

**BELLEVILLE**  
**PHILHARMONIC YOUTH**  
**ORCHESTRA**

*2011-2012*

*Orchestra Handbook*

*Dr. Leon Burke III - Director*



[www.bellevillephilharmonic.org](http://www.bellevillephilharmonic.org)

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The Belleville Philharmonic Youth Orchestra

116 N. Jackson St.

Belleville, Il, 62220

*Philosophy*

The mission of the Belleville Philharmonic Youth Orchestra is to:

1. Provide an opportunity for young musicians to achieve musical competence by studying and performing quality orchestral literature before audiences.
2. To provide musical opportunities for all young people in the Belleville area and to inspire them with a love of music.
3. Encourage and challenge their talent to promote a desire to go beyond what is comfortable and achieve what is possible.
4. Provide musical educational opportunities available to the Belleville Area community for all.

## Policies

1. Membership to the orchestra will be through a yearly closed audition. Regular auditions and chair placement will take place at the beginning of the orchestral season, i.e. fall. Further auditions and chair challenges will take place as needed and by the approval of Dr. Burke. Selection of the Concert Master will be decided by Dr. Burke based on criteria he has established prior to auditions.
2. In order to receive placement in the BPYO and to maintain a chair each student is required to take private lessons on his or her instrument. A list of qualified coaches is available to the student by asking one on the parent committee members. It is also posted in the hall.
3. All members of the orchestra will be active in their school's music program. The BPYO is a supplement to the music education the orchestra members receive at school. Students are encouraged to participate in, and will be excused for, all IMEA, ISHA, and other such activities.
4. All members are expected to attend all rehearsals. Excused absences must be reported to Mrs. Reiss or Mrs. Stern as soon as possible. All school musical activities are excused as are illnesses, or family emergencies. Any member missing more than 2 rehearsals without an excuse will not be allowed to play in the upcoming concert. Attendance is essential for personal and orchestral preparedness.
5. All members are expected to practice orchestra music on their own. Practice is at home while rehearsal is done at the orchestra hall. Students having difficulty with their music may ask a parent member to arrange additional instructions or a possible sectional.
6. You are expected to bring the following materials to every rehearsal. Instrument, rosin, shoulder rest (violins/violas), rock stop (cellos/basses), reeds, "spit" rag, music, and pencil.
7. Music and folders that are issued to the student is the property of the BPYO and must be returned in good condition for use in future concerts.
8. No eating, drinking, or chewing gum allowed in the orchestra hall during rehearsals. Water bottles with closed tops are acceptable.

9. Cell phones are strictly prohibited. If you are caught with your cell phone in sight you will be asked to put it away. Repeated offences will result in the cell phone being confiscated and turned over to the parent.
10. Students are not allowed in the kitchen without permission. You must have permission before entering. This area is for the parent committee members only. There will be no entrance or exit to/from the Hall through the back kitchen door.

### Rehearsal Schedule

The Belleville Philharmonic Youth Orchestra has two (2) divisions:

1. The Collegium Musicum – the main orchestra. Entrance by audition only. Rehearsals are 5:00pm to 6:30pm every Monday in the Orchestra Hall. Check the website and your email for updates!
2. The Virtuosi – an advanced ensemble. Conductor's choice only. Rehearsals are 6:00pm to 7:00pm every Thursday at the Philharmonic Hall. Check the website and your email for updates!

### Behavior Guidelines

All students must:

1. Be at rehearsal on time and ready to tune 5 minutes prior to the start of rehearsal.
2. Be prepared. Have your instrument, music folder, and pencil with you for every rehearsal.
3. Be attentive. Your full attention should be directed toward Dr. Burke at all times.
4. Be respectful. There will be a zero tolerance policy for disrespect toward the director and other students. Disrespectful behavior will be treated with a 3 strike policy. The first occurrence the student will receive a warning and an email to the parents. The second occurrence will result in the parents being called and the student leaving rehearsal upon the third occurrence the student will forfeit placement in the orchestra.
5. Be supportive to fellow musicians.
6. Anytime the orchestra is in public the members will conduct themselves in a manner befitting a young professional. No running, loud talking or disruptive behavior will be tolerated. When members exit a stage it will be in an orderly fashion. Members will stay in the designated area and observe rules set by the parent committee. At NO time will any student be allowed to leave an area without parental supervision or approval!

