

# **EDMONTON YOUTH ORCHESTRA POLICIES, PRINCIPLES & PROCEDURES**

## **ORCHESTRA MEMBER ELECTRONIC DEVICE POLICY (Adopted September 14<sup>th</sup>, 2019)**

### **PRINCIPLES:**

#### 1. EYO Policies:

Treat all persons fairly and respectfully.

Are non-discriminatory and non-intrusive.

Incorporate open, honest, timely and appropriate communication with membership.

Are made in a timely manner.

Provide appropriate confidentiality and privacy.

Ensure that all persons have access to information regarding policies, procedures, rights and responsibilities.

Operate with clear written expectations for conduct and handling of complaints.

Will be reviewed with Orchestra members at the start of each season.

### **POLICY STATEMENT:**

The Edmonton Youth Orchestra endeavors to create an environment devoted to the rehearsal and performance of classical music that is free from distraction and non-supportive behaviour. Orchestra members are asked to respect the time and efforts of other members by avoiding the use of electronic devices which divert their attention and energy away from being actively engaged in rehearsals and performances. It is expected that electronic devices will be turned off or in silent mode, and be out of sight while Orchestra members are at rehearsals and performances.

Orchestra members can request an exception to this policy, for a defined time period, in the event of a medical condition, family emergency or other special circumstance. Requests of this nature should be sent to the Music Director or General Manager for their consideration and approval. The EYO Board will not get involved in these discussions.

### **SCOPE:**

This policy applies to member's use of electronic devices that occurs during EYO rehearsal time, concerts and organized activities, whether at normal rehearsal space or other venues.

Use of electronic devices that occurs during Orchestra break times and/or outside designated rehearsal space or supervised areas is not covered by this policy.

## **CONSEQUENCES OF VIOLATING THE ELECTRONIC DEVICE POLICY:**

If an orchestra member contravenes this policy, the Music Director or General Manager may:

- Ask the member to turn off the device and put it away, or to leave the rehearsal upon repeated infractions during a rehearsal.
- If problems continue over multiple rehearsals they may recommend to the EYO Board of Directors the removal of the orchestra member from the orchestra for a defined duration.

## **PROCEDURE:**

1. Instances of an Orchestra member using an electronic device during a rehearsal or performance will be:
  - a. Verbally addressed by the Music Director and/or General Manager when it is observed; at break time or at the end of the rehearsal; or a later time at their discretion.
  - b. The member will be asked to turn the device off and put it away and will be reminded of the Electronic Device Policy and consequences of non-compliance.
  - c. The EYO Board will have no involvement.
2. If an Orchestra member continues to violate this policy (3 or more incidents):
  - a. The Music Director and General Manager will meet with the member, providing a copy of the policy.
  - b. The member will be required to turn the device off and put it away at the beginning of all subsequent rehearsals/concerts.
  - c. A formal written follow-up with a copy of the policy and the plan will be sent to:
    - the orchestra member and his/her parents/guardian, as appropriate
    - the EYO Board President or Secretary
3. If electronic device policy violations continue to persist, the Music Director and/or General Manager may make recommendation to the EYO Board of Directors to temporarily or permanently revoke playing privileges and/or orchestra membership.

## **DEFINITIONS:**

**Electronic Device:** A portable self powered handheld device, including but not limited to cell phones, music players and portable video games. Watches that are smart devices and enable communications are included.

**POLICY REVIEW DATE:** September 14<sup>th</sup>, 2019

**EFFECTIVE DATE:** September 14<sup>th</sup>, 2019

**REVISION HISTORY:** NA

**CONNECTION TO BOARD POLICIES:** EYO policies will be reviewed annually by the EYO