

Title:	Code of Conduct	Effective:	10/09/2024
Version:	1.0	Classification	Policy

The Bay Village Community Band (BVCB) is dedicated to providing a safe, inclusive, welcoming, and harassment-free space and experience for all participants. Our **Code of Conduct policy** outlines our expectations regarding behavior towards each other, directors, our guests and the overall organization.

By participating in and/or acting as a guest or representative of the BVCB, you are acknowledging you have read and understand the written policies and procedures outlined in the Code of Conduct.

Attendance: Attendance at rehearsals is necessary to prepare the best possible performances. While participation in the BVCB is purely voluntary, it is expected that band members attend the entire rehearsal and are punctual in their attendance. Additionally, it is expected that members are practicing outside of rehearsal as needed to be prepared at scheduled rehearsals and performances. Band members shall plan to attend all performances in full.

*****IMPORTANT***** If you will not be attending in full or in part for any reason, please send an email to attendance@bvcb.org prior to the rehearsal or performance.

Courtesy: Professionalism and courtesy between fellow band members and/or director(s) shall occur at all times. Members shall refrain from disruptive behavior such as excessive talking or excessive playing after the conductor has stopped the band. Directors shall be respectful when addressing individual band members or the ensemble as a whole. The Director will make time during rehearsal for short breaks and friendly discussion.

Behavior: Appropriate behavior contributes to the health, safety, and longevity of the BVCB.

The BVCB prohibits any inappropriate behavior based on age, race, color, sex, religion, national origin, disability, genetic information, or any other applicable status protected by Federal, State, or Local Laws.

Inappropriate behavior includes verbal or physical conduct that has the purpose or effect of substantially interfering with an individual's participation or creating an intimidating, hostile, or offensive environment. These actions will not be tolerated. Prohibited behaviors include, but are not limited to, the following:

- Written forms such as cartoons, emails, texts, posters, drawings, photographs, and social media.
- Verbal conduct such as epithets, derogatory, flirtatious comments, slurs, or jokes.
- Physical gestures, contact such as assault, blocking an individual's movement, or unwelcome touching.

If you believe that there has been a violation of this policy, including sexual harassment concerns, please report the violation to any member of the Board or Director.

Conflicts: Conflicts and differences of opinion should be addressed at the lowest level possible (i.e. with individual(s) directly). If a conflict requires escalation, members should notify the board president, the Director, or another board member, who will then assist you in seeking a resolution.

Respect towards rehearsal and performance facilities: The BVCB utilizes public and private facilities for nearly all rehearsals and performances, typically with access to school district chairs, music stands, percussion gear and other instruments. As such, care must be taken to ensure the facilities and equipment being used are left in, at a minimum, the same condition and locations in which they were prior to use.

Band Attire: The band's concert attire consists of a blue band polo shirt and black pants, skirt or shorts (as permitted). Some performances will include costumes, holiday attire, etc. Band polos are at the expense of the band member and costs roughly \$27. Ordering information is available in the welcome letter or at bvcb.org/shirt.

A like-color shirt is acceptable only temporarily while waiting for an official Band shirt to be delivered.

Instruments: Members are expected to provide their own instruments for rehearsal and performance. Percussion equipment is provided by the school district and/or the BVCB. Percussionists may use their own mallets and sticks. At time, BVCB may own instruments, which may be available for use.

Guests: Members are to be held responsible for personal guests brought to rehearsals ensuring they follow applicable rules as stated above.

Disciplinary Actions: The Board of Directors and/or the Director may have to take disciplinary action against a member who repeatedly or intentionally fails to follow our Code of Conduct. Disciplinary actions will vary depending on the violation and may include removal from the Band.

Volunteer Commitment: The Bay Village Community Band is a non-profit [501(3)(c)] organization that relies upon volunteers to act as administrators of its operation. We may ask for your assistance in fundraising, marketing and program advertising. We value your time and trust that you will consider the BVCB to be worthy of your energy and effort.

For complete details of all policies, please refer to the BVCB Bylaws at Bay Village Community Band, <https://bvcb.org>.

Contact Information:

President – Brad Gladish
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Secretary – Mary Beth Schneider
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