



maruki
COMMUNITY ORCHESTRA

MEMBERSHIP HANDBOOK

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MCO MEMBERSHIP HANDBOOK

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ASSOCIATE MEMBERSHIP OF MARUKI INC.

Every financial Member of the MCO is also classified as an Associate Member of the parent organisation, Maruki Inc. This is a non-voting membership but one that allows you to be supported under the insurance and financial umbrella of Maruki Inc.

ATTENDANCE

Belonging to an orchestra is a very special thing – it's about working together with other members as a team.

Maruki Community Orchestra (MCO) Members are expected to attend as many rehearsals and performances as possible in order to create an effective team – we all have responsibilities to each other as members of our Orchestra. It is about respect and being a part of the team where the result is far bigger than the sum of the parts.

Please let either the Orchestra Manager or the Music Director know well in advance if you are unable to attend a rehearsal or a concert!

AUDITIONS

In the MCO there is no formal audition process. In addition, at MCO we are happy for you to attend our rehearsal and play with the Orchestra as a way of trying us out. There are no entry-level requirements beyond the ability to read music and play an appropriate musical instrument to a basic level. As a developmental orchestra, MCO will help you play the set music to the best level you can achieve.

CANCELLATIONS

Rehearsals may be cancelled by MCO management in case of illness or public holiday weekends. The decision to cancel a rehearsal will be made by the Music Director, or his designee, in consultation with committee Members.

CHILD PROTECTION

MCO is mindful of the need to protect the youth within our ranks, and urges all Members to be aware of the rules [\[SEE POLICY AT APPENDIX 2\]](#) governing interaction between Members under 18, and between youth and adults, as well as the general code of behaviour for all MCO Members.

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COMMITTEE AND SUPPORT TEAM ACTIVITY

There are several active, operational committees supporting the work of the MCO. The MCO is a volunteer organisation that requires ongoing commitment by the Membership. Members are urged to volunteer for the various committee and support team activities in the areas of fund raising, publicity, concert activities, poster distribution, ticket sales, receptions, mailing and numerous other areas which are essential for the running of MCO and its events. If you are interested in volunteering, please contact the Orchestra Manager, or any committee member.

CONCERTS

The MCO typically has 4 internal concerts per year. (The internal concerts will take place at the Belconnen Community Centre). External concerts will generally occur at significant venues such as the National Museum of Australia, and will vary depending on events or opportunities that may arise. Occasionally, additional performances of one or two concerts may be held on different dates at venues outside of Canberra. Regardless of location, everyone will be advised of times, dates and locations of concerts well in advance.

Please check the web-site and newsletters for updates throughout the year.

CONCERT DRESS

All performances are in full concert dress unless otherwise noted. For males, this includes black shirt, black trousers, black socks and shoes. For women, black blouse, dress pants with black stockings and shoes, or a black dress with black stockings and shoes.

In the interests of the comfort and wellbeing of fellow players, Members are encouraged not to wear strong fragrances (perfumes, cologne, after shave, deodorants) to rehearsals or performances.

CONCERT SUPPORT

For any concert to be a success it is important that all members pitch in to help- set up, hand out programs, manage ticketing and tidy up again afterwards. Therefore all members are asked to support the organisation of the above and lend a hand where necessary.

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COPYRIGHT

MCO abides by Copyright Regulations. Reasonable “educational use” is permitted, but copying to avoid purchase is not permitted. APRA and Publisher Agreements prohibit non-educational recording of rehearsals, concerts and workshops. MCO will always have sufficient parts and scores to cover all musicians playing. Originals will be protected and are held by the music librarian; they will be present at all rehearsals and performances.

DUES

As a development orchestra, the MCO charges a Membership of Orchestra fee and an Associate Membership fee for the Maruki association – Maruki Incorporated (\$3 out of the total fee is annual Associate Membership). Maruki Inc. is the association which runs and supports the MCO. The balance is used to hire the music, hire the rehearsal venue and provide materials for the MCO – it is for the benefit of all and not any individual.

Current Adult Playing Membership is \$137.50 per year or can be paid \$34.40 per quarter; Child/Concession Playing Membership is \$110.00 per year or \$27.50 per quarter. Child Membership means anyone under the age of 18 years and Concession Membership is any full-time student or retired senior over the age of 55. Early bird discount is 10% off annual Membership fee for the following year if paid in full prior to 1st December each year.

