



# WSYO / WSJYO Organization Handbook

2019-2020 Season

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## Welcome!

Congratulations on your acceptance into the Windsor Symphony Youth Orchestras! We are glad that you are joining us for this season. This is an excellent opportunity for you to study with professional musicians and perform in an orchestra. This program will help you progress as a musician – whatever your talent level or career aspirations.

### WSYO's Mission

The Windsor Symphony Youth Orchestras (WSYO & WSJYO) exist to help young people develop their talent and realize their full potential through the experience of making music at a high level of excellence. However, participating in the Windsor Symphony Youth Orchestra is not just about the music. It also involves cooperating with others and working together in a professional context. These teamwork and leadership skills are essential cornerstones to become a thoughtful and successful adult.

### The WSO's Mission

The mission of the Windsor Symphony Orchestra is connecting people of Windsor and Essex County through the power and passion of music. Through exceptional performance and education, we are an indispensable cultural asset with the Windsor-Essex community.

## WSYO / WSJYO Values

### Artistic Excellence

We will deliver with passion outstanding performances for all audience. We are committed to continually working toward the achievement of the highest levels of musicianship

### Building Community

We recognize the role music plays in building and feeding the soul of the community. We will seek out opportunities to build relationships that will strengthen that soul and ensure a legacy for our organization.

### Professional Conduct

We conduct ourselves with the highest integrity. We are accountable and responsive to our donors, audiences, funders, musicians, staff, and volunteers.

### Forward Thinking

We will be open to fresh ideas, forward-thinking, and smart risk-taking that will enhance the social and music experience for our audiences.

### Mutual Learning

We value opportunities to share in learning with each other and all our audiences. We value our role in enhancing knowledge and musicianship of youth in our community.



## Important Contact Information

WSYOs Website: [www.windsorsymphony.com/wsyo](http://www.windsorsymphony.com/wsyo)

Daniel Wiley  
Director of Youth Orchestras  
Email: [dwiley@windsorsymphony.com](mailto:dwiley@windsorsymphony.com)

Kate Rosser-Davies  
Education & Outreach Manager  
Phone: 519-973-1238 Ext. 20  
Email: [krosser-davies@windsorsymphony.com](mailto:krosser-davies@windsorsymphony.com)

Faith Scholfield  
Director of Operations  
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Email: [fscholfield@windsorsymphony.com](mailto:fscholfield@windsorsymphony.com)

Windsor Symphony Office  
121 University Avenue, West  
Windsor, ON N9A 5P4  
Phone: 519-973-1238  
Office Hours: 9:00am – 5:00pm (Monday – Friday)  
Website: [www.windsorsymphony.com](http://www.windsorsymphony.com)

## Concert dates for 2019-2020

### **WSYO Winter Concert**

Sunday, December 1, 2019, 7:00PM  
Capitol Theatre – Pentastar Stage

### **Side-by-Side-by-Side with WSO and WSCO [No WSJYO]**

Saturday, February 15, 2019, 4:00PM  
Capitol Theatre – Pentastar Stage

### **WSO Masterworks IV – [Grade 12 / Graduating WSYO Members ONLY]**

Saturday, March 14, 2019, 7:30pm  
Capitol Theatre – Pentastar Stage

### **WSYO Spring Concert**

Sunday, May 16, 2019, 7:00PM  
Capitol Theatre – Pentastar Stage

WSO season brochures can be picked up from the WSO Box Office at any time. All tickets are available through the WSO Box Office ([www.windsorsymphony.com](http://www.windsorsymphony.com) | 519-973-1238 ext. 2)

## Rehearsal / Performance Locations

### CAPITOL THEATRE

121 University Avenue, West  
Windsor, ON N9A 5P4

### UNIVERSITY OF WINDSOR SCHOOL OF CREATIVE ARTS

40 University Avenue East/Freedom Way  
Windsor ON N9A 2Y4

### WALKERVILLE COLLEGIATE (ROOM 110)

2100 Richmond St.  
Windsor, ON N8Y 1L4

## Rehearsal times

Unless otherwise noted on the next page, WSJYO rehearses from **1:45-3:00PM** and WSYO rehearses from **3:15-5:15PM**.

Tea and coffee are available for parents who are waiting at the Capitol Theatre during rehearsal!

