



# Schedule to the Monash University Choral Society Constitution

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Rehearsal Policy

V2.0

2016 August



# Rehearsal Policy of the Monash University Choral Society

## Part 1. Purpose and Definitions

### 1.1. Purpose

The purpose of the Rehearsal Policy is to outline the society's expectations for conduct and organisation at weekly rehearsals, as well as those held at camps and at concert venues. These guidelines apply to all choristers participating in or present at rehearsals.

### 1.2. Definitions

**Chorister:** A society member or friend who intends to perform in the concert for which rehearsals are currently being held.

**Non-singing attendee:** A society member or friend who does not intend to perform in the concert for which rehearsals are currently being held, but who is present at rehearsal.

**Section Leader:** The leader of a voice part, of which there are usually four. Refer to the Schedule to the Constitution for more information on this role.

## Part 2. Attendance

### 2.1. Expectations

In order to ensure that MonUCS performs to the best of its ability at each of its concerts, it is expected that choristers will attend rehearsals regularly and punctually.

Weekly rehearsals are held on Tuesday nights in the Religious Centre on campus (unless otherwise advised), commencing at 6:45pm and concluding at 9:30pm. It is expected that choristers will have collected their music and will be in their seats, ready to begin rehearsing, at 6:40pm. Music collection is available in the entrance to the main chapel from 6:15pm.

The busking group rehearse from 6:00pm to 6:45pm, and so it is important that the choristers waiting for main rehearsal are courteous of this group and do not disrupt their rehearsal while collecting music and taking their seats. Equally, the busking group should endeavour to move to their seats for main rehearsal with minimal delay after the end of busking rehearsal.

Regard for punctuality and efficiency in completing necessary tasks before rehearsal can commence (e.g. collecting music) is expected at **all** MonUCS rehearsals.

Choristers who are aware they will be late to or absent from rehearsal are expected to advise their Section Leader prior to rehearsal. If a chorister is aware that they may not be able to attend several weeks of rehearsal, a “standing apology” can be put into place by the Section Leader. Similarly, if a chorister will always or often be late to rehearsal, a “standing late” may be made (e.g. “I work until 6:30pm, so I will never be able to arrive before 7pm.”) This allows for the Section Leader to arrange for music to be put aside for this chorister. The contact details for Section Leaders are made available to choristers at the commencement of the concert season.

Repeated unadvised late arrivals (6 or more in one concert season) or absences (3 or more in one concert season) may impact on a chorister’s ability to perform in the concert and may impact on eligibility for special opportunities (main roles or solos) in future concert seasons.

Concert fees are non-refundable in the event of non-performance due to unadvised late arrivals or absences.

## **2.2. Actions Regarding Attendance**

As above, apologies are taken by the Section Leaders. According to the preferred system, Section Leaders may then mark an attendance sheet for their voice part, or they may forward apologies to the Secretary, who has a centralised attendance record.

If a chorister is at risk of exceeding the number of allowed late arrivals or absences, the first step should be a casual conversation with that chorister and their Section Leader. In the event that a chorister has not been attending rehearsals and thus that conversation cannot be had in person, an email should be sent from the Secretary. This conversation should:

- a) Ascertain whether or not they are intending to perform in the concert,
- b) Ascertain the reason for their lateness or absence(s), and whether this is a matter with which the Section Leader or committee can assist, and
- c) Politely remind them of the expectations on them to send notice of lateness or absence.

In the event that a chorister has exceeded the apology expectations as outlined above, but wishes to perform in the concert, the chorister’s knowledge of the concert material should be assessed by the Concert Manager and Conductor to determine their readiness for performance.

If the Concert Manager and/or Conductor advises that the chorister is not ready to perform in the concert, an appeal may be lodged, either verbally at rehearsal or a committee meeting or via email to [committee@monucs.org.au](mailto:committee@monucs.org.au). The committee will then review the case based on individual circumstances.

## **Part 3. Personal Conduct**

### **3.1. Expectations**

Choristers and non-singing attendees are expected to conduct themselves in a manner that promotes a safe, friendly, and productive environment for all.

Unacceptable behaviour includes (but is not limited to):

- a) Talking between rehearsal items,
- b) Talking while the Conductor is talking,
- c) Talking while other voice parts are rehearsing, and
- d) Creating a disruption to rehearsal in any other way.

While it is understood that at times, a chorister may need to check something on their phone, this should be kept to a minimum and done discreetly. Choristers should not be using their phones while their part is singing. Phones should be switched to silent mode during rehearsal. If it is necessary to answer a call, this should be done outside the rehearsal space.

Non-singing attendees should ensure that conversations are held outside of the rehearsal space. However, they are welcome to sit at the back of the rehearsal space and listen, provided they are quiet and do not distract the rehearsing choristers.

### **3.2. Actions Regarding Personal Conduct**

If an attendee at a MonUCS rehearsal is in breach of this rehearsal policy, the first step should be that their Section Leader, a committee member, or the Conductor politely remind them of the relevant guideline, and ask them to refrain from the behaviour in question.

If the attendee continues with said behaviour, they may be asked to leave the rehearsal space and not be able to participate in the rest of rehearsal.

Please refer to the Harassment and Discrimination Policy if the attendee's behaviour is seen to fall into either category or has caused a grievance to be made.

## **Part 4. Concert Fees**

The MonUCS committee will set concert fees for each concert. These aim to cover the costs of music hire or purchase. The chorister will not be able to perform in the concert without having paid this fee. Choristers should be given ample time to pay the fee and reminders that it is due before the day of the concert.

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<b>Author</b>	<b>Date</b>	<b>Version</b>	<b>Changes</b>
Fiona Schoer	23/2/2013	1.0	<ul style="list-style-type: none"><li>• New rehearsal policy as passed at Meeting 13-2 (23/2/2013)</li></ul>
Claire McGannon	3/4/2016	1.1	<ul style="list-style-type: none"><li>• Reformatted document to match Constitution</li><li>• Clarified how attendance is marked and acted upon (2.2)</li><li>• Clarified what actions may be taken in the case of inappropriate conduct (3.2)</li><li>• Explained concert fees (4)</li></ul>