



# Spokane Youth Symphony 2021-2022 Handbook

Updated October 11, 2021

## **Spokane Youth Symphony Mission Statement**

To provide exemplary orchestral education and performance opportunities  
for the youth of the Inland Northwest.

**Website:** [www.SpokaneYouthSymphony.org](http://www.SpokaneYouthSymphony.org)

**Email:** [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org)

### **Mailing Address**

SYS  
P.O. Box 9547  
Spokane, WA 99209

### **Office**

601 W Maxwell Ave Suite #1  
Spokane, WA 99201

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## SYS Personnel

### Conducting Staff

**Philip Baldwin**, SYS Artistic Director and Spokane Youth Symphony Orchestra conductor  
[artisticdirector@spokaneyouthsymphony.org](mailto:artisticdirector@spokaneyouthsymphony.org)

**Roberta Bottelli**, Spokane Youth Philharmonic conductor  
[philharmonicconductor@spokaneyouthsymphony.org](mailto:philharmonicconductor@spokaneyouthsymphony.org)

**Jerilynn Harris**, Spokane Youth Sinfonietta conductor  
[sinfoniettaconductor@spokaneyouthsymphony.org](mailto:sinfoniettaconductor@spokaneyouthsymphony.org)

**John Marshall**, Spokane Youth Strings conductor  
[stringsconductor@spokaneyouthsymphony.org](mailto:stringsconductor@spokaneyouthsymphony.org)

### Board of Directors

**Ken Treis**, President  
[boardpresident@spokaneyouthsymphony.org](mailto:boardpresident@spokaneyouthsymphony.org)

**Connie Kerbs**, Vice President

**Craig Culbertson**, Treasurer

**Jenifer Edwards**, Secretary

**Steve Chen**

**Ryan Crossette**

**Mary Beth Cullitan**

**Rebecca Mosley**

**Yuri Morozov**

**Brandi Smith**

**Christine Ulrichsen**

**Weiling Zhu**

### Administrative Staff

**Jennifer O'Bannan**, Executive Director  
[info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org)

**Felicia Bawden**, Business Manager  
[bawdenmom@gmail.com](mailto:bawdenmom@gmail.com)

### Orchestra Aides

Orchestra Aides provide information to SYS musicians and assist the conductor. They are present at each rehearsal, concert, and tour. Orchestra aides are responsible for recording attendance and assist SYS by

handing out fliers, making announcements, and communicating with students and parents as necessary for clarification of SYS expectations and events. Orchestra aides also handle the gathering of checks, cash, and order forms that are turned in from fundraisers which then are given to the SYS administrative staff. Compensation for the position is full tuition for the SYS 2021-2022 season for one child.

For questions regarding the SYS program, write to Jennifer O'Bannan at [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org).

For questions concerning personnel, policies, and procedures, write to Ken Treis at [boardpresident@spokaneyouthsymphony.org](mailto:boardpresident@spokaneyouthsymphony.org).

## **Prerequisites for Participation in SYS**

a. Entrance Audition

b. Enrollment

### **a. Entrance Audition**

Auditions typically take place in late May and late August or early September for each season. Current SYS members who wish to move up to the next orchestra are expected to audition in May. Students who plan to remain in the same orchestra do not need to do an entrance audition. The September auditions are primarily for students new to the program and those current members who are asked to re-audition. Returning members will benefit by auditioning in May since there may be fewer openings available if they wait to audition in September.

For a student to participate in any SYS orchestra, he/she must first audition and be accepted into that ensemble. Only students new to SYS and those who wish to move up need to audition for entrance to an orchestra.

### **b. Enrollment**

The enrollment process must be completed prior to student participation in the Spokane Youth Symphony. If a student has been in one of our orchestras during the past season or has auditioned successfully for placement in one of the SYS orchestras, he/she may be enrolled.

