



ATTENDANCE POLICY

The Civic Orchestra of Victoria asks its members to commit to playing in all rehearsals and concerts for the season. Having members regularly attend rehearsals and perform in all concerts is important for the orchestra's consistency of sound, and for the Music Director to be able to effectively use rehearsal time.

As this is a community orchestra, the Civic recognizes that this may not be possible in every scenario, and so the following rules of attendance apply:

1. All players will attend dress rehearsal and performance.

- **A member's inability to attend a dress rehearsal or a concert should be communicated to their section Principal and the Music Director (by email) before the start of season rehearsals.**
- If there are multiple performances of the same program, players are required to commit to all performances.
- A member who is unavailable for a dress rehearsal or concert will be asked to recuse themselves for the rehearsals and associated concert(s) and asked to find a suitable substitute (see point 3 regarding substitutes).

2. All members will attend at least 80% of scheduled rehearsals for a concert.

- If a member cannot attend at least 80% of scheduled rehearsals due to other personal commitments, they will be asked to recuse themselves from participating in the associated concert (this should be communicated to the section Principal and the Music Director before the start of season rehearsals, as noted above in section 1).
- For players who have been asked by the Music Director to attend only selected rehearsals, the 80% rule applies to the number of selected rehearsals.

3. Woodwind, Brass, Percussion, and Principal String members must arrange for suitable substitute musicians for any missed rehearsals or concerts.

- Subs may be secured either from within or from outside the orchestra, as is appropriate for the section.
- When selecting subs for concerts, every effort should be made to find subs who can attend all rehearsals for that concert. In the event this is not possible, every effort should be made to ensure that the section is complete for all rehearsals.

4. **Remaining members who need to miss a regular rehearsal must communicate with the Music Director and their section Principal as far in advance as possible.**
 - Communication regarding missed rehearsals should ideally be communicated prior to the start of the season or at least 3 weeks in advance.
 - Section Principals will help coordinate subs where possible.
5. **In the event of illness or emergency that will affect a member's ability to rehearse or perform, contact should be made with the Music Director and section Principal as soon as possible.**
6. **If an orchestra member must unexpectedly remove him/herself from a concert, after rehearsals for that concert have already commenced, for reasons other than an emergency, the orchestra member may be required to fund the services of a professional substitute musician, at the discretion of the Music Director**
7. **Late registration for the season (Registering after Concert 1 has already taken place) will be permitted at the discretion of the Music Director and Board of Directors.**

In cases where attendance becomes a consistent issue, a member may be asked to meet with the Music Director and Board of Directors to discuss the member's commitment to the orchestra.

The Music Director, in consultation with section Principal(s) may create an exception to the above policies, due to unforeseen circumstances, as necessary.