

**Berkeley
Youth
Orchestra
BYO**

Parent Handbook

***CELEBRATING OUR
40th SEASON***

2009-2010

P.O. Box 1294, Berkeley CA 94701 • (510) 663-3296

www.BYOweb.org

Faculty & Staff Contact Information

NAME

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David Sutton, BYO Board President

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Berkeley Youth Orchestra **BYO**

Welcome to the Berkeley Youth Orchestra's 40th Season!

Welcome and congratulations on being accepted into the Berkeley Youth Orchestra (BYO) for our 40th Season, 2009-2010! This is a very exciting year for us as we celebrate our 40th anniversary. We look forward to being a part of your musical development.

This handbook offers an overview of the program, introduces you to our faculty, explains what you can expect to learn and do in rehearsals, sectionals, and concerts, and tells you how members and families participate in order to ensure the smooth operation of the Berkeley Youth Orchestra.

You'll find information about tuition costs, payment schedules, and financial aid opportunities.

Please refer to our website for additional updates www.byoweb.com.

Our Mission

BYO is an exceptional full symphony orchestra fostering a musical community for dedicated young musicians from the greater Bay Area.

Member Retreat September 26, 2009

Members: 9am – 4pm

Family BBQ: 4-6:30

The Berkeley Youth Orchestra kicks off its season with a retreat for all members to Crow Canyon on September 26, 2009. On this day-long retreat members have the opportunity to get to know each other in ways they can't during shorter Saturday rehearsals. This gives them the opportunity to create musical and personal bonds that will enhance each musician's experience. We are celebrating our 40th anniversary with a BYO Family Picnic. We encourage families to join us after rehearsal and enjoy a family catered BBQ. @ Crow Canyon: <http://www.crowcanyonpark.com/>.

Our Faculty

Jay Lehman, Artistic Director, Brass
Kate McLoughlin, Assistant Conductor, Winds
Al Maitland, Executive Director, Percussions
John Bennett, Cello, Air Quartet

Heghine Boyolan, Violin, AiR Quartet
Clif Foster Violin, AiR Quartet
Ilana Matfis, Viola, AiR Quartet

An exceptional symphony orchestra, especially one focused on the critical young group the Berkeley Youth Orchestra serves, requires an exceptional music faculty experienced in fostering young musicians, and administrative leadership that understands the musical vision of the group. BYO's faculty creates a challenging educational environment that allows the members to improve at their own pace. BYO has one of the most impressive music and administrative faculties in the San Francisco Bay Area.

We have instituted an Artists-in-Residence (AiR) program, selecting dedicated instrument specialists who are devoted to the individual and group development of a specific orchestral section.

BYO Board of Directors

David Sutton – President, president@BYOweb.org
Maya Rath – Treasurer, treasurer@BYOweb.org
Lynn Mackay – Secretary, secretary@BYOweb.org
Al Maitland – Member, ex officio – Executive Director, BYO
Alan Wan – Member

David Danzeisen - Member
Kristen Normann - Member
Carl Palowitch - Member
Winnie Cheung – Member
Kent Brandenburg - Member

The BYO Board is a group of parents of both current and former BYO members as well as community members who meet bi-monthly during the season to prepare and oversee the BYO budget, make policy, develop long-range strategic plans, and oversee the parent committees to continuously build membership, organize advertising and grant proposals, and hold fundraising events. Board meetings are generally held during a Saturday rehearsal and are open to all parents of BYO members. The board:

- Reviews BYO budget, decides where, when and how to spend money, how to get more
- Resolves orchestra / staff issues: need for certain instruments, more chairs, more/different music and operational staff, attendance status, scholarship awards, member concerns
- Sets policies and operating rules: Tuition, scholarship eligibility, budget, attendance and performance expectations
- Ensures financial/legal compliance: Taxes, insurance, government filings in accordance w/501(c) 3 requirements
- Creates long-term goals for BYO, and works with BYO paid staff to implement

We value diversity of skills and opinions and urge all BYO parents to consider joining us. Please speak to the Board President if you are interested in becoming a member of the BYO Board of Directors.

