

# 2024 QYO PERFORMER MEMBER INFORMATION, TERMS AND CONDITIONS



## INTRODUCTION

Before you respond to your membership offer, please read the following information and consider the time and commitment involved in accepting a position with QYO. Further information is available from [www.qyo.org.au](http://www.qyo.org.au)

The word 'orchestra' used throughout this document refers to all QYO orchestras and ensembles. A musician who accepts an offer to join a QYO orchestra is defined in the QYO Constitution as a Performer Member and referred to as a 'member' throughout this document.

## ATTENDANCE

Regular attendance at rehearsals, tutorials, concerts and other activities is essential. QYO membership is a serious commitment for the whole year. If members are absent on more than three occasions during the year, QYO will re-evaluate their membership. Members must always notify their orchestra Administrator with as much notice as possible by phone, text or email of any absence due to illness, a compulsory school/uni activity or another reason. Attendance and behaviour records are considered alongside musical standards in the annual auditions.

## COMMUNICATION

QYO uses email (primarily the 'email address for all QYO notices' for a parent/guardian or member aged 18 years or over, entered when accepting a membership offer) and phone calls as the primary means of communication with members and parents/guardians. Members and parents/guardians are required to

- regularly check their email inbox (and junk folder) for the latest information sent from QYO staff
- respond promptly to emails or messages from QYO

QYO issues the 'Tutti' e-newsletter 5 times per year with reports on upcoming and recent QYO activities and other articles of interest to members. QYO uses Facebook and Instagram as its main social media platforms.

## PERSONAL INFORMATION

It is the responsibility of members and their parents/guardians to ensure that QYO is provided with the most up to date personal information, including contact and medical information. Please contact the QYO office on 07 3257 1191 or [info@qyo.org.au](mailto:info@qyo.org.au) to advise any changes as they occur.

## WEEKEND CAMPS

In 2024 QYO3, WS, WE and JSE1 each have a weekend music camp away in February or March. It comprises rehearsals, tutorials, activities and recreation time and it is important that members attend. Instead of a weekend away for music camp, QYS has a weekend of rehearsals, tutorials and lunch, plus additional tutorials throughout the year; QYO2 has a weekend of rehearsals, tutorials, lunch, activities and dinner; and JSE2 has a day camp at St Peters Lutheran College 10-5pm with rehearsal, tutorials, afternoon tea and activities.

Fri 3-Sun 5 Feb	JSE1	QCCC Brookfield, <a href="http://qccc.org.au">qccc.org.au</a>
Sat 4-Sun 5 Feb	QYS	The Old Museum, in-house
Fri 10-Sun 12 Feb	WE	Luther Heights Coolum
Sat 11-Sun 12 Feb	QYO2	The Old Museum, in-house
Sat 11 Feb	JSE2	St Peters Lutheran College, Indooroopilly
Fri 24-Sun 26 Feb	WS	Luther Heights, Coolum
Fri 3-Sun 5 Mar	QYO3	QCCC Tamborine, <a href="http://qccc.org.au">qccc.org.au</a>

More details will be emailed in January by each of the orchestra administrators. The cost is included in the annual membership fee and covers accommodation, meals, tutorials, rehearsals, activities and bus transport (where applicable).

Those unable to attend the weekend away camp (for QYO3, WS, WE and JSE1) are eligible for a refund of \$120. If you know now that you/your child cannot attend the weekend away camp, please submit the Membership Form and pay the deposit only, then contact [accounts@qyo.org.au](mailto:accounts@qyo.org.au) to arrange a deduction on the invoice for balance of fees. Alternatively, you may pay the reduced amount if paying by bank transfer or contact [accounts@qyo.org.au](mailto:accounts@qyo.org.au) for a refund if you pay the full amount on credit card through Stripe.

## FEES AND PAYMENTS

The Membership Fee covers the cost of rehearsals, tutorials, concerts and music camps (away or in-house). The Membership Fee for QYS members also covers the hire cost of a QYS concert shirt. Additional payments may be required during the year for tour levies, day trip levies, damaged music and music folders, merchandise, fundraising activities and break up parties.

## MEMBERSHIP FEES

To accept a position, the online Membership Form must be completed and submitted with either full payment or a \$250 deposit by **Friday 1 December 2023**, with the balance to be paid by **Monday 29 January 2024**. A personalised pre-filled link to the online membership form is included in the emailed position offer.

