



Chester Springs Youth Orchestras

Member Handbook

2010 – 2011

96 Savanna Drive
Pottstown, PA 19465
484.949.1744

<http://ChesterSpringsYouthOrchestra.org>

© 2010 Chester Springs Youth Orchestra – All Rights Reserved

Chester Springs Youth Orchestra

Board of Directors

Dr. Jacob Neupauer, President

Dr. Frank Scalise, Vice President

Dr. William Schimmel

Dr. Anthony Wiegand

Executive Director

Sheila McIntyre

Operations Manager

Hermas Haynes

Founder and Music Director

Martin Prescod

Chester Springs Youth Orchestra

TABLE OF CONTENTS

Introduction	4
Organizational Structure	5
Communication	6
Policies for Orchestra Members	6
Auditions	6
Principal Player Responsibilities.....	7
Attendance Policy	7
Rehearsal Attendance.....	7
Concert Attendance.....	8
Attendance Recording	8
Parent’s Obligation	8
Rehearsals.....	9
Rehearsal Schedule.....	10
Cancellation of Rehearsals.....	11
Behavior at Rehearsals.....	11
Music.....	11
Student Conduct During Rehearsals	12
Concert Schedule and Venues	13
Concert Attire.....	14
Tuition and Fees.....	14
Tuition Rates for 2010-2011	15
Donations	16

Chester Springs Youth Orchestra

INTRODUCTION

Welcome to the Chester Springs Youth Orchestras. This handbook is designed to provide members with the procedures, guidelines, and policies to get the most out of our orchestral experience. Please read it carefully.

All CSYO members are expected to abide by the procedures and policies outlined in this handbook. If you have any questions, please email us at info@chesterspringsyouthorchestra.org or call us at 484-949-1744

Under the musical guidance of Music Director and Conductor, Martin Prescod, the Chester Springs Youth Orchestra Program is committed to creating and maintaining the highest level of orchestral training, artistic advancement and personal growth for talented musicians in the Chester Springs community and surrounding areas.

To accomplish this, CSYO has established the following goals:

- To bring together the finest young musicians from the surrounding areas to rehearse and perform orchestra music from various eras.
- To encourage a sense of personal responsibility and self-discipline.
- To enrich and foster school programs.
- To perform high quality symphonic and string Literature for the general public.
- To foster a greater appreciation for classical music in young musicians.
- To cultivate the appropriate behavior and discipline among musicians during rehearsals and performances.

Chester Springs Youth Orchestra

Chester Springs Orchestra Program offers 3 performing orchestras:

1. Chester Springs Youth Orchestra

The Chester Springs Youth Orchestra performs master pieces from the standard symphonic literature to a highly proficient level. Only students who can demonstrate an advanced level of technical skill and musicianship are accepted.

2. Chester Springs Chamber Strings

The Chester Chamber Strings is designed for those students who have an interest in performing String Literature from various periods.

3. Chester Springs Sinfonietta

The Chester Springs Sinfonietta is designed for elementary and middle school students to explore their creative potential as string players.

ORGANIZATIONAL STRUCTURE

The Chester Springs Orchestra Program is a non-profit corporation qualified as a charity under Section 501(c)(3) of the Internal Revenue Code. Donations to CSYO (not including tuition and tickets) are deductible as charitable contributions for most taxpayers (consult your tax advisor for more information).

CSYO is governed by its Board of Directors, and it consists of leading musicians and educators from the surrounding areas. The board sets general policy and procedures, approves the budget, raises funds, and provides services to the performing orchestras.

Parent committees and volunteers provide invaluable support to the organization in areas including fundraising, hospitality, rehearsal and concert operations.

Chester Springs Youth Orchestra

Parent participation is critical to the survival and success of Chester Springs Youth Orchestras and is strongly encouraged.

The administration of the CSYO program is lead by the Executive Director, who is responsible for management and scheduling of rehearsals, auditions and concerts and dealing with issues involving members of the orchestras. The executive Director is assisted by the Manager of Operations, and volunteers who serve in many capacities.

The Music Director provides the musical vision for CSYO and is responsible for approval of repertoire for both CSYO orchestras.

COMMUNICATION

The executive director will be contacting members via postal mail, phone, e-mail and the web site www.ChesterSpringsYouthOrchestra.org. We need an up-to-date e-mail address for every student and parent or guardian throughout the season. **Students and parents should be sure to check their e-mail on a daily basis, as this may be the only timely communication of important announcements.** You may reach us by phone at 484-949-1744 or email us at:

info@chesterspringsyouthorchestra.org

POLICIES FOR ORCHESTRA MEMBERS

AUDITIONS

CSYO members are selected on the basis of audition only. Yearly entrance auditions are schedule in May or June, with additional auditions in August and September if needed. All audition requirements and dates will be posted on our website. An audition form is available on and payment transactions can also be completed online.

Chester Springs Youth Orchestra

Judging is based on technical ability, intonation, rhythmic accuracy, general musicianship, sight reading and stylistic understanding. Seating decisions are based on the same combination of overall qualities as well as level of preparation.