The fee structure will be reviewed annually to provide the best value for money for the musicians, and sufficient but not excessive use for direct orchestral expenses. Note that all budgets and accounts are available for inspection for Orchestra Members (as Associate Members of Maruki Incorporated) at the Annual General Meeting each year.

FRIENDS OF MCO

The MCO’s strongest supporters are the “Friends of the MCO” made up of friends and family of the playing members of the MCO. Friends of the MCO (FOMCO) are “non-playing” Associate Members of Maruki Inc. and of the MCO. All FOMCO members will get preferential seating and discounts when purchasing concert tickets. FOMCO members joining fees are \$25 per annum. However, musician family of friends may wish to donate sums to our tax-deductible fund, which will allow the donor to claim a tax deduction.

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FUNDING MCO

MCO needs to raise funds from the Canberra community to enable it to purchase music equipment and instruments, printed music, hire the more expensive works, pay for rehearsal and performance venues and to pay for the additional musician tuition services for this developmental orchestra.

The MCO is a non-profit, community-based organisation listed on the Register of Cultural Organisations administered by the Department of Communications, Information Technology and the Arts (DCITA), and endorsed as a DGR Deductible Gift Recipient by the ATO accordingly.

MCO also sources funds from Government cultural grants and from sponsorship from commercial and corporate organisations interested in supporting community music.

If you know of a business or individual who might want to donate to the MCO please let the Orchestra Manager know and he will follow up by contacting the person or organisation involved.

General donations are welcomed. All unencumbered donations are tax-deductible. For the purposes of tax deductibility the following are considered by the ATO as gifts that are suitable:

- \$2 or more – 100% tax deductible
- Property > \$5,000 – property valued by the Tax Office at more than \$5,000.
- Property < 12 months – property purchased during the 12 months before the gift was made.
- Trading stock – trading stock disposed of outside the ordinary course of business.
- Cultural gifts – gifts made under the Cultural Gifts Program.
- Cultural bequests – gifts made under the Cultural Bequests Program.
- Heritage gifts – places included in the National Heritage List, the Commonwealth Heritage List or the Register of the National Estate.

See [APPENDIX 6 – DONATION FORM](#) for further details.

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HARASSMENT

The MCO recognises that harassment is unacceptable behaviour [\[SEE POLICY AT APPENDIX 3\]](#).

Harassment is verbal or physical conduct which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment, which detrimentally affects an individual's enjoyment of and participation in orchestra activities.

Please note: harassment is defined by the nature and consequences of the behaviour, not the intent of the initiator.

MCO also has a Grievance Procedure, to manage any disputes in this area [\[SEE POLICY AT APPENDIX 4\]](#).

HISTORY

The MCO was conceived on the 20th April 2006 and founded on the 26th June 2005 in the presence of a small group that formed the basis of the Management Committee of Maruki Incorporated.

"Maruki" means "harmonious energy" – where, like boulders in a strong river, the players are rounded and buffeted to become smooth harmonious pebbles.

The predecessor of MCO, The Maruki Strings, was a string orchestra for several years, attached to Canberra Youth Music, and had established itself as one of the key young orchestral groups within the Canberra Youth Music system – as a developmental string orchestra. Maruki Strings had performed publicly on many occasions at the National Museum to audiences of all ages, taking its repertoire from many famous composers such as Mozart, Beethoven, Holst, Britten, Handel, Bach and Vivaldi (to name a few!!).

John Gould and others within the wider Maruki Strings management believed it was time for the further development of the Maruki Strings into a bigger more comprehensive full symphony orchestra. Unfortunately, this was not possible within the framework of the current Canberra Youth Music system – nor did we wish to disrupt the fine and wonderful work of Canberra Youth Music.

We decided to explore opportunities to develop a completely new orchestra with a somewhat different composition and purpose – a community orchestra for those who would like to play in an orchestra but whom for many reasons may not "fit into" other orchestral situations. Whilst MCO musicians may be 10 years old or 80, they all share a love for music and a wish to play real music. Several members are first time musicians

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who have recently commenced playing a musical instrument but have an underlying ability which they wish to exploit and extend. Others may have been previously playing and have decided to return to playing after several years of inactivity. MCO is a very diverse group in more ways than one!

