

# SOUTHWEST SYMPHONY ORCHESTRA

## EXPECTATIONS, POLICIES, ACKNOWLEDGEMENT AND RELEASE

*This Player Policy is a standard agreement to help Symphony Members understand their role as members of the Southwest Symphony Orchestra (SSO). No employment is offered with no contractual right to be involved.*

### MEMBER EXPECTATIONS

#### GENERAL

All SSO members are responsible to their colleagues, themselves, the audience and ultimately to the music itself. Therefore, once selected to become a member, it is the responsibility of each member to:

- Attend all rehearsals and performances that you have committed to attend.
- Arrive at all rehearsals in time to warm up (e.g. be in your seat *at least* five minutes before the rehearsal begins).
- Practice the music before each rehearsal.
- Alert the Personnel Manager if you will not be able to attend a rehearsal.
- Check e-mail and phone messages weekly for scheduling changes and updates.

#### PRACTICE

Southwest Symphony Orchestra members are expected to practice their instruments and parts individually so that the resulting performance level will be satisfying both for the audience and the performers. Please speak with your section leader if you are having any difficulties with the music. They are there to help!

#### ATTENDANCE POLICY

In order to make an orchestra work, all musicians must attend rehearsals. It is understood that there may be unavoidable conflicts with the rehearsal schedule. Please communicate with the Personnel Manager as soon as you are aware of any such conflict. One unexcused absence per concert and no more than two excused absences per concert will be allowed. **Unless excused by the conductor, members who miss either the dress rehearsal or the Wednesday rehearsal before the dress may not play in that concert.** Those members holding positions of leadership, such as principal players, are allowed one absence per concert. Seating may be adjusted for principal players unable to meet these requirements. Anyone missing more than the allowable number of absences must obtain permission from the conductor to play in the concert. It is important for the continued success of the Southwest Symphony that all members commit to use their best efforts to perform when needed in our fund raising concerts such as the Gala. Any returning member who has not played a concert with the Southwest Symphony during the previous season must re-audition.

Stipends, if given, will be awarded for each concert based on the number of rehearsals attended for that concert. Stipends for a given concert will not be given to anyone that does not qualify to play on that concert due to excessive absences, regardless of the number of rehearsals attended. Stipends will be reduced by 50% for unexcused tardiness. Stipends will be distributed twice per year.

#### BEHAVIOR

- Players are expected to uphold high standards as representatives of the community they serve. Any personal conduct which is illegal, unethical, abusive, or disrespectful is cause for immediate dismissal. Players are expected to be professional, dependable, contributory and courteous at all times.
- Please demonstrate appropriate, respectful, courteous behavior toward the conductor and fellow orchestra members. This includes listening (1) during announcements, (2) while the conductor is speaking during rehearsals, and (3) while the conductor is rehearsing another section. If performance standards, absences, or behavior

become a problem, the member will be notified and asked to correct the situation. The player will be given a reasonable amount of time to make adjustments, determined on a case-by-case basis. If adjustments cannot be made, the player will be asked to take a leave of absence until the situation can be corrected.

- Sexual Harassment will not be tolerated.
- In all matters, the Conductor makes the final decisions on who plays with the symphony.

#### PROMOTIONAL, OUTREACH AND ADMINISTRATIVE

SSO members can help promote attendance at concerts by selling tickets, placing posters in public places, distributing flyers, and by adding names to our e-mail folder. In addition, symphony members may be asked to perform administrative tasks, to contribute time and effort in support of the management of the organization and to participate in outreach programs in the community.

#### COMMUNICATIONS

Announcements, rehearsal changes, and concert information will be distributed by e-mail. If you do not have email, please let the Personnel Manager know so we can reach you by telephone in the event of a rehearsal cancellation.

#### MUSIC AND FOLDER POLICY

- Prior to the first rehearsal of each concert, each player is issued a folder of rented and/or purchased music. It is the player's responsibility to take the folder and music home to practice and to bring the folder and music to every rehearsal.
- All music contained in the folder is the personal responsibility of the player. It is each player's responsibility to report missing music to the librarian immediately. Players will be charged for lost or damaged music.
- At the end of each concert, each player must leave the folder, containing all music issued, in the bins located in the performance hall.

#### CONCERT DRESS POLICY

In order to provide a professional and uniform appearance, the following dress code is required for concerts. Any attire that detracts from the music is considered unacceptable. Deviation from the following dress code may result in a player not being allowed to participate in a given performance. Decisions in this regard are made at the discretion of the Southwest Symphony board and conductor. No strong perfume, cologne or aftershave is acceptable on stage for concerts or rehearsals.

**Men:** Black tuxedo with long-sleeved white shirt, black suit coat, black bow tie, black socks, and black shoes. If you do not have a tuxedo, you may wear a black suit instead.

**Women:** Black, floor length dress, skirt or dress pants, black blouse, black hose, black shoes. No sleeveless dresses or shirts and no skirts with slits.



## ACKNOWLEDGMENT, WAIVER AND RELEASE

I acknowledge I have received and read the statement of SSO Policies and Expectations. By my signature, or by my participation as a musician with SSO, I indicate my willingness to abide by the policies and to use my best efforts to meet the expectations set out above. In furtherance of the purposes, goals and objectives of SSO, its officers, employees, directors, trustees or licensees (collectively, "Southwest Symphony Orchestra") I grant permission to use my name, identification of the instrument I play, my photograph, audio or video recordings of my performances in connection with SSO performances, rehearsals, promotions, web site listings, or electronic communications, concerts or recordings. I also relinquish all rights, title or interest in the photographs, audio or video recordings and other items identified above and any copyrights, royalties or profits relating thereto. Additionally, I release SSO from any and all claims that I may now have, or that I may have in the future, for right of publicity, invasion of privacy, infringement of copyright or violation of any other right arising out of or relating to any utilization or recordings, photos or uses of my name as described above.

Date: \_\_\_\_\_

\_\_\_\_\_  
Musician's Signature\*

\_\_\_\_\_  
Please print name

\*NOTICE: Participation as a musician with SSO constitutes acceptance, among other things, of its policies, a waiver of copyright interests and a release of certain rights all as set forth more specifically above. Please keep a copy of this document for reference.