All members of the CSYO orchestras are expected to participate in their schools' music programs and to have private teachers. School music programs are the lifeblood of the arts and CSYO supports school programs including music festivals such as PMEA. The Chester Springs Orchestra Program is intended to enhance and supplement, not to replace the school programs.

PRINCIPAL PLAYER RESPONSIBILITIES

The principal players assume leadership positions, and are role models for other players. Regardless of technical ability, the failure of a principal player to abide by CSYO attendance policy or other policies, or the overall failure to behave as a section leader, may result in his or her demotion.

ATTENDANCE POLICY

One of the main goals of the CSYO is to achieve the highest level of artistic advancement. A serious commitment to the orchestra is expected of all members therefore regular attendance to all rehearsals and concerts is mandatory. There will be no exceptions.

REHEARSAL ATTENDANCE

All CSYO members are permitted two (2) rehearsal absences **per concert series**, not to exceed six (6) total absences per school year. Excused absences are absences by reason of conflict with school music programs or illness. All other absences are considered unexcused.

A student exceeding the permitted absences for a concert series may not be allowed to participate in that concert, in the discretion of the music director. Extended absence may subject the student to dismissal from the orchestra program with no tuition refund. Exceptions may be granted for extended illness.

Chester Springs Youth Orchestra

Mandatory school music conflicts include **ONLY** dress rehearsals and concerts for school music programs, districts and all- state festivals, and SAT”s. Students should provide documentation of their participation and the dates of these events as soon as they are know them.

If the student knows that he or she will miss more than two rehearsals in any concert series, he or she should advise the executive director in advance of that concert series so that appropriate arrangements for the concert personnel can be made.

CONCERT ATTENDANCE

Concert attendance is Mandatory. Students are excused from concerts only for illness. Any other concert absence will result in dismissal from the CSYO program.

All communications concerning attendance should be directed to voicemail at 484-949-1744 or email at:

info@chesterspringsyouthorchestra.org

ATTENDANCE RECORDING

An attendance sheet will be available at every rehearsal. It is your responsibility to sign in.

PARENT’S OBLIGATION

You have made a financial commitment to the CSYO. As Music Director and Conductor I must emphasize the importance of your role in helping the individual members to fulfill their musical responsibility and commitment to the orchestra by encouraging at-home practice, 100% attendance, promptness, respect and courtesy at all times.

Chester Springs Youth Orchestra

Finally, I encourage you to be active in the organization to ensure a wonderful experience for these talented young men and women. The joy of music making offers many opportunities and can have a great impact on the lives of the orchestra members.

Alcohol, Drugs and Smoking are prohibited by the CSYO and will result in immediate dismissal. All students are expected to remain in the building during rehearsals and breaks. Food is permitted in rehearsal venues only with the permission of staff.

REHEARSALS

The Chester Springs Youth Orchestra is scheduled to rehearse at:

Owen J. Roberts High School
981 Ridge Road
Pottstown, PA 19465

Wednesdays from: 6:30 PM – 9:00 PM

Chester Springs Youth Orchestra

REHEARSAL SCHEDULE

Chester Springs Youth Orchestra

CANCELLATION OF REHEARSALS

Cancellation for inclement weather or other emergencies will be at the discretion of the Executive director. Every effort will be made to notify members by phone and/or e-mail of any cancellation.

Please be sure to have an up-to-date email address for you at all times, and check your email frequently.

If Owen J. Roberts School District has cancelled for the day, CSYO rehearsal will also be cancelled. Local radio and TV stations will announce school closings and you can check the Owen J. Roberts website at:

www.ojrsd.com

BEHAVIOR AT REHEARSALS

Disruptive, disrespectful, or inattentive behavior at rehearsals is grounds for dismissal. Students who fail to prepare their parts for rehearsals do a disservice to their fellow musicians, their section and the orchestra as a whole

An important aspect of training of any young musician is the discipline and teamwork required for cohesiveness and musical success of the orchestra.

We expect and require high standards of behavior, attitudes and preparation and will notify parents immediately of any departures from these standards.

Music

- Music will be distributed no later than the first rehearsal for each concert series.
- Each musician is to bring his or her own music to every rehearsal so directions from the conductor can be marked in every part.
- Music must be marked only with a #2 pencil.

Chester Springs Youth Orchestra

- Members will be charged for the cost of replacing any damage or lost music.
- Photocopied and original music must be returned intact after every concert

STUDENT CONDUCT DURING REHEARSALS

- Be in your seats 5 minutes before the rehearsal begins.
- No horseplay or disruptive behavior is permitted.
- Absolutely no eating or drinking during rehearsals. **Only water is permitted.**
- Do not leave the immediate area of the building during breaks.
- Return to rehearsal promptly after break.
- Students may leave early only with permission of the conductor.
- Musicians are expected to practice the music at home and with their private teacher, in preparation for rehearsals.