LIBRARY AND MUSIC FOLDERS

The MCO has an instrumental music library managed by the MCO Librarian. Orchestra Members are responsible for the return of any MCO music at the end of the term after the final term concert. Some music will be made available digitally and be able to be downloaded from the Yahoo Group site. Orchestra Members must make their music available for every rehearsal and concert in order to enable substitutes to perform in their place if necessary.

All musicians are requested to bring their own pencils and erasers to rehearsals and workshops, and are asked to take care of the music in their care.

For any requirements please contact the Music Librarian (see attached contact list).

MANAGEMENT COMMITTEE

The MCO is governed by a committee elected by the Membership of Maruki Incorporated, the governing body of the MCO, who serve on a voluntary basis. There are currently nine Members of the committee – President, Vice President, Secretary, Treasurer and five General Committee Members.

The current Committee is as follows:

2008 MCO Management Committee Contact List

NAME and responsibility	PHONE NUMBERS	E-MAIL
Executive:		
John Gould - President	02 6260 8911	jkgould@aapt.net.au
Chris Nicholls – Vice President	02 6295 6456	chrisn@lgp.com.au
Katherine Gould – Treasurer	02 6288 2539	katherinegould@iprimus.com.au
Catherine Keeley – Secretary	02 6161 7122	catherine_keely@hotmail.com
General Committee:		
Sharon France - Publications	02 6295 6456	Sharon@lgp.com.au
Sharon Bainbridge - Fundraising	02 6292 4864	se.bainbridge@optusnet.com.au
Bruce Fisher – Music Librarian	02 6161 9753	bandc@netspeed.com.au
David Hatherly – Membership	02 6294 9849	dhatherly@gmail.com
Linden Orr – Publicity	0422 313 065	linden.orr@elsoh.com

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MEMBERSHIP

Membership in the MCO is open to musicians of all ages in a voluntary capacity. Members are encouraged to participate in the running of the organisation by joining a support team, and/or sub-committee. (See also under “Committee and Support Team Activity” above, and under “Associate Membership”.)

MEMBERSHIP CONCERNS

If any member has questions or concerns, he or she would typically approach the Orchestra Manager. If the question or concern cannot be resolved at that level, then it would go to the Music Director, who would discuss it with the Committee for resolution.

MISSION STATEMENT OF MARUKI INCORPORATED

Maruki Incorporated aims to provide a process by which musicians in the Canberra region can develop greater awareness of the wonder of classical music and its disciplines, and experience playing and performing in an orchestra in the Canberra Community, and by doing so, expose many in our wider Canberra Community to the wonders of *real classical music*.”

MUSIC DIRECTOR

MCO’s Music Director is John Gould. John Gould is the conductor, creator and mentor of the Maruki Community Orchestra; John began his career as a violinist in the Sydney Symphony Orchestra in 1958. Since then he has played principal viola with most of Australia’s major orchestras and ensembles including contemporary groups. He has worked and toured with several leading European orchestras including four years with the London Symphony Orchestra and was a founding member of the Carl Pini String Quartet. John has also been extensively recorded by the ABC and has been a concerto soloist with the London and also the Sydney Symphony Orchestra. He has given master classes in Europe and America and was a National Music Camp tutor for 13 years. He led the expansion of classical music teaching and performance in Orange as Music Director of the Orange Regional Music Centre for over nine years.

John believes that the best way that future concert musicians can be developed is by exposing these young talented and motivated musicians to significant works of classical music sometimes somewhat above the apparent “grading level” of the musicians. This allows them to stretch themselves in a similar way to the development of our young athletes by Australia’s elite sporting institutions, in setting the bar high to stimulate the achievement of “personal bests”. All of this is carried out in a supportive, positive and

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motivational environment with no need for any negative discipline. The results are remarkable. And it's always FUN!

NON-DISCRIMINATION POLICY

No person shall be excluded from Membership participation in the MCO on the grounds of race, color, religious beliefs, gender, sexual orientation, age, national origin, ethnicity, or physical disability.

PRIVACY

MCO respects the privacy of all individuals. All personal information will be used only for the purpose for which it was collected, and no information will be distributed without the express permission of the owner. All membership data, personal information and records will be held at Maruki Incorporated's registered office. MCO adheres to the principles of the *Privacy Act 1988* (Cth).