SYS Enrollment Process – Checklist: All links to forms are found at

- Step 1: Read SYS 2021-2022 Handbook and Media Consent and Release.
- Step 2: Parent/Guardian is to submit the online 2021-2022 Enrollment and Payment Agreement, acknowledging agreement to terms of the SYS 2021-2022 Handbook and Media Consent and Release.
- Step 3: Download, Complete, Return Liability Release (scan and email to [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org) or send by USPS to SYS, P.O. Box 9547, Spokane, WA 99209).
- Step 4: Submit payment for tuition, either online with credit card (a 3% convenience fee will apply) or mail a check to SYS, P.O. Box 9547, Spokane, WA 99209.
- Step 5: Volunteering will be required for parents for the 2021-2022 season. To volunteer, please go to Parent Volunteers and click on the "Choose a spot on SignUp.com" icon. *(Parent Volunteer duties will be posted as our season develops.) If you are unable to volunteer, you may pay the \$100 opt out fee.*

## **Part 1: Tuition**

The Spokane Youth Symphony organization is funded by tuition, grants, individual donations, concert attendance, donations, and group fundraising events. Our expenses include paid conductors, administrative staff, music specialists for workshops and sectionals, rent for rehearsal space, rent for concerts, music, instruments, equipment, printing costs and general overall organizational expenses. We strive to be conservative with our expenditures while dedicating our organization to provide an enriching educational experience.

### 1.1 Entrance Fee

All members enrolling in any of the Spokane Youth Symphony orchestras will be assessed an Entrance Fee due at time of enrollment. (FULL TUITION includes the ENTRANCE FEE.)

### 1.2 Tuition Amounts *(NOTE: A 3% fee is added for all online, credit card payments.)*

#### Spokane Youth Symphony Orchestra

- Full Tuition: **\$600 per year** (includes Entrance Fee)
- Monthly Payments: **\$100 Entrance Fee** due at enrollment plus **\$75 per month** September through April

#### Spokane Youth Philharmonic

- Full Tuition: **\$550 per year** (includes Entrance Fee)
- Monthly Payments: **\$90 Entrance Fee** due at enrollment plus **\$70 per month** September through April

#### Spokane Youth Sinfonietta

- Full Tuition: **\$500 per year** (includes Entrance Fee)
- Monthly Payments: **\$80 Entrance Fee** due at enrollment plus **\$65 per month** September through April

#### Spokane Youth Strings

- Full Tuition: **\$425 per year** (includes Entrance Fee)
- Monthly Payments: **\$70 Entrance Fee** due at enrollment plus **\$57 per month** September through April

### Payment is required to enroll.

Pay online with credit card or by check.

- 1) Pay in Full (entrance fee is included)  
or
- 2) Pay Entrance Fee followed by Monthly Payments

*(Multiple Child Discounts are available for families with more than one child in the program. Please check 4.2 for details.)*

### 1.3 Payment

You may choose to pay by **check, or online at [www.SpokaneYouthSymphony.org](http://www.SpokaneYouthSymphony.org)** with a credit card (3% convenience fee added). Mail checks to: Spokane Youth Symphony, P.O. Box 9547, Spokane, WA 99209. *Please DO NOT bring payments to orchestra rehearsals for hand-delivery to orchestra aides or SYS staff.*

**Monthly payments** must be **received by the 1st day of the month**. A late fee of \$15 may be assessed on the 6th day of each month for payments not received according to schedule. Students enrolling late in the season will pay the Entrance Fee plus tuition for the month in which they join the orchestra and each month thereafter through April 2022.

#### **1.4 Withdrawal from SYS**

If a student must withdraw from the program,

1. The parent needs to contact SYS staff in advance by emailing [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org).
2. The student then needs to inform his/her orchestra conductor and orchestra aide.
3. Any SYS music must be returned to the orchestra conductor or orchestra aide within two weeks of the last concert or rehearsal that the student participates in.
4. A fee will be charged for any unreturned music.

