

SNJ
SYO



NEW JERSEY STATE YOUTH ORCHESTRA[®]

PARENT / STUDENT HANDBOOK

2011-2012 SEASON

Building a Musical Future for New Jersey

New Jersey State Youth Orchestra

2011-2012

Parent / Student Handbook

OVERVIEW & VOLUNTEERS

The New Jersey State Youth Orchestra exists to promote learning and love of music for our student musicians. Since its founding in 1977, the organization has grown to include three orchestral ensembles, and a chamber music program all performing at different times and in different venues. These ensembles together require supervision from the conductors, administrative staff, and parents in order to keep the NJSYO running smoothly. The goal of the NJSYO is to provide an extraordinary musical training experience for our student musicians.

There are several positions in the NJSYO that are staffed by parent volunteers. They keep the ensembles running efficiently, and work with the artistic staff to help maintain discipline among the students. These volunteers are the backbone of the NJSYO, and the most important part of our organization.

Volunteer Positions

Attendance Coordinator

Each ensemble (PSO, CYO, SYO, and Chamber Program) has an Attendance Coordinator. The Attendance Coordinator's job includes taking attendance at all rehearsals, reporting scheduled absences to the conductors, and notifying the Orchestra Manager of any attendance issues.

The Attendance Coordinator must be present 15 minutes before the start of any rehearsal, and stay until 30 minutes after the rehearsal begins.

Librarian

Each ensemble has a Librarian. The Librarian works most directly with the conductor of the ensemble. The Librarian's primary responsibility is to ensure that every student has the music necessary for each concert period. Occasionally, this will extend to making photocopies of parts. The Librarian should be available at the beginning of rehearsals to deal with music issues.

PROGRAM GUIDE & SPONSORSHIP

Orchestra Manager

Each ensemble has an Orchestra Manager who supervises the rehearsals and ensures that they run smoothly. The Librarian and Attendance Coordinator work with the Orchestra Manager to make the NJSYO experience a positive one for all students. The Orchestra Manager's duties include overseeing the attendance and discipline of the ensemble and coordinating stage and rehearsal setup with the conductor and Executive Director. The Orchestra Manager must be available at all rehearsals and concerts.

Program Guide and Sponsorship Participation

The NJSYO produces a program guide each year for its concerts. All students are required to provide at least one program guide ad or sponsorship. The ad or sponsorship can be from any source and any size.

You might ask, "Who do I know that would buy an ad?" Well, the best place is to start with entrepreneurs and small businesses that you know. Your local doctor, dentist, lawyer, accountant, plumber, electrician, or carpenter might be happy to place an ad in our program guide, knowing that it will reach potential customers and help the NJSYO at the same time. Local restaurants, music stores, banks, antique shops, and other merchants might like to have the targeted advertising that our guide would give them. Family members also make great potential ad donors.

Copies of the program guide advertising form and the sponsorship form are available at rehearsals or on our website.. Please return the completed forms with any artwork (business cards, etc.) and the appropriate payment. Artwork can also be e-mailed. The deadline for submission to be printed in this year's Guide is October 15th 2011.

COMMITTEE MEMBERSHIP

The NJSYO has several committees that oversee the administration of the orchestra, from attendance and programming to fundraising. The committees have a chairperson designated by the Board of Trustees, and work with the Executive Director on specific projects for the NJSYO.

Volunteer opportunities include the following:

- ❑ **Fund Raising Committee** – the Fundraising Committee develops the individual and corporate donations to the NJSYO organization
- ❑ **Marketing Committee** – the Marketing Committee works to raise the public profile of the NJSYO through contacts with newspapers, designing of flyers and brochures, and development of our website
- ❑ **Program Guide Committee** – the Program Guide Committee collects and formats ads from businesses and individuals for printing in our concert program
- ❑ **Summer Program Committee** – the Summer Program Committee oversees the administration of our summer camps and other programs
- ❑ **Hospitality Committee** – the Hospitality Committee provides refreshments for students and audience members, flowers for conductors and guest artists, as well as other related duties
- ❑ **Membership Committee** – the Membership Committee oversees registration of students and develops recruiting strategies
- ❑ **Audition Committee** – the Audition Committee coordinates the annual audition process, as well as any seating auditions that may occur.

These committees are extremely important to the life of the NJSYO. They ensure that our students get the best possible training and experience from the organization.

To Volunteer speak to any board member or email njsyo@njsyo.org

ATTENDANCE POLICY

NJSYO is committed to providing a superior music education and performance experience to all NJSYO students. Absence, lateness or early departure disrupts the learning environment and detracts from the performance level of the entire orchestra. Each student musician is strongly urged to attend **all** rehearsals, to arrive promptly, and to remain throughout. Perfect attendance of all musicians is the recommended goal.

NJSYO recognizes, however, that occasional absences may be necessary due to unforeseen situations, although they are acceptable only in extenuating circumstances. Therefore, NJSYO has adopted the following Attendance Policy. Below are the specific attendance requirements and procedures.