OBJECTS OF THE ASSOCIATION – MARUKI Inc.

The MCO is managed and controlled by the association, "Maruki Incorporated" (Maruki Inc.). Maruki Inc. has the following Objects as a part of its governing rules:

To establish, promote, run and manage a sustainable community-based orchestra known as the "Maruki Community Orchestra" with the principal purpose to:

1. Cultivate a love of classical music and its performance in the Canberra community;
2. Provide an opportunity for community players who have strong interests in playing classical musical instruments in an orchestra environment, but who may not qualify to play in other orchestras in our region;
3. Provide a process by which musicians in the Canberra community can develop greater knowledge, appreciation and awareness of classical music and its disciplines;
4. Develop the talents and skills of its musicians, in a positive and encouraging environment, in playing in full orchestras, ensembles and smaller orchestras;
5. Enhance and add to the value of the arts and music scene in Canberra.
6. Through regular public performances, expose many in our wider Canberra Community to the wonders of classical music and a wonderful and rich repertoire from all the ages of classical music;
7. Hold regular weekly rehearsals and run concerts for the community as often as is practical;
8. Tour and thus to serve to export our goodwill and showcase our abilities taking the spirit of the Canberra community to other communities;

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9. Join with other arts- and music-based community groups in performing collaborative performances as may be available;
10. Run Maruki Inc. as a non-profit organisation where all funds will be used in accordance with the objects of the association; and,
11. Set up a Public Fund to support the objectives of the Association as outlined above.

OCCUPATIONAL HEALTH AND SAFETY

MCO has adopted the safety guidelines promoted by WorkCover ACT, and AEIA (the Australian Entertainment Industry Association) and is committed to the proactive promotion of a healthy and safe environment for Orchestra activities. [\[SEE POLICY AT APPENDIX 1\]](#)

To achieve this, it is necessary for all Members to adopt a team spirit and co-operate to ensure their own safety, that of their co-Members and of any third party within the MCO's immediate precinct.

All Members must support and be guided by the MCO health and safety representative, who will set guidelines and monitor the safety of orchestra activities/events and venues.

Reducing injury and accidents is an integral part of providing a harmonious orchestral family. Reducing insurance costs will permit the MCO to use its resources more effectively.

It is essential to immediately report any incident or accident, however minor, to the safety officer or, if he/she is unavailable, to the Orchestra Manager ("from bruises to broken bones"). [\[SEE FORM AT APPENDIX 1\]](#)

MCO is committed to continuously improving the management and standards of Occupational Health & Safety in order to provide an environment where the MCO can develop to its full potential. There will be on going monitoring and consultation about the issues that impact upon the OH&S of the MCO musicians.

We are particularly mindful of seating position; lighting and sound/hearing issues associated with OH&S and have appointed OH&S officers who will maintain a review of the OH&S standards that pertain to our Orchestra. Also see under heading "SAFETY" for specific information.

RECRUITMENT

Individual recruitment is the best source of new Members and contributes to the vitality and quality of the groups. All Members are requested to recruit known musicians in an

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ongoing effort to expand and improve the MCO. The MCO maintains an active substitute list.

REHEARSALS

Rehearsals will be held on Saturday afternoons from 1:00pm until 4:00pm at the Belconnen Community Centre. Rehearsal schedules for the entire season will be handed out the first rehearsal and will also be posted on the website. Any changes to day, time or location will be communicated at rehearsals, if possible, by MCO management as necessary and on the website.

REPERTOIRE

The Music Director is responsible for selecting appropriate programs at appropriate venues within budget constraints. Recommendations for repertoire or events may be made to the Music Director at any time.

The repertoire is carefully selected from the wide variety of orchestral music from all the great periods of classical music of the world. We are also planning to select a range of music composed by Australians - a part of the National Library of Australia collection. Our aim is to give everyone the ability to shine, to use their instrument, talent and capabilities to the fullest!

RESPECT

All Members of the MCO are expected to treat fellow members with all due respect and courtesy at all times. This is an essential component of MCO.

SAFETY

Playing is fun, but it needs to be done in a safe environment.

