

***Pro Cantu* means "For Singing"**

Intro

The guiding principle in all matters relating to the conduct of choir members is that everything a choir member does should be in Pro Cantu's best interest, and to follow the guidelines set out in this document. The purpose of creating a code of conduct is to set out principles that will guide the choir members in their striving to protect Pro Cantu's reputation and to create both a safe environment for all choir members as well as an environment which allows the choir to deliver its best possible performance.

MISSION and values

Pro Cantu's mission is to provide an opportunity for young South Africans to sing in a choir of the highest international standards focusing on a repertoire drawn from Western cultural traditions while providing a moving musical experience to its audiences.

Honesty, integrity, humility and trust on a personal level as well as in the group are extremely important values and have a direct bearing on our ability to deliver musically.

MEMBERSHIP

Each member's willingness to excel, passion for making and sharing excellent music and need to commitment to a the highest level of professionalism and trust performance is acknowledged and treasured.

GENERAL

REHEARSALS

- Every Tuesday and Friday from 18:30 till 20:30. (Rehearsals end on time if they start on time.) As per google calendar (<https://www.google.com/calendar/embed?src=v4nteskfodhmb17c53kus93kok%40group.calendar.google.com&ctz=Africa/Johannesburg>)
- There is one additional Saturday afternoon weekend rehearsal every school term.
- Choir members are expected to print and bring their music as well as a pencil to each rehearsal.

CAMPS

- There is one compulsory choir camp at the beginning of the year.

PERFORMANCES

- Members are given notification of performances in the year program.
- The Choir Master may announce additional performances.
- As per google calendar (<https://www.google.com/calendar/embed?src=v4nteskfodhmb17c53kus93kok%40group.calendar.google.com&ctz=Africa/Johannesburg>)

ATTENDANCE

- All rehearsals, performances and the annual camp are compulsory.
- Choir members should obtain permission to be absent from a performance, rehearsal or camp BEFORE the actual event occurs.
- Permission to be excused from a performance must be obtained timeously (One month in advance.)
- Members who miss too many rehearsals or performances may be asked to re-audition.

PUNCTUALITY

- Members are expected to be punctual at all times. Latecomers can disrupt practices, affect performances or and cause distress during tours.

SHEET MUSIC

- Sheet music remains the property of the choir.

VOCAL CARE

- The voice is a sensitive instrument. Take extremely good care of it. Although there is high appreciation for spontaneous singing in public places or buses, care needs to be taken not to strain the voice. It is especially important that every choir member gets enough rest during a tour, and the choir is expected to heed any requests in that regard.

DRESS CODE

- Unless otherwise requested, members should arrive at performances in their choir uniform.
- Members will be uniformly dressed to the occasion.
- When making use of public transport whilst on tour, the wearing of the Pro Cantu T-shirt/jacket will be encouraged at departures and arrivals.
- Members are encouraged to exercise good taste and sound judgment in their choice of clothing and in their general appearance.

SMOKING

- Choir members that smoke are expected to be very discreet about it. at rehearsals and even more so when they are wearing the choir uniform at concerts. (Keep in mind that the general public cannot distinguish age when they see a choir member smoking.)
- Under no circumstances is any choir member allowed to smoke in his/her choir uniform where a member of the public can see him/her.
- Smoking is not allow on rehearsal premises by parents or choir members

USE OF ALCOHOL AND / OR OTHER SUBSTANCES

- The illegal consumption or use of any illegal substance will not be tolerated and will result in immediate suspension of disciplinary action taken against the member doing so.
 - Because of the wide age range of the choir, drinking the use of alcohol can be a potential pitfall. Therefore the consumption any abuse of alcohol by a choir member could result in disciplinary steps taken by the choir committee against the person or persons doing so. This includes (but is not limited to):
1. use of alcohol by any choir member when it is illegal to do so (e.g. if you are under 18 years of age in SA or under 21 years of age in the USA)
 2. any use of alcohol at choir camps (if you are under 18 years of age in SA)
 3. any use of alcohol by a choir member in any circumstance which results in conduct that harms the choir's reputation.
 4. Exceptions could be made with the knowledge of the choir master/Board member when an accompanied group (of legal drinking age) might visit a facility.
 5. Directives about the use of alcohol at specific social events, such as year-end functions, camps, will be given by the Choir Master/Board Members and should be adhered to.

CONCERT CONDUCT

- Every concert is important. Members are encouraged to participate in an involved, intense and engaging way.
- Choir members are expected to rest as much as possible before a concert. It is e.g. irresponsible to go to bed very late on the evening before a concert. If possible, members should also try and get a nap on the afternoon before a concert.
- Choir members should have a meal ± an hour before the concert – please do not sing on an empty stomach – you will not have the energy to give your best throughout the concert!
- Avoid noise backstage and don't fidget onstage. Be professional! Choir members should bring their music with to performances and during intervals or other times of waiting, they should be studying their music.
- Choir members should bring an energy drink and something to eat like e.g an energy bar or banana to each performance.
- During interval choir members are allowed a quick bathroom break, but they are expected to join the choir in the warmup room as soon as possible.
- It is extremely important to observe proper on-stage etiquette.
- Respect each other as well as the audience and other performers during shared performances.