## WSYOs Planned Rehearsal Schedule

DATE	LOCATION	NOTES
Saturday, September 7	Joy Theatre	
Saturday, September 14	Joy Theatre	
Saturday, September 21	Joy Theatre	
Saturday, September 28	Joy Theatre	
Saturday, October 5	Joy Theatre	LATE START – WSJYO 2:00
Saturday, October 12	Joy Theatre	
Saturday, October 19	SOCA	
Saturday, October 26	Joy Theatre	
Saturday, November 2	OFFSITE TBA	
Saturday, November 9	OFFSITE TBA	
Saturday, November 16	Joy Theatre	Guest Clinician
Saturday, November 23	Joy Theatre	
Saturday, November 30	Joy Theatre	
Saturday, December 7	SOCA	
Saturday, January 4	Joy Theatre	
Saturday, January 11	Joy Theatre	
Saturday, January 18	Joy Theatre	
Saturday, January 25	Joy Theatre	Guest Clinician
Saturday, February 1	Joy Theatre	
Saturday, February 8	Joy Theatre	
Saturday, February 15	Joy Theatre	Time change TBA
Saturday, February 22	Joy Theatre	
Saturday, February 29	Joy Theatre	
Saturday, March 7	SOCA	
Saturday, March 14	Joy Theatre	
Saturday, March 21	POSSIBLE OFFSITE	
Saturday, March 28	Joy Theatre	
Saturday, April 4	Joy Theatre	
Saturday, April 25	SOCA	
Saturday, May 2	Joy Theatre	
Saturday, May 9	Joy Theatre	

Please note that there will be NO REHEARSAL on the following dates:

- Saturday, December 14
- Saturday December 21
- Saturday, April 11
- Saturday, April 18

## Financial and Administrative Information

Fees for WSYO and WSJYO are due no later than Friday, September 13 at 4:30PM. After this date there will be a **\$20 late fee**.

### Ways to Pay

- **Cheque** – drop off or mail to WSO Office 121 University Ave. W., Windsor ON N9A 5P4
  - *Cheques should be made out to Windsor Symphony Orchestra*
- **Debit** – Payment can be made in person during regular box office hours
- **Credit card** – Payment can be made in person or by phone during regular box office hours

On the first rehearsal of the season (Saturday, September 7), debit and credit card payments will be available in the Box Office (10AM-2PM) and the Capitol Theatre Lobby (2PM-3:30PM).

WSYO/WSJYO Tuition is non-refundable after September 31, unless under extraordinary circumstances. Decisions on refunds are at the sole discretion of the WSO/WSYO administration.

### Fees for 2019-2020

WSYO: \$340 + HST = \$384.20

WSJYO: \$190 + HST = \$214.70

Two children in WSYO: \$510 total (half price for second child) + HST = \$576.30

Two children in WSJYO: \$285 (half price for second child) + HST = \$322.05

One Child in each ensemble: \$435 total (half price for the WSJYO child) + HST = \$491.55

If you need to pay in installments, please speak with Mr. Wiley.

## Auditions

Auditions are held once a year during the late spring. Announcements are sent out to all private instructors, current members, public and private school music directors. In special circumstances the Music Director will hold auditions on a case by case basis.

## Ensemble Placement

There are two ensembles in the WSYOs (Youth Orchestra and the Junior Youth Orchestra). The ensemble breakdown is as follows:

### WSYO

Any musician in grade 8 and up, to ages 22, who plays an orchestral instrument: flute, oboe, clarinet, bassoon, French horn, trumpet, trombone, tuba, timpani / percussion, violin, viola, cello, bass. Exceptions may be made by the Music Director on a case by case basis.

### WSJYO

Musicians recommended by their private instructor who have reached a minimum level of RCM grade 3 or Suzuki book 3.

## Seating

The Music Director in consultation with private instructors and staff will seat students after the audition process. The Music Director reserves the right to change seating if necessary.



## Responsibilities and Conduct

### Participation in Other Music Programs

The Windsor Symphony Youth Orchestras is intended to be a supplement for a member's musical training. All members are urged to take private lessons (WSJYO is required) on their instrument. Members are also encouraged to continue in their school music programs, if applicable.

### Music

You will be issued music at the first rehearsal of each concert cycle. It is the student's responsibility to return it in good condition after the final performance.

### Conduct and Behavior

As a part of the WSO organization, membership in the WSYOs requires that all participants agree to abide by the following guidelines.

- Members will be respectful of other orchestra members
- Illegal drugs, alcoholic beverages, and smoking are not allowed
- Members will abide by all safety regulations of buildings or sites that are used by WSYOs and demonstrate an attitude of general cooperation with staff – WSYO / WSO / and personnel on site
- Theft or willful damage to property or equipment belonging to others is a serious offence. Parents will be held responsible for cost of repairs/replacement

### Etiquette

- Be careful with your and others' instruments to ensure their safety
- Bring a pencil and eraser to rehearsals
- String players: Have rosin, a spare set of strings, and a mute
- Winds / Brass (as applicable): A minimum of three good / usable reeds, mutes, valve oil, and cork grease.
- Listen to the repertoire we are playing. You usually can find recordings on YouTube.
- Be encouraging towards your fellow musicians.
- Have music prepared for rehearsal. Practice is something we do on our own.