Safety is everyone's concern. It is the responsibility of the Maruki Committee to provide a safe environment for our rehearsals and performances, and to help with this they have established a safety code, and appointed a safety officer. The safety code includes:

- Following instructions from the safety officer and other committee members
- Obeying warning signs in all venues
- Not wandering outside the spaces we are authorised to use
- No smoking in enclosed spaces
- No alcohol or illegal drugs at any rehearsal or performance

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- No running in the rehearsal space
- Taking care not to leave your instrument (or its case) where it might cause obstructions
- Reporting any accidents (no matter how minor), or any potential hazards you see using the forms available in the sign-in book or on the Yahoo web site

Above all, use common sense. There are too many possible dangers to have a rule to avoid them all, so every member is expected to behave in such a way to avoid the possibility of harm to others

You also need to be aware of the security of your belongings. The door to the rehearsal area will be locked during our afternoon tea break, but you should not leave handbags or other personal items unattended at any time. [\[ALSO SEE POLICY AT APPENDIX 1\]](#)

SECTION LEADERS

Section Leaders in the MCO will be appointed by the Music Director, John Gould, as necessary. Because this is a community orchestra and its members are voluntary, Principal players may be alternated to cater for this and for alternate repertoire where necessary.

This will be (at all times) at the discretion of the Music Director. Please discuss this with John Gould if you have any problems associated with this matter.

TOURS

We plan to tour regionally in the ACT and NSW to provide the opportunity for communities everywhere to hear beautiful music well played by the MCO. It is also a wonderful opportunity for our musicians to expand their own horizons, build camaraderie and extend the performance capabilities of all. A programme of tours will be issued at the beginning of each year, with provisional dates and venues. Updates will be provided in newsletters distributed via e-mail and post (for those not on e-mail).

WEBSITE

The MCO website is www.dcnicholls.com/maruki/. The MCO Group Yahoo site is located at: http://au.groups.yahoo.com/group/Maruki_Community_Orchestra/

For details on how to access the Yahoo Group web-site, please contact Chris Nicholls on 0418 487 322 or via e-mail, chrisn@lgp.com.au.

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APPENDIX 1 – HEALTH AND SAFETY POLICY

MCO is committed to taking a proactive and positive approach towards the promotion of health and safety for Orchestra Members and visitors. To achieve this, management will make every effort to prevent injury or illness and to maintain a healthy and safe environment. This will be achieved through:

- The appointment of two MCO safety officers who will monitor safety and health risks in the particular rehearsal/concert venue and provide practical guidelines;
- the provision of two qualified first-aid officers at rehearsals and concerts;
- the provision of periodic training in techniques to avoid or alleviate performance stress and muscular-skeletal injury;
- risk assessment procedures for all out-of-house activities;
- a clear reporting system for all incidents and accidents, and the guarantee of timely action to rectify any problems; and
- the promotion of an in-house culture of mutual care and responsibility.

The Maruki safety code includes:

- No smoking of cigarettes *inside* any rehearsal or performance venue.
- No alcohol or illegal drugs at MCO events.
- Members are to report to the Orchestra Manager of any pre-existing medical condition that might be exacerbated by MCO activities or particular venues.
- Observation of all posted warning signs and the instructions of the safety officer.
- Members are to stay within the prescribed rehearsal/concert area.
- Members are to immediately report to the safety officer or Orchestra Manager any incident or accident; and
- Members are to immediately report to the safety officer or Orchestra Manager any physical danger or difficulty.

The MCO safety officers are:

[David Hatherly](#)

[Chris Nicholls](#)

First Aid officers are:

[George Chan](#)

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MCO - ACCIDENT/INCIDENT REPORT (SAMPLE)

