

## NZSSC Members' Code of Conduct: 2023-2024

### As a member of the NZSSC 2023 - 2024:

- I will work to uphold the excellent reputation of the Choir, and to represent the NZSSC and New Zealand with consideration and pride, both in person and in the digital space (i.e., social media).
- I will maintain a high standard of behaviour, and will comply with directions given by appointed leaders of the Choir in all matters of discipline and procedure. I acknowledge decisions of the Choir management as final in matters pertaining to the Choir.
- I will prepare vocally before each course and learn my music in advance. I will continue to work on my vocal development by having singing lessons and/or singing in my school or local Choir. I will sensibly protect my vocal health during tours with adequate sleep and rest.
- I will be available and punctual for all rehearsals, performances and press calls unless arrangements have been made in advance with Choir management.
- I understand that it is important to conduct relationships within the Choir in a respectful way that is appropriate to a team environment and to the goals and aims of the Choir.
- I will promptly pay all fees within the time stipulated unless otherwise arranged with the Choir Manager. I accept liability for any charges incurred by a collection agency through unpaid fees.
- I will take care of my music and concert folder and bring them to Choir activities and rehearsals. I will take care of my Choir uniform, keep it washed, cleaned and wrinkle-free for concerts and other occasions as required and wear it with pride. I understand that any replacement costs for lost/damaged music or uniform will be forfeited from my bond.
- I agree that my name, school and any photos of Choir activities which include me, may be published on the New Zealand Secondary Students' Choir website, online and in local, national and international media.
- I will observe the laws of New Zealand as they apply to offences against people, property and the taking of alcohol or drugs. Any breach of this undertaking or serious breach of the NZSSC code of conduct will jeopardise my membership of the Choir. In the event of expulsion, I will be responsible for costs incurred on my behalf by the Choir management, including travel home.
- I accept this is a smoke-free, alcohol-free and drug-free Choir. Under no circumstances will I drink alcohol or take drugs other than those prescribed by my doctor during choir weeks or tours. The consumption, possession or purchase of alcohol is not permitted for any NZSSC members during the tour or travel transitions.
- When I am billeted on courses or tours I will show respect for my billeting family and follow any curfew set by the Choir. On tour, I will demonstrate cultural sensitivity regarding national customs and religions.
- If I am no longer at school or I have turned 18, I still agree to meet rules commonly expected of secondary students. The age of NZSSC members ranges from under 13 to over 18, but members are expected to adhere to our Code of Conduct, regardless of their age.
- I acknowledge and agree that while Choir management will take all care and responsibility for Choir Members during course time and on tour to the extent permitted by law, the Board and Choir Management are not liable for any loss or damage whatsoever suffered (including, but not limited to direct, indirect and consequential loss) or personal injury suffered or sustained in connection with participation in the tour.

**I/we understand and accept the above NZSSC Code of Conduct and the below CANZ Code of Conduct:**

Choir Member Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

## Purpose

The purpose of this document is

- to record the behavioural expectations of, and commitments made by, Choir and Staff members in relation to their engagement with Choirs Aotearoa New Zealand Trust (CANZ).
- And by doing so creating a rewarding, successful and safe environment for all parties involved.

## Introduction

Members of New Zealand Youth Choir (NZYC), Voices New Zealand Chamber Choir, NZSSC and CANZ staff members represent our organisation, the Choirs Aotearoa New Zealand Trust, and our country when on tour. For any appearances with NZYC, NZSSC and Voices NZ, the conduct of each choir and staff member reflects on the organisation and New Zealand in general, whether you are in uniform or not.

By becoming a member or staff member of NZYC, NZSSC and Voices New Zealand, you agree to respect and adhere to this Code of Conduct when on choir business.

This Code of Conduct is informed by the organisation's values, the Health and Safety Policy, Social Media Policy (below), Vulnerable Student Policy, Billeting Policy, and any other new or updated policies that are made available to you, and common sense.

Relevant values of our organisation include a 'high standard of excellence' and 'embracing cultural diversity'.

## Our commitment

All those involved with CANZ commit to:

- Embracing peoples' diversity by being respectful of our communities' cultures, customs and beliefs and a person's gender identification.
- Being courteous to other people and fellow choir members and staff
- Looking out for each other and offering support to and ensuring the safety of fellow choir members and staff
- Committing to promoting the well-being of all members by providing and maintaining an environment that is physically, socially, culturally and emotionally safe as well as free of bullying and sexual harassment
- Demonstrating commitment by showing up on time for all choir activities including rehearsals, performances, PR appearances and travel, in the appropriate attire, sober and fit for the purpose of the activity.
- Supporting an open, safe and confidential pathway for all members of our choirs and staff to speak up about any concerns or issues they encounter or witness. This communication pathway is clearly outlined specifically for each choir in YOUR VOICE. Singers are also invited after every course and tour to provide feedback through a confidential online survey.

## Social Media - Do's and Don'ts

### Do's

The organisation actively encourages choir and staff members to engage positively with their networks about their involvement with the choirs.

- Great content can include touring information, successes, reviews, concert updates, programme information, links to interviews and videos, behind-the-scenes updates, personal experiences on tour, at rehearsals, courses or performances

### Don'ts

- Prohibited content includes commercially sensitive information about Choirs Aotearoa New Zealand Trust (including financial information, intellectual property, information about customers, information about programmes or concerts not yet publicly released), any information that could potentially damage Choirs Aotearoa New Zealand Trust brand, and any information copyrighted to another party.
- Posting content that is unlawful, abusive defamatory, invasive of another's privacy, disrespectful or obscene is prohibited.

## Procedures

- Where any issue arises under this Code of Conduct the Chief Executive (or his nominated representative) will enquire into the issue and make every effort to resolve it in a way that is agreed by those involved and which is in the interests of a successful and harmonious performance, tour or work environment.
- In the case of issues involving Staff members, appropriate procedures under the relevant employment or contractor agreement will be observed.
- If, while on tour (which includes single concert/performance engagements), agreed resolution cannot be reached among those involved in an issue, the Chief Executive (or his nominated representative) is entitled to make such decisions in connection the issue as he or she considers necessary to allow the tour to be successfully completed. Each Choir or Staff member involved in an issue is bound to comply in good faith with those decisions for the remainder of the tour. This could, in extreme circumstance, include the Choir or Staff member being required to leave the tour and return home. Any additional costs involved in these circumstances will be the responsibility of the choir member or staff member.
- **LEAVING THE CHOIR:** If you are unsure about remaining in the choir during your choir cycle or agreed term of commitment, speak to your Music Director in the first instance. We will then ask you to have an in-person conversation with your Conductor and CANZ's Artistic Director, Karen Grylls. It is important that we take the time to talk through your journey, understand your decision, and be able to assist others.