

GENERAL BY-LAWS INTENDED FOR ALL TRAINEES

PREAMBLE

Object and fields of application

The present document applies to all trainees who take part in the activities of the ORCHESTRE FRANCAIS DES JEUNES (OFJ).

This document establishes general and ongoing by-laws that enable the orchestra to carry out its missions and its goals, which are the essence of its existence.

These rules apply to the orchestra's functioning, its discipline, its hygiene and security rules, as well as the nature and scale of penalties that may be imposed on trainees who fail to comply.

Each and every one must respect the terms of these present rules and thus throughout the entire duration of the training period, including concerts.

PART 1. GENERAL AND ONGOING RULES REGARDING THE ORCHESTRE FRANCAIS DES JEUNES

Article 1 : General admission and participation conditions for the sessions

Article 1 1.1 : Terms and conditions of admission

OFJ's admission is by competitive auditions open to every french candidates from the year during their DEM for strings, or the year they obtain their DEM for other desk sections, to foreign candidates attending a french institution.

Candidates must be between 16 and 26 from the 1st of August of the supposed summer session.

Exceptions due to the age may be granted by the orchestra's direction only on written and motivated request.

Article 1 1.2 Candidates commitments regarding the auditions

Candidates who cancel their auditions are required to inform the orchestra by written document *a minima* within 72h before their scheduled convocation. Every cancellation less than 72h before the scheduled convocation, for any other reason than medical issues / that wouldn't have been the subject of a written message will therefore result in a prohibition to apply for next year's auditions. In case of medical issues, and upon presentation of a medical certificate, candidates may apply for next year.

Article 1 1.3 Results, waiting list, incubator program

In all cases, the jury is sovereign.

At the end of the audition's second turn, a list with the nominative composition of the orchestra is revealed, for a one-year duration.

Candidates who join the orchestra can apply directly for the final round of auditions the year after their first selection.

Candidates who are registered upon the waiting list as well as the candidates enrolled in the incubator program can access directly to the final round of auditions the year after.

Article 1.2 Terms and conditions of reimbursement and transportation compensation

Article 1.2.1 Eligible journeys, travel classes and accompanying persons

The OFJ covers transportation fees for candidates attending/summoned to the auditions, for the first and the second round, provided the candidate travels by train, second-class, on a direct travel from its place of residence (or its parents, under the conditions set out below) to its city of audition.

Tickets must be purchased no later than two weeks prior to the audition. Any exception must be accepted by the OFJ in advance. Without compliance to this condition, the OFJ reserves the right not to cover the expenses incurred.

First-class tickets will not be refunded, at the exception of candidates playing the double-bass, for whom a specific care and maintenance may be considered, under the conditions of the orchestra's approval, and according to changes in prevailing conditions. Additional fees (public transports, RATP, cabs, parking, cancellation insurance, last-minute exchange fees, luggage, accommodation, etc.) will not be refunded.

Article 1.2.2 Reimbursement terms and delays

The OFJ will refund transportation only with full receipt, within the limits of the terms indicated in the previous article. Tickets with name, date, with indication of paid amount only will be accepted. Receipt must be supplied with the PDF version (tickets or proof of payment). Screen shots, included ones from an official website application, will not be considered valid and therefore will not be refunded.

Receipt must be supplied within a maximum of one month after the audition's date. After this deadline, no reimbursement will be possible.

Article 1.2.3 Travel validity period

The OFJ covers journey which dates are ranging from two days prior to two days after the date of the audition. Every financial support request for a journey made outside of this period may be possible with a prior exemption and must be approved in advance by the orchestra's direction.

Article 1.2.4 City of audition's choice and particular cases

Candidates are obligated to choose the city of audition which is the closest from their place of residence. It is however possible to choose the city of audition which is the closest from their parent's place of residence, when on-site accommodation is preferred.

In case you should be in incapacity to attend your closest city of auditions due to date issues (exams, mandatory courses, etc.) you can submit a motivated derogation request, proof included, by mail to the OFJ team member no later than three weeks before the audition. Change in the city of audition remains subject to the OFJ's approval.

PART II GENERAL DISCIPLINE

Article 2.1 Participation to the orchestra sessions

Only summer and winter sessions are mandatory. Trainees commit to attend these two sessions in their entirety.