The Music Program

A progressive, comprehensive program allows students to develop sight-reading, technical and musical skills while playing selections from standard orchestral repertoire. Rehearsals focus on sight-reading technique, intonation, rhythm, ensemble playing, listening skills, and sound quality. Music is selected to represent various origins, genres and historical periods. As the year progresses, the focus of the program widens to include more challenging repertoire and discussion of motives, themes, phrases, forms, and more complex musical ideas. Artistic Director and Conductor Jay Lehmann leads full orchestra rehearsals while dedicated instrument specialists from our music faculty sit in with each section and lead regularly scheduled sectional rehearsals.

Seating Philosophy

Seating is provisional, based on auditions, previous season performance, and leadership ability. Formal seating auditions are conducted at BYO shortly after the season starts. BYO uses a rotation seating system. String players move between sections. They may move forward and back within each section to gain the experience and perspective that each position offers.

String players are paired on a stand to complement each other's relative strengths and weaknesses. Wind and brass players may share first chair responsibilities as co-principals. Typically, seating assignments will be changed at the start of each concert preparation session.

Rehearsals

The Artistic Director and Conductor has carefully designed the season rehearsal schedule to ensure that there is the most effective mix of full symphony and sectional rehearsals to produce the best possible concert performance. All rehearsals start with a full symphony warm-up on stage.

Intensive rehearsals, extended an additional 30 minutes to 12:30 p.m., are scheduled for the rehearsal just prior to the concert dress rehearsal. In this rehearsal, the Conductor will focus on any final rough spots in the program in preparation for the dress rehearsal.

Dress rehearsals are the final rehearsal prior to a concert and are noted on the BYO schedule. It is called a "dress rehearsal" because the Conductor will focus on working through the program in concert order to ensure orchestra readiness. Members should not wear concert dress for this rehearsal. Attendance at dress rehearsals is mandatory.

Chamber Ensemble Program

The Berkeley Youth Orchestra is proud to offer the experience and training of chamber music conveniently as part of BYO's comprehensive musical experience. Chamber music motivates and draws

out a higher level of potential from young musicians. By creating a more profound understanding and experience of music, chamber music sharpens their skills, raising their level of playing and ensemble work.

After our second concert, BYO will kick off its intensive chamber ensemble program, with ensembles formed, music assigned, and demonstrations conducted by BYO's Artists-in-Residence and other music faculty. The rehearsals beginning with brief full orchestra rehearsals followed by a series of ensemble classes led by our music faculty.

While BYO always expects consistent attendance, attendance at 100% of the chamber ensemble rehearsals is critical.

Concerto Competition

The Berkeley Youth Orchestra offers the opportunity to members in good standing to participate in its annual Concerto Competition. As many as three candidates will be selected to appear as soloists, each performing a memorized single movement of a concerto accompanied by the Berkeley Youth Orchestra. The Concerto Competition auditions are open to all members in good standing.

Register by completing the bottom portion of the Concerto Competition application found on BYO's website and returning it to the Orchestra Administrator by November 14, 2009.

Auditions will take place on Saturday, December 12, 2009, at Laney College. The auditions will be scheduled at 10-minute intervals before, during, and after the BYO rehearsal.

Concerti are to be one movement from any standard work with parts readily available and playable by the orchestra members. The work must be published in a version for your instrument and orchestra, not just piano accompaniment. All entries must be approved by the Artistic Director.

Auditions are adjudicated by professional musicians who are not members of the BYO music faculty. The judges may stop the musician at any time and ask for other sections of a given work, so the entire movement must be prepared (but need not be memorized for the audition). A copy of the piece must be provided to the judges. In order to make this experience fair and accessible to as many players as possible, use of accompanists is not permitted.

Special Programs: 2009-2010 Viola Workshop

Throughout the season, BYO implements special programs that focus on skills needed by every musician. This season, there is special emphasis on developing viola musicianship, with interested violinists being offered the opportunity to participate in an eight-week viola workshop at the start of the season to develop this important section for planned concert programs throughout the season. BYO will make violas available to those participants needing one during the season.

Concerts

For the 2009-2010 season, BYO has planned three full symphonic orchestra concerts and one chamber ensemble concert. All concerts are held on Sundays and start at 2:30 p.m.

