

## **Welcome and Congratulations on your acceptance into the Chesapeake Youth Symphony Orchestra!**

CYSO is excited to be part of your musical education. Please read this handbook in its entirety. Members and parents will find the following information not only useful, but necessary for the successful operation of each ensemble. This handbook and season schedule will help you stay organized and be prepared for all CYSO events. Please feel free to ask questions that will result in your having a more complete understanding of the CYSO and your membership.

### **INTRODUCTION**

The Chesapeake Youth Symphony Orchestra, Inc. (CYSO), incorporated in Maryland as an independent non-profit 501(c) 3 organization, was established in 1990 to meet a need in the region for a quality symphony orchestra for young people.

The purposes of the organization are:

1. to provide young musicians with an inspiring musical experience using standard orchestral literature;
2. to initiate, encourage, and support a symphony orchestra for young musicians, ages 8-21;
3. to nurture and support musical talent in individual youth;
4. to establish and participate in programs and activities designed to increase the understanding, appreciation, and enjoyment of music and the other performing arts;
5. to provide an exposure to music through concerts, workshops, and other activities;
6. to encourage citizen support of a youth orchestra and other musical and artistic activities for youth.

In 1993, the Board of Directors established a String Orchestra to enable young musicians to build strong technique and musicianship. During 1994, the Concert Orchestra (formerly the Repertory Orchestra,) a second full orchestra, was established to give more young musicians the opportunity to play the standard orchestra literature. In 1999 the Board established a Flute Choir to provide ensemble opportunities for young flutists. The 2003-2004 season brought another ensemble to the CYSO, the Preparatory Orchestra. This ensemble is the stepping stone to the Strings Orchestra and the basics of ensemble playing are learned here. During the 2004-2005 season the CYSO added the Wind Ensemble to provide young brass and wind players an opportunity to grow and develop. The CYSO is pleased to have these ensembles: Preparatory Strings, String Orchestra, Concert and Symphony Orchestras, Junior and Senior Flute Ensembles, as well as the Wind Ensemble, for talented young musicians throughout the region.

## **ADMINISTRATIVE INFORMATION**

Current information regarding the orchestra may be received via phone, e-mail, or CYSO's website. To contact or leave a message for any CYSO staff, use the following:

Phone: 443-758-3157

E-Mail [execdir@cysomusic.org](mailto:execdir@cysomusic.org) or [cysorchestra@gmail.com](mailto:cysorchestra@gmail.com)

Web address: [www.cysomusic.org](http://www.cysomusic.org)

### **CYSO Personnel**

**Julien Benichou, Music Director, Symphony Orchestra Conductor**  
**Vladimir Lande, Concert Orchestra Conductor**  
**Robert Stojakovich, String Orchestra Conductor**  
**William Schachter, Preparatory Strings Conductor**  
**Gail Vehslage, Jr. & Sr. Flute Ensemble Conductor**  
**Sandra Balderson, Wind Ensemble Conductor**  
**Robert Goeke, Associate Conductor**  
**William Pattie, Assistant Conductor**  
**Linda Foss, Executive Director**

### **Ensemble Volunteer Staff**

**Rebecca Firth and Gigi Morrison, SYMPHONY**  
**Vacant, CONCERT**  
**Vacant, STRING ORCHESTRA**  
**Vacant, PREPARATORY ORCHESTRA**  
**Rebecca McFadden & Vacant, WIND ENSEMBLE**  
**Marion Honeczy & Marion Eisinger, SR FLUTE**  
**Kevin O'Brien & Cynthia Gallaher, JR FLUTE**

**Anne Sloan, Head Librarian**  
**Joseph Laing, Librarian Emeritus**  
**Penny Mohr, Newsletter Editor**

## **Board of Directors**

**Linda Newsom, President**

**Leah O'Brien, Vice President/Pres. Elect**

**Anne Sloan, Vice President**

**Diane Cameron, Vice President**

**Shaun Mathis, Treasurer**

**Jeanne Klingler, Secretary**

**Sean Hagerty**

**Dorothea Harrison**

**Diane Bragdon**

**Dan Trahey**

**Everett Santos**

**William Scott**

**Boris Kim**

**Glen Rotner**

**Jane Chambers**

**Joanna Gilbert**

**Betty McGinnis, *President Emeritus***

### **ASSURANCE OF EQUAL OPPORTUNITY**

It is the policy of the Chesapeake Youth Symphony Orchestra, Inc., to admit members on the basis of their qualification only, and with assurance of equal opportunity and treatment regardless of race, color, creed, sex, religion, national or ethnic origin, or handicap.

