



YOPBC Parent and Musician Handbook 2018-19

YOPBC Contact information

Email: yomail@yopbc.org / youthorchpbc1@gmail.com

Website: www.yopbc.org

Phone: 561-281-8600 (this phone does NOT accept texts)

Fax: 561-997-8920 (Faxes should be clearly marked for YOPBC.)

Address: 2285 Potomac Rd., Boca Raton, FL 33431

2285 Potomac Road Boca Raton, FL. 33431 is our official address for all correspondence.

Music Director

Mr. Michael Fraley

Artistic Staff

Dr. Kyle Prescott

philconductor@yopbc.org/kpresco2@fau.edu

Conductor, Philharmonic Orchestra

Mr. Michael Fraley

michaelfraley@yopbc.org/youthorchpbc1@gmail.com

Music Director

Conductor, Symphony Orchestra

Mrs. Susan Rodberg

susan.rodberg@gmail.com

Conductor, String Orchestra

Coaches – Suzanne Prescott, Ken Moorehead, Kelsey Lin, Suzanne Prescott, Jenna Brexis

Orchestra Managers/Librarians

Philharmonic Orchestra – Allison Ray – hawaiianray@gmail.com

Symphony Orchestra – Sybil Shaw – psis2@yahoo.com

String Orchestra – TBA

Stage manager: Ken Moorehead - 561-843-8173 ilovenotes@aol.com

Board of Directors:

Stephen B. Gebeloff, Esq. - steve@gebelofflaw.com
Chairman

Nancy Beebe
Director

Joan Gallo
Director

Erika Locke-Williams
Director

YOPBC Musicians are expected to:

- ✓ treat each other, their instruments, the conductors, staff , volunteers, and audience members with respect
- ✓ practice music at home and ***come prepared to rehearsals & concerts***
- ✓ ***texting is NOT allowed during rehearsals, only during official breaks***
- ✓ arrive 15 minutes prior to the start of rehearsal to set up and tune
- ✓ clean up after themselves, rehearsal rooms (chairs and music stands), concert venues. **When possible bring a portable music stand to all rehearsals, PBA sometimes has a shortage.**
- ✓ treat the music provided by the Orchestra with respect and return it in good condition
- ✓ bring their instrument and music to each rehearsal
- ✓ treat the rehearsal space and performance venues with respect: do not touch any instrument or equipment which does not belong to you (including pianos and percussion)
- ✓ not eat or drink (except water) inside the building
- ✓ respect and abide by all rules and policies set forth in this handbook

Community Service

YOPBC will provide letters (via e-mail) confirming Community Service Hours for participation in YOPBC at the end of each season. Musicians must be members in good-standing in order to receive Community Service. Because of new stricter guidelines on what qualifies as community service, you may notice a change from previous years. Hours are generously tabulated including set up, performance and clean up times for all performances. Students who volunteered to assist at auditions and other YO events were given additional hours. Please save community service letters and please note **YO does NOT keep logs of previous years hours or individual student hours earned, that is the students responsibility.** Additionally, hours will be adjusted for students with excessive absences and are at the sole discretion of the YOPBC Board of Directors. Spotlight participants will not receive community service hours until the evening of Spotlight.

Rehearsal Attire

Musicians should wear acceptable, appropriate, comfortable school clothing to rehearsals. Hats, sunglasses, etc. must be removed when indoors. Anyone in inappropriate clothing will be asked to change or to leave rehearsal which will be considered an unexcused absence.

Seating

Seating will be determined by audition at the sole discretion of the conductor. Parents and students are encouraged to keep chair seating placement in proper perspective. As musicians we don't perform music for a seating/chair placement or a rating or a score or a trophy; we perform music for the art and joy of performing and sharing our talents with others.

Breaks

Break time will be provided during each rehearsal for musicians to socialize with each other. Musicians may bring a snack, but snacks must be eaten outside the building. No open packages or containers are allowed inside PBA.

Late Pick-Up

Musicians must be picked up when rehearsals end no later than 4:45 p.m. unless the conductor has extended rehearsal to 5 p.m. In the case of an emergency our phone number is 561 281-8600.

ABSENCE POLICY

Attendance is required at all regularly scheduled rehearsals, dress rehearsals, sound checks and performances. Students are expected to be ready to begin on time. At the discretion of the conductor and music director, students who arrive late or miss sound checks/rehearsals maybe ineligible to perform at concert(s). A current calendar is on our web site. The major concert dates are:

Youth Orchestra of Palm Beach County 2018-2019 Schedule of Events

Proposed Schedule - Events and Dates subject to change.

Rehearsal Times

Chamber/Training Groups 1:00 - 2:15 p.m. Symphony Orchestra 2:30 - 4:30 - 5 p.m.