Arrival Time for Concerts

Members are expected to arrive at 1 p.m. and be prepared to warm up at 1:15. Audience members are not allowed in the theater during the orchestra warm-up. Early arrivals are welcome to join us in the lobby to socialize, enjoy snack foods and purchase BYO merchandise. Members take a snack break at 2:15, at which time doors open.

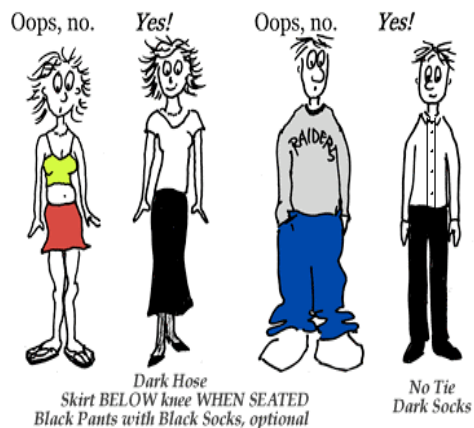
Concert Dress

To establish a professional look, which will reflect how you feel and play, the following concert dress is required of all members:

Boys: Solid white long or short sleeve shirts, solid black slacks with belt, black socks and black dress shoes. No ties or jackets worn during the performance. No tennis shoes.

Girls: Solid white blouse, short or long sleeved (no sleeveless, cap or low-cut tops). Solid black skirt (at least 2 inches below the knee **when seated**) or slacks, and opaque black pantyhose with skirt, or black knee-length socks with slacks, and black dress shoes. **NO KNEE LENGTH STOCKINGS IF WEARING A SKIRT!**

White on the Top, Solid Black Waist to Toes!



Concert Tickets and Seating

As part of BYO's mission to provide a professional symphonic orchestra experience for our members, we follow professional orchestra practices in all aspects of our program, including management of performances.

- BYO member families will be provided with two tickets per family at no charge for each performance. These tickets are for GENERAL SEATING.
- No audience members will be seated while a performance is in progress. Audience members must wait until a piece is completed before being seated by an usher.
- Only BYO Concert Coordination Chairs, Board Members or Staff may reserve seats prior to a performance **for special guests or concert volunteers**.
- Audience members may request reservation of an accessible seat for a handicapped guest, plus one additional seat. These requests can be made in advance via e-mail to the Orchestra Administrator.
- **At the request of the Artistic Director**, no audience members may be seated in the theater during the pre-performance rehearsal

Recording and Still Photography During Performances

As a service to BYO families, BYO professionally records and produces audio CDs of performances that may be purchased at nominal cost. Throughout the season, BYO may professionally photograph selected performances for historical and publicity purposes. In common with all professional orchestras, BYO prohibits all other recording and photography except as described below:

- No still photography, with or without flash is allowed during a performance, as the light, sound and activity is distracting to others. For special events, such as soloist performances, parents of such members may arrange stage-side photos following the performance.
- No video recording may be done from anywhere within the theater during a performance, except for a designated area behind the last row of seats on the main floor.
- No video or photos may be posted of BYO concerts or members without their consent on any public website, for example Youtube.

Concert Attire Exchange

Tired of buying another white shirt/black pants/black shoes ensemble for the upcoming concert? Instead you can pass along outgrown concert attire in good condition (clean, on a hanger) OR pick up "new to you" concert attire from an older/taller member. Just come by any rehearsal Saturday, we provide a rolling garment rack backstage where you can pass on or pick up clothing or shoes (in plastic bag with size) . You do not have to donate items to pick up items or visa versa.

Member Performance Expectations

To ensure the maximum opportunity for members to benefit from their orchestra experience, BYO has established a Code of Conduct that fosters an environment promoting self-control and empathy towards and respect for others.

Attendance

- It is the member's responsibility to attend **every** rehearsal and performance. Members will not be adequately prepared to perform if they do not attend all rehearsals. On rare occasions a member may need to miss a rehearsal (personal illness). If this is necessary you must contact the orchestra administrator in advance. If any member misses more than two Saturdays during preparation for any concert they may be asked not to perform. Please keep in mind that your absence affects the entire orchestra and changes the overall sound.