PART 1 - TO BE COMPLETED BY THE PERSON TO WHOM THE ACCIDENT/INCIDENT OCCURRED															
WHO	<table style="width: 100%; border: none;"> <tr> <td style="width: 70%; border: none;"><u>PERSONAL DETAILS</u></td> <td style="width: 30%; border: none;"><u>CATEGORY</u></td> </tr> <tr> <td style="border: none;">Last Name:</td> <td style="border: none;"><input type="checkbox"/> STAFF</td> </tr> <tr> <td style="border: none;">First Name:</td> <td style="border: none;"><input type="checkbox"/> MEMBER</td> </tr> <tr> <td style="border: none;">Date of Birth:/...../..... Sex: <input type="checkbox"/> M <input type="checkbox"/> F</td> <td style="border: none;"><input type="checkbox"/> MEMBER'S CHILD</td> </tr> <tr> <td style="border: none;">Address:</td> <td style="border: none;"><input type="checkbox"/> VISITOR</td> </tr> <tr> <td style="border: none;">.....</td> <td style="border: none;"><input type="checkbox"/> OTHER (please specify)</td> </tr> <tr> <td style="border: none;">Telephone No.:</td> <td style="border: none;"></td> </tr> </table>	<u>PERSONAL DETAILS</u>	<u>CATEGORY</u>	Last Name:	<input type="checkbox"/> STAFF	First Name:	<input type="checkbox"/> MEMBER	Date of Birth:/...../..... Sex: <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> MEMBER'S CHILD	Address:	<input type="checkbox"/> VISITOR	<input type="checkbox"/> OTHER (please specify)	Telephone No.:	
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WHEN	WHEN DID THE ACCIDENT/INCIDENT OCCUR? Date:/...../..... Time: <input type="checkbox"/> AM <input type="checkbox"/> PM														
WHERE	WHERE DID THE ACCIDENT/INCIDENT TAKE PLACE? Address: Location within that address:														
WHAT	DESCRIBE CIRCUMSTANCES: PART OF BODY INJURED: NATURE OF INJURY:														
WITNESS	IF PRESENT: Name: Telephone No: Brief description of what witness saw:														
REPORTED	Date incident reported to Safety Officer:/...../..... Time: <input type="checkbox"/> AM <input type="checkbox"/> PM														
SIGNATURE OF PERSON: Date:/...../..... (to whom the accident/incident occurred or parent/carer if a minor)															
PLEASE FORWARD TO MCO OFFICE BEFORE NEXT BUSINESS DAY (INCLUDING ATT. PARTS)															

APPENDIX 2 – POLICY CONCERNING YOUNGER MEMBERS

Child Safe and Friendly

MCO commits to creating a safe, child friendly organisation:

- MCO will actively work to prevent child abuse from happening at any MCO event;
- MCO will respond sensitively, appropriately and in a timely manner to allegations of child abuse that are received;
- where there is a report of abuse or there appears to be reasonable grounds to suspect that a child or young person is at risk of harm, staff will respond responsibly, promptly and in line with local legislation to protect the child or young person involved;
- staff and volunteers will be given appropriate training in the supervision of young people; and
- activities will be designed so that they are child friendly.

Guidelines:

- a) A Member must not physically hurt a child or young person. Limited physical restraint may be appropriate in certain circumstances in order to protect children and young people from harm.
- b) A Member must not touch a child or young person in a way that may be construed as sexually suggestive or intimate.
- c) A Member must never be alone in a room or other concealed area with a child or young person (unless they are the parent of that person) or a group of children or young people. A member should always be visible to other adults when with children or young people. Members need to be mindful that risk of sexual abuse of children can be heterosexual or homosexual.
- d) A Member should not use coarse or offensive language while in the presence of children and young people.
- e) A Member must not make sexually suggestive gestures or remarks, or tell jokes of a sexual nature, while in the presence of children and young people.
- f) Managers must not allow children and young people to have access to any literature, texts or images considered indecent or offensive according to accepted community standards while participating in any MCO activity.
- g) Managers must obtain written permissions from parents or guardians for MCO activities, where necessary.
- h) Managers must not allow young people access to alcohol or cigarettes or illegal drugs at any MCO activity.

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- i) Managers and other Members should seek at all times to promote and encourage positive behaviour, self-confidence and self-esteem in children and young people.

Responding to alleged abuse

Should a child or young person disclose something that causes concern, please refer to the following advice:

- DO stay as calm as possible and listen to what you are being told.
- DO convey that you hear what they are saying (while avoiding strong reactions to what they are revealing).
- DON'T be dismissive of what they have told you, even if the alleged abuser is someone you know (e.g. don't say, "That can't be true").
- DON'T promise not to tell others.

Explain that you may need to report the matter, but only to those who need to know. There can be no secrets with such serious issues. Depending on the age and understanding of the individual, you should inform them that you will certainly not be talking with the person they may have identified as the perpetrator.