### **STUDENT MEMBERSHIP**

Membership in CYSO is open to young musicians who meet the audition requirements, and are 8 to 21 years old.

1. An instrumentalist may be considered for membership if:

- the applicant submits an audition application form and registration fee;
- the applicant qualifies, on the basis of an audition, to the satisfaction of the Conductor and/or audition panel; entrance in to the Preparatory String Orchestra will be permitted without audition if the applicant has 1 year experience in a school orchestra or private lessons and is able to read music.
- a vacancy exists in the orchestra.

2. A candidate becomes a member of the organization when the membership fee is paid. The non-refundable \$100 deposit is due upon receipt of acceptance letter and the balance is due at the annual meeting of the organization at the beginning of the season. In cases of hardship, accepted candidates may make special arrangements for payments with the Treasurer of the Board of Directors or the Executive Director. Limited scholarships are available through application to the Executive Director.

3. CYSO membership is for one year.

4. Chair assignments in CYSO ensembles will be determined by the conductor on the basis of the program, auditions, juries, and section balance. Every seat in the orchestra is of equal importance! Challenges are not a part of the seating process.

## **VOLUNTEERS FOR CYSO**

The CYSO is administered through the Executive Director assisted by a number of active volunteers. Parents and friends of student members are urged to volunteer in order to enable the organization to serve our talented young musicians. High school aged volunteers can receive community service credit for volunteering at the CYSO.

The Board of Directors is a working Board and divided into numerous committees such as publicity, development, special events, and student support to name a few. Volunteers are encouraged to participate on a committee or work directly with an ensemble. The ensembles have needs for personnel managers, librarians, and concert and event assistants.

Volunteers are needed to support the orchestra in social activities for orchestra members, receptions, typing, word processing, coordinating mailings, sales of various items for the orchestra, researching educational opportunities for the orchestra members, and a large number of other activities.

The CYSO accepts many in-kind services. If you or your company can provide a service to the orchestra, it would be greatly appreciated.

**To volunteer or if you have questions, please call or e-mail us at (443) 758-3157 or via email at [execdir@cysomusic.org](mailto:execdir@cysomusic.org) or [cysorchestra@gmail.com](mailto:cysorchestra@gmail.com).**

## **STUDENT MEMBER RESPONSIBILITIES**

### **Conduct**

*In the spirit of good music making, CYSO expects participants to act responsibly at all times. Should a problem arise, the Conductor, Music Director, Personnel Manager, and/or Executive Director will try to resolve the conflict. In the event that a conflict cannot be resolved for the good of the orchestra and the person(s) involved, the Music Director and/or Executive Director may recommend dismissal to the Board of Directors. Student contracts are signed at the beginning of the season and are in effect for the full year, including tours, concerts, etc.*

### **Attendance**

In keeping with the purpose of the CYSO to provide a quality musical experience for its members, CYSO staff holds all students responsible to their colleagues, themselves, and ultimately to the music itself. Therefore, once selected to become a member of the CYSO, it is the responsibility of each member to:

- attend all rehearsals and performances.
- be in their seats *at least* 10 minutes before the start of any rehearsal.
- **have practiced and prepared the music before each rehearsal.**

It is this type of serious commitment to your orchestra that will help to ensure a quality musical experience for ALL members of the orchestra. The only **excusable** absences from a rehearsal include:

- serious illness
- death in the family
- religious holidays
- school performances on the same instrument you play in CYSO
- and college auditions/visits (seniors only)

In cases of unavoidable absence, please notify your Personnel Manager as far in advance as possible. Last-minute notice should be made to the Personnel Manager or the CYSO telephone message service, 443-758-3157.