A three-party session internship agreement must be signed by the trainee as well as its musical institution and the OFJ, which authorizes the trainee's absence from their establishments during the sessions. This agreement is an obligation before the start of all sessions.

Article 2.2 Trainee's attendance during training

Article 2.3 Training schedule

Trainees must comply to the schedule which is communicated beforehand.

Absence are not allowed during training hours.

Punctuality for orchestral services is essential. Trainees must arrive at least 5 minutes before the orchestra's tune.

Article 2.4 No-shows, delays and anticipated leaves

In case of absence, delay or leaving before the scheduled time, trainees must inform the OFJ team and ask for permission beforehand.

Absences must remain exceptional and must be accompanied by a written proof.

Article 2.5 Attire and behavior

Trainee is a representative of the OFJ, individually as well as with collectively.

Trainee must present itself with proper attire during session, and is asked to show neutrality : he should refrain from wearing any political, philosophical and religious ostentatious behaviour.

Trainee must behave in such a way as to ensure that training courses run smoothly, which means respecting manner and collective behaviour rules, and complying to general by-laws of the hosting institutions.

As a member of an orchestra which is invited on a territory, trainees must make sure not to inconvenience neighbourhood, especially during free times of the orchestra.

Orchestra's residency requires to respect the residents, by ensuring discretion, especially at night.

Article 2.6 Recording and photography

Whether its for promotional matter or not, trainee authorizes the OFJ to use audio and video recordings of lessons or concerts for free.

Article 2.7 Responsibility in case of robbery and damage of students' personal effects

The OFJ declines all responsibility in case of deterioration, lost or robbery of any student's object, including instruments, which may occur in every location of the training program.

Trainees must provide with a civil insurance's certificate prior to every session. Instruments must be individually insured by students and insurance's certificate must be supplied to the OFJ's administration before the start of every session.

PART III PREVENTION OF DISCRIMINATORY BEHAVIOURS, SEXUAL AND SEXIST VIOLENCE AND HARASSMENT AND ALCOHOL-RELATED RISKS

Article 3.1 Prevention of discriminatory behaviours

The OFJ defines itself as a safe and secured place for each and every one. No diminishing, discriminatory, humiliating or violent word and action will be tolerated within the OFJ.

In case of violence of any kind or any dangerous behaviour of any kind, direction reserves itself the right to apply sanctions and adapted measures, including the exclusion of offenders.

Article 3.2 Sexual and sexist violence and harassment (SSVH)

Preamble

No form of moral, sexual or sexist harassment nor sexist or sexual assault will be tolerated within the OFJ.

A SSVH referee inside the OFJ team will be trained beforehand and will be identified easily with students at the start of each session.

Article 3.2.1 Reminder and definition of SSVH

Sexual harassment (Art. 222-33 – Criminal Code)

“Sexual harassment is the repeated imposition on a person of sexual remarks or actions that either undermine their dignity because of their degrading or humiliating nature, or result on an intimidating, hostile or offensive situation for them.”

Sexists’ behaviors (Art. L. 1142-2-1 – Labor Code)

“No one should be subjected to sexist behaviour, defined as any behavior related to another person’s gender, that has the purpose or effect to undermine their dignity or create an intimidating, hostile or offensive environment for them.”

Sexual assault (Art. 222-22 and next – Criminal Code)

“Is considered sexual assault any sexual situation committed with violence, constraint, threat or surprise.” Sexual assaults other than rape are punishable by 5 years imprisonment and 75 000 euros fine.”

Rape (Art. 222-23 and next – Criminal Code)

“Any act of sexual penetration, of any kind, on another person or on the perpetrator by violence, constraint, threat or surprise is considered a rape. Rape is punishable by 15 years imprisonment.”

Sexual exhibition (Article 222-32 – Criminal Code)

« Sexual exhibition imposed in full view of another person in a public place and to the public eye is punishable by a year imprisonment and 15 000 euros fine.”

Environmental harassment (legal precedent) - Decision of the Orleans Court of Appeal of February 7, 2017. Since 2017, the act of making in public repeated sexual-related comments, that has the purpose to create a degrading situation, even if not targeting to any particular other, may be considered as sexual harassment.