	1 <sup>st</sup> member	2 <sup>nd</sup> and subsequent family members
QYO2, QYO3, JSE1, WS, WE	\$725	\$625
QYS, JSE2	\$655	\$555
Big Band	\$605	\$505

Payment can be made by internet banking transfer or by credit card using Stripe. Members without access to a credit card or internet banking should contact the QYO Office.

## LATE PAYMENTS

The balance of fees is due by Monday 29 January 2024. Late payments may attract penalties and members whose fees are not paid in full by Easter will have their membership reviewed. Those with financial difficulties should email [auditions@qyo.org.au](mailto:auditions@qyo.org.au) by Friday 1 December 2023 for consideration by the QYO Board.

## BURSARIES & SCHOLARSHIPS

Please refer to the QYO website [www.qyo.org.au](http://www.qyo.org.au) for information on bursaries and scholarships, including assistance for members from regional areas.

## REFUND OF MEMBERSHIP FEES

Membership fees will be refunded on a pro-rata basis less a \$20 administration fee for cancellations of membership notified by email to the QYO office before Easter. Fees will not be refunded for cancellations of membership notified after Easter or where QYO has imposed disciplinary measures on a member for breaching the Code of Conduct or the Membership Terms and Conditions.

## RESERVE MEMBERS

If a player declines a position or leaves during the year, the QYO office emails a new offer to the Reserve Member (in order of ranking). Upon acceptance of this offer, full or pro-rata fees will be payable. If a full-time position does not become available, Reserve Members remain on the waiting list. They do not receive music and do not attend rehearsals or pay fees. Reserve Members may be invited to play as an augmenting or substitute player as required (usually for QYS or QYO2).

## MEMBER CODE OF CONDUCT

All members are bound by the QYO Performer Member Code of Conduct [www.qyo.org.au](http://www.qyo.org.au). It is important that members read and understand this Code of Conduct. QYO staff will deal with breaches of this code of conduct or the terms and conditions of membership in an appropriate manner. This may involve exclusion of the member from a program, event or activity on a short-term or permanent basis.

## COVID AND HEALTH SAFETY

Members should stay away from QYO activities if they are sick or suspect they are infectious and contact their Administrator.

## CHILD AND YOUTH RISK MANAGEMENT STRATEGY

QYO is committed to providing an environment where children and young people are protected, cared for and supported. All QYO staff are required to read, understand and commit to QYO's Child and Youth Risk Management Strategy, available from [www.qyo.org.au](http://www.qyo.org.au)

## ALCOHOL, DRUGS AND TOBACCO

QYO will suspend or cancel the membership of any member found using, or in possession of illegal drugs or any member aged under 18 found using, or in possession of alcohol or tobacco products. QYO will suspend or cancel the membership of any member who attends a QYO rehearsal, tutorial, concert, workshop or similar activity under the influence of alcohol or illegal drugs.

## VOLUNTEERS

Each orchestra has a team of official volunteers including Administrators, Librarians and Stage Managers, plus parents/guardians who assist with concerts, auditions, fundraising, music camps, tours and equipment maintenance. The work of all volunteers is greatly appreciated and is essential to QYO's operations.

## REHEARSAL AND TUTORIAL TIMES

All orchestras rehearse during school/university terms at The Old Museum, 480 Gregory Terrace, Bowen Hills as shown below. QYS also has some Sunday morning rehearsals during the year. Sectional tutorials are scheduled during normal rehearsal times.

	<i>Day &amp; Time</i>	<i>First rehearsal</i>
WE	Fri 6.00-8.30pm	Fri 2 Feb
WS	Fri 6.30-9.00pm	Fri 2 Feb
QYS	8.30-1.00pm	Sat 3 Feb
JSE1	8.00-10.15am	Sat 3 Feb
JSE2	10.30-12.30pm	Sat 3 Feb
QYO3	Sat 1.00-4.00pm	Sat 3 Feb
QYO2	Sat 1.30-4.30pm	Sat 3 Feb
BB	Sun 6.00-8.45pm	Sun 4 Feb

