



## MEMBER'S CODE OF CONDUCT

### Aim

The Sunshine Coast Symphony Orchestra (SCSO) supports a policy for Members, Management Committee, Guests, Volunteers and Associates to uphold the highest standards of ethical and professional behaviour.

The aim of this policy is to ensure the safety and wellbeing of members, in providing an environment where members can rehearse, perform, and socialise without undue disruption or unwanted behaviour or actions. This code of conduct applies in accordance with the Strategic Plan, Vision and Mission of the Orchestra and is to be honoured by all members and associates performing or engaging with SCSO.

Members are to understand and carry out the following guidelines with the highest respect to each other and the professional standards of the Orchestra:

### Attendance and Commitment

Members are expected to display a high level of commitment to making themselves available for all SCSO concert dates and events, including regular attendance at weekly rehearsals. This includes:

- Prioritising concert dates ahead of clashes with other ensembles or events.
- Planning ahead to avoid clashes with work or social commitments.
- Avoiding any interest or activity that is in conflict with SCSO rehearsal dates.
- Thoroughly preparing assigned parts prior to all rehearsals, including listening to various recordings of programmed works (where available).
- Giving suitable notice of any absence due to illness, emergency, or unavoidable delay.

### Courteous and Acceptable Behaviour

Act with courtesy, respect, and consideration towards all members of SCSO, regardless of race, religion, sexual orientation, gender identity or disability or perceived ability. Demonstrate the highest standards of personal integrity and honesty in all activities in order to inspire confidence and trust within the group.

Report unsuitable/unwanted behaviour, or any concerns about general behaviour or safety within the organisation to SCSO equity officers or management committee representatives:

- Simon Eastwood – President  
[president@sunshinecoastsymphonyorchestra.com](mailto:president@sunshinecoastsymphonyorchestra.com)
- Genevieve Bignell – Orchestra Leader (Equity Officer/Life Member)  
[orchestra.leader@sunshinecoastsymphonyorchestra.com](mailto:orchestra.leader@sunshinecoastsymphonyorchestra.com)
- Dr Emma Secomb – Secretary (Registered Medical Professional)  
[secretary@sunshinecoastsymphonyorchestra.com](mailto:secretary@sunshinecoastsymphonyorchestra.com)
- Scott Lisle – Treasurer (Equity Officer/Health Care Professional)  
[treasurer@sunshinecoastsymphonyorchestra.com](mailto:treasurer@sunshinecoastsymphonyorchestra.com)
- Joe Gehrke – Publicity Manager  
[publicity@sunshinecoastsymphonyorchestra.com](mailto:publicity@sunshinecoastsymphonyorchestra.com)
- Nelson Oakley – Orchestra Manager (Venue/Personnel Manager)  
[orchestra.manager@sunshinecoastsymphonyorchestra.com](mailto:orchestra.manager@sunshinecoastsymphonyorchestra.com)

## SCSO Technology Agreement

SCSO members must:

- Ensure their mobile phones and electronic devices are switched to 'silent' and out of sight during rehearsals (it is acceptable to use a tuning app when required).
- Not film or photograph anything that would bring into disrepute the SCSO, or a member of SCSO.
- Not engage on social media forums in discussion that is disrespectful towards SCSO.
- When participating in online conversations, act with integrity and ensure that they respect the privacy and opinions of others.
- Not share private or personal information (private conversations, emails, or photographs).
- Not share obscene or explicit material with others.
- Recognise that some information needs to remain confidential and is not for public consumption.

Members are asked to respond in a timely manner to communication from SCSO admin as required. Those without access to electronic communication are to communicate verbally with Section Leaders/Management Committee to ensure appropriate passage of information.

## Rehearsal and Performance Etiquette

SCSO members are required to:

- Arrive at least 15 minutes prior to the scheduled start time of any rehearsal, and contact the Orchestra Leader or President if they are running late.
- Give timely notice of absence for rehearsals and follow bump-in schedules and run-sheets for performances.
- Take care and responsibility of their sheet music and folder following distribution via Section Leaders and SCSO Librarian. Erase all markings on rental music before returning to the Librarian.
- Be helpful to less able members or anyone experiencing difficulty.
- Bring ALL music to each rehearsal and make arrangements for others to access your music in case of absence.
- Use a pencil and eraser to make notes as directed by the MD during rehearsal.
- Tune Up! Respect the process and take direction from the Orchestra Leader.
- Pay full attention and **do not talk** or cause disruption when the conductor is working with the orchestra or sections. Direct any musical queries through Section Leaders/Principal .
- Follow run sheets and on-stage direction at concert performances.
- Assist in packing up as required at the end of rehearsal or performance. This may involve stacking chairs, assisting other sections, loading equipment, or refurbishing the venue or rehearsal space.

## Safety

**Personal Safety:** Be aware of your surroundings and take care when moving in, and around the orchestra performance space. Ask for assistance before lifting heavy or large items and instruments. Use hearing protection if required and be aware of the potential impact and volume of your own instrument(s). The SCSO has public indemnity and fire insurance policies.

**Instruments:** SCSO only provides limited insurance cover for SCSO members and their instruments and does not accept responsibility for damage to members' instruments at SCSO activities or during transport to and from SCSO activities. Members are encouraged to

privately insure personal instruments to protect against loss or damage caused through use at a SCSO event.

Instruments owned or provided by SCSO are **only** to be handled under the supervision of qualified instrumental specialists or personnel trained in moving these items or equipment.

**Venues:** Be aware of specific safety agreements and requirements at varying venues and locations. Specific instructions will be given by the Orchestra Manager if necessary. Take care when moving in unfamiliar areas and be mindful of hazards like; uneven or tiered staging, dark or poor light conditions, access to emergency exit points, disabled access etc.

Report any incidents or safety concerns to:

- Joe Gehrke – Publicity Manager  
[publicity@sunshinecoastsymphonyorchestra.com](mailto:publicity@sunshinecoastsymphonyorchestra.com)
- Nelson Oakley – Orchestra Manager  
[orchestra.manager@sunshinecoastsymphonyorchestra.com](mailto:orchestra.manager@sunshinecoastsymphonyorchestra.com)