Reasons that are NOT excusable include, but are not limited to: family vacation, non-performance school trips, attending other concerts and rehearsals/master classes, other entertainment events.

The following guidelines will be enforced under the CYSO Attendance Policy:

- There shall be no more than **three (3) unexcused** absences per CYSO season.
- There shall be no more than **two (2) excused** absences per performance cycle.
- There shall be no excused absences for the two rehearsals prior to a performance
- The **dress rehearsal** for any concert is mandatory for all members.

In the event of excessive absence the conductor will make the final decision as to whether the musician is prepared to perform at the upcoming concert.

Please be responsible and follow through with the commitment you've made to your colleagues and the CYSO.

## Member Rules & Responsibilities

- It is the player's responsibility to take their music folder home to practice and to bring the music folder to every rehearsal/performance. **It is the student's responsibility to learn the music, seeking help from your teacher when you need it, prior to rehearsal. Rehearsals are not for sight-reading, after the first one.** All music contained in the folder is the personal responsibility of the player. It is each player's responsibility to replace missing music, or contact the Personnel Manager for replacement.
- You are required to have a pencil with you at all rehearsals.
- Bring a music stand that has your name on each piece.
- Proper behavior is expected at all times. Please remember we are guests in our practice space. DO NOT touch or use any materials not belonging to you. This includes the pianos, keyboards, and blackboards.
- No eating, drinking, or reading during rehearsals.
- Cell phones will be turned off during rehearsals. No talking or disturbing others, especially at times when not playing. Each member needs to give his/her full attention to the rehearsal even when you are not playing.
- It is highly recommended that each musician bring bottled water and a snack (NO PEANUT PRODUCTS) to each rehearsal.

- Every member is responsible for respectful behavior toward conductors, managers, and fellow musicians. Should a problem arise, please speak to the ensemble manager first, then to the conductor. If the problem is not resolved, contact the Executive Director for assistance.

## **Punctuality**

To respect the orchestra and to make maximum use of available rehearsal time, students must be seated and prepared to tune 10 minutes prior to the scheduled rehearsal time. At the scheduled starting time, the conductor will begin. Tardiness must be explained to the Personnel Manager. Three episodes of tardiness will count as one unexcused absence. Multiple episodes will be handled the same as unexcused absences.

## **Preparation**

Orchestra members are expected to master the music prior to rehearsals. An assignment book for the orchestra is required. The conductor will inform the orchestra each week of music to be rehearsed the following week. The conductor will be available before and after rehearsals, or by appointment, if an orchestra member needs help. Members are expected to seek help from their private teachers whenever needed. Musical competence must be maintained as determined by the conductor. Chair assignments may be changed at the discretion of the conductor. There are no challenges.

## **Juries**

Each semester the conductor, or jurists, will meet with each orchestra member at a designated time for a five to ten minute period to perform a music passage specified in advance by the conductor. The conductor may change the seating order of the ensemble based on jury outcomes. Any member not performing at the appropriate level may be required to return for a second jury, lose their seat, or be asked to re-audition for the ensemble at a future date.

## **Announcements**

Weekly announcements and updates appear in the CYSO Newsletter, which will be emailed by the ensemble manager. Members of the orchestra are responsible for all information in the Newsletter. Additionally, oral announcements may be made at the beginning of rehearsal or immediately after the break. These announcements are considered to be important notifications, and orchestra members are responsible for information contained in these announcements as well, whether or not the student actually attended the rehearsal. **Absent members should contact their personnel manager to inquire about oral announcements.**

## **Equipment**

Participants are responsible for their own equipment and instruments, except percussionists, who are responsible for their sticks and mallets and equipment set-up. **All members are required to bring a music stand with them to all rehearsals.** Parents are

encouraged to have insurance for valuable instruments, as the CYSO cannot assume responsibility for damage or loss.