## Concert Attire

Ladies will wear a long sleeved white oxford-like top. Black pants or longer black skirt, black tights and low heeled black dress shoes. NO leggings, mini-skirts, jeans or flip flops.

Gentlemen will wear white long sleeved oxford shirt with black pants, black socks black dress shoes and a tie. A BPYO vest will be provided and MUST be returned after the concert. No jeans, tennis shoes or sandals.

## Absences

If a musician must miss practice, the parent should contact the Membership Chair as soon as possible. The BPYO will allow only two excused absence during a concert period (approximately 8-10 weeks). Scheduled music events at school have priority, but you must inform the Membership Chair as soon as you know of a conflict. Serious medical emergencies and a death in the family happen; please inform the Membership Chair as soon as possible. Parents will be informed if their child has several absences or a habit of being late. The Orchestra Director will review excessive absences and discuss with the parents to determine if the offending student should continue to play in the next concert. The Orchestra Director will make this decision on a case-by-case basis.

## Weather Closures

During inclement weather, the Parent Committee Officers will make every effort to leave messages notifying each member of rehearsal cancellations. DO NOT contact the answering machine at the Philharmonic Hall or the Philharmonic Society's website, as neither will be able to give out such notifications. If all possible, we will try to post a message on the BPYO web site.

## Communication

Notices to the membership are sent via email. It is the responsibility of each musician and parent to notify us immediately of any changes to their email address. Fliers and other reminders are handed out during rehearsals approximately two weeks before a concert. The conductor and other committee members will give oral announcements at rehearsals on an as needed basis. A weekly email will also be sent with pertinent announcements, calendar changes and closures.

## Parental Responsibility

Supporting your son and/or daughter is the first and most important responsibility any parent has! Parents are encouraged to attend rehearsals. The best way to show support is to show your presence. We understand this is not a luxury all parents have but visitation is encouraged as much as possible. Parent meetings will be held as needed before significant events and when communication is vital. Meetings will be scheduled during rehearsal at a location near the Hall. Meetings will begin at 5:30 pm and last no more than an hour. All parents are encouraged to participate in as many as possible. The more the participation, the better the program will work for everyone.

Parents are strongly encouraged to assist in one (or more) of the following volunteer roles:

1. Chair parent committee.
2. Publicity committee.
3. Program and publication committee.
4. Transportation and equipment committee.
5. Uniform committee.
6. Library committee.

***Parents must remember The BPYO is a non-profit organization and to keep registration and other fees low the BPYO needs 100% participation.***

***The Orchestra and the Board of Directors for the Belleville Philharmonic Society have created a small \$2 fee per person for all concerts to assist in covering costs of running the BPYO.***

Following is a complete list and description of all volunteer roles required to maintain the youth orchestra.

These positions are held during the *active orchestra calendar year* and are renewed by volunteer offer or in the case of the Chair committee, parent elections.