## Attendance Policy

Attendance is mandatory. If you cannot attend, you must notify the conductor a minimum of 24 hours before the rehearsal. Attendance is recorded by a designated volunteer. If you miss more than two rehearsals or the dress rehearsal it may jeopardize your inclusion for the concert performance. If you miss a concert performance, you will be excused from the organization. Exceptional circumstances will be treated with understanding and on a case by case basis.

## Tuning Procedure

### Tuning at Home / Before Rehearsal

#### Strings:

It is ideal if you tune your instrument at home with a black Korg chromatic tuner, if you have one. You should consider buying one at a local music store if you don't own one. If you have one, turn it on and make sure your tuner is calibrated to 440 Hz (it should be there automatically). Find a quiet place, stand near the tuner, and play each string with a steady tone. Watch the needle and tune each string. When you tune the A and D strings the needle should line up in the exact centre, at "0". For the G and C strings (violas and cellos), the needle should go to the faint dot just to the left of "0". For the E string (violins and basses), the needle should go to the faint dot just to the right of "0".

#### Winds / Brass:

It is ideal if you tune your instrument at home with a black Korg chromatic tuner if you have one. You should consider buying one at a local music store if you don't own one. If you have one, turn it on and make sure your tuner is calibrated to 440 Hz (it should be there automatically). Find a quiet place, stand near the tuner, and play a concert "A" with a steady tone (french horns play "E", trumpets and clarinets play "B"). Watch the needle - it should line up in the exact centre, at "0".

### Tuning at Rehearsal

WSJYO – Will get two concert "As" from the principal cello

WSYO – Will get three concert "As" from the Principal Oboe

- One for Winds and Brass
- One for Low Strings
- One for High Strings

## Student Drop Off and Pick Up Policy

To ensure the safety of the members, the designated drop off and pick up location will be the main doors of the Capitol Theatre on University Ave. Students should be picked up no later than 15 minutes after the rehearsal time. There is no guarantee that staff or volunteers will be available after that time. Parents and guardians are welcome to wait outside of the rehearsal room. Tea and coffee are available for parents, compliments of the WSO.

## Dress Code

### WSYO

Men – All black, dress clothes

Women – Long or  $\frac{3}{4}$  length black dress or skirt or long formal black dress pants with black blouse (long or  $\frac{3}{4}$  sleeved, covered shoulders). Black dress shoes and black stockings.

### WSJYO

White dress shirts / blouse (long sleeves), black pants or long skirt, black dress shoes and black stockings.

## WSYO Young Leaders

There are several opportunities for students to take leadership roles within the organization.

### Goals

1. To build professional skills through leadership opportunities with WSYO/WSJYO
2. To enhance musical skills by leading their peers in training

### Scope and Purpose

Reporting to the Associate Conductor, the WSYO Young Leaders are comprised of WSYO musicians thirteen and up who have been with the WSYO and/or WSJYO for at least two seasons. Young Leaders are responsible for assisting their younger colleagues with preparing for rehearsals (including organizing bags, cases, and other cargo and modelling pre-rehearsal mindset and behavior), assisting with stage setup and tear down, and supporting WSYO Parent Committee projects, and leading sectionals at intervals identified by the Assistant Conductor.

### Membership

WSYO Young Leaders may come from any section but must have at least three years' experience in the WSYO and/or WSJYO. Students wishing to become Young Leaders may apply to the Assistant Conductor. Up to ten WSYO musicians may become Young Leaders in any one season.

### President

The WSYO Young Leaders president will be appointed by the Assistant Conductor at the start of every new season. The President is responsible for representing the Young Leaders at Parent Committee meetings and will be the team lead for organizing Young Leaders support during rehearsals, concerts, fundraisers, and other events. The president is limited to one one-year term. Preference will be given to those who have been involved in YL for one year.

### Operations Manager

The WSYO Operations Manager will be appointed by the Assistant Conductor at the start of every new season. This OM is responsible for ensuring the timely set up and tear down for rehearsals and will participate and support the Young Leaders during rehearsals, concerts, fundraisers, and other events. The OM will be responsible for helping recruit peers from WSYO / WSJYO to help set up and tear down the stage. The AC and WSO Operations Manager will provide the OM with a stage plot and assist with any needs for the orchestra.

