



Edmonton Youth Orchestra Travel Policy	Section and number
	Date approved May 13, 2024

Policy Statement

The EYO is committed to ensuring a safe, healthy and inclusive environment for its members, volunteers, and staff when travelling for tours, workshops, concerts and any other events or activities.

About this policy

This policy applies to all individuals travelling with the EYO - orchestra members, designated volunteers or chaperones, and staff.

This policy outlines the rules related to specific aspects of travel, including transportation and accommodation, with the intention of reducing the vulnerabilities of individuals travelling with the EYO, minimizing the potential for misconduct, and ultimately, ensuring “safe” travel.

Definitions

Orchestra members

- **Adult:** Musicians 18 years of age and older.
- **Minor:** Musicians 17 years of age and younger.

Safe Travel: Refers to an environment where, so far as reasonably practicable, all sensible steps are engaged to ensure adequate understanding of the nature and extent of possible risks related to travel and all reasonable measures to reduce or manage these risks have been implemented.

Rule of Two: The Rule of Two comes from the sports world but is equally applicable to the arts. The goal of the Rule of Two is to ensure that all interactions and communications are open, observable and justifiable. Its purpose is to protect members (especially minors) and adult volunteers/staff in potentially vulnerable situations by ensuring that more than one adult is present. Extrapolating from the sport’s world’s Rule of Two, there will always be two adults with an orchestra member in situations where the orchestra member is potentially vulnerable. One-on-one interactions between an adult volunteer/chaperone/staff member and an orchestra member are to be avoided in all circumstances except medical emergencies.



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Procedure

Pre-travel preparation:

1. All staff and designated volunteers/chaperones responsible for monitoring the health, well-being, and security of orchestra members during EYO trips must fulfill the following risk management requirements:
 - a. Completion and submission of vulnerable sector checks
 - b. Review and signing off on, as required, the following EYO Policies:
 - i. Code of Conduct
 - ii. Conflict of Interest
 - iii. Member Protection
 - iv. Member Behaviour
2. Staff and volunteers/chaperones will be aware of any special arrangements for travel, including but not limited to, allergies and medical needs.
3. There will be a minimum of 1 supervising adult/chaperone for every 10 orchestra members on a trip.
4. Supervising adults/chaperones will be assigned groups of orchestra members of the same gender or gender identity.
5. Each chaperone will be provided the contact phone numbers for their orchestra members, as well as the name and phone number for their emergency contacts, with the consent of their parents/guardians.
6. All orchestra members will be provided with the contact phone number for the EYO staff member on the trip, as well as their designated chaperone.

Accommodations:

7. Orchestra members will be assigned accommodation individually or will share a room with another age-appropriate orchestra member (within 2 years of age) who is also of the same gender/gender identity.
8. When pairing/grouping members together for shared accommodations, adults (18 years and over) are paired with other adults of the same gender/gender identity and youth (under 18 years of age) are paired with other youth of the same gender/gender identity. Minor members will not be paired with adult members, except for siblings.
9. Inclusion and safety of all members is taken very seriously. We aim to ensure that members are roomed with those with whom they feel most comfortable and safe. Orchestra members can privately and confidentially provide suggestions and request exceptions to accommodation assignments.



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10. Staff or volunteers/chaperones will not share accommodations with orchestra members, except in the case where the staff or volunteer/chaperone is a parent of the orchestra member.
11. A request will be made when booking accommodations to have each chaperone on the same floor as his/her group.
12. Orchestra members will respect lights-out and curfew times and make sure that phone calls and social media use does not interrupt sleep or quiet time of their roommate(s).
13. Orchestra members are not to leave their rooms after curfew, except in the event of an emergency, and then must contact an adult chaperone or staff member.
14. Only those assigned to a specific room are to be in that room with the door closed. When other individuals are in the room, the doors are to remain open.

Other Safety Measures:

15. All orchestra members must physically sign-in/sign-out with their designated chaperone if they want to engage in any optional or unscheduled activity (texting is not acceptable).
16. Minors are required to be accompanied by a chaperone when leaving the accommodations or rehearsal/concert space.
17. All orchestra members, volunteers/chaperones and staff will follow the Rule of Two to maintain a safe environment for all.
18. The EYO has a zero-tolerance policy regarding illegal drugs, alcohol and cannabis.
19. Adults travelling as staff or volunteers/chaperones will not consume alcohol, cannabis or illegal substances at any time while they are performing their duties.
20. Orchestra members will not consume alcohol, cannabis or illegal substances at any time.
21. Members found possessing any alcohol, cannabis or illegal substances will have these items confiscated and be subjected to further disciplinary action.

Authority

- Edmonton Youth Orchestra Board
- Edmonton Youth Orchestra Music Director and General Manager



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Related documents (e.g., legislation, EYO bylaw, policies, handbooks)

- EYO Code of Conduct
- EYO Member Protection Policy
- EYO Member Behaviour Policy

References

- [Rule of Two](#) from Coach.ca
- [Canadian Centre for Child Protection - Travel Guidelines](#)

Revision history