Professional Behavior

- Members are expected to bring all BYO parts issued to them during every rehearsal (orchestra and chamber parts), even when sharing a stand with a partner.
- Members are expected to have a sharpened pencil with them during every rehearsal, and to mark their own copies of the music with conductor notes, even when sharing a stand.
- Members pay attention at all times, even when their section is not rehearsing. Members never talk when the conductor or faculty member is speaking to the group.
- No chewing gum or eating during rehearsal.
- All electronic devices are turned off during rehearsal. No text messaging!

Respect and Courtesy to Others and Property

- Be considerate of the feelings of others. BYO does not tolerate teasing or making fun of others.
- No fighting or engaging in aggressive or provocative behavior.
- Speak to and listen respectfully to peers and adults.
- Use appropriate language during rehearsals, concerts, breaks, and other times when representing the BYO. Inappropriate comments or sounds during concerts or rehearsals are cause for dismissal.
- Respect others' property, including their instruments. Do not touch or play with others' instruments, or BYO percussion instruments or accessories.
- Clean up after yourself; throw away snack trash, pick up food you drop, throw away drink containers. **NO FOOD/DRINK IS ALLOWED IN THE LANEY THEATER.**
- Vandalism is grounds for immediate dismissal.

Safety

- At all times, remain within the specified rehearsal and break areas. Members must always be visible to music faculty or parent volunteers.
- No playing in or on elevators, stairs, or bathrooms, running in the building, or other similar disruptive behavior.
- Parents must pick up members immediately after rehearsals and performances.
- **Notify the Administrator if Leaving Rehearsal Early** If you have arranged to meet your child during rehearsal or at break to drop something off or because he or she must leave early, please park your car and meet your child in the theater. Please be sure that your child notifies the Orchestra Administrator that he or she is leaving.

Resolution of Code of Conduct Issues

- Behavior is brought to the attention of the orchestra member.
- If appropriate, resolution is encouraged between orchestra members facilitated by an adult in charge.
- If necessary, the behavior will be brought to the attention of the orchestra member's parents.
- If there is continued problematic behavior the orchestra member will be asked to leave the orchestra.

Readiness for Rehearsals

Organizing and Managing the Music

At the start of every concert session, each member will receive the majority of his/her parts for that session. Throughout the session, members may receive additional parts for concert preparation or to practice sight reading. Whenever music is received, members are expected to sort and organize the music and tape pages together or insert them in a binder

Learning the Music

Students must learn music at home so that rehearsal time may be spent on musical concepts and developing the ensemble performance. Parents are asked to help students design an effective, regular practice schedule. Students should also ask private teachers for help with orchestra music. The BYO music faculty may consult with parents and private or school teachers to provide feedback, recommend focused attention on particular pieces or techniques.

School Music Program Participation

BYO supplements school music programs, and therefore members are expected to participate in their school programs when offered. BYO is not meant to replace what schools provide.

Tuition

Tuition

For the Berkeley Youth Orchestra 2009-2010 season, tuition fees are as follows:

- First member of a family \$750.00
- Second member, same family \$550.00
- Third and each successive member, same family \$450.00

Tuition for members joining at the start of the Winter (January) session is \$500 per member.

Tuition fees include:

- Musical parts for both full orchestra and chamber ensemble programs
- Orchestral and individual coaching by BYO music faculty during rehearsals, sectionals and ensembles as published in the BYO calendar
- Two free tickets per family for each BYO concert
- Optional Concerto Competition participation

Tuition Due Dates

The Tuition Contract, with tuition payment or financial aid request, is due and payable in full at the first rehearsal of the season, September 12, 2009. If joining BYO after the first rehearsal of the season, tuition is due and payable at the first rehearsal attended by the new member.

Financial Aid and Payment Plans

BYO wants to ensure that no qualified musician is prohibited from joining BYO due to financial need. To that end, we request that all aid applicants contribute financially as they are able. Applications for full or partial scholarships, with all supporting documentation, must be submitted no later than September 26, 2009, for the full season, or January 23, 2010, for the Winter and Spring sessions.