#### **1.5 Tuition Assistance**

Application is available at [www.SpokaneYouthSymphony.org](http://www.SpokaneYouthSymphony.org) by going to "Tuition Assistance" in the menu.

The Spokane Youth Symphony (SYS) strives to provide financial assistance to children in need so they may profit from the orchestral music experience. SYS believes that no deserving young musician should be denied participation in the Spokane Youth Symphony orchestras because of inability to meet tuition requirements.

The Spokane Youth Symphony provides tuition assistance for members in need. Need is typically established by documented eligibility for the National School Lunch Program. Applicants will be notified of assistance awards within 15 days of application.

Send Application to:

SYS  
P.O. Box 9547  
Spokane, WA 99209

or email to [info@spokaneyouthsymphony.org](mailto:info@spokaneyouthsymphony.org)

## **Part 2: Annual Events & Activities**

### **2.1 Rehearsals**

**The rehearsal season for all orchestras will begin on September 13th.**

**Rehearsal times and locations:**

**Spokane Youth Symphony Orchestra:**

St. John's Cathedral, 127 E. 12<sup>th</sup> Ave. (Great Hall)  
Mondays, 6:30-9:00 P.M.

**Spokane Youth Philharmonic:**

St. John's Cathedral, 127 E. 12<sup>th</sup> Ave. (Community Room)  
Mondays, 6:30-8:30 P.M.

**Spokane Youth Sinfonietta:**

Manito United Methodist Church, 3220 S. Grand Blvd. (Fellowship Hall)  
Mondays, 6:00-8:00 P.M.

**Spokane Youth Strings:**

Manito United Methodist Church, 3220 S. Grand Blvd. (Basement)  
Mondays, 6:00-8:00 P.M.

Schedules for each orchestra are made available online for the season's rehearsals and concerts. In the event of a schedule change, you will be notified by email and a notice will be posted on the website. Please check the website regularly for changes. Orchestra rehearsal times/locations are subject to change.

## 2.2 Seating Auditions

### Philosophy:

Auditions play an important role in the training and development of a musician, and the system in use by the SYS is typical of all elite ensembles, whether student or professional. While every care is taken to seat students fairly and on the basis of their audition, it is important to recognize that auditions are by nature subjective, and that there is no perfect system for evaluating students. It is important to understand that audition outcomes are in no way intended to discourage students or to belittle their efforts. Auditions judge a player's abilities on a given day, but are not meant as a judgment of a student's character or as a way of assigning their relative value to the organization. The SYS conducting staff endeavors to reward hard work and to value every student's contribution to the organization and the musical product.

### Protocols:

#### Wind/Brass Seating

If there is more than one woodwind or brass player per part, the following seating order will be observed: Principal 1<sup>st</sup> (#1 rank); Principal 2<sup>nd</sup> (#2 rank); assistant Principal 1<sup>st</sup> (#3 rank); assistant Principal 2<sup>nd</sup> (#4 rank). In certain exposed soloist passages, the assistant principals may be asked to be tacet for artistic and/or balance reasons.

#### Seating Changes following auditions

If auditions occur during a rehearsal series, changes to the seating order will usually be applied to the next concert series. This decision, however, will be at the director's discretion. If string seating is rearranged during a concert series, players should continue to play their original divided (divisi) part.

#### Missed auditions

If a member is unable to attend, or participate in a regularly scheduled seating audition, the audition must be recorded in advance and the recording sent by email to the Executive Director at least one day prior to the audition. The musician must understand that the recording may carry less weight than a live audition. Students who miss the seating audition and fail to provide a recording will likely be seated at the back of the section for that concert and rehearsal series, at the discretion of the conductor.

#### Performance Standards

If a member does not appear to be meeting performance, leadership or behavioral standards, the director may reassign the seating.

#### Outcomes

- All seating decisions are at the Director's discretion, and decisions are final.  
A student's tuition must be current in order to be seated.

