

14. CODE OF CONDUCT

Principles

1. All participants in all activities of the LJYO including members, parents, volunteers, coaches, and staff are included in this Code of Conduct.
2. All members of the LJYO community are to be treated with respect and dignity.
3. LJYO has a conflict-resolution process. Please speak to the orchestra manager to start this process. We will attend to this in a timely manner.
4. Everyone will abide by the regulations outlined in the LJYO Handbook.

Roles and Responsibilities

The LJYO Board of Directors provides 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, parents, coaches, volunteers, and staff in a manner that ensures their commitment and support.
- Ensuring an effective intervention strategy and response to all infractions.
- Maintaining the Code of Conduct.

All Participants 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.
- Practicing regularly during the week and asking for help as required.
- Consistently writing notes in music as instructed.
- Refraining from interfering with any other musician's success.
- Putting chatter on hold during rehearsals and performances.
- Refraining from the use of swearing and other inappropriate language.
- Leaving your phones in your case during rehearsals and performances. Turn cellphones off during rehearsals.
- Bring your music, pencil, tuner, and extra strings to each rehearsal.
- Refraining from bringing anything that may compromise the safety of others.
- Following the established rules and taking responsibility for his or her actions.
- Showing respect for the property of LJYO including percussion instruments, music scores and music folders.
- Respect rehearsal and concert premises and property within.
- Those dedicated to opening and closing facilities will ensure that all keys and access codes of Calvary Pentecostal Church and Port Hope United Church are kept confidential.

Volunteers, Coaches, and Staff will:

- Have access to information and documents relating to members, donors, other volunteers, or organization business that are private and confidential in nature; diligent care and caution will be exercised to protect and maintain total confidentiality and accessed on an "as need" basis only
- Not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the organization (for example, lists of sponsors or donors). This applies both during and after the period in which the individual is part of LJYO.
- Provide a recent police check and a vulnerable sector check and subsequently complete the offence declaration.

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's 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 an active interest in their family's participation in the orchestra's functions.
- Communicate regularly with the orchestra administration.
- Assume the responsibility that their orchestra member/members are neat, appropriately dressed, and prepared.
- Attend all rehearsals and concerts and other activities on time.
- Notify the Orchestra Manager 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.
- Assist in dealing with disciplinary issues.
- Remind members to practice their parts daily.

Standards of Behaviour

Respect, civility and responsible citizenship.

All orchestra members must:

- Respect and comply with all federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and opinions.
- Treat one another with dignity and respect at all times.
- Respect the rights of others.
- Show proper care and regard for the property of the orchestra and property belonging to others.
- Respect the needs of others to work in an environment of learning and teaching.
- Behave in an appropriate manner at all orchestra-related outings, special events, rehearsals, and concerts.

Physical Safety

No members may:

- Be in possession of any weapons.
- Use any object to threaten or intimidate another person.
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.
- Inflict or encourage others to inflict bodily harm on another person.
- All members must seek assistance from the orchestra manager to resolve conflict peacefully.
- Doors will be locked during rehearsals for the safety of musicians and staff. Call the orchestra manager if you need to contact us inside the church.

Consequences

Any violation of this Code of Conduct will be brought to the attention of the Board of Directors for assessment of the situation that can lead to expulsion from the orchestra without reimbursement and/or police intervention if necessary.

Orchestra Member's Name: _____ **Member Signature:** _____

Parent's Name: _____ **Parent Signature:** _____

Date: _____ **Date:** _____

Coach/Staff/Volunteer Name: _____ **Signature:** _____

Date: _____