### **Rehearsal and Performance Facilities**

Wiley Bates Middle School has graciously donated the use of their building to the CYSO. This is a very large in-kind donation! It is imperative that we treat the building and all of its facilities with the utmost respect. Similarly, space rented for performances must also be respected. The venue is open for CYSO rehearsal from 5 till 9pm on Thursday evenings no musicians should be dropped off prior to 4:45 and should be picked immediately after their rehearsal ends. Please make arrangements for all students to be attended by an adult before and after rehearsals.

### **Concert Attire**

**Concert performance attire for all ensembles is as follows:**

**Ladies:** *Formal black long sleeved or three-quarter length sleeved top and ankle length skirt, dress, or dressy pants, black stockings and black shoes.*

**Gentlemen:** *Black tuxedo or black suit with white shirt and black bow tie, black socks and black shoes.*

# **Policies and Procedures**

## **I. Tuition Policy and Procedure**

### **Fees**

- **The CYSO Board determines the tuition to be charged for the performance season for each ensemble. Tuition for the Symphony, Concert, and Senior Flute ensemble will be \$550 for the 2011-2012 season. Tuition for the Junior Flute ensemble, Wind Ensemble, String Orchestra and Preparatory strings will be \$400.00 for the 2011-2012 season.**
- **Tuition fees are paid in full upon registration, unless other arrangements are made in advance with the Executive Director. The non-refundable tuition fee of \$100 is due upon acceptance into the designated ensemble by the 31<sup>st</sup> of July, 2010.**
- **Tuitions are non-refundable; the only exception to this is when a student withdraws before the end of September. If a student withdraws from CYSO during the first month of the season- CYSO will refund 50% of the tuition fee. The Executive Director and the Board of Directors may refund all or part of tuition under extreme or unusual circumstances after review.**
- **Students who enter CYSO in January pay a prorated tuition of 50% (one half of Tuition plus the \$35 registration fee)**
- **Discounts are offered on the following basis:**
  - I. Second and consecutive children from the same family will receive \$50.00 off the tuition.**
  - II. Students participating in two ensembles will not be charged a fee for the lesser ensemble.**

## **II. Scholarships for Students**

- **CYSO offers tuition assistance for students in part or in full.**
- **Tuition assistance will be given without prejudice of race, religion, ethnicity, or sex.**
- **Financial assistance can be based on a referral by a Teacher, Board Member or Staff Member.**
- **The Executive Director will request a letter from a student's family stating the need or special circumstances.**
- **Scholarships, discounts or tuition waivers can be offered to fill an empty orchestra position or a needed instrument that is essential to the ensemble.**
- **The information that is received from the student, teacher, and parent will determine in part the amount of financial aid received. All information is to remain confidential.**

- **The Executive Director and/or Board of Directors, with input from the staff, determine who will receive financial aid and the amount of aid.**

### **III. Application and Audition Policy**

#### **Application**

- **The CYSO will accept applications for Auditions three times in preparation for and during the season:**
  - 1. At the end of the current season**
  - 2. Late August (For new students based on needs for each ensemble)**
  - 3. January**
- **Members entering the CYSO in the second semester will sit in the rear of the section for which they are selected until after the next scheduled concert, and juries are held. The only exception to this rule is when there is an opening in an ensemble section. The Conductor and or Music Director may audition at any time to fill the section or ensemble. The Conductor or Music Director may audition to fill a principal seat at any time, if the principal seat is vacated or the principal player is not fulfilling a leadership role.**
- **Members are selected for the entire season and applicants who enter the CYSO in the beginning of the season may not re-audition in the second semester for a different ensemble.**
- **Applicants will be notified as to the requirements, date, time, and location of the audition.**
- **Applicants will be required to submit an application form and pay a registration fee.**
- **No applicant will be promised or appointed to a position in the CYSO without being accepted by the artistic staff through the audition process.**
- **All applicants will be notified of acceptance or rejection after the audition process is complete.**