## 2.3 Photo Night

In the early fall, each orchestra will be professionally photographed. Individual photographs are also available for an additional, modest fee. *(All students will be photographed individually to be included in the year book.)* **Each student will receive an order form/envelope when the rehearsal season begins. The student must arrive at Photo Night with the envelope filled out and payment enclosed if they are ordering pictures.** *All students are **required to attend rehearsal in concert attire** on their orchestra's picture night, even if they are not purchasing photos.*

### Photo Night Schedule:

**Strings and Sinfonietta:** Monday, September 20

**Philharmonic:** Monday, September 27

**Symphony Orchestra:** Monday, October 4

**IMPORTANT NOTE: Please plan ahead for PHOTO NIGHT so that the student has all of the required clothing items in time for Photo Night.** For details, see section 3.4 Concert Attire Dress Code. Links to online clothing sites are available on our website.

## 2.4 Concerts

The main **Spokane Youth Symphony concert series** includes four concerts at the Martin Woldson Theater at The Fox, 1001 West Sprague Avenue, Spokane. All SYS orchestras perform in four concerts per season. The concerts typically begin at **4:00 p.m. Orchestra dress rehearsals occur at the Fox earlier on concert day.** (Concert details regarding COVID-19 and the affect on audience size, etc. TBD.)

## 2.6 Fundraisers

Our primary fundraiser each year is the **Holiday Fundraiser**. Students and their families sell beautiful, handmade evergreen wreaths made at the Calvert Ranch in Montana. **Each family is asked to sell at least 10 wreaths during this fall. SCHEDULE FOR SALE TBD.** *Families who choose not to participate in the Holiday Fundraiser may pay an opt-out fee of \$100 in lieu of selling wreaths.* These wreaths are a favorite holiday decoration for many in the Spokane region. **PLEASE NOTE THAT CUSTOMERS CAN ORDER ONLINE WITH CREDIT CARD AND THIS SALE DOES NOT REQUIRE YOUR CHILD TO TAKE ORDERS IN PERSON.**

## 2.7 Concerto Competition

A yearly **Concerto Competition** for students in the **Spokane Youth Symphony Orchestra** will take at a date TBD. Rules and details of the competition will be available in the early fall on the website.

## 2.8 Awards

Awards are presented at the final concert of the season. These include (for each orchestra): **Most Improved Award, Leadership Award, and Conductor's Award.** In addition, the **Jessica Sund Camp Scholarship Award** is given to a student in Strings and Sinfonietta and the **Angela Armstrong Inspiration Award** may be awarded to a senior string player in Symphony. Students in Strings, Sinfonietta, and Philharmonic are listed for **Exemplary Attendance** if they have not had any unexcused absences and no more than three excused absences. *Special circumstances may apply.*

# Part 3: Musician Responsibilities

## 3.1 Musician Code of Conduct

Membership in the Spokane Youth Symphony is an honor and a privilege. The young musicians chosen by audition to play in these groups are expected to make membership a first priority among their many activities. Instrumentation and balance are established at the time of audition and must be maintained. If the orchestras are to provide the highest possible level of performance, preparation of the music and attendance at all rehearsals and concerts for the entire season is of utmost importance.

**All members will adhere to the following Code of Conduct:**

1. **Attendance is required** at all rehearsals and concerts. Upon arrival, check in with the Orchestra Aide before taking your place. **Students should arrive 15 minutes before rehearsal** to tune and be ready to play before the rehearsal begins. **Late arrival is not acceptable.**
2. **Bring a portable music stand** and **pencil** to all rehearsals (*the bringing of music stands applies to*