## REHEARSAL AND TUTORIAL ETIQUETTE

Members are required to

- sign for and take care of their sheet music and folder, returning immediately after each concert or as directed by their Orchestra Librarian
- arrive at least 15 minutes prior to the scheduled start time of any rehearsal, tutorial or similar QYO activity and contact the Orchestra Administrator if they are running late
- adhere to the sign-in and sign-out procedures for their orchestra
- bring their instrument, music folder, water bottle, 2B pencil and eraser to every rehearsal and tutorial
- ensure mobile phones and electronic devices are switched off and out of sight during rehearsals
- set up and put away any special equipment – this applies particularly to percussionists
- pay full attention and do not talk or cause disruption when the conductor or tutor is working with the orchestra or section
- never leave a rehearsal or tutorial early without advising the section leader and the Orchestra Administrator
- assist in packing up as required at the end of rehearsal. This may involve stacking chairs, putting away music stands and clearing away rubbish
- practice orchestral parts regularly between weekly rehearsals so that rehearsals and tutorials are productive
- listen, understand and participate in Building Emergency training and evacuations
- keep tidy rehearsal rooms, dressing rooms and performance venues.

## INSURANCE

QYO does not provide insurance cover for QYO members or their instruments and QYO does not accept responsibility for damage to members' instruments at QYO activities or during transport to and from QYO activities.

QYO strongly advises members to

- take great care where instruments and cases are left. QYO recommends placing small instrument cases under the member's chair. For rehearsals in the concert hall, large cases (eg. cellos) are best stored against the walls in the foyer and away from the fire exits. For rehearsals in the Studios, large cases are best stored against the walls in the rehearsal studio, provided there is adequate space for people to walk past.
- Return instruments to cases when they are not being used, rather than leave them on a chair.
- Insure their instrument(s) with a reputable insurance company.

QYO has personal accident insurance for official volunteers and public liability insurance for all of its activities.

## THE OLD MUSEUM

QYO is grateful to the Queensland Government for its use of the heritage-listed The Old Museum. Please respect the building and grounds by using bins provided and obeying speed limits, parking and safety sign. There are ongoing maintenance works at The Old Museum and members must follow signage instructions and stay away from scaffolding and other areas that are marked out of bounds.

Parking within the grounds is limited, but adequate for most rehearsals during the year. However, there is no guarantee of parking on site and when there are no available parking spaces, QYO advises musicians and staff to look for street parks and observe the Brisbane City Council signage and parking regulations.

The parking spaces near the Studio 1 entrance are reserved for QYO office staff, official volunteers and conductors. Parking on yellow lines, grassed areas or garden edges is strictly prohibited.

The Old Museum is well served by public transport including a bus stop outside the building on Bowen Bridge Rd, the RBWH Busway Station, and Fortitude Valley train station.

## VENDING MACHINES

A snack and drink vending machine is located outside the QYO office. Members must bring their own bottled water to all QYO activities.

## SAFETY

All members must

- be collected on time after QYO activities and wait within the grounds or allocated areas. All members must remain within the grounds of the building during rehearsals, concerts and tutorials.
- not lift or move heavy equipment (risers, multiple chairs, percussion) where there is a risk of injury. Where doubt exists about safe limits, members must first consult official volunteers or office staff.
- not run in venues used for QYO activities, to reduce the risk of injury to individuals and the risk of damage to instruments and property.
- not access areas defined as out of bounds during QYO activities, to ensure that QYO staff can provide adequate supervision.
- be aware of the need to prevent hearing loss caused by loud sound exposure. QYOs rehearsal spaces at The Old Museum incorporate acoustic dampening features such as sound absorptive panels and curtains. QYO has risers to ensure that percussion, brass and woodwind players direct their sound above the heads of other musicians. QYO owns acoustic shields and ear plugs, available for use by members during rehearsals, tutorials and concerts to reduce exposure to loud noise.
- not leave cases or other items in front of fire exits or in pathways leading to fire exits. A fire exit is easily identified by the green 'EXIT' sign above the doorway.
- be aware that the Department of Energy and Public Works continues to perform maintenance works at The Old Museum. All building users and visitors must follow safety instructions communicated through signage, emails and verbal instructions from staff.

## SECURITY

Members should keep valuables (wallets, mobile phones etc) with them at all times. QYO cannot guarantee the security of any personal property during QYO activities.