- DON'T feel you have to prove what has been disclosed.
You are not trained in interviewing or obtaining evidence. You only have to satisfy yourself that there are reasonable grounds for suspecting abuse.
- DON'T ask more questions than are necessary for you to be clear about what the child or young person is telling you.

It may only be disclosed once. If alleged abuse is reported, the child or young person will have to be interviewed by a responsible adult. It is important that the number of times the story is recounted is kept to a minimum.

- DON'T ask leading questions.
In clarifying, ask simple, direct questions like "What?" "How?" or "Where?"
DON'T touch the child or young person. If they have been abused in any way, touch may be interpreted or misconstrued as abusive.
- DO notify the alleged abuse to the Orchestra Manager or a Committee member.
- DO record information. Include dates, times, details of what was said (in quotations if recalled word for word) and action taken. This should be signed and dated by the person reporting and the Orchestra Manager.
- DO reassure the child or young person that you are there to give support in any way you can.
- DON'T promise that the abuse will stop. You cannot guarantee this.
- DON'T discuss the matter with anyone other than the appropriate person to whom you have reported the abuse. Strict confidentiality must be observed at all stages.

APPENDIX 3 – POLICY ON HARASSMENT

MCO has established grievance procedures for dealing with complaints of harassment from both staff and players (see Appendix 4). Where it is determined that harassment has occurred, MCO will act promptly to eliminate the harassing conduct.

The MCO's Policy on Harassment recognises that harassment is unacceptable behaviour. The policy seeks to enhance access, participation and positive outcomes for Members, consistent with equal opportunity and affirmative action principles.

The MCO accepts its legal obligations to ensure that Members are not subjected to harassment, and neither are any third parties subjected to harassment by management or Members of MCO.

Harassment is verbal or physical conduct, which, because of its severity and/or persistence, is likely to create a hostile or intimidating environment and detrimentally affect an individual's performance or education. Harassment is defined by reference to the nature and consequences of the behaviour, not the intent of the initiator.

Harassing conduct includes:

- (i) communication of spoken, written, graphic and computer mediated material that denigrates or shows hostility or aversion to individuals or groups on the grounds of actual or perceived race, nationality, gender, transgender status, marital status, disability, homosexuality, age, family responsibilities, carers responsibilities, political conviction or religious belief;
- (ii) threatening, intimidating or demeaning behaviour directed at individuals or groups outlined in (i) above;
- (iii) acts of vilification, i.e. public acts which may have the effect of inciting others to hate, have serious contempt for, or seriously ridicule a person or group of people, on the grounds of actual or perceived race, AIDS or HIV-positive status, homosexuality, or transgender status;
- (iv) sexual harassment, which is defined as unwelcome sexual advances, requests for sexual contact and verbal or physical conduct of a sexual nature, when submission to or rejection of such advances, requests or conduct is explicitly or implicitly a term or condition affecting employment or education decisions; and/or when such advances, requests or conduct have a detrimental effect on an individual's performance and learning environment.

APPENDIX 4 – MCO GRIEVANCE PROCEDURE

Complaints against Members and management of MCO

In the event a Member believes that the procedures described in the MCO Handbook have not been followed properly or feels that any action has been directed against him or her because of a verbal or physical conduct which, because of its severity and/or persistence has created a hostile or intimidating environment and has detrimentally affected an individual's performance or education, the Member has the option of resolving the matter informally or immediately filing a formal grievance.

Informal Procedure: To resolve the matter informally, the Member should first meet with the Orchestra Manager to see if the matter can be resolved. If the Member chooses to file a formal grievance, the following steps should be followed:

Formal Procedure: A Member who wishes to file a formal grievance may do so in writing over his or her signature with the Orchestra Manager. If the grievance is in regards to the actions of the Orchestra Manager, the Music Director shall investigate the grievance. All other grievances shall be investigated and reviewed by the Orchestra Manager. The purpose of the review is to determine whether or not MCO policy has been followed and, if not, to address the consequences that may have resulted and shall be corrected. Information relevant to the matter may be requested from the involved parties. The Orchestra Manager will promptly undertake an investigation and provide a written finding to the Member upon completion of the review.