### Librarian

The WSYO Library Secretary will be appointed by the Assistant Conductor at the start of every new season. This LS is responsible for assisting the WSO Librarian and the Assistant Conductor to ensure that all students have music that is needed and will participate and

support the Young Leaders during rehearsals, concerts, fundraisers, and other events. The AC and WSO Librarian will provide the LS with any information needed to complete their job.

#### Social Chair

The WSYO Social Chair will be appointed by the Assistant Conductor at the start of every new season. This SC is responsible for collaborating with the AC and Parent Volunteer to create social events and fundraising ideas for the youth orchestra. All ideas must be submitted and approved to the WSYO and WSO committee. The SC is also responsible for building bridges between the WSYO and WSJYO.

#### Member

Members or the WSYO Young Leaders will be assigned to assist one of the titled positions with their responsibilities.

#### Term of Office

Once a WSYO musician has become a Young Leader, they may remain in their position until graduation at the discretion of the Associate Conductor.

#### Meetings

The WSYO Young Leaders will meet with the Associate Conductor on a regular basis to plan for upcoming events, review past activities, and ensure that goals are being met.

#### Application Procedure

Those interested in getting involved with the WSYOs student leadership program should email or speak with Mr. Wiley to receive an application.

## WSYO Parent Committee

There are several opportunities for parents to get involved with our organization.

### Goals

1. To raise the profile of the WSYO/WSJYO and expand its audience
2. To enhance the relationship between the WSO and the WSYO/WSJYO
3. To support WSYO/WSJYO members in their musical and professional development

### Scope and Purpose

Reporting to the Board of Directors, the WSYO Parent Committee is charged with providing support to the Windsor Symphony Youth Orchestra and Windsor Symphony Junior Youth Orchestra, and to enhance the relationship between the WSYO/WSJYO and the Windsor Symphony administrative team. Working in conjunction with the Director of Operations, the Associate Conductor, and the Manager of Education and Outreach, the parent committee will:

- Represent the parent community to the WSO administration and artistic team
- Prepare door coverage schedules for occasions where WSYO/WSJYO are using the Capitol Theatre, and assist with other volunteer projects
- Provide support and feedback for fundraising initiatives that benefit the WSYO/WSJYO
- Provide support and feedback for marketing initiatives that benefit the WSYO/WSJYO
- Assist the WSYO Young Leaders in carrying out initiatives

### Membership

The Education Committee recommends and confirms all committee appointments; the WSO Education and Outreach Manager and Assistant Conductor are ex-officio members in a non-voting capacity. Committee membership is comprised of parents of current WSYO/WSJYO musicians. The Committee will have a minimum of three (3) members and a maximum of five (5) members.

### Chair

The committee is co-chaired by one current Board member. The WSO Board of Directors appoints the chair.

### Secretary

The secretary in consultation with both chairs, Education and Outreach Manager, and WSYO Music Director will be in charge of recording and distributing minutes, ensuring quorum is established.

#### Fundraising / Outreach Manager

The Fundraising / Outreach Manager in consultation with both chairs, Education and Outreach Manager, and WSYO Music Director will be in charge planning fundraising and social opportunities for the WSYO.

#### Term of Office

One-year, renewable appointments.

#### Meetings

A minimum of four times per season. It is within the purview of the chair and the WSO staff to call upon the expertise of committee members outside regularly scheduled meetings to advance and implement directions set by the committee.

#### Resources and Budget

The Education & Outreach Manager provides staff support to the committee. Financial resources required by the committee will be included in the departmental budgets for WSYO/WSJYO and subject to approval by the Board of Directors.

#### Decision Making

The committee will endeavor to make decisions by consensus. In situations where this is not possible, a two-thirds majority vote of the members present will be required for approval, provided there is a quorum. Per WSO's By-law 2003, fifty percent (50%) of the voting members plus one (1) shall form a quorum for the transaction of business.

## Student / Parent Contract

I have read and understand the terms and conditions set forth from the WSYO's 2019-2020 Handbook. I will uphold my responsibilities as a member of WSYO/WSJYO to the best of my abilities.

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Student Name (Print)

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Student Signature

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Date

I have read and understand the terms and conditions set forth from the WSYO's 2019-2020 Handbook. I will help my child uphold their responsibilities as a member of WSYO/WSJYO to the best of their abilities.

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Parent Name (Print)

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Parent Signature

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Date

I am interested in becoming a parent volunteer

## Contact Information

Home address \_\_\_\_\_

Phone number \_\_\_\_\_

Email address \_\_\_\_\_

\*If your family has custodial arrangements that we should be aware of, please email [education@windsorsymphony.com](mailto:education@windsorsymphony.com). Your information will be kept in the strictest confidence.