## INSTRUMENTS

With the exception of percussionists, pianists, harpists and players of some woodwind and brass instruments, members are required to provide their own instruments at QYO activities. Cello and bass players must always use their own stoppers, or boards provided by QYO. Under no circumstances may end-pins be placed directly on the polished hardwood floors. Percussionists must provide their own sticks and mallets, but QYO provides a full range of percussion instruments.

## INSTRUMENTAL TEACHERS

All members must be studying regularly with a professional instrumental teacher. Members who were without a teacher at the time of the auditions must advise the office of their current teacher's name and contact details at the earliest opportunity.

## RETURN OF MUSIC

Members must sign for and take care of their sheet music and music folder. Music must be returned immediately after each concert as it is often hired in or required by another orchestra. If sheet music or the music folder are misplaced or damaged, the member will be charged a fee to cover the replacement cost.

## CONCERTS AND RECORDINGS

Each orchestra performs in the *Concerts at Twilight Series* or *QYS Concert Series* and members receive access to MP3 recordings of these concerts through online links.

Each orchestra also performs in the QYO Finale concert at the QPAC Concert Hall on Saturday 26 October 2024 and a video recording of this concert is available for members to purchase. Other concerts may be scheduled in or near Brisbane throughout the year.

## TOURS AND DAY TRIPS

Regional tours and day trips for some orchestras will be held in 2024 and more information will be available in February.

## QYS INTERNATIONAL TOUR

QYS undertakes a major international tour every 4 years. The last tour was to Singapore, Austria and Germany from 26 November to 16 December 2023.

## PERFORMANCE UNIFORMS

### QYS

QYS members wear a shirt provided by QYO and provide their own black pants, black shoes and black socks/stockings. Shirts are issued in first term and must be returned at the end of the QYO Finale concert.

### JSE1, JSE2

Female: Black 3/4 length skirt or pants, white blouse, black shoes.

Male: Black pants, white shirt, black shoes and black socks.

### QYO2, QYO3, WS, WE, BB: All Black

Female: Black skirt (ankle length), dress or pants; black long-sleeved shirt; black shoes, socks or panty-hose.

Male: Black pants, black long-sleeved shirt, black shoes and socks.

## POLICIES AND FORMS

The following policies are available on the QYO website:

QYO Member Code of Conduct, Child and Youth Risk Management Strategy, Privacy Policy, Social Media Policy, Audition Policy, Incident Report Form.

## QYO OFFICE

The QYO Office is open Tuesday to Saturday from 9am to 4.30pm during rehearsal weeks and Monday to Friday 9am to 4.30pm during weeks when there are no rehearsals. The office is closed over the Christmas/New Year period. The office staff includes

General Manager: Geoff Rosbrook

Administrator: Louise Robinson

Marketing and Events Manager: Eugenie Puskarz Thomas

Administration Officer: Felicity Mohr

QYO also employs a Venue Manager and Venue Bookings Manager to service external hire and maintenance of The Old Museum.

## FEEDBACK AND DISPUTE RESOLUTION

QYO encourages feedback about activities and operations and this can be given in person, by email or by phone through the QYO Office at any time. In November, QYO carries out an annual survey of members to gather feedback about the year's activities.

If QYO office staff, conductors or volunteers receive a complaint, it will be responded to in a timely manner. If the complainant considers the response to be unsatisfactory, the complaint should be forwarded to the General Manager. If the complainant is dissatisfied with the response from the General Manager, the complaint should be forwarded to the QYO Board.

## QYO OFFICE CONTACT DETAILS

Phone 07 3257 1191

Email [info@qyo.org.au](mailto:info@qyo.org.au)

Website [www.qyo.org.au](http://www.qyo.org.au)

Address The Old Museum  
480 Gregory Tce, cnr Bowen Bridge Rd  
Bowen Hills QLD 4006

Postal PO Box 40  
Royal Brisbane Hospital QLD 4029

## ABBREVIATIONS

Abbreviations used in this document are as follows:

QYO: Queensland Youth Orchestras

QYS: Queensland Youth Symphony

QYO2: Queensland Youth Orchestra 2

QYO3: Queensland Youth Orchestra 3

JSE1: Junior String Ensemble 1

JSE2: Junior String Ensemble 2

WS: Wind Symphony

WE: Wind Ensemble

BB: Big Band

QCCC: Queensland Conference and Camping Centre