String Orchestra 2:30 – 4:30 - 5 p.m. Philharmonic Orchestra 2:30 - 4:30 - 5 p.m.

Parent & committee meetings – TBA

Weekly updates and newsletter will be sent via email

Mandatory parent meeting September 9 @ 1:00 pm. Get involved join a committee; look for opportunities at the first meeting.

Orchestra socials - TBA

Rehearsals & Performances

August 19	New student auditions	PBAU
August 26	Seating auditions (optional)	PBAU
September 9	Mandatory parent meeting @ 1 pm/ rehearsals begin	PBAU
September 16	Rehearsal/ seating auditions 12-2 as needed	PBAU
September 23	Rehearsal/ seating auditions 12-2 as needed	PBAU
	Begin chambers/Start zero hour	
September 30	Rehearsal	PBAU
	Concerto Competition Deadline to apply	
October 7	Rehearsal/ Open House	PBAU

October 14	Rehearsal	PBAU
October 20	(Saturday) Concerto Competition	PBAU
October 21	Rehearsal	PBAU
October 28	Fall Concert	Eissy Theater/ PBG
November 4	Rehearsal extended time possible	PBAU
November 11	No Rehearsal Veteran's Day	PBAU
November 18	Rehearsal extended time possible	PBAU
November 25	NO Rehearsal	PBAU
December 2	Rehearsal extended time possible	PBAU
December 9	Rehearsal extended time possible	PBAU
December 16	Winter Concert	Florida Atlantic University/Boca Raton
January 13	Rehearsal	PBAU
January 20	Rehearsal	PBAU
January 27	Rehearsal	PBAU
February 3	Rehearsal	PBAU
February 10	Rehearsal	PBAU
February 17	Rehearsal	PBAU
February 24	Concert	City of Palm Beach Gardens/ The Kelsey Theater
March 3	Rehearsal	PBAU
March 10	Rehearsal	PBAU
March 17/24	NO REHEARSAL	Spring Break
March 31	Rehearsal	PBAU
April 7	Rehearsal	PBAU
April 12	Kravis Center String Chambers PBSO	Kravis Center lobby
April 14	Rehearsal	PBAU
April 21	No Rehearsal Easter	
April 28	Concert	Mizner Park/Boca Raton
**May 5	Rehearsal Spotlight (Symphony Orchestra only)	PBAU
**May 9	Spotlight (Symphony/Chambers) dress rehearsal	Kravis Center, WPB
**May 10	Spotlight (Symphony/ Chambers) concert	Kravis Center, WPB
May 19	New student auditions/move ups	PBAU
June 10-14	Mini Mozart Camp Boca Raton	Boca Raton
June 17-21	Mini Mozart Camp Palm Beach Gardens	Palm Beach Gardens
July 8-12	Orchestra Summer Camp	PBAU
July 15-19	Orchestra Summer Camp	PBAU

****Spotlight On Young Musicians will feature our Symphony Orchestra. Students in the Symphony Orchestra MUST attend both the dress rehearsal and concert. This performance is absolutely mandatory. Failure to attend both dress rehearsal and performance will forfeit all season community service hours and effect future YOPBC participation per the Board of Directors.**

Please plan family trips and events around these dates. If a conflict does occur please notify us immediately.

Attendance will be taken at the beginning of each rehearsal/concert. Anyone arriving more than 10 minutes late or leaving before the rehearsal is over will be considered absent from the entire rehearsal. **ABSENCES FROM PERFORMANCES ARE NOT PERMITTED!** Failure to attend a concert is grounds for immediate dismissal from the ensemble, and may affect future ensemble placement. We plan on stricter attendance enforcement during the 2018-19 season.

PROCEDURE FOR PROBATION AND DISMISSAL

Students may be placed on probation after two absences in a semester (August – December/January – May) at the discretion of the Music Director of the ensemble and the Board Chairperson. If placed on probation, the student's certificate eligibility, scholarship, and ensemble assignments will be reconsidered. In some cases, a student may be excluded from concert(s). All decisions regarding the dismissal from YOPBC or ineligibility to perform a concert(s) will be made by the Conductor, Music Director and Board Chairperson and shall be final. Refunds will not be given.

PLEASE SUBMIT AN ABSENCE REQUEST FORM (on web site) AT LEAST TWO WEEKS IN
ADVANCE
OF AN ANTICIPATED ABSENCE

Attendance Guidelines

YOPBC supports students' participation in their school orchestras, district and all-state opportunities, and community music groups and activities. However, the students and parents are responsible to plan accordingly to minimize the number of absences from YOPBC. A yearly schedule has been given and please plan accordingly.

If a child must miss regular Sunday afternoon rehearsals for school activities, sports or other elective activities we ask you to reconsider participation in the YOPBC.

Seniors please note that frequent college visits scheduled to conflict with Sunday rehearsals may be problematic. Consult your conductor and orchestra manager at LEAST 2 weeks in advance for approval.

