



## **YOPBC Parent and Musician Handbook 2019-20**

### **YOPBC Contact information:**

Email: [yomail@yopbc.org](mailto:yomail@yopbc.org) / [youthorchpbc1@gmail.com](mailto:youthorchpbc1@gmail.com)

Website: [www.yopbc.org](http://www.yopbc.org)

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

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

Address: 2285 Potomac Rd., Boca Raton, FL 33431 – This is our official address for all correspondence

### **Executive Director/Music Director:**

- Mr. Michael Fraley

### **Artistic Staff:**

- Dr. Kyle Prescott  
[philconductor@yopbc.org](mailto:philconductor@yopbc.org) / [kpresco2@fau.edu](mailto:kpresco2@fau.edu)  
Conductor, Philharmonic Orchestra
- Mr. Michael Fraley  
[michaelfraley@yopbc.org](mailto:michaelfraley@yopbc.org) / Executive Director/Music Director  
Conductor, Symphony Orchestra
- Mrs. Susan Rodberg  
[susan.rodberg@gmail.com](mailto:susan.rodberg@gmail.com)  
Conductor, String Orchestra

### **Coaches**

- Suzanne Prescott
- Ken Moorehead
- Kelsey Lin
- TBA
- Veselin Bozhilov

### **Orchestra Managers/Librarians:**

- Philharmonic Orchestra – TBA
- Symphony Orchestra – Sybil Shaw – [psis2@yahoo.com](mailto:psis2@yahoo.com)
- String Orchestra – TBA

### **Stage manager:**

- Ken Moorehead - 561-843-8173 - [ilovenotes@aol.com](mailto:ilovenotes@aol.com)

### **Board of Directors:**

- Stephen B. Gebeloff, Esq. - [steve@gebelofflaw.com](mailto: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***
- ✓ ***refrain from texting 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. 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**

At the end of each season, YOPBC will provide letters (via e-mail) confirming Community Service Hours for participation in YOPBC. Musicians must be members in good-standing in order to receive Community Service Hours. 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 YOPBC events were given additional hours. Please save community service letters and please note YOPBC 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. This is carried out at the sole discretion of the YOPBC Board of Directors. Spotlight participants will not receive Community Service Hours until the evening of the Spotlight Concert.

### **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. If asked to leave due to inappropriate rehearsal attire, the absence will be considered an unexcused absence.

### **Seating**

Seating will be determined by audition and is 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.

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 Palm Beach Atlantic University where YOPBC rehearses.

### Late Pick-Up

Musicians must be picked up at the rehearsal hall when rehearsals end, at 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 may be 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 2019-2020 Schedule of Events

Proposed Schedule - Events and Dates subject to change.

Rehearsal Times (Rehearsals held at Vera Lea Rinker Hall at Palm Beach Atlantic University)

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. Follow us on Facebook & Instagram.

Mandatory parent meeting September 8 @ 1:00 pm. Get involved and volunteer look for opportunities at the first meeting.

Orchestra socials – Fiddler on the Roof, Ukrainian Philharmonic, London Philharmonic, Rotterdam

Philharmonic – details & dates TBA

### Rehearsals & Performances

August 18	New student auditions	PBAU
August 25	Seating auditions (optional)	PBAU
September 8	Mandatory parent meeting @ 1 pm/ rehearsals begin	PBAU
September 15	Rehearsal/ seating auditions 12-2 as needed	PBAU
September 22	Rehearsal/ seating auditions 12-2 as needed	PBAU
	Begin chambers	
September 29	Rehearsal	PBAU
	Concerto Competition Deadline to apply	
October 6	Rehearsal/ Open House	PBAU
October 13	Rehearsal	PBAU