Concert Periods

A Concert Period is defined as the set of rehearsals preceding a concert performance of the NJSYO. Typically, there are between 9 and 12 rehearsals, including a mandatory rehearsal (please see below). There are three Concert Periods in the NJSYO season. The Concert Period dates are available on our website, www.njsyo.org.

Concert Period Attendance

Each musician is allowed **2 absences** from non-mandatory rehearsals during each Concert Period. They are to be used only for unavoidable situations, such as schedule conflicts, serious illness or other emergencies. More than 2 absences for non-mandatory rehearsals is a violation of the Attendance Policy and will result in disciplinary action, including a seating demotion for the concert, not being allowed to perform in the concert or other action at the discretion of the Conductor or Executive Director. Late arrivals or early departures of 20 minutes or more will be recorded as a half-absence.

Notification

Musicians are **required** to submit an **Absence Notification Form** at least 2 weeks in advance, for any scheduled absence, including lateness or early departure. Forms are available online for easy access. For last-minute, unavoidable situations that arise, an electronic absence report must be submitted prior to rehearsal.

ATTENDANCE POLICY

Mandatory Rehearsals

The Dress Rehearsal immediately preceding a concert is mandatory. All musicians **must** attend for the entire rehearsal. This rehearsal customarily takes place a few days before the performance and may not be on a normally scheduled NJSYO rehearsal night. Absence from a mandatory rehearsal is a violation of the Attendance Policy and will result in being disallowed from performing the concert or other action at the discretion of the Conductor or Executive Director.

Concert Performances

Attendance at all scheduled concerts is mandatory. Absence from or late arrival for a scheduled concert is a serious violation of the Attendance Policy and will result in disciplinary action, up to and including dismissal from NJSYO, and ineligibility to re-audition in subsequent seasons.

Rehearsal Arrival

Musicians are asked to arrive for rehearsals 15 minutes before the scheduled start time of their first activity. Upon arrival, musicians should check in with the Attendance Coordinator. Musicians must be in their seats, ready to play their instruments, 5 minutes before the rehearsal begins. Prompt return from rehearsal breaks is also required.

Rehearsal Cancellation

In the event of a rehearsal cancellation due to weather or other emergencies, the NJSYO staff will notify students with a notice on the website and e-mail.

Exceptions to the Attendance Requirements

The allowance of 2 absences from non-mandatory rehearsals is intended to eliminate the need to authorize exceptions. If a serious crisis arises, the student may request that an exception to the Attendance Policy be made. This requires submitting a completed Absence Notification Form to the Attendance Coordinator at the earliest possible date. The student's pattern of attendance will be a factor considered in determining whether to issue the exception, and the nature of the student's continued participation. In all such cases, the decision of the Conductor and Executive Director will be final. An example of a situation that may warrant an exception to the Attendance Policy may include illness of an immediate family member.

CONCERT ATTIRE

Failure to abide by the dress code requirements may result in not being allowed on stage for the performance.

All members

Girls

NO sneakers, flat sandals or flip flops
NO black jeans or casual pants
NO strapless tops or dresses

Guys

NO sneakers, sandals or flip flops
NO black jeans or casual pants
Dress shirts must be tucked in

SYO

Girls - Black blouse and black skirt (ankle-length or longer) or black dress slacks or long black dress (ankle-length or longer)
Black shoes, black socks/stockings
In general, concert attire should be formal and conservative.

Guys – Black Tuxedo with bow tie
White button-down shirt or tuxedo shirt
Black shoes, black socks

Chamber Musicians

Girls - Black blouse and black skirt (ankle-length or longer) or black dress slacks or long black dress (ankle-length or longer)
Black shoes, black socks/stockings
In general, concert attire should be formal and conservative.

Guys – Black dress pants, black dress shirt, long black tie,
black dress shoes and black socks

CONCERT ATTIRE & GENERAL INFO

CYO

Girls - Long black skirt or black dress pants, white shirt, black dress shoes and black stockings/socks

Guys – Black dress pants, white dress shirt, long dark tie (no bow ties), black dress shoes and black socks

PSO

Girls - Long black skirt or black dress pants, white shirt, black dress shoes and black stockings/socks

Guys – Black dress pants, white shirt, (no tie) black dress shoes and black socks

General Information

- All students of the NJSYO must apply to join the orchestra by completing the registration application. Acceptance and continued membership is at the discretion of the Board of Trustees.
- All new students must audition. Orchestra placement is based on a student's audition and grade and is at the discretion of the conductors.
- PSO student musicians must be in at least 2nd grade.
- CYO student musicians must be in at least 5th grade.
- SYO student string musicians must be in at least 9th grade. Students auditioning on woodwind, brass or percussion instruments must be in at least 8th grade.
- PSO and CYO students must be picked-up in their classrooms following rehearsal.
- The conductors are responsible for discipline in their orchestras. In addition, all members shall respect the privilege rendered to them by the host rehearsal or performance venue and shall not cause any disturbance in or of the facility. The conductor, in consultation with the Executive Board, is empowered to exercise appropriate disciplinary action, including expulsion from the orchestra. Students will be held responsible for their parent's actions.
- Each student will be issued a folder and is responsible for returning the folder at the end of the season. There will be a charge for lost folders.

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