

Oxford University Orchestra Code of Conduct

1. The Oxford University Orchestra (“the Club”) does not tolerate any form of harassment or victimisation and expects all of its members, employees, and visitors to treat each other with respect, courtesy and consideration.
2. The committee has set some expectations to help members of the orchestra and these are as follows:
 - a) **Arrive early.** Firstly, we very much encourage you to arrive at least 15 minutes early, or with enough time to both get your instrument out and warm up so that we make the most of everyone’s busy time. Also, it’s helpful to come even earlier to help with set up. We do not have a dedicated musical space to rehearse, so the room must be set up before rehearsal and put away after rehearsal; many hands make light work! If you are late (it happens, but try to avoid it), please avoid taking your seat while others are playing; if you can, wait for an appropriate break in the action to slip in.
 - b) **Clearing up.** There are lots of things to do after rehearsal, often including packing up percussion to take back to the faculty. Please help out as much as you can, the very least being to move your chair to wherever it needs to be to clear the room to how we found it.
 - c) **Bring a stand.** We normally practice in spaces which do not have rehearsal equipment like stands, you will need to bring your own to each rehearsal. If you don’t have one, you can order one online or ask for advice on shops which sell them in Oxford.
 - d) **Bring a pencil (and use it).** You wouldn’t sit through a lecture without taking notes... It’s much more fun for everyone if we can keep making our playing better rather than rehearsing the same bits as last week. Also, bowings will be sent around at some point by the section leader, please make sure to mark these in your parts.
 - e) **Music responsibility.** We’ll hand out sheet music at the first rehearsal, you will need to look after it for the rehearsal period and then leave it on your stand at the end of the concert for us to collect in. Getting replacements for lost or damaged parts can be expensive and time-consuming so please help us avoid that. If you’re sharing a part with a desk partner, make sure the music gets to the rehearsal even if you can’t make it.
 - f) **Practicing.** We all know that you won’t always be able to find time to fit in personal practice on OUO music between a Tuesday and Thursday rehearsal, but please do put in the practice that you feel you need to be comfortable with the music. This is especially applicable to people playing more exposed parts and anything which the conductor may have highlighted that could do with some personal practice before the next rehearsal.
 - g) **Be courteous.** We all go to rehearsals to have fun and enjoy playing together, just make sure we remember this when we need to query something with each other or the conductor.
 - h) **Don’t tune loudly or chat during tuning.** We all like being able to play in tune, and a bit of quiet for a few moments while we listen to the oboe really helps with that. It’s very tempting to chat while the other sections are tuning but please hold off for a minute!
 - i) **Approach anyone with any questions, nicely.** We really want to hear any of your questions and/or suggestions to make you feel comfortable in the orchestra. You should feel able to ask anyone questions, especially any committee members. There is also a feedback/suggestions form on the website that you can use and it can be anonymous if you like.
 - j) **Don’t miss rehearsals.** Our evening rehearsal times are generally good for not clashing with other commitments, and we really need you to prioritise OUO rehearsals so that everyone can get the most out of their time in the orchestra. Our concert-day rehearsal can often present challenges with clashes but you should do your absolute best to avoid these, your

fixer might be able to help you with some advice if you talk to them early. You should even ask your tutor nicely to re-arrange your tutorial time/group to be able to make it.

- k) **Communicate absences.** There will be unavoidable reasons to miss a rehearsal but these need to be communicated as soon as you possibly can to your fixer. Unless these are last-minute changes, they should be communicated before term, or at the very start of term.
- l) **Lastly, enjoy the music and the social side of OUO.** OUO is a privilege, a great opportunity to play in an orchestra at a really good level, with loads of friends, and relax from your degree for a few hours. Enjoy it and get stuck in!

We will always try and help you fulfil these expectations but repeated failure to do so may result in you not being asked to join for the next concert.

3. All members of the Club are expected to read and agree to act in accordance with this Code of Conduct and the University of Oxford's [Policy and Procedure on Harassment](#). Oxford students are also required to act in accordance with the Code of Conduct set out in [Statute XI](#). Membership may be removed or suspended for failing to do so, and opportunities for members to take part in activities within and on behalf of the Club may be restricted.
4. All members of the Club are expected to:
 - treat other members with dignity and respect
 - discourage any form of harassment by making it clear that such behaviour is unacceptable
 - support other members who feel that they have been subject to harassment
 - attend any mandatory Club training put in place by the Committee
5. "Harassment" includes in particular the following conduct, however carried out (including online):
 - verbal or physical bullying or threats
 - sexual harassment including unwanted physical conduct, sexually explicit remarks or sexual assault
 - racist behaviour or comments
 - homophobic or transphobic behaviour or comments
 - victimisation
 - religiously motivated abuse
6. The Club should designate one or more member of their Committee as 'welfare officer(s)' who will act as a source of advice and support for Club members in relation to welfare issues and during harassment complaints.
7. The Club's designated welfare officer Bradley Young can be contacted for informal advice, including in relation to how you make a formal complaint, at bradley.young@materials.ox.ac.uk or ouo@ox.ac.uk. Support and advice is also available from the Clubs Office.
8. The Club Complaints Procedure provides steps for dealing with internal complaints. Clubs are required to have this in place and to follow these steps when they receive a complaint.
9. University of Oxford students can also seek support from:
 - one of the [University's harassment advisors](#);
 - college harassment advisors (for members of Oxford colleges);
 - their college deans or other officers with pastoral responsibilities, the Common Room welfare or equal opportunities officer or a student peer supporter;
 - [Oxford SU's Student Advice Service](#)
 - Student Welfare and Support Services including:
 - the [University Counselling Service](#)
 - the [University's Sexual Harassment and Violence Support Service](#)
10. More information is available on the [Oxford Students Harassment Pages](#), including a flow chart explaining the steps within the University's complaints procedures (e.g., for complaints against staff and students).

SCHEDULE

Code of Conduct on Safety Matters

A. The Club will follow the health and safety guidelines of the venue in which it is rehearsing or performing. In particular, Club members must ensure they are familiar with and follow all emergency procedures.

B. Any Club member assisting in moving percussion or other heavy instruments will be encouraged to do this sensibly and safely, and only to assist if they feel able and comfortable.

C. It is the responsibility of the individual to bring to the attention of the Committee any known medical condition or injuries that may affect their safe participation.

D. The Club does not accept responsibility in the unlikely event of any damage, injury or death being incurred during the normal conduct of the Club to its members, conductors or members of its audience.