music must be returned at the conclusion of each concert for destruction in accordance with copyright requirements.
- 12.5 Any parts borrowed from the ensemble folders with the approval of TYO Administration must be returned to TYO at the following rehearsal. If you can't attend that rehearsal, the music must still be returned so that another participant may use it.
- 12.6 Music, folders and other property are for the purpose of making music. Marking music with directions from the Conductor or fingerings is essential but should only ever be in 2B pencil and should be kept to a minimum.
- 12.7 If you misplace or damage music, you will be billed for replacement costs, payable to TYO (usually \$30 – \$70 per item). Additional costs incurred may also be on-charged where hired music is returned late.
- 12.8 Participants should use only original parts in performance or photocopies when authorised by TYO.
- 12.9 Instructions provided around distribution, copying and return of music is to assist TYO in ensuring it meets Copyright regulations.

INSTRUMENTS

- 13.1 With the exception of percussionists and pianists, Participants are expected to provide their own instruments.
- 13.2 Participants are responsible for ensuring the care of their own instruments during TYO activities and TYO strongly advises Participants to insure their instruments against loss or damage. Participants must take responsibility at all times to prevent damage to their personal effects at TYO activities or during transport to and from TYO activities.
- 13.3 TYO does not accept responsibility for damage to your instrument/s or personal effects either at TYO activities or during transport to and from TYO activities. You are strongly advised to insure your instrument/s and to return them to their cases during breaks or when not being used.

UNIFORM

Continuing a tradition started centuries ago, musicians will dress in an all black “uniform” so that the music remains the key focus for the audience. In all cases, participants are recommended to err on the side of professional, rather than casual.

14.1 The performing uniform will be as follows. In some instances, variations to this may be expected for specific performances, which will be outlined in advance.

14.2 In all cases, participants are encouraged to err on the side of professional. Jeans, thongs and sleeveless or midriff tops are not appropriate. Hair should be clean and neatly brushed. Long hair should be kept back off faces. Ribbons should be in black (rainbow colours for the Chorales).

TYO, PO, PE, WE (all black)

Bottom: Black pants or skirt, black shoes. Skirts and dresses **MUST** cover the knee when seated and be worn with opaque black stockings.

Top: Black shirt or professional-looking top. Depending on the weather, jackets may or may not be worn but are always encouraged.

AS, CS (black with colour)

Bottom: Black pants or skirt, black shoes. Skirts and dresses **MUST** cover the knee when seated and be worn with opaque black stockings.

Top: Coloured shirt of a single, block colour.

YC, JC (black with Chorale shirts)

Bottom: Black pants or skirt, black shoes. Skirts and dresses **MUST** cover the knee when seated and be worn with opaque black stockings.

Top: Chorale or black shirt.

14.3 Participants who are not appropriately attired for performances may be asked to change their attire, seated in an alternative position or removed from the performance altogether.

14.4 Adherence to dress code is as much an expectation of professional musicians as is their attendance, preparation and attitude. These are all taken into consideration when rostering within the ensemble.

PROFESSIONALISM AND PREPARATION

Participating in TYO means more than just playing the notes on the page. Professional musicians are highly disciplined in both their instrumental performance, and how they conduct themselves in a rehearsal. How to be professional is sometimes as difficult to learn as how to play your instrument so here is a guide to what is expected of you. Whether you choose to continue a career in music or follow another path in life, a professional attitude will leave you in good stead to succeed!

15.1 The following are minimum expectations for Participants of the various ensembles. Please note that the expectations for each ensemble are cumulative and include those expectations listed prior.