CONDUCT DURING TOURS

Choir members who receive sponsorships for tours are expected to complete the choir season, i.e. they are expected to stay in the choir till after that year's final concert. If they fail to do so, they will be held liable to pay back the sponsorship they received.

JOB ASSIGNMENTS

- Each member, especially while on tour, may have an assigned job and should ensure that it is done properly and efficiently.

TRAVEL

- Members should not engage in any behaviour that could constitute a threat to the safety of fellow travellers.
- Punctuality is paramount.
- Please report to the **Attendance Taker** whenever the choir congregates.
- When travelling, members that are late to board buses or trains will be required to secure their own transport at their own cost.
- During tours, members are expected to abide by transportation, accommodation and other arrangements provided by the organizers of the tour unless previously arranged with the Choir Master / Touring Chaperones.
- Please keep buses neat and be courteous to bus drivers.

HOUSING CONDUCT TAYING WITH HOSTS

- Please be respectful and courteous during home stays. Pro Cantu is grateful for the hospitality shown and members' behaviour and attitudes should reflect this. A small gift of gratitude to the host family is in order.

STAYING IN HOSTELS OR HOTELS

- Members are encouraged to go about their business quietly and with respect to others using the same facilities.
- Boys Male members of the choir are not allowed to be in girls female members' rooms.
- Adhere to the curfews set by the Pro Cantu Board or the Chaperone.
- Members should respect other members' privacy.
- Choir Members have to pay for any costs incurred by themselves before the group is permitted to check out like e.g. room service or mini-bar costs. The Chaperone will manage the check out procedure.
- All accommodation will should be left neat when vacating.

CONDUCT AT OTHER FACILITIES(churches, gyms, museums, theatres, etc.)

- Members are encouraged to take a keen interest when the choir visits different facilities.
- Kindly respect these facilities and leave them neat.

UTILISATION OF FREE TIME

- Members are encouraged to exercise caution and sound judgment in the choice of recreational activities.
- On occasions where there is free time, please do not leave the rehearsal, camp or tour party without informing the Choir Master, Chaperones or the Attendance person regarding the destination and expected time of return. Once the member returns, the Choir Master or Chaperone should be notified.
- Always move about in groups of 3 or more.

DISCIPLINARY PROCEDURES

- Unfortunately disciplinary procedures are necessary in the rare Disciplinary measures can be taken against any choir member cases where a member that has behaved
- in a way that has brought the choir into disrepute or
- in a way that is disruptive to the normal functioning of the choir or
- in a way that is disruptive to the discipline of the choir or
- in a way that has a severe negative impact on the relationships of trust in the choir.
- This is not only limited to actions taken by a member during a rehearsal, performance, camp or tour, but includes anything a choir members does (at all times!) that could be harmful to the choir's reputation.
- Should a member transgress the Code of Conduct during rehearsals, performances, camps, tours or engage in any other actions that bring the choir into disrepute, the choir board may institute disciplinary procedures.
- Should a choir member transgress while on the Code of Conduct whilst at camp or on tour and the disciplinary committee is of the opinion that the offence was serious enough for that member to be sent home, it would be done that member can be sent home at the expense of that member or his or her parents. If that choir member was the recipient of any sponsorships, he or she would also be expected to pay such sponsorships back to the choir.
- During all disciplinary procedures, the accused member must receive a fair hearing and his/her side of the story must be heard in full.
- The final arbiter with regards to any disciplinary issues will be the Pro Cantu Board

MERITS

- Members are expected to uphold the Code of Conduct, and to be courteous, helpful, and respectful to others. In cases of exceptional achievement and commitment, the Pro Cantu Board will look at ways of rewarding the particular member or group of members.

PERSONAL BELONGINGS

- Members are required to keep track of their own belongings, luggage, money and, especially, concert dress. Assist each other in checking luggage and costumes so that nothing is left behind.
- Unfortunately The Choir cannot be held responsible for any losses. Should choir property be lost because of negligence, the member may be expected to replace it.

CONCLUSION

- The Pro Cantu board and the Choir Master welcome each member of Pro Cantu with open arms. They are there to be supportive and to offer guidance.
- Members are encouraged to share, care for each other and to pursue the greater goals of Pro Cantu.
- The Pro Cantu Board and the Choir Master We hope that all Pro Cantu events will be remembered by members as musically fulfilling, fun and a rewarding experience for all.