## **Auditions**

- **All auditions for current CYSO students will be held at the end of the current season for the following season. There will be no auditions for current students in August unless prior approval is granted by the Music Director or Executive Director. August auditions will only be held in the event there is space in an ensemble for new members. ( In the event auditions are held for students who missed the spring auditions, they will be informed before the audition that they will be placed at the back of the section and will remain in that seat through the first juries.)**
- **Auditions are scored numerically. Player seating will be determined, in part, by the numerical score. The final decision on seating will be determined by the ensemble conductor, as seating may be altered at the discretion of the conductor based on the needs of the ensemble for artistic balance, programming and section strength.**
- **At the conductor's discretion, a second or replacement audition may be called for those players that are equal in scoring or for principal positions. The Conductor and/or Music Director may choose to take the top five scoring players and re-audition for the position of Concert Master.**
- **Instrumentation is determined by the Music Director and the staff conductors according to the needs of the ensemble. Positions for some instruments may be limited.**
- **The assignment of limited instrument seats will be determined, in part, by audition score and the need of the ensemble.**
- **Each applicant will be scheduled a fifteen minute audition, with sufficient time to warm up and tune prior to the audition.**
- **Auditions will be adjudicated by no less than two music professionals. These professionals may be from the ranks of the CYSO staff, outside music educators and professionals or a combination of these.**
- **Auditions may be videotaped at the discretion of the adjudicators.**
- **Adjudicators will evaluate each applicant in a fair and unbiased manner according to the audition form set forth by the CYSO.**
- **Students that have been members in the CYSO the previous year are not guaranteed a seat in the orchestra, and must re-audition to gain acceptance.**
- **Advancement into an upper level ensemble is not guaranteed, no matter the age or the number of years a student has been a member.**
- **Challenges for seating or ensemble assignments are not part of the CYSO process.**
- **The Music Director and the conductor's decisions are final.**

#### **IV. Ticketing Policy**

- **Beginning with the Winter Concert for the 2008-2009 season all concerts will be free with the exception of the Gala fund-raising Concert.**
- **The price of Gala Tickets will be decided by the CYSO Board of Directors prior to the Gala.**
- **Price will be set for adults (anyone not attending school, including senior citizens) and students (1<sup>st</sup> grade through a full time college student, generally 8-21 years of age)**
- **CYSO will accept cash, checks made payable to CYSO or credit cards to include MasterCard, Visa, or Discover.**
- **All CYSO ensemble members are admitted free to the Gala Concert when accompanied by a paying adult.**
- **Will Call tickets are arranged in advance and set in the cash box with the name and amount owed.**
- **Donations for other concerts are accepted at the ticket desk. Donors should fill out a donor form for follow up.**

#### **How to Get the Most from Your CYSO Experience**

*Come to rehearsals prepared physically and mentally.*

You will gain the most from CYSO if prior to rehearsals you:

1. Get enough rest
2. Eat properly
3. Study your parts with your teacher
4. Practice music between rehearsals

*Use practice time efficiently.*

Maximize the effect of your practice with good habits:

1. Schedule a home practice time during the day that is compatible with your homework and extracurricular activities
2. Work with your teacher to highlight practice areas
3. Be consistent and efficient in your practice time. Be focused.
4. Set goals and keep notes on your progress
5. Use a metronome

*Be open to the music at rehearsal.*

Come to rehearsal to “experience” the music, not just play the notes:

1. Listen to how your part relates to and fits with the other sections
2. Play as a member of your section and a member of the whole ensemble
3. Learn what the music is about and what the composer is saying
4. Think about how the music makes you feel and why

*Do you use these important techniques?*

These techniques are just as important to a beginner as they are to a professional;

1. **Breathe**, especially before each phase and allow the music to flow from you
2. **Sing** the music to hear exactly how it sounds, before playing it. With your instrument duplicate what you hear in your mind.
3. **Subdivide** the beats and keep the beat even and accurate
4. **Watch** the conductor, your section leader and concertmaster. Be aware of cues that give you dynamics, vibrato, bow speed and placement. Cues are essential to each entrance, tempo change, accents, and cutoff!
5. **Listen** to where you are in the ensemble. Balance your part in the ensemble and your intonation
6. **Sustain** your sound in intensity, intonation, and quality. This is a skill that takes work to develop, but one that distinguishes great players. No other player or section can carry your part. You must commit to follow through.
7. **Feel** the music. The ultimate goal of music is the expression of the music through you and your instrument. Tell the story of the music, your feelings about the music, and share that feeling with your audience

## CALENDAR

The following pages contain CYSO's 2011-2012 calendar. Aside from observing our weekly rehearsals, please make a note of all concert dates and rehearsal cancellations. Please note that changes to this schedule will be post in the weekly Newsletter.

