



Spokane Youth Symphony 2018-19 Handbook

Spokane Youth Symphony Mission Statement

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

Website: www.SpokaneYouthSymphony.org

Email: info@spokaneyouthsymphony.org

Mailing Address

SYS
P.O. Box 9547
Spokane, WA 99209

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SYS Personnel

Conducting Staff

Philip Baldwin, SYS Artistic Director and Spokane Youth Symphony Orchestra conductor
sysartisticdirector@spokaneyouthsymphony.org

Roberta Bottelli, Spokane Youth Philharmonic conductor
philharmonicconductor@spokaneyouthsymphony.org

Jerilynn Harris, Spokane Youth Sinfonietta conductor
sinfoniettaconductor@spokaneyouthsymphony.org

John Marshall, Spokane Youth Strings conductor
stringsconductor@spokaneyouthsymphony.org

Board of Directors

Jeannette Wee-Yang, President
boardpresident@spokaneyouthsymphony.org

Ken Treis, Vice President

Adelle Lines, Secretary

Yuri Morozov, Treasurer

Steve Chen

Craig Culbertson

Mary Beth Cullitan

April Golan

Karen Kraft

Jason Thackston

Administrative Staff

Jennifer O'Bannan, Executive Director
info@spokaneyouthsymphony.org

Felicia Bawden, Business Manager

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 2018-19 season for one child.

For questions regarding the SYS program, write to Jennifer O'Bannan at info@spokaneyouthsymphony.org.

For questions concerning personnel, policies, and procedures, write to Jeannette Wee-Yang at boardpresident@spokaneyouthsymphony.org.

Prerequisites for Participation in SYS

a. Entrance Audition

b. Enrollment

a. Entrance Audition

Auditions 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. (Students new to SYS are welcome to audition in May or in September.)

In order 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. ***Re-enrolling members are expected to enroll by August 15.*** 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 2018-19 Handbook and Media Consent and Release.
- Step 2: Parent/Guardian is to submit the online 2018-19 Enrollment and Payment Agreement, acknowledging agreement to terms of the SYS 2018-19 Handbook and Media Consent and Release.
- Step 3: Download, Complete, Return Liability Release (scan and email to 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. You can choose to pay the Full Tuition or the Entrance Fee and commit to paying monthly payments, September-April. (Include \$100 opt-out payment if choosing not to volunteer.)
- Step 5: Choose the Parent Volunteer activities that you would like to volunteer for by going to Parent Volunteers and click on the "Choose a spot on SignUp.com" icon. (*Parent Volunteer duties will be posted by August.*)

Volunteer opportunities are available throughout the year. Please see volunteer requirements under section 4.1. If you have questions or need assistance signing up, contact Jennifer O'Bannan at info@spokaneyouthsymphony.org or call 509-448-4446. Media Consent and Release and Liability Release forms are available on the Enrollment 2018-19 page of the website.

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 equivalent to one (1) month's tuition for the orchestra in which the student is enrolling. The Entrance Fee is due upon enrollment. (The Entrance Fee is included when tuition is paid in full.)

1.2 Tuition Amounts

NOTE: Each online credit card tuition payment includes a 3% convenience fee.

Spokane Youth Symphony Orchestra

- \$600 per year (includes Entrance Fee)
- or \$100 Entrance Fee due at enrollment plus \$75 per month September through April

Spokane Youth Philharmonic

- \$550 per year (includes Entrance Fee)
- or \$90 Entrance Fee due at enrollment plus \$70 per month September through April

Spokane Youth Sinfonietta

- \$500 per year (includes Entrance Fee)
- or \$80 Entrance Fee due at enrollment plus \$65 per month September through April

Spokane Youth Strings

- \$425 per year (includes Entrance Fee)
- or \$70 Entrance Fee due at enrollment plus \$57 per month September through April

(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 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.*
Full tuition not paid by September 30th will be invoiced at the monthly payment rate.

Monthly payments (September through April) 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 2018.

Those who choose to pay monthly with a credit card through our online shopping site are responsible to make the payments in a timely manner. To have automatic payments, you should set this up with your bank.

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.
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 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; alternative circumstances are also considered. Funds are limited, please apply early. Applicants will be notified of assistance awards within 15 days.

Send Application to:

SYS
P.O. Box 9547
Spokane, WA 99209

or email to info@spokaneyouthsymphony.org

Part 2: Annual Events & Activities

2.1 Rehearsals

The rehearsal season for all orchestras begins September 10th and ends with the final concert of the season on May 19th.