Owen J. Roberts School District has been generous in allowing Chester Springs Youth Orchestra to use their facilities for rehearsals. You must therefore be respectful of the school property at all times. Failure to do so will result in immediate dismissal.

Chester Springs Youth Orchestra

CONCERT SCHEDULE AND VENUES

Chester Springs Youth Orchestra

CONCERT ATTIRE

Gentlemen must wear tuxedo jacket, black pants, white shirt, black bow tie, black socks and shoes.

Ladies must wear either long black skirt or black dress pants with black long-sleeved blouse or a black long sleeved full-length dress; black stockings and black shoes.

TUITION AND FEES

Tuition provides only part of the revenue for the Chester Springs Youth Orchestras. Ticket sales, individual donations, corporate and business, contributions, foundation and government grants, and special fundraising projects provide the balance.

- All tuition payments are due on or before September 6, 2010. Each student will receive one invoice for the tuition amount due during August 2010. Your cooperation in paying in a timely manner is greatly appreciated.
- Payment of tuition is expected on the due date. If you have a problem making a payment in a timely manner, please contact the executive director.
- Scholarships are available.

Chester Springs Youth Orchestra

TUITION RATES FOR 2010-2011

- Chester Springs Youth Orchestra \$400.00
- Chester Spring Chamber Strings \$300.00
- Chester Springs Sinfonietta \$125.00

Fees

- Audition \$ 25.00
- Returned Check \$ 30.00

Tickets

- Single ticket \$ 12.00
- Seniors/Students \$ 6.00

Chester Springs Youth Orchestra

DONATIONS

CSYO is a charitable organization under Section 501(c)(3) of the Internal Revenue Code. Donations to CSYO are tax-deductible as allowed by law.

The Friends of the Chester Springs Youth Orchestra Program allows our families and friends a convenient way to support CSYO at any level they can afford. Friends of CSYO are acknowledged in every program and notified of concerts and other events.

- Conductor's Circle \$1000 and up
- Benefactor \$500 to \$999
- Patron \$250 to \$499
- Sponsor \$100 to \$249
- Contributor \$50 to \$99
- Friend \$5 to \$49

Donations may also be made to sponsor a scholarship, to fund a music chair, to honor a special person, or to mark a memorable achievement.

To discuss special donations please contact Sheila McIntyre, Executive Director.

Email: admin@chesterspringsyouthorchestra.org Phone: 484-949-1744

To become a friend of CSYO, please send your contribution to the address below. Checks should be made payable to:

Chester Springs Youth Orchestra
96 N. Savanna Drive
Pottstown, PA 19465

Chester Springs Youth Orchestra

Chester Springs Youth Orchestra

Medical Form

MEMBER'S NAME _____

As parent(s)/guardian(s) of the above named member, permission is granted for him/her to participate in rehearsals and concert performances in various locations. I am/we are aware that the Chester Springs Sinfonietta requires all members to supply the following information in case of medical emergency.

- 1. Insurance** - Each member must supply information regarding medical insurance coverage for medical problems which may occur away from home.

Name of Insurance Carrier _____

- 2. Family Physician**

Name _____ Phone _____

Address _____

- 3. Family Contact** - In an emergency please call:

Name _____ Phone _____

Name _____ Phone _____

- 4. Drug Sensitivities** - The member is known to react unfavorably or is allergic to the following drugs

The undersigned has/have read this medical form and affirmed its contents.

PARENT(S)/GUARDIAN(S) SIGNATURE(S) DATE

MEMBER'S SIGNATURE (Only if over 18 years of age) DATE

Chester Springs Youth Orchestra

Chester Springs Youth Orchestra

Personal Commitment to Musical Excellence

This agreement must be signed by all CSYO members

I have read the membership policies of the Chester Springs Youth Orchestra and agree to abide by them.

By signing this commitment, I and my parents agree to join with the entire staff of the CSYO to make this season the most successful and wonderful musical experience.

MEMBER'S NAME

MEMBER'S SIGNATURE

DATE

PARENT/GUARDIAN SIGNATURE

DATE

Chester Springs Youth Orchestra

Chester Springs Youth Orchestra

Parent Volunteer

Youth Orchestra _____ Chamber Strings _____ Sinfonietta _____
(Please indicate the program(s) for which you are volunteering)

VOLUNTEER'S NAME

TELEPHONE (H)

TELEPHONE (W)

TELEPHONE (C)

EMAIL ADDRESS

MUSICIAN'S NAME

VOLUNTEER OPPORTUNITIES

(Please check all events/tasks for which you would be available to assist CSYO)

REHEARSALS _____
YES

ATTENDANCE _____
YES

CONCERTS _____
YES

Stage Crew Set-Up: NOV___ DEC___ JAN___ FEB___ MAR___ MAY___

Ticket Sales: NOV___ DEC___ JAN___ FEB___ MAR___ MAY___

Usher: NOV___ DEC___ JAN___ FEB___ MAR___ MAY___

RECEPTIONS:

Reception Coordinator: _____
YES

Reception Assistant: _____
YES

CSYO Season: 2010-2011
