

Student Manual
Central Valley Youth Symphony Association
CVYSA
2016-2017 Season

Any child or young adult through age 22 may apply for membership in CVYSA, subject to the following conditions:

1. Candidates must audition to demonstrate a suitable level of proficiency. (A, E)
 2. All students are encouraged to be a member of their school music program if one exists. (B)
 3. All Students and their family must join CVYS Association. (C)
 4. Students must pay a tuition fee. (C, D)
 5. Students must express a commitment to the orchestra by regular attendance, promptness, behavior, proper attire at concerts and being musically prepared for each rehearsal and performance. (F, G, H, I, J)
 6. All families must support CVYSA through purchase of concert tickets and by obtaining one advertisement yearly for the concert program. (K)
 7. All students and parents must agree and sign the CVYSA Student/Parent contract before beginning of season. (See Attached)
 8. All students and parents must be aware of CVYSA's safety policy. (L)
 9. All students and parents must be aware of CVYSA's policy on discussion and resolution of artistic matters. (M)
- A. **Auditions:** Auditions shall be held for the purpose of determining the level of proficiency of the candidate for membership in CVYSA. Audition evaluations will also serve as a guide to the Music Director and Conductor in the determination of orchestra placement. A second audition will be held for principal seats in key areas based on competitive demand. No re-seating auditions or challenges after this decision will continue during the season. Please see attached policy. (N)
- B. **Student Eligibility:** All students requesting membership in CVYSA are strongly encouraged to participate in his or her school instrumental program, if such a program exists.
- C. **Dues and Tuition:** All orchestra members and their family are required to be members of the Central Valley Youth Symphony Association. Tuition is charged to defray the cost of coordination and production of concerts and also to compensate our Music Director, Conductor and Coaches. Tuition for the Symphony Orchestra is \$350 if paying in full. The Preparatory Orchestra tuition is \$300 if paying in full. Dues and Tuition are due in full at the first rehearsal of the 2016-2017 season. If semester installments are necessary, the cost per semester is \$213 for the Symphony Orchestra and \$188 for the Preparatory Orchestra. If a student cannot afford the tuition, tuition assistance may be available. A written statement of the reason for requesting tuition assistance must be given to the Board President at the first rehearsal if not before. In addition, payment scheduling/plan options may be discussed with the Treasurer before first rehearsal.
- D. **Scholarships:** Two non-need scholarships are available to orchestra members. The Tina Bazett Scholarship provides funds for instruments, music or instruction. The Alfred Rageth Scholarship provides college tuition for music majors. Applications for these scholarships will be available at the first rehearsal in March and will be due at the beginning of rehearsal on March 28, 2017. Applicants will be notified at the Spring Concert.
- E. **Placement:** Orchestra placement shall be at the sole discretion of the orchestra conductor, as the orchestras are structured for the best sound and the best learning experience for all members. A second audition will be held for principal seats in key areas based on competitive demand. No re-seating auditions or challenges after this decision will continue during the season. Please see attached policy.

- F. **Attendance:** Students shall be present at the designated time and place for all rehearsal and concerts. Weekly rehearsals for the Symphony Orchestra are Tuesdays, 6:30 – 8:30 p.m. at the University of the Pacific Rehearsal Hall. Preparatory Orchestra rehearsals are Tuesdays, 5:00 to 6:15 p.m. at University of the Pacific, Rehearsal Hall. Please note that 1-week prior to performances, rehearsals for the symphony orchestra **will begin 30 minutes earlier** per conductor's notification. Please check the attached calendar so that you are able to minimize conflicts.
1. Attendance at all dress rehearsals and concerts are **mandatory** in order to continue as a member in the orchestra. The orchestra conductor will evaluate school music program conflicts on an individual case basis. The conductor or the CVYSA Board must be contacted 1 month prior to such a conflict. **Any less time in notification could incur charges to the student and family if a paid replacement must be found to maintain the level of performance.**
 2. Excused absences are irreconcilable conflicts with school organized music performances when proper notification received (see above), extreme prolonged illness or family emergency. In any case, the student or the student's parent/guardian is expected to notify the symphony per phone **ASAP 1 (888) FOR-CVYS**.
 3. Students will be allowed two unexcused rehearsal absences or tardiness per semester. Please use them wisely. The third unexcused absence in one semester will cause the student to lose membership in the orchestra for the remainder of that semester. Students will not be allowed to perform at the concert, nor will dues/tuition be refunded. For reinstatement you will be subject to the conductor's review and a review with the student's parent/guardian before the CVYSA Board.
 4. To monitor attendance students will be asked to sign in each night of rehearsal, dress rehearsals and concerts. It is the student's responsibility to make sure that this is completed on arrival to these events.
 5. Students not meeting appropriate standards for attendance, promptness, behavior, attire and preparation shall be subject to disciplinary action. This can come in the form of a written warning, suspension or expulsion, at the discretion of the CVYSA Board in consultation with the Music Director.
 6. **Please remember that at all times the orchestra counts on your presence to maintain the level of performance that only together you can reach. You as an individual are very important to the group.**
- G. **Instruments and Equipment:** All orchestra members shall provide their own instruments and accessories for all rehearsals and concerts. A pencil and all current sheet music should be brought to all rehearsals and concerts, please do not count on your neighbor to provide these items for you. All orchestra members are responsible for the care and safety of their own instruments. Instruments are to be in good repair and working order.
- H. **Music and Music Folders:** It is the responsibility of each orchestra member to take good care of all music literature and folders issued to them and to return them in good condition to the conductor when requested at the end of each semester. If a member is required to make notations on the music, only a light marking with a pencil should be used. Lost, forgotten, not returned or damaged music literature or folders will be billed to the responsible member at \$1 per sheet. Each student in the Symphony Orchestra will be asked to sign for all new music received during the season and will be responsible to pay if the need arises to replace for any of the above reasons.
- I. **Orchestra Etiquette:** The CVYSA Orchestras have very limited rehearsal times available to them. Therefore, members should observe the following rules:
1. Members are required to be in their chair, warmed up and ready to play at the time appointed for rehearsal to begin.
 2. No unnecessary talking during rehearsal. To address the conductor, please raise your hand.
 3. All chairs and stands must be returned to storage after each rehearsal. Each student is responsible for his or her own chair and music stand. This also includes cleaning up your area before leaving the rehearsal.