Participants of Camerata Strings are expected to:

- Bring your instrument;
- Bring a pencil (2B);
- Bring the equipment you need for your instrument (eg, strings, resin etc);
- Be on time – this means that you're in your seat by the time of your rehearsal;
- Practise your part – rehearsals are for ensemble, not for learning notes;
- Inform TYO if you're sick or need to request leave;

Participants of Academy Strings and Wind Ensemble, and Junior Chorale are ALSO expected to:

- Be quiet in rehearsals – keep your conversations for the break;
- Request any leave two weeks in advance (minimum);
- Maintain good posture;
- Bring your practice part – mark any changes so that you can continue to work on them at home;
- Go to the toilet in the break (only);
- Keep your music clean;
- Write down notes from the conductor;
- Bring the equipment you need for your instrument (eg reeds, mallets, strings, resin, screwdrivers etc);

Participants of Philharmonic Orchestra, Percussion Ensemble, and Youth Chorale are ALSO expected to:

- Listen to the conductor even when they're rehearsing other sections – it is probably relevant to your part as well;
- Always be ready to play – stay alert even if your part has rests;
- Leave your phone on silent, in your bag;
- Be prepared to cover a part or move up in your section in someone else's absence;
- Wear appropriate concert dress – ensure it adheres to the dress code and looks professional;
- Be warmed up and in your position, ready to rehearse, 5 minutes before rehearsal begins for announcements and tuning;
- Leave your seat only for emergencies;

Participants of Tasmanian Youth Orchestra are ALSO expected to:

- Know your rehearsal schedule – keep an accurate diary;
- Adopt stylistic concepts even if they are not presented directly to your section;
- Know the repertoire – listen to it so that you understand how your notes contribute to the work;
- Behave in a professional manner;
- Organise your own sectionals (as required);
- Exhibit leadership qualities;

LOOKING AHEAD

- 16.1 At the conclusion of each year, all positions in TYO ensembles will be declared vacant. You will be required to audition for a position in the program the following year.
- 16.2 Audition requirements are subject to change, and may be adjusted to suit the needs of the ensemble or project.
- 16.3 Information gained through the audition process is private and confidential. TYO artistic and administrative staff cannot enter into correspondence regarding a participant's specific audition

results. This complies with TYO's privacy policy and also mirrors the audition processes in the professional music industry.

- 16.4 For further information regarding TYO's audition process, please refer to our TYO Audition and Selection Policy (available on the TYO website).

EMERGENCY EVACUATION

TYO completes thorough risk assessments prior to each activity or new venue. Decisions relating to these are for the safety of all TYO participants and personnel and comply with workplace health and safety and duty of care requirements.

- 17.1 In the event of an evacuation or other emergency situation, you must comply with all directions given by TYO staff or relevant venue personnel.

17.2 RAISING AN EMERGENCY WARNING SIGNAL

If an emergency occurs, an alarm can be raised by:

- a. Someone witnessing the emergency and reporting it to TYO personnel or venue staff
- b. Breaking the glass on the 'Break Glass Alarm' at a Fire Indicator Panel
- c. Activating a smoke detector
- d. discharging a sprinkler chief
- e. Manually switching on either the alert or evacuation alarm
- f. Calling the Emergency Services, using 000

17.3 EVACUATION POINT

Rehearsals at the **Hutchins School**: the primary evacuation point is the War Memorial Oval, behind the Hutchins Music Building, 71 Nelson Road, Sandy Bay.

Rehearsals in the **Sheila Given Music Centre**, The Friends' School: the Bottom Green, on the opposite side of the carpark.

Rehearsals at the **Hobart North Uniting Church Hall**: the park on the corner of Swan and Elizabeth streets, North Hobart.

- 17.4 If, for any reason, the primary evacuation point for the Saturday rehearsals is deemed to be unsafe by the Chief Warden or Deputy Chief Warden. For the Hutchins School, the alternate assembly area will be on Queensborough Oval, **across the road at 23 Nelson Street**.

The Chief Warden or Deputy Chief Warden will advise participants of the alternative assembly area for the Friends School and North Uniting Church as required. Participants will be instructed if there is a need to assemble at the secondary evacuation point.