*Philharmonic, Sinfonietta and Strings members).*

3. **Return all music promptly** to the orchestra aide when asked to do so. If a student must leave the orchestra, all music must be returned within two weeks of leaving or a penalty will be assessed.
4. **If you borrow anything, return it.** This is particularly true for borrowed instruments, which must be turned in at the end of the season.
5. **Your complete attention is required at all times.** The use of cell phones and electronic games is not allowed during rehearsals or concerts.
6. **Students must behave respectfully** to the conductors, staff, volunteers, and fellow musicians at all times. **Speaking out of turn during rehearsals or concerts is not permitted.** (This includes whispering, joking, and otherwise disruptive behavior. A student may be removed from the group by the conductor, orchestra aide, or parent volunteer if such behavior continues.)
7. All students must **respect the property of our rehearsal and concert locations.** Gum chewing is not permitted.
8. We **strictly prohibit the use of alcohol, tobacco, and illegal drugs.** Any student in violation will be immediately removed from the orchestra.
9. STUDENTS ARE EXPECTED TO FOLLOW THE WASHINGTON STATE MANDATED REQUIREMENTS AT THE TIME OF ANY REHEARSALS OR ACTIVITIES DUE TO THE COVID-19 CRISIS.
10. **In matters of seating, the Conductor's decision is final.**
11. **At concerts, students must be seated in the theater hall as audience members** when they are not on stage performing. Appropriate audience etiquette is expected while students support their fellow musicians. Such etiquette includes refraining from talking, using personal electronics or phones, or doing homework, and it includes remaining seated. ***Respectful listening is an important part of a musical education.***

**A STUDENT'S PARENT WILL BE CONTACTED IF POOR BEHAVIOR IS ONGOING AND, IF NOT CORRECTED, A STUDENT MAY BE REMOVED FROM THE ORCHESTRA WITHOUT TUITION REIMBURSEMENT.**

### **3.2 Absences**

Rehearsals are very important and should take priority over other activities with very few exceptions. The following are excused absences: 1) illness 2) family emergency 3) religious observance, or 4) school music event. All other absences will be unexcused. Three or more unexcused absences may be cause for dismissal or may prevent a student from performing in a concert. An Absence Form must be filled out **online** or as a **paper form**, found on the **Absences** page of the website. If using the paper form, be sure to submit it to your student's orchestra aide within one week of the absence. In the event of a required school music event, please notify the orchestra aide as far ahead as possible before the rehearsal. Submit the online Absence Form within one week of the absence.

### **3.3 Concert Attendance**

Musicians will be expected to participate in all scheduled concerts. Our students are required to sit **quietly in the theater as an audience member** with the other students when not onstage performing. It is unacceptable to come late or leave early from a concert. If a parent would like their child to sit with them after intermission, or if the student must leave the building due to an unavoidable circumstance, the parent must submit the **Concert Attendance Release** form found on the **Absences** page of the website **PRIOR** to the day of the concert. Students are expected to remain in the designated seating or backstage until the end of the concert unless pre-excused by a parent.

Parents are responsible for transporting students to and from concerts. There is a dress rehearsal the day of the concert. Students may be asked to participate in other special performances.



### 3.4 Concert Attire Dress Code

The Spokane Youth Symphony requires formal dress for concert performances. For all orchestras, this means no black jeans or cargo pants, no tight pants (leggings), no casual shoes (Birkenstocks/boots/tennis shoes) or low-cut blouses. More specific requirements are as follows:

#### **Spokane Youth Symphony Orchestra (advanced ensemble "Symphony")**

**Ladies:** Long-sleeved (or three-quarter sleeved) full-length black dress or long-sleeved (or three-quarter sleeved) black blouse and full-length black skirt or full-length black dress slacks, opaque black stockings, black dress shoes and subdued accessories

**Gentlemen:** Black suit, white long-sleeved dress shirt, black bow tie, black dress shoes and black socks

#### **Spokane Youth Philharmonic, Spokane Youth Sinfonietta and Spokane Youth Strings**

(Philharmonic, Sinfonietta, and Strings)

**Ladies:** Long-sleeved (or three-quarter sleeved) white blouse with black mid-calf or full-length skirt or full-length black dress slacks, black stockings and dress shoes, and subdued accessories

**Gentlemen:** Long-sleeved white shirt, long black tie, black dress pants, black dress shoes and black socks

If a musician arrives for a concert dressed inappropriately, they will not be allowed to play.