Illness sometimes occurs. Absence from a rehearsal or concert due to illness is excused but needs to be documented with a verifiable signed note from a parent, guardian or doctor.

Failure to submit proper documentation will be considered an unexcused absence.

If a rehearsal is missed, it is the responsibility of the student to inquire about any material covered and to request and prepare any new music prior to the next rehearsal

Concert Dress

Musicians not in appropriate concert dress may not be permitted to perform.

String/Training Orchestra

Girls: Long-sleeve white blouse, black floor length skirt or black trousers, black socks or stockings, black closed-toe shoes. Black stockings must be worn with all shoe styles - no bare legs or open toes! Pull back long hair and be sure that tops and bottoms meet to cover torso - no bare skin showing at midriff or lower back.

Boys: Long-sleeve white shirt, long black tie (not a bow tie), black trousers, black socks and black shoes. Black dress pants only - no black jeans.

Symphony Orchestra

Girls: Long-sleeve long black dress or long sleeved black blouse with floor length black skirt (no slits above the knee) or black trousers, black socks or stockings, black closed-toe shoes. Black stockings must be worn with all shoe styles - no bare legs or open toes! Pull back long hair and be sure that tops and bottoms meet to cover torso - no bare skin showing at midriff or lower back.

Boys: Long-sleeve white tuxedo shirts with black bow tie, black slacks, black socks and black shoes. Black dress pants only - no black jeans.

Philharmonic Orchestra

Girls: Long-sleeve long black dress or long sleeved black blouse with floor length black skirt (no slits above the knee) or black trousers, black socks or stockings, black closed-toe shoes. Black stockings must be worn with all shoe styles - no bare legs or open toes! Pull back long hair and be sure that tops and bottoms meet to cover torso - no bare skin showing at midriff or lower back.

Boys: Black tuxedo or black suit, white shirt, black bow tie, black cummerbund, black socks & black shoes.

Concert Attendance

YOPBC strives to keep concert ticket prices affordable and accessible to all audiences. Concert presentation is a huge expense that includes concert hall lease/rental, technical fees, insurance, programs and royalty fees associated with the music. By attending every concert and inviting relatives, neighbors and friends your ticket sales help to significantly off-set these expenses.

The young musicians of YOPBC work hard and deserve to play to a full house every time they perform!

Communication/Volunteering

Please make sure you have provided us with your correct email address. We send all correspondence via email, so if you don't hear from us let us know. Also make sure we are not being blocked by your "spam" filter. Please "like" us on "Facebook" where we have a page and provide updated information.

We are always looking for energetic parents that are willing to help. Please contact us if you have ideas that you would like to share and for opportunities to volunteer to assist our organization.

Tuition

String, Symphony and Philharmonic Orchestra is \$575 for the season. Training orchestra is \$375 for the season and chamber ensembles are \$210 for the season.

Tuition is due at the beginning of the season. For those students and families that requested installment billing, specific details will be worked out through our accountant and periodic invoices will be given throughout the season. For the past few years (to be determined annually by the BOD) we have offered an early bird discount for the string, symphony and philharmonic orchestras. This discount is intended for early registration and returning students. Unfortunately new and returning students who audition after May or submit their paperwork after the July 10th deadline will not be eligible (this will be strictly enforced).

After the first rehearsal orchestras and ensembles are set, accordingly there will be no refunds of any kind. We do pro rate tuition for students that are in high school marching band programs so they can start late (usually in late October or November). We also periodically audition students throughout the season – their tuition will be prorated depending on their start date. We offer a sibling discount of \$50 that cannot be combined with any other offer of financial assistance.

Fundraising

YOPBC is a non-profit organization. Our fundraising programs are essential in providing the extra money to meet our program costs and financial obligations.

As a 501 c 3 non profit, YOPBC can also benefit from any corporate employee giving or matching funds program.

Our yearly tuition only partially covers our annual operating expenses. Some of these expenses include but are not limited to: leases, venues, artistic staff and coaches, rent, licensing fees, office costs, grant writing, marketing, community outreach, advertising, accounting expenses, scholarships, new music and insurance. We make every effort to keep tuition as low as possible. As a result, we rely on sponsorships, ticket sales, and a few targeted fundraisers to balance our budget. If families want to “opt out” of these fundraisers please contact us to make an appropriate cash donation.

Fall fundraiser – everybody is expected to do their fair share. As mentioned above, students/families who do not participate are asked to make an equally appropriate monetary contribution.

Please consider a sponsorship in the program. (look for details).

Purchasing tickets for our performances for family and friends.

Participating in the Cultural Council’s *Power2Give* program that directly assists Youth Orchestra and often projects have matching corporate funding available.

Participating in 50/50 raffles at all of our events.