“Sexual harassment may consist in an environmental or atmospheric harassment, where without being directly targeted, victim is subjected to provocations and obscene or vulgar jokes that become unbearable.”

Article 3.2.2 Penalties in case of offense

Any behavior constituting sexual or sexist harassment and / or a sexual assault will lead to disciplinary measures notwithstanding any possible legal penalties, up to immediate eviction from the in-course session et following ones for the concerned trainee. Reasons to this eviction will be reported to the institution where the student is enrolled. Furthermore, OFJ may be required to take legal actions for actions constituting a crime qualification.

Article 3.3 Alcoholic beverages and drugs

Article 3.3.1 Alcohol consumption

Will be tolerated

Moderate consumption of low-alcohol beverage - beers, cider, pear cider, wine – out of work times, only during evenings, according to terms and conditions defined by supervisory team and on the condition that it doesn’t result on discomfort of any kind (nighttime noise, work overload, tensions between individuals..) for the whole team, students and surrounding areas.

On direction’s authorization, after-concert cocktails where alcohol consumption is tolerated may be organised.

Will be prohibited

Strong-alcohol consumption above 18 degrees, regardless of time and context of consumption.

Consumption of any alcoholic beverage during the day including mealtimes. This prohibition applies to residency's site but also to tour's context. Regarding concerts, alcohol consumption is prohibited before the, or during intermission.

Article 3.3.2 Consumption for minors

Solicitation of minors to consume alcohol is strictly prohibited and punishable by law. Incitation of minors by other students will lead to immediate penalties as mentioned below.

Article 3.3.3 Consumption of prohibited substances

Consumption of prohibited substances will lead to immediate eviction from the OFJ during the session.

PART IV HEALTH AND SECURITY RULES

Preamble: General principles

Preventing risks of accidents and illnesses is mandatory and requires everyone's respect of:

- On-going prescriptions in terms of health and safety of training sites ;
- Every mandatory instruction listed by the OFJ's administration or reception manager or any competent contributor, especially regarding the use of materials and premises at disposal.

Each student must ensure its personal safety as well as other's one by respecting general and particular on-going prescriptions in terms of health and safety.

If any dysfunction in the security system should be noticed by a student, he must warn the OFJ's supervision immediately.

In case the residency's site already has its own general by-laws, the health and safety measures applicable to trainees are those set out in this latter regulation.

Article 4.1 Fire safety instructions

Fire safety instructions, including a map showing the location of fire extinguishers and emergency exits are visible on the site of formation's entrance hall. Trainee must read and understand it.

In case of fire's alert, student must cease every training activity et calmly follow instructions from the authorized representative of OFJ and security services.

Any student who witnesses a fire outbreak must call for help immediately by reaching 18 with landline or 112 with cell phone and alert one of the structure's representatives.

Article 4.2 Smoking prohibition

Pursuant to Decree No. 2006-1386 of November 15, 2006, as amended, which states conditions for enforcing the smoking ban within public spaces and/or for a public use, it is strictly forbidden to smoke inside training rooms, all premises of the hosting site (classrooms, rehearsal and jury rooms, bathroom including..) and within the accommodation planned for students.

Article 4.3 Accidents

Trainee or victim witness of an accident happening during the training must warn the OFJ's supervision immediately.

The legal representative of the OFJ immediately takes the appropriate actions in terms of care and health and makes the obligated statement to the appropriate Social Security service.

PART V PENALTIES

If any trainee should fail to respect the requirements of these internal by-laws, he may be subjected to penalty imposed by the OFJ's supervision.

Any behaviour deemed to be wrongful may, after management with supervision, and depending on its nature and its severity, be subject to one of these penalties:

- written admonition;
- temporary eviction from the training;
- definitive eviction from the training

Any temporary or definitive eviction will be reported to the institution where the student is enrolled. Parents of minor students will be immediately warned of any sanctions adopted against any of those.

ARTICLE IV : METHOD OF DISSEMINATION OF THE INTERNAL BY-LAWS

These internal by-laws are available on the website of the OFJ. It will also be sent individually to every student and must be read, approved and signed by each of them in order to confirm their final registration.

Concerning minor students, parents must also read, approve and sign the present document.

Read, approved and signed on the :