A Member who makes use of the grievance procedure shall not be retaliated against for doing so. A Member may choose another Member or parent (in case of younger Member) to accompany him/her through the steps of the procedure. A Member who believes that a grievance has not been resolved to his or her satisfaction after a review is conducted may appeal the outcome to the Maruki Inc. Committee. Such appeal shall be in writing and signed by the Member. The committee shall make a determination on the appeal and inform the Member in writing of that determination.

Written grievance requirement

The Member shall file a formal grievance within 30 calendar days after the complainant becomes aware of the alleged violation. The complaint shall contain the name and address of the person filing it and a brief description of the alleged event. The complaint should specify the date(s) of any alleged event.

The person to whom the complaint is submitted shall convene a committee within two weeks of receiving the complaint unless prohibited by unusual circumstances.

MCO MEMBERSHIP HANDBOOK

The committee shall hear testimony or receive written testimony from the Member; the relevant person(s); and other knowledgeable people. The Member has the right to ask for testimony from any Member whom he or she deems relevant to the case. These rules anticipate informal but thorough investigations, affording an interested person and their representative notice and an opportunity to be heard and to submit evidence relevant to the complaint.

After hearing testimony and/or reviewing pertinent documents, the committee shall report its conclusions in writing to the complainant and all other relevant parties within five working days. The decision of the committee is final.

Rights of the MCO and Individual Respondents

Since the purpose of the investigation is to determine the facts surrounding the grievance and develop possible a solution, communication with those named in the grievance is essential. Complete statements of facts and response to concerns outlined in the grievance will be sought from all persons with relevant information.

Remedies may include an oral or written reprimand, suspension, dismissal, or other action. Also, changes in policy or reconsideration of actions may be initiated. This list is by no means exhaustive.

MCO MEMBERSHIP HANDBOOK

APPENDIX 5 – MEMBERSHIP FORM

Application for Membership 2008

Maruki Community Orchestra
Office: 40 Tungun Street Narrabundah ACT 2604
Ph: 02 6260 8911

Applicant Details:	
Name	
Street address	
Suburb	
State / Postcode	
Work phone	
Home phone	
Mobile phone	
Email	
Instrument Played	
Years played	
Level of music studied	
AMEB / SUZUKI / OTHER?	
Age (if under 18)	
Any other relevant qualification	
Contact in case of emergency:	
Name	
Address	
Suburb / Postcode	
Home phone	
Mobile	
Email	
I accept membership of Maruki Community Orchestra (MCO) and have read and acknowledge the handbook and agree to abide by the rules and policies of MCO as set out in the MCO handbook.	
Signature (parent to sign if the applicant is under 18 years)	

Please include cheque or money order for fees (please tick correct box):

- Specify amount: _____ Period paid until: _____
- Earlybird discount: 10% off annual playing membership fee if paid in full prior to 1st December of preceding year
- Adult Playing Membership is \$137.50 per year or can be paid \$34.40 per quarter
- Child/Concession Playing Membership is \$110.00 per year or \$27.50 per quarter
- Donation: Specify amount for donation: _____
- Friends of MCO non-playing Membership - \$25.00 per annum

NB: All Membership automatically includes associate membership of Maruki Inc. - \$3.00 fee is included above.

For Office Use Only - Application Received:				
Registration Fee:	Amount	Cheque	Cash	Date On Cheque
Full Year fee 2008	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Term #1 2008	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Term #2 2008	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Term #3 2008	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Term #4 2008	\$	<input type="checkbox"/>	<input type="checkbox"/>	

APPENDIX 6 – DONATION FORM

DONATION FORM – (Please print)

I _____ of the following address,

_____ wish to donate a sum of

_____ (\$_____.____) for the Maruki Community

Orchestra. I enclose my Cheque / money order / cash made out in favour of Maruki Incorporated..

Signed,

NB: All donations above \$2.00 are tax deductible and a receipt will be issued for taxation purposes.

For further information...

If you would like any additional information about the Maruki Community Orchestra, please contact us through one of the methods below:

Postal address:

**40 Tungun Street
Narrabundah ACT 2604**

Ph: 02 6260 8911

Fax: 02 6295 7748

Mob: 0418 487 322

E-mail: chrisn@lgp.com.au

WWW: <http://www.dcnicholls.com/maruki/>