- J. **Concert Dress:** Unless otherwise announced by the conductor, concert dress is:
- Symphony Orchestra**
1. Concert Dress, black shoes and black hoses. All dresses will be uniformed for concert wear; you **MUST** wear the dress purchased through Stage Accents. CVYSA recommends you order by September 6th in order to allow time for processing. When your dress arrives you will need to have it hemmed before the first concert at your own expense.
 2. Black Tuxedo with white shirt and black bow tie, black shoes with black socks. Tuxedo may be purchased through Stage Accents or may be purchased elsewhere.
- Preparatory Orchestra**
1. Concert dress, black shoes and black hoses. All dresses will be uniformed for concert wear; you **MUST** wear the dress purchased through Stage Accents. CVYSA recommends you order by September 6th in order to allow time for processing. When your dress arrives you will need to have it hemmed before the first concert at your own expense.
 2. Black pants with black shoes and black socks. Long sleeved white tuxedo shirt with black bow tie and black cummerbund.
 3. Shirt and bow tie with cummerbund **MUST** be purchased through Stage Accents.
- K. **Family Responsibilities**
1. Keep abreast of CVYSA news by reading mailed newsletters, attending parent meetings and using our website (www.cvyys.org).
 2. Purchase 5 tickets for Spring 2017 concert performance at \$10 each and also purchase tickets to the winter concert in February with prices and amounts TBA at a later date.
 3. Obtain one advertisement for the concert program at a minimum of \$50 for the year. This is **mandatory for both the Symphony Orchestra and the Preparatory Orchestra**. This ad can be purchased by a local merchant, corporation or by the family with a special message for the group or individual. **Ad forms must be completed and received with payment by the CVYSA board no later than Tuesday, September 6, 2016.** Please see attached form.
- L. **Safety Policy:**
- In order to better assure the safety and well being of our students, CVYSA requires that board and regularly paid staff be fingerprinted and screened by the Department of Justice for prior criminal history. Other volunteers or occasional staff will be required to be fingerprinted and screened if it is likely that they might have occasion to be in one-on-one situations with participating students or to have influence over a student's activities or standing within the program.
- M. **Discussion and Resolution of Artistic Matters:**
- If the situation arises that a CVYSA student, parent or board member has an idea, suggestion, question or disagreement regarding CVYSA artistic decisions and policies the following procedures are to be followed.
1. Inform the music director or conductor of your concern, privately and at an appropriate time and place. Some of these concerns may be of a sensitive nature, and the music director or conductor may need to defer a discussion until there is an adequate amount of time and privacy for a thorough discussion. Please be aware that the music director and the conductor have very little time available for discussion during a scheduled rehearsal.
 2. For more significant matters or disagreements or for any matter not settled through director discussion with the music director or conductor, please submit a written inquiry to the CVYSA Board. These may be mail to the CVYSA address or delivered personally to any board member. Students with concerns may also forward their written inquiries via the student representatives to the CVYSA board.
- N. **CVYSA Final Audition Guidelines for Key Seating Areas Including Concertmaster:**
- Materials:** A list of passages from the music being performed the current season, with measure numbers, will be provided for each musician. For musicians wishing to be considered for Concertmaster or other key principal positions, CVYSA will choose a

brief solo passage from the orchestral repertoire to be performed at the audition. Distribution of the music for the solo will take place 2-3 weeks prior to the audition date. CVYSA will use its best efforts to provide to all candidates at the same time.

Audition Procedures: Auditions will be held in such a manner that all candidates will be anonymous. Candidates are responsible for maintaining anonymity by refraining from speaking aloud during the process. A monitor will be present to relay your questions to the audition panel. Candidates will be scheduled in ten-minute increments. Each musician will perform the same passages in the audition excepting the aforementioned solo (for those wishing consideration for Concertmaster). Musicians not wishing to be considered for Concertmaster will not be penalized for not performing the aforementioned solo.

Results: Decision of the audition panel shall be final and may not be appealed. It is expected that all musicians taking part in the audition shall agree to abide by the decisions of the audition panel and participate fully in the seat they are assigned for the current CVYSA season.

- O. **Concert Etiquette:** Recordings of any type are prohibited at CVYSA concerts, regardless of the venue. You may not audio record, video, cell phone, photograph with or without a flash, etc. Recordings disrupt concentration of musicians and the glare of recording devices distract from the enjoyment of the concert. Please be respectful of our musicians and concert patrons.

The goal of these procedures is to keep the lines of communication open on issues such as programming, scheduling, seating, part assignments, concerto competition and coaches/sectional leaders while maintaining a positive environment for all our student musicians, families, volunteers and employees.

Contact Information

Central Valley Youth Symphony Association
PO Box 690276
Stockton, CA 95269-0276
1(888) for CVYS
www.cvys.org

Revised July 16, 2016