COMMUNICATION

- 18.1 TYO endeavours to keep its participants informed through the following channels:
- a. Email is the quickest and most efficient means for contacting you.
 - b. The TYO website (www.tyo.org.au) contains a wealth of information about rehearsals, concerts and FAQs. You are encouraged to visit the website as your first port of call, should you need to check any details.
 - c. TYO has a Facebook page (<https://www.facebook.com/TasmanianYouthOrchestra>), on which we publish concert photos, industry-relevant topics, tips for participants and other fun things. While you can access without a Facebook account, TYO will not publish any essential information here without also sending it to you via email.

- 18.2 We regularly send updates, communications and relevant program information via email but it is your responsibility to ensure that we have your details correct. If you change your email or address details, please notify TYO immediately so that we can keep you in the loop. Similarly, if you are aware that you are not receiving email communication from TYO on a regular basis, please contact the TYO office to confirm your contact details.
- 18.3 TYO Emails are not generally accessible after 5:00pm Friday. For any urgent communication, notification of absence or delays in attending rehearsal, please call the TYO mobile on 0409 618 502. The TYO Office reopens at 9:00am Tuesday (excepting following a Sunday event).
- 18.4 Due to strict privacy policies, Conductors are not able to engage in communication with Participants directly. If you would like to ask a Conductor for advice, please do so in person around rehearsals or email the office (info@tyo.org.au) and we will assist you in your enquiry. Similarly, the office is the best point of contact for absences – we are able to ensure your information gets to everybody who needs to be made aware of your situation.
- 18.5 Stay in touch and find out about opportunities outside of your ensemble by signing up to our ENews. If you're not receiving this, you can register via the TYO website (www.tyo.org.au), under 'News'.
- 18.6 Participants may receive correspondence from TYO with offers from our partners and supporters. These are kept to a minimum to avoid bombarding your inbox and only distributed where they are considered to be relevant or of interest to you. In these cases, all queries should be directed to the organisation contact provided.

MEDIA

The following are relevant extracts from TYO's Media Policy. Please visit the TYO website to read the full document. TYO operates on the values of Honesty, Transparency, Clarity, and Balance.

- 19.1 TYO seeks to establish and maintain a good and open relationship with the media, however contact concerning any significant matter in the name, or on behalf, of TYO should only be made by TYO representatives (including but not limited to participants and parents) where:
- a. They have consulted the General Manager;
 - b. They have the required expertise to speak on the issue under discussion;
 - c. They have some experience in media relations.
- 19.2 Where any of these criteria do not apply, TYO representatives are recommended to exercise extreme caution and to seek guidance from the most senior TYO staff or Board member available. TYO representatives are advised to ensure they are properly briefed and guided by the General Manager before talking to the media on any issue related to TYO.
- 19.3 It should always be made absolutely clear whether the views put forward regarding any issue relating to TYO are those of the organisation or of an individual. At all times consideration should be given as to how the correspondence may affect the reputation of TYO.
- 19.4 All TYO representatives are responsible for:
- a. Providing advice (preferably before the issue becomes public knowledge) to the General Manager on any issues that are likely to be complex or contentious or to be sustained for any length of time;
 - b. Ensuring that no photos of clients, participants, employees, or students shall be released to the public via advertising, news media, or internet, or by any other means, without the approval of

the General Manager, who shall satisfy themselves that the organisation's Privacy Policy has been observed;

- c. Notifying the General Manager of any contact made in the name of TYO to the media and providing the name of the reporter or writer and the media outlet they represent.

- 19.5 If any unauthorised releases of confidential information do occur, an investigation will take place to establish who was responsible and appropriate action will be taken.

IMAGE CONSENT

20.1 By enrolling in a TYO program, you are consenting to TYO filming, recording and/or photographing groups and/or individuals for promotional, marketing and other purposes associated with the organisation.

20.2 This material may be used in a variety of ways including (but not limited to) future publications, on the TYO website, YouTube videos, concert programs, grant acquittals, and/or information booklets. In addition, these images may also be used to advertise specific TYO events and activities. Participants will not be identified by surname.