Rehearsal times and locations:

Spokane Youth Symphony Orchestra:

St. John's Cathedral –127 E. 12th Ave. (Great Hall – east wing)
Mondays, 6:30-9:00 P.M.

Spokane Youth Philharmonic:

St. John's Cathedral –127 E. 12th Ave. (Community Room – west end, basement)
Mondays, 6:30-8:30 P.M.

Spokane Youth Sinfonietta:

Westminster Congregational Church, 411 S. Washington
Mondays, 6:00-8:00 P.M.

Spokane Youth Strings:

Westminster Congregational Church, 411 S. Washington
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 1st (#1 rank); Principal 2nd (#2 rank); assistant Principal 1st (#3 rank); assistant Principal 2nd (#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 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, whether or not they are purchasing photos.*

Photo Night Schedule:

Strings & Sinfonietta: September 17

Philharmonic: September 24

Symphony: October 1

Please plan ahead so that the student has all of the required clothing items. For details, see section 3.4 Concert Attire Dress Code.

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 begin at **4:00 p.m. Orchestra dress rehearsals occur at the Fox earlier on concert day.**

2018-19 concert dates:

- **November 11, 2018**
- **January 27, 2019**
- **March 17, 2019**
- **May 19, 2019**

Concert Tickets:

Purchasing subscription tickets for all four concerts at the beginning of the *season (deadline for purchasing subscriptions is November 5, 2018)* provides substantial savings over purchasing individual tickets. Subscriptions can be purchased by mailing in the brochure order form (available on our website) with a check or by going to <https://www.spokaneyouthsymphony.org/> to pay with credit card. When purchasing online, be sure to choose the "SYS Family" subscription option.

- **SYS Family Adult:** \$34 each (compare to \$16 individual concert ticket price) Save \$30 for FOUR concerts.
- **SYS Family Senior** (65+): \$30 each (compare to \$14 individual concert ticket price) Save \$26 for FOUR concerts.
- **SYS Family Youth** (17 and under): \$21 each (compare to \$12-individual concert ticket price) Save \$27 for FOUR concerts.

Individual tickets to specific concerts may be purchased through the Fox Box Office, (509) 624-1200 or TicketsWest.com.

Other performance opportunities include an August concert following the music camp. Other concerts and ensemble opportunities may occur throughout the year. We will inform students as the opportunity arises.

2.5 Tours

Each year, Sinfonietta and Strings perform at retirement centers during one or two rehearsal evenings during the season. This is an excellent opportunity for our young musicians to share their music and the SYS program with members of our community. Parents are asked to provide transportation to and from these performances.

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.** *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. The sale runs from **September 10-October 22**. SYS families will be responsible to pick up their wreath orders on Saturday, November 17th and then deliver to their customers.

2.7 Concerto Competition

A yearly **Concerto Competition** for students in the **Spokane Youth Symphony Orchestra** will take place on January 20th. Up to three students may win the competition and are featured performers in the final concert of the season. 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. **In matters of seating, the Conductor's decision is final.**

10. **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.***

PARENTS 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.

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 August 15th.

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. By enrolling their child in SYS, each family commits to provide at least 9 hours (this averages 1 hour per month) of volunteering throughout the season (Sept. – May).*

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.

The option to fulfill the volunteer requirement by paying the \$100 Opt-Out Fee instead of volunteering is given. You can pay this online or by mailing a check to SYS, P.O. Box 9547, Spokane, WA 99209. Please note "Opt-Out" in the memo. PLEASE NOTE: If volunteer requirement is not fulfilled by May 2019, a fee of \$125 will be charged. **Special circumstances regarding the volunteer requirement will be taken into consideration if details are communicated to the Executive Director at info@spokaneyouthsymphony.org or 509-448-4446.*

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 Tuitions are as follows:

Full Tuition Payment Plan for additional sibling after 20% reduction: (*Full Tuition includes Entrance Fee*)

Symphony - \$480

Philharmonic - \$440

Sinfonietta - \$400

Strings - \$340

Entrance Fee and Monthly Payments for additional sibling after 20%

Symphony:

Entrance fee - \$80;

Monthly payments, (Sept.-April) - \$60

Philharmonic:

Entrance fee - \$72

Monthly payments, (Sept.-April) - \$56

Sinfonietta:

Entrance fee - \$64

Monthly payments, (Sept.-April) - \$52

Strings:

Entrance fee - \$56

Monthly payments, (Sept.-April) - \$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 March or April to help provide flowers and 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.