*Reasonable dress code accommodations will be made in accordance with the SYS non-discrimination policy.*

### 3.5 School Music Policy

**The Spokane Youth Symphony strongly encourages all its members to participate in their school music programs.** The Spokane Youth Symphony organization believes its success depends on families remaining committed to the musical education of their children. We recognize and value the vital role played by music educators, both private and public, in training our musicians. Youth orchestras, school music programs, and private teachers share the common goal of training the next generation of musicians, audience members, and arts supporters.

### 3.6 Private Lessons

It is highly recommended that all of our orchestra members receive private lessons. The level of playing in our orchestras requires the involvement of private teachers to provide the necessary background in technical matters. A list of teachers who work with our students is available on our website.

For students who cannot afford the full price of private lessons, the **Christine J. Cooper Scholarship Fund** has been established to assist students who qualify for financial assistance for lessons. The information and application for this scholarship will be posted on our website by late August. **Application must be made each year, September-May, for which assistance is needed.**

### 3.7 Instrument Shortage Policy

Students who have not yet enrolled, or current SYS students willing to move down an orchestra to play 'shortage' instruments in the specific orchestra of need, receive half tuition scholarships for a limit of one year from the time of acceptance into the shortage position. Movement between orchestras are subject to the approval of both conductors involved. Positions will be filled on a first come first serve basis once officially accepted by audition and/or conductor into the specific orchestra of need. Extensions beyond one year will be evaluated by application on a case by case basis

## **Part 4: Parent Involvement**

### 4.1 Volunteering

The strength of the Spokane Youth Symphony depends on many team members, and parents are a vital part of that team. Parents are expected to volunteer a minimum of nine (9) hours during the 2021-2022 season.

Parents will receive regular email notices alerting them to volunteer opportunities. These will include volunteer activities such as chair set-up and tear-down for rehearsals, concert chaperones, tour chaperones, program stuffing, rehearsal door guards, wreath pick-up day assistance, etc. Links in the email will direct the parent to a volunteer posting, where they will be able to sign up unless all spots for that opportunity have been filled. The on-line system will track their volunteer hours.

## **4.2 Multiple Child Discount**

If a family has multiple students enrolled, tuition for the student in the highest orchestra will be 100% tuition and the rest of the siblings will receive 20% off the fee of the orchestra in which they are enrolled. If the "primary child" who is paying full tuition drops out rates will be re-calculated.

If a family applies for and qualifies for tuition assistance, they will not be allowed to take advantage of the multiple sibling discount. Discount is not cumulative.

**Multiple Child Discounted Entrance Fee and Monthly Payments** for additional sibling after 20% discount:

### **Symphony Orchestra:**

Full Tuition: \$480

Entrance fee - \$80

Monthly payments - \$60

### **Philharmonic:**

Full Tuition: \$440

Entrance fee - \$72

Monthly payments - \$56

### **Sinfonietta:**

Full Tuition: \$400

Entrance fee - \$64

Monthly payments - \$52

### **Strings:**

Full Tuition: \$340

Entrance fee - \$56

Monthly payments - \$45.60

## **4.3 Donations**

A donation to SYS may be made online or by mailing a check to Spokane Youth Symphony, P.O. Box 9547, Spokane, WA 99209. We depend on contributions from supporters to enable us to fulfill our mission.

A non-mandatory donation of \$5 per student is requested in April or May to help provide flowers and/or gift cards for the conductors at the final concert of the season.

## **Non-discrimination policy**

The Spokane Youth Symphony admits members on the basis of musical ability and potential, as demonstrated in audition. Musicians are selected based on their playing ability and the need of instrumentation to create a balanced orchestra. The Spokane Youth Symphony does not discriminate on the basis of race, color, sex, creed, religion, political belief, disability, nationality, sexual orientation, gender identity, or ethnicity in the administration of its educational policies, admission policies, scholarship programs, or other programs.