### CYSO Schedule for 2011-2012 Season

(Subject to change, check your newsletter for updates)

CYSO Annual Meeting September 1<sup>st</sup>, 6:00PM Bates Cafeteria

CYSO Rehearsal Sept 1<sup>st</sup> 7-9PM Concert & Symphony

CYSO Rehearsal TUESDAY, Sept 6<sup>th</sup> all ensembles

CYSO Rehearsal Sept 15 & 22<sup>nd</sup> rehearsal for all ensembles

September 29<sup>th</sup> No Rehearsal Schools closed for Rosh Hashanah

Oct. 6<sup>th</sup>, 13<sup>th</sup>, 20<sup>th</sup>, & 27<sup>th</sup> rehearsal for all ensembles

Oct. 29<sup>th</sup> 8PM, MD HALL, Bates PVA Benefit Concert, Symphony, SR Flute, and Wind Ensemble

Nov. 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> rehearsal for all ensembles

Nov. 24<sup>th</sup>, NO CYSO Rehearsal THANKSGIVING

DEC. 2<sup>nd</sup>, CYSO SYMPHONY at State House By Candlelight 7PM

Dec 3<sup>rd</sup>, 2PM, CYSO Kinderkonzert 2PM, Concert Orchestra, All Children's Chorus of Annapolis and Preparatory Orchestra, MD Hall

Dec 3<sup>rd</sup>, CYSO SR FLUTE ENSEMBLE at State House by Candle Light 7PM

Dec 10<sup>th</sup>, 3PM Jr Flute Ensemble Venue to be announced

Dec. 17<sup>th</sup>, 7PM CYSO WINTER CONCERT, Annapolis Area Christian School, Symphony, SR Flute, String Orchestra, Wind Ensemble

Dec. 1<sup>st</sup>, 8<sup>th</sup>, & 15<sup>th</sup> rehearsal for all ensembles  
Dec. 22, 29<sup>th</sup> no CYSO rehearsal WINTER BREAK  
Jan. 5<sup>th</sup>, 12<sup>th</sup>, 19<sup>th</sup>, 26<sup>th</sup> rehearsal for all ensembles  
Jan 28<sup>th</sup> CYSO IN HOUSE CONCERTO COMPETITION, MD HALL 9-3PM  
Feb. 2<sup>nd</sup>, 9<sup>th</sup>, 16<sup>th</sup>, & 23<sup>rd</sup> rehearsal for all ensembles  
Feb. 2<sup>nd</sup> MID YEAR PARENTS MEETING for GALA  
Feb. 18<sup>th</sup> or 19<sup>th</sup>, MID ATLANTIC FLUTE FAIR, Reston, VA, CYSO Flutes  
March 1<sup>st</sup>, 8<sup>th</sup>, 15<sup>th</sup>, 22<sup>nd</sup>, & 29<sup>th</sup> rehearsal for all ensembles  
March 17<sup>th</sup> CYSO GALA, ST JOHN COLLEGE 2PM, Prep, Strings, Wind Ensemble, Jr Flute and Concert Orchestra and 7PM SR Flute & Symphony Concert with special guest Stefan Jackiw  
April 5<sup>th</sup> NO CYSO REHEARSAL SPRING BREAK  
April 12<sup>th</sup>, 19<sup>th</sup>, & 26<sup>th</sup> rehearsal for all ensembles  
May 3<sup>rd</sup>, 10<sup>th</sup>, 17<sup>th</sup> rehearsal for all ensembles  
May 20<sup>th</sup> CYSO Finale Concert 3PM and 7PM all Ensembles, Broadneck High School  
May 24<sup>th</sup>, 31<sup>st</sup> June 7<sup>th</sup> & 14<sup>th</sup> Auditions for the 2012-2013 season Bates Middle School 5-9PM