### Parent Roles in Depth

**Parent chair committee:** There are six (6) positions.

1. *Chairman:* Prepares agenda and conducts parent meetings. Works hand in hand with the Belleville Philharmonic Society (BPS) Board of Directors to maintain an understanding of the BPYO activities and needs. Attends all BPS Board meetings. Oversees the parent committees to ensure smooth operation of the BPYO.
2. *Vice-chair:* Assumes the Chairman's duties in the event (s) he is unable. Maintains membership to include registration, rosters, updated contact and emergency information, media releases and attendance at rehearsals.
3. *Secretary:* Records minutes of all parent meetings. Prepares and presents minutes to the chair committee and to the BPS secretary for maintenance. Composes letters of appreciation to venues and donors, announcements to parent and students and prepares the notice board for each rehearsal. Keeps archives for the orchestra. The secretary also prepares committee nomination forms for distribution before yearly elections.
4. *Liaison to BPS Treasurer:* Collects all registration fees, fundraising collections and donations. Issues receipts and presents monies and records to the BPS Treasurer in a timely manner. The Liaison shall maintain a petty cash fund of \$50 and play an active role in budget affairs for the BPYO, including serving on the BPS Budget Committee. All budgeted expenses are paid by the BPS Treasurer as requested through the Liaison.
5. *Coordinator:* Assists the conductor, and chair committee in scheduling concerts, venues, rehearsals, sectionals and other events pertaining to the BPYO. The coordinator keeps in contact with the conductor, BPS Board and the other committees to maintain a correct calendar for the Hall and the events calendar.
6. *Conductor:* Provides the artistic vision for the orchestra.

**Publicity Committee:** In coordinate with the BPS Marketing and Advertising Director, prepares publications and flyers for BPYO events. 2-3 parents required.

**Program and Publication Committee.** Designs and prepares for printing all concert programs. Gathers student biographies and prepares these for publication. Secures parents to distribute programs and greet guests at concerts. 3-4 parents required.

**Transportation and Equipment committee.** Loads needed equipment for each concert into the BPS's trailer. Transports equipment and assists in set-up at concert venue. Assists in venue tear-down and returns equipment unloading it into the Hall. 3-4 parents required.

**Uniform Committee.** Measures all male members for proper fit in the BPYO vest. The committee member clearly labels, transports, distributes, collects and returns all vests. At the end of each year the committee has vests cleaned with funds requested by the Bookkeeper Liaison. 1-2 parents required

**Library Committee.** At the Conductor's direction and under the Librarian's guidance the committee obtains music, prepares, copies and distributes music and folders to students. At the end of each concert the committee collects, separates and files music back into the BPYO library. 2-3 Parents required.

In the event of a Chair committee vacancy an appeal for replacement and election will take place immediately. In the event a Parent chair committee vacancy the Chair will send, via email, a plea to the parents at large.

**2010-2011 Parent chair parents are.**

Chairman: Lisa Reiss

Vice-chair: LaJuana Stern

Secretary: Petrina Martin-Giacalone

BPS Treasurer Liason: LaJuana Stern

Coordinator: Lisa Reiss

Librarian: Lee Hartley

Conductor: Dr. Leon Burke III

*Correspondence shall be addressed to the BPYO Chairman and mailed to  
The Belleville Philharmonic Hall, 116 N. Jackson St. Belleville, IL 62220.*

*The Belleville Philharmonic Youth Orchestra is governed under the bylaws of the Belleville Philharmonic Society. Changes to this handbook and the committees stated within are ultimately under the direction of the BPS and its Board of Directors.*

## BELLEVILLE PHILHARMONIC YOUTH ORCHESTRA

### Student Acceptance of Policies and Responsibilities

There are certain obligations and responsibilities all students must assume to qualify as a member of the Belleville Philharmonic Youth Orchestra (BPYO). All members are expected to read, understand and follow the BPYO handbook guidelines as if they were accepting a job with a professional orchestra. Student accountability allows for the best musician and orchestra as a whole. It is possible for BPYO members work or become involved with other activities, as long as they do not conflict with your responsibilities during the concert season.

Other than the member's illness, a death in the immediate family, family emergency, or scheduled school band/orchestral commitment there are no acceptable excuses from a scheduled BPYO rehearsal or performance. Only two (2) excused absences will be allowed during any concert period (approximately 8-10 weeks) and to be an excused absence the student or a parent must inform the Membership Chair (LaJuana Stern) and/or the Music Director (Dr. Burke) as soon as you know of a conflict. There will only be one (1) unexcused absence allowed during a concert period. After the