



Philharmonic Association Triangle Youth Music

String Orchestra Handbook

For the members and families of the Triangle Youth String Orchestra (TYSO), a beginning string orchestra for students in 4th grade and above, and Triangle Youth String Sinfonia (Sinfonia or TYSS), a continuing string orchestra for students in 7th grade and above.

Welcome to the Philharmonic Association (PA). Success depends on a joint effort between the PA staff, musicians, and parents. Please take time to become familiar with the contents of this handbook, as it will contain valuable information that you will need throughout the year. Acceptance into a Philharmonic Association orchestra comes with responsibilities, and we depend on musicians and their families to be fully informed. This handbook will cover:

- Responsibilities of membership including attendance
- Dress Rehearsal and Concerts including concert dress
- Calendar
- Fees
- Fundraising and Special Events
- Concert Tickets
- Volunteering
- Photography and Videography

Membership

TYSO membership is open to string instrument musicians in grades 4 and above.

Sinfonia is for string instrument musicians in grades 7 – 12.

1. TYSO musicians should have at least one year of instruction from a private or school orchestra teacher. There is no audition required to participate in TYSO. One week before the first TYSO rehearsal, the conductor will become acquainted with each participant's playing, by hearing a line from a solo, to provide the best possible experience in the orchestra. New Sinfonia musicians are asked to play a scale and the Skill Sheet posted online to ascertain readiness to perform Sinfonia repertoire. Returning Sinfonia members who want to be considered for section leader positions, or to move from the second violin section to the first, should also play the skill sheet for the conductor.
2. The PA recognizes the paramount importance of school music programs and the dedicated and expert instruction of their teachers. We expect our musicians to participate in their school music programs. If a musician is enrolled in a school music program and drops out of that program after an appointment to a PA ensemble, the PA appointment will be rescinded.

3. Members will have a more positive experience if they study with a private music teacher. Therefore, we highly recommend private music lessons.

Responsibilities

1. Each member is expected to be a good representative of TYSO and Sinfonia whenever participating in a PA ensemble activity. This includes behavior during breaks as well as before, and after rehearsals and concerts. All rules of the community and host facilities must be observed. Inappropriate conduct can result in termination of membership.
2. Absences and conflicts must be reported to your attendance volunteer as soon as you become aware of them. This includes if you will miss virtual rehearsal.
3. Each member is expected to consult the PA website, philharmonic-association.org, especially the Member pages listed below, and read e-mail and text messages for pertinent news information.
4. No food, beverage, gum, homework or cell phones are allowed in the rehearsals or concerts.
5. No member is allowed to leave the facility during breaks.
6. Each member should own a portable music stand and bring it, upon request, with his/her name on each piece.
7. All members are responsible for practicing at home and seeking help from a private teacher to learn their individual parts.
8. Volunteer hours will not be offered for regular rehearsals. Concerts, special events, and volunteer activities like coat check or stage crew will qualify.

Attendance Policy

A music ensemble is a collective effort requiring every member's full participation. The absence of one person affects the entire group. All musicians are responsible to their colleagues, themselves, and ultimately to the music itself. A serious commitment to the ensemble will ensure a quality musical experience for all its members. The following guidelines are followed to accommodate unavoidable conflicts such as illness, death in the family, required school performances, and established religious holidays.

1. Members shall have no more than two absences per semester. Those members holding positions of leadership, such as principal players, are allowed one absence per semester. If a member is unable to meet these requirements, it may be necessary to adjust seating. This includes virtual rehearsals.
2. If a member accumulates more than four absences during the season, his/her membership in the ensemble will be reviewed and may result in termination.
3. **No one will be excused from a dress rehearsal or concert unless it is for severe illness or death in the family.** Musicians who fail to attend the dress rehearsal may be excluded from the concert. Failure to attend a concert may result in termination of all future PA membership.
4. It is the responsibility of members to notify Artistic Staff and Attendance volunteers as soon as they are aware of conflicts with rehearsals and concerts.