BYO will establish payment plans for tuition balances due from members receiving partial scholarships. If extenuating circumstances warrant, BYO will consider payment plan contracts for other members, provided all registration forms have been completed, including the Tuition Contract. Parents must contact the Executive Director to discuss such plans at the first rehearsal the member attends.

Refunds

BYO makes a season-long commitment to provide a rich developmental program to each member. Therefore, full tuition is non-refundable, even if a member does not participate in any part of the program, voluntarily discontinues attendance, or is dismissed at the discretion of the Artistic Director due to infractions of BYO's Code of Conduct.

Parent Collaboration

We build our musical community by involving parents directly in the operation of the Berkeley Youth Orchestra. As members of BYO, every family must volunteer and support BYO during the season by participating in **all** of the following:

- Stage set up/backstage security
- Snack duty
- Donate items to the Silent auction
- Buy one viola raffle ticket
- Concert support
- Provide food/drinks (as assigned) for the concert bake sale
- Serve on one fundraising committee (Silent Auction, Viola Raffle, Practice-A-Thon, Merchandise)
- Attending both parent meetings (September and January)

A BYO Board Member or the Orchestra Administrator acts as an advisor to each committee and will initiate and facilitate the first committee meeting. When a parent chairman has been identified, the Board Advisor becomes an “advisor” to the committee.

Families volunteering for Board positions and committee chair duties are excused from stage and snack duty.

Stage Set Up/Backstage Security

On your assigned day, you should arrive at 8:15 a.m. (for rehearsals) or 1:00 p.m. (for concerts). Please sign in and meet with the Stage Manager for instructions. You can expect to be released no later than 12:30 (for rehearsals) or 30 minutes after the end of a concert. Two families are assigned to stage duty for each rehearsal / concert.

Responsibilities include setting up and taking down chairs, stands, risers, percussion equipment before and after the rehearsal or concert.

In addition, you are required to remain during rehearsal (not concerts) to:

- monitor the backstage area and theater to ensure that non-members do not wander through the theater
- ensure that members remain on stage, and in the designated areas during snack
- assist the Assistant Conductor in directing coaches and members to the appropriate rooms during sectionals and help to pass out materials as needed
- ensure that the theater is left free of debris following the rehearsal or concert

Snack Duty

Arrive at least 30 minutes before the scheduled break time to sign in, and contact the Orchestra Administrator or backstage duty parent for directions.

You (and your partner family) are responsible for:

- Providing a healthful snack and drink for all orchestra members and staff. Confirm the number of members with the Orchestra Administrator, roughly 100 youth and 7 staff.
- Setting up the snack tables (supplied by BYO),
- Serve and supervise snack service to ensure all members get snacks,
- Clean up debris, and put away the tables.
- Break is typically 20 minutes long.
- BYO will provide napkins and cups.

Silent Auction

The Silent Auction will take place in May, each family is expected to donate at least one item. This can be done in three ways:

1. Donate an item you made, a service you can provide, or an item you purchased
2. Solicit donations from businesses
3. Provide a cash donation to BYO, and BYO staff will purchase needed auction items.

Viola Raffle

The Viola Raffle will take place at our first concert. Each family must purchase one viola raffle ticket, but are encouraged to reach out to family and friends to sell additional tickets. You may re-sell the ticket that you are required to purchase.

Concert Support & Fundraising Committee

Each family contributes to BYO by working at the concerts and contributing food to the concert bake sale. Additionally, each family must sign up to work on a fundraising committee.

All concert duties are performed in the theater lobby; duties include selling concert tickets, setting up and selling baked goods/snacks, acting as an usher to hand out programs and seat audience members, or selling BYO CDs or other merchandise.

Fundraising committee duties include preparing for and running fundraisers. Your support efforts could be during BYO meetings, concerts and/or at home.

Practice-A-Thon

The Practice-A-Thon is a month long fundraiser held in October, 2009. Each member participates by tracking the number of hours they practice their instrument every day. Each member seeks pledges from family and friends for each hour of practice, or a flat donation. There are special prizes for the most hours practiced, most money raised, and most sponsors. There are great prizes for everyone! Our goal is 100% participation!