



MELBOURNE
YOUTH
ORCHESTRAS

Winter School 2024

Terms and Conditions, Application and Allocation Policy

Updated: 7/03/2024

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1.0 FEES AND PAYMENT

- 1.1 Payment in full is required upon submission of the online application. Ensemble places will be allocated and communicated to participants in early May 2024.
- 1.2 If for any reason the applicant cannot attend the program, notice must be given in writing via email (to myo@myo.org.au) by **COB Friday 21 June 2024** in order to obtain a refund of fees, less a \$100 administration fee which will be retained to cover administration costs.
- 1.3 In the event that the 2024 Winter School is unable to safely proceed due to COVID-19, MYO will refund all payments received.
- 1.4 In the event that MYO is unable to allocate a position in the 2024 Winter School to an applicant due to instrument and ensemble capacities, MYO will refund all payments received.
- 1.4 Any withdrawals after 21 June 2024 will not receive a refund of program fees paid.

2.0 APPLICATION AND ALLOCATION

- 2.1 An online application form must be completed by each person prior to participation in the 2024 Winter School program.
- 2.2 MYO reserves the right to alter the advertised standards of ensembles and repertoire dependent on the overall number and standard of the total enrolled participants in the 2024 Winter School.
- 2.3 All ensemble allocations will be made in good faith by MYO based on accurate information provided in the application form. All decisions made by MYO are final unless in exceptional circumstances.
- 2.4 If application numbers reach the maximum capacity for a given standard/instrument, MYO reserves the right to close applications early for a particular instrument or ensemble.
- 2.5 There is no guarantee that a previous participant of Winter School will be offered a position in the same ensemble the following year, and all allocations are made according to the overall cohort of applicants for Winter School.
- 2.6 The suggested AMEB Grade ranges for Winter School ensembles are a guide to the equivalent standard for applicants to be able to play the chosen repertoire of the ensemble at a suitable standard, with the expectation that applicants have accomplished the technical requirements of their instrument at the equivalent level.
- 2.7 Applicants are not required to have completed instrumental examinations and those who have completed examinations are not guaranteed of a position in their chosen ensemble/s, depending on the overall number and standard of Winter School applicants. MYO collects the grades and results of any exams applicants have recently taken on their given instrument/s in the most common Australian music examination systems in an effort to most accurately assess and place all applicants in the best ensemble for their current development.
- 2.8 It is the responsibility of the applicant (and their parent, if the applicant is under 18 years of age) to ensure that all information provided in the application is correct and is an accurate representation of the applicant.
- 2.9 MYO reserves the right to exclude from the program any participant who, in the opinion of MYO, jeopardises the safety of others or does not adhere to the terms & conditions outlined in this document. Excluded participants will not be eligible for a fee refund.

3.0 HEALTH AND SAFETY



- 3.1 All enrolling participants are required to notify MYO of any pre-existing medical conditions through the online application form. For specific cases, MYO may request additional information. Information contained will be kept confidential and will only be divulged in the event of a medical emergency to first-aid or professional medical personnel.
 - 3.2 By enrolling in a MYO program, participants authorise MYO in the event of an injury or illness occurring during activities, to obtain on behalf of the member and at the members expense, any medical treatment as may be considered appropriate by MYO.
 - 3.3 Participants are expected to project a positive image of MYO at all times, treating all fellow members and staff with respect, understanding that bullying, physical or verbal, or other types of abuse are considered unacceptable by MYO and may result in dismissal from Winter School with no refund payable.
 - 3.4 Participants are expected to refrain from consuming alcohol immediately prior to or during the 2024 Winter School activities. Any member found to be in possession of or affected by illegal drugs, including alcohol, will be instantly dismissed from Winter School.
 - 3.5 MYO does not provide insurance for performing members or their instruments but does carry Public Liability Insurance.
 - 3.6 It is expected that participants under the age of 18 remain within the venue grounds during all rehearsals, tutorials and concerts unless prior written permission is supplied to MYO. MYO will advise in advance members' dismissal times and locations.
 - 3.7 Participants under the age of 18 who travel from MYO activities with a parent/guardian must be collected promptly after MYO activities. MYO's official duty of care begins thirty (30) minutes before the designated start time (9:00am) and concludes thirty (30) minutes after the designated finish time (3:30pm). MYO takes duty of care responsibilities seriously and will remain onsite until each participant has been collected. Please ensure that MYO staff are advised via mobile (0417 124 486) should delays prevent you from collecting your child on time.
 - 3.8 All participants, parents, volunteers and staff (including tutors and conductors) are expected to abide by the *MYO Child Protection Policy, Code of Conduct and Procedure*
MYO's Policies and Procedures can be viewed here:
<https://myo.org.au/about/policies-and-procedures/>
- 4.0 MEDIA/IMAGE CONSENT**
- 4.1 By enrolling in the 2024 Winter School, all participants consent to MYO filming, recording and/or photographing groups and/or individuals for promotional, marketing and other purposes associated with the program.
 - 4.2 This material may be used in a variety of ways including future publications, on the MYO website, or in concert programs or information booklets. In addition, these images may also be used to advertise MYO events and activities. Participants will not be identified by name.
 - 4.3 By enrolling, participants agree and permit MYO to use any footage, recording, image or likeness and that MYO has no liability or obligation of any nature to make payments at any time in respect of the footage, or any literary, dramatic, musical works or sound recordings created by the member in the course of their participation with MYO.
 - 4.4 Participants consent to MYO using, reproducing, exhibiting, editing, adapting, compiling with other works or materials, transmitting, broadcasting, publishing and distributing any original works or images in any media and any territories at its discretion. Participants agree that ownership of any intellectual property and all works derived from, or created during the program vests with MYO.



- 4.5 Participants who are 18 years of age or over, and do not wish their image to be used for promotion or publicity purposes, must notify the MYO office in writing by **COB Friday 28 June 2024**.
- 4.6 Parent/Guardians of participants who are under 18 years of age who do not wish their image to be used for promotion or publicity purposes, must notify the MYO office in writing by **COB Friday 28 June 2024**.

5.0 MUSIC

- 5.1 All MYO participants shall exercise respect for the property of others, including all materials loaned to them by MYO.
- 5.2 Music used by MYO ensembles is obtained from various sources, including the MYO library, other institutions, or hired from commercial sources. Irrespective of origin, all music must be treated with care, as others will use it in the future.
- 5.3 When borrowing music, participants must sign for and take care of music issued. Music must be returned clean and in good condition immediately after each concert.
- 5.4 If any participant misplaces or damages music, replacement costs will be charged, payable to MYO (usually \$30 to \$70 per item). Costs may also be on charged where hired music is returned late.
- 5.5 Participants should use only original parts in performance or the supplied photocopies when authorised by MYO.
- 5.6 All practice parts supplied by MYO must be returned and will be destroyed after the performance has finished, as per copyright requirements.

6.0 INSTRUMENTS AND PERSONAL BELONGINGS

- 6.1 With the exception of percussion, piano and keyboard, participants are expected to provide their own instruments. All participants are expected to provide their own music stand. Percussionists are required to bring their own set of sticks for personal use in ensembles.
- 6.2 Participants are responsible for ensuring the care of their own instruments during MYO activities and MYO strongly advises participants to insure their instruments against loss/damage.
- 6.3 MYO does not accept responsibility for damage to instruments or belongings at MYO activities or during transport to and from MYO activities.
- 6.4 MYO recommends minimising the number of valuables brought to Winter School as MYO accepts no responsibility for any damage to or loss of property.