5. If a member is tardy three times, it will count as one absence. Members are counted as tardy if they:
 - are not in their seat ready to play, at the beginning of a scheduled rehearsal or at the call time before a performance
 - leave the rehearsal early
 - if they are late to their seat after the break.
6. **Everyone is expected to be ready to play at the beginning of a scheduled rehearsal and at the call time before a performance.**

Music and Folders

1. Each member will be issued music and a folder at the beginning of the season. Only PA music should be kept in this folder.
2. It is the member's responsibility to bring the folder, music, and a pencil to every rehearsal and concert. It is each member's responsibility to keep the music and folder in good repair, and to report missing music to the Conductor immediately. The member will be charged replacement cost for any music lost. Practice copies will be charged at a rate of 20 cents per sheet.
3. The folder and all music will be returned at the conclusion of each concert. Music not turned in at the specified time must be returned immediately to the PA Administrative office.

Dress Rehearsal and Concerts

The string orchestras will complete the fall and spring semesters with a joint concert. TYSO will perform first with Sinfonia performing after a brief intermission. These regular spring and fall dress rehearsals and concerts take place at The Cary Arts Center. All scheduled dress rehearsals and concerts are mandatory and participation is a condition of membership in the orchestra. Dress rehearsal days of the week and times may vary and it is the responsibility of the musician and family to make note of these times. **Dress rehearsal and concert instructions will be emailed one month prior to events but ultimately it is up to musicians and families to stay informed via this handbook and our website.** Concert dress is only required for the concert, not dress rehearsal, and is as follows:

TYSO Concert Dress:

Boys: Black pants (no jeans), white shirt, long tie, black socks and black shoes. No jackets, tuxedos or bow ties.

Girls: White blouse with sleeves and ankle-length black skirt or full-cut dress pants. Midriffs must be covered.

Sinfonia Concert Dress:

Boys: Long or short sleeve black shirt with collar. Optional tie and jacket, but all black. Black dress pants. Black shoes.

Girls: All black. Dress pants, skirt and top, or dress, but all black. Hemline should be below the knee. Black shoes.

Calendar

The following applies only to Sinfonia members, as they rehearse at a Wake County Public School. Please make note that the PA follows the Community Schools calendar. Rehearsals cancelled due to Community School closings will be published in the calendar on the PA website. **We do not necessarily observe WCPSS holidays or teacher workdays.** One noted exception is the traditional calendar spring break. Unless many rehearsals have been lost due to school closings, rehearsals will not be held the week of spring break. If the decision is made to hold rehearsal over spring break, this will be announced and added to the calendar but will not count toward attendance records.

*****Regarding inclement weather, if WCPSS closes due to any such event, Community Schools does as well so rehearsals are cancelled!! Likewise, if The Cary Arts Center closes, TYSO Cary's rehearsal will be cancelled.******

String orchestra calendars are posted on our website. Please consult the calendar if you have any question as to the rehearsal schedule. Parent coordinators send out reminders but ultimately it is up to the musician and family to be aware of changes to the schedule.

Communication

Email is our primary form of communication and our parent coordinators work very hard to keep all parties informed. **If you are not receiving frequent emails from your coordinator, especially at the beginning of the season, please let us know there is a problem with your email.** Please keep in mind that our parent coordinators are volunteers. Musicians and families can make their job easier by staying informed so please refer to the information they send. For the 2019-20 season, we will also set up group text messaging. Each Ensemble has a member page on the PA website that includes a calendar. Musicians and families are expected to keep abreast of the information on the ensemble page.

TYSO: <http://philharmonic-association.org/tyso-member-information/>

Sinfonia: <http://philharmonic-association.org/sinfonia-member-page/>

Fees

The annual fee for participation is \$400. Families with multiple musicians, or single musicians participating in more than one ensemble, will receive a 20% discount on the smaller participation fee. **No musician is turned away for inability to pay the participation fee.** Fees are waived for those in Free or Reduced-Price Lunch Programs. **Documentation will be required for need-based financial aid.**

Withdrawal from a PA ensemble after more than two weeks or involuntary termination of membership will result in forfeiture of fees and privileges relating to membership.