20.3 By accepting your TYO position, you agree and permit TYO and its nominees to use any footage, recording, image or likeness and that TYO has no liability or obligation of any nature to make payments at any time in respect of the footage, or any literary, dramatic, musical works or sound recordings created by the you during your participation with TYO.

20.4 You consent to TYO and its nominees without limitation using, reproducing, exhibiting, editing, adapting, compiling with other works or materials, transmitting, broadcasting, publishing and distributing any original works or images in any media and any territories at its discretion. You agree that ownership of any intellectual property rights and all works derived from or created during the program vests in TYO.

20.5 Your media/image consent extends to use by TYO or parties nominated by TYO only and does not include audience members, general public, TYO contractors or other recording devices.

20.6 If you are 18 years of age or over, and do not wish your image to be used for promotion or publicity purposes, please notify the TYO office **in writing by Friday 9 February, 2019.**

20.7 If you are under 18 years of age and your parent or guardian does not wish your image to be used for promotion or publicity purposes, please notify the TYO office **in writing by Friday 9 February, 2019.**

20.8 TYO obtains relevant permissions and licences for recording purposes. This is limited to use by TYO and does not extend to audience members, parents or contractors.

SUPPORT US

As a not-for-profit community organisation, TYO relies on contributions of generous individuals to support the development of our young musicians.

If you would like to make a donation, please contact the TYO office. Every donation of \$2 or more is tax deductible.

If you'd like to get involved and offer non-financial support, we welcome volunteers of all skills. Any level of commitment is greatly appreciated and there are many ways in which you can get involved. No matter how much time can be spared or what skills you have, TYO can find a task for you.

Please contact the TYO office to discuss how you can contribute. Thank you!

SECTION 5: THE TYO TEAM

ADMINISTRATION

Michelle Forbes	General Manager
Lauren Foreman	Program Coordinator (part time)
To be announced	Marketing and Communications Coordinator (part time)

BOARD OF MANAGEMENT

Jonathan Duddles	Board Chair
Julia Fredersdorff	Board Vice Chair, and Chair of Artistic and Education Committee
Mark Donnelly	Treasurer
Jeremy Young	Secretary
Ross Copping	Board Director
Ruth Sinclair	Board Director

ADVISORY COMMITTEES

Artistic and Education Committee: Julia Fredersdorff (Chair), Lindy Hume, Christopher Lawrence and Andrew Bainbridge.

Finance and Risk Committee: Mark Donnelly (Chair), Jeremy Young, TBA.

Coming soon:

Participant Committee

Marketing and Development Committee

Organisation, Community and Culture Committee.

ENSEMBLE CONDUCTORS

Gwyn Roberts	TYO (program 1)
Christopher Bearman	TYO (program 2)
Paul Radford	TYO (program 3)
Johannes Fritzsich	TYO (program 4)
Simon Reade	Philharmonic Orchestra
Tracey Patten	Percussion Ensemble
Simon Cawthorn	Wind Ensemble
Dale Brown	Academy Strings
To be announced	Camerata Strings
Andrew Bainbridge	Youth Chorale
Estelle Levy	Junior Chorale

SECTION 6: CONTACT TYO

TYO Office Hours: Tuesday to Friday, 9:00am to 5:00pm.

The office does not open on Mondays due to our regular Saturday rehearsals. Due to working events on weekends and out of hours, TYO Office opening times vary occasionally and we thank you for your understanding that we're able to best support you when we're adequately rested.

TYO MOBILE

0409 618 502

EMAIL

info@tyo.org.au

WEB

www.tyo.org.au

POST

**77 Salamanca Place
Hobart 7004**

Stay in touch

Sign up for our monthly ENews, visit our website and follow us on social media to ensure you are kept up to date with everything TYO!

 tyo.org.au

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 [#TasYouthOrch](https://twitter.com/TasYouthOrch)