October 19	(Saturday) Concerto Competition	FAU
October 20	Fall Concert	Eissey Theater/PBG
October 27	Rehearsal	PBAU
November 3	Rehearsal	PBAU
November 10	Rehearsal	PBAU
November 17	Rehearsal extended time possible	PBAU
November 24	NO REHEARSAL	PBAU
December 1	Rehearsal	PBAU
December 8	Rehearsal	PBAU
December 15	Winter Concert	Boca Raton
January 12	Rehearsal	PBAU
January 19	Rehearsal	PBAU
January 26	Rehearsal	PBAU
February 2	Rehearsal	PBAU
February 9	Rehearsal	PBAU
February 16	Rehearsal	PBAU
February 23	Concert	Concert Boynton Beach
March 1	Rehearsal	PBAU
March 8	Rehearsal	PBAU
March 22	NO REHEARSAL	Spring Break
March 29	Rehearsal	PBAU
April 5	Rehearsal	PBAU
April 12	NO REHEARSAL	PBAU
April 19	Rehearsal	PBAU
April 26	Concert	Mizner Park/Boca Raton
**May 3	Rehearsal Spotlight (String Orchestra only)	PBAU
**May 7	Spotlight (Symphony/Chambers) dress rehearsal	Kravis Center, WPB
**May 8	Spotlight (Symphony/ Chambers) concert	Kravis Center, WPB
May 17	New student auditions/move ups	PBAU
June 8-12	Mini Mozart Camp Boca Raton	Boca Raton
June 15-19	Mini Mozart Camp Palm Beach Gardens	Palm Beach Gardens
July 6-10	Orchestra Summer Camp	PBAU
July 13-17	Orchestra Summer Camp	PBAU

\*\*Spotlight on Young Musicians will feature our String Orchestra. Students in the String 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's 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.

#### Procedure for Probation and Dismissal

Students may be placed on probation after two absences in a semester (August through December/ and January through May) at the discretion of the ensemble's Conductor, the Executive Director 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, Executive 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 so that you can 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.

High school seniors, please note that frequent college visits scheduled that conflict with Sunday rehearsals may be problematic. Consult your conductor and orchestra manager at LEAST two 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. The rules are as follows:

#### String/Training Orchestra

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

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

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

#### Philharmonic Orchestra

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

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

#### Concert Attendance

Concert presentation is a huge expense and concert revenues through ticket sales and corporate sponsorships help to significantly offset YOPBC's expenses including concert hall rental, technical fees, and royalty fees associated with the music. Despite the high overhead, YOPBC strives to keep concert ticket prices affordable and accessible to all audiences.

By attending every concert, and inviting relatives, neighbors, friends, co-workers, etc. to come as well, YOPBC musicians and their families help to increase our revenues. Strong family and friend participation also introduce more and more people to our outstanding program and performances. The young musicians of YOPBC work hard and deserve to play to a full house every time they perform!

#### Communication

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 & Instagram where we provide our most updated information.

#### Volunteering

YOPBC is grateful to all those who volunteer to make our organization run smoothly. We are always looking for energetic parents, grandparents, and friends who are willing to help. Please contact us and sign up to volunteer. Please contact us if you have ideas that you would like to share.

#### Tuition

- String, Symphony and Philharmonic Orchestra is \$600 for the season.
- Training orchestra is \$400 for the season
- Chamber ensembles are \$210 for the season.

Tuition is due at the beginning of the season. For those students and families who requested installment billing,

specific details will be worked out through our accountant -- periodic invoices will be given throughout the season. For the past few years (to be determined annually by the Board of Directors) 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 26th deadline will not be eligible for this discount - this will be strictly enforced. Absolutely no refunds after August 1<sup>st</sup>, 2019

After the first rehearsal, orchestras and ensembles are set. Students who are in high school marching band programs who must start late (usually in late October or November), tuition is prorated. 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.

#### Financial Assistance/Scholarships

Contact YOPBC directly.

#### 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 nonprofit, YOPBC will 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, outside professional services from 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 private gifts made during the year and during our fall campaign, grants, 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.

Annual Fall Sponsorship Campaign– 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:

- Becoming a sponsor in the programs that are given out at each concert. (look for details).
- Purchasing tickets for our performances as a gift for family and friends.
- Making donations through matching gift programs
- Participating in 50/50 raffles at all of our events.