Musician Intern Program

Upperclassmen from the Philharmonic Association may apply for an internship with the PA for the duration of the school year. This internship provides students with work experience and volunteer opportunities designed to increase students' leadership and management skills and give them a behind-the-scenes look at running a non-profit arts organization. Requirements, details, and the application are posted on the PA website. Although students may apply as early as June, only students who are accepted into a PA Ensemble after auditioning in August are eligible for acceptance into the program.

Fundraising

As fees only cover about half of our operating expenses, the PA must rely on fundraising to help meet our annual budget.

Corporate Support

Many companies partner with non-profits to match donations or volunteer hours and can provide the PA with funding. We are already qualified for matching donations from Verizon, Dell, Cisco, Duke Energy, IBM, Lenovo and GSK. Dell will donate \$150 for 10 or more hours of volunteer work, as well as matching donations. Cisco will match up to \$10,000 per employee for both volunteer time and matching donations. IBM's Community Grant program is dependent on IBM employees' volunteer hours and has helped the PA to purchase an English Horn, Baritone saxophone, drum set, classical percussion equipment, video equipment, and our portable public address system during past grant cycles.

Special Events

Our **Classics and Cuisine – A Musical Marathon** has been a successful fundraiser and we encourage PA musicians and families to participate. The actual event has two components – music performed PA musicians in newly combined groups, and donated food that is sold to raise additional funds. Musicians are randomly assigned to one of three orchestras, each of which sight reads music together for 40 – 50 minutes. Advanced and less experienced musicians play together in an internal “Play With the Pros” concept. Musicians are encouraged to collect donor sponsorships, much like a walk-a-thon. The fundraiser is a community event and has been held at various locations such as Bond Park Senior Center, St. Paul's Episcopal Parish Hall, Chavis Park Community Center, and Temple Beth Or. The food for this event is donated by PA families and often has an international theme as a celebration our diversity. We hope to hold this event in person this spring, but if not, we will have a virtual fundraising event!

Concert Tickets

The Town of Cary charges \$1.85 plus sales tax per ticket, in addition to hall rent and dress rehearsal and concert personnel costs. Our ticket prices are designed to basically cover these costs and are very low, but good attendance does help the organization. Tickets for the fall and

spring concert are sold through the Town of Cary Box Office and Etix. Please make note that Etix does charge an additional fee.

The Box Office is located in the main lobby of The Cary Theater (122 E. Chatham St). Box Office hours are T-F, 11 a.m.-6 p.m. and Sat 10 a.m.-1 p.m. A satellite box office will open at the Cary Arts Center (101 Dry Avenue) on M, 4-8 p.m. The ticket office is not open on Sundays, unless there is a ticketed performance. *An on-site box office will open one hour prior to all performances at the Cary Arts Center.*

Concerts are open to the public and we encourage families to invite family and friends. We anticipate the fall concert to be online. Information to follow about ticketing.

Photography, Video Recording and DVD Sales

The PA does not allow photography or any type of recording at our concerts. We find that the use of devices is a distraction from those trying to enjoy the concert. Designated photographers will be present at each concert and the photos are shared with parents on the website Smugmug. All concerts are video recorded and orders can be placed at presales and at the concert. Purchased video recordings will be available for download. This is done as a service to our parents, and we need a minimum order to make this service viable.

Volunteer Requirements

The PA could not function without the help of our many volunteers. Each family is required to complete a minimum of 5 hours of volunteering per year. To work efficiently, each ensemble requires a team of volunteers filling specific roles. These roles include parent coordinator, attendance taker, and a stage crew. While these positions share a bigger time commitment, we have plenty of ways in which parents can get involved on an event-by-event basis. For these positions, our parent coordinators and operation manager use Sign-Up Genius. Descriptions of our volunteer positions below:

- **Parent Coordinator:** Assists Artistic Staff to facilitate the smooth operation of the ensemble. Serve as liaison from the Staff to the Executive Director and Operations Manager. Must be available to send e-mail communications to parents and musicians. Works with the Operations Manager to recruit volunteers and coordinate volunteers for rehearsals, sectionals, and an annual pizza party to ensure that rehearsals are staffed with attendance takers, set-up crew, parent on-call and additional volunteers, as needed.
- **Attendance Taker:** Take attendance at weekly rehearsals. Contacts musicians to ascertain reasons for lateness and absences. Compiles data into Excel-type worksheet and provide reports to Conductors.
- **Stage Crew:** Set up: Come early to arrange chairs and stands in rehearsal room per the conductor's seating chart. Tear down and return stands/chairs to closet in the rehearsal space. Set up/tear down stage for spring and fall concerts and dress rehearsals.

- Parent On-Call: Attend weekly rehearsals to aide conductor when needs arise with musicians. Stay with musicians till all parents arrive for pick-up. Parents can rotate this job week to week.
- Photography: Photographs (digitally) group and individuals at dress rehearsals and performances. Submits photographs to Photography Team Leader on CD for upload to Internet. Must have own equipment.
- Concert: Monitor musicians in Green Room prior to dress rehearsal and concert as required by the Town of Cary. Assist the Cary Art Center with ushering during concert.
- Ad Sales: Sell advertising to businesses for fall and spring concert programs.
- Marketing: Assist in developing and implementing marketing strategies for the PA and performances.
- Coat Check for NC Symphony: Parents and musicians will work the coat check table at the NC Symphony concerts. Volunteers will receive complimentary ticket to the concert.
- Coat Check Coordinator: Set up and maintain Sign Up Genius for Coat Check volunteers, serve as first contact for volunteers, and ensure that all volunteer spots are filled.
- School Liaisons: One parent to communicate directly with their musician's schools music program to promote our program and events.
- Auditions: Full orchestra auditions, held at Athens Drive High, are a significant effort and require many volunteers to set-up and tear-down audition rooms, to work registration table, and to act as audition stewards.
- Special Events: These events require planning, set-up and tear-down, transporting of our larger percussion instruments, and a variety of task during the event.
- Community Festivals: The PA operates a booth at festivals such as Lazy Daze and Spring Daze. Volunteers act as ambassadors to our program, sharing printed material as well as their own knowledge and experience with the PA.

ADDENDUM for 2020-2021 SEASON

Small in-person rehearsals will be offered during the 2020-2021 season. Students are expected to attend these in-person rehearsals OR the virtual option available each week.

In-Person Rehearsal Policy

1. The following guidelines are to be adhered to in order to protect our teachers and students: Musicians will arrive on time with face masks on. Masks will remain on throughout rehearsal and until student gets in the car to leave the rehearsal area. Winds and brass will take the mask off to play and leave the mask on the ear and replace when not playing.

2. Musicians will bring mask, music stand, music, small stand light and pencil to each rehearsal.
3. Musicians will remain 6 feet or more from other individuals at all times before, during and after rehearsal.
4. Musicians will remain home if presenting any symptoms of sickness and report this to the attendance coordinator and the Executive Director immediately.
5. Families will immediately notify in-person director and Executive Director if musician has symptoms, has taken a test, or has been exposed to anyone testing positive to COVID-19 immediately upon knowledge of exposure and/or symptoms.
6. Failure to comply with any of the rehearsal policies will result in immediate removal from in-person rehearsals for the semester.

Online Rehearsal Policies

1. Musicians will be on time and present for the entire rehearsal. This means logging in at least 5 minutes in advance. Other electronic devices such as phones, ipads, televisions must not be in view. Tuning and instrument maintenance should be taken care of before the start of rehearsal.
2. Musicians will come prepared with instrument tuned, music in folder or binder, music stand, pencil, metronome (can be accessed online for free)
3. Musicians will be respectful and mute their computer until asked to share and use the chat function to ask questions unless otherwise instructed.
4. Professional language, attitudes and behavior will be expected throughout the rehearsal. This includes posture, focusing on the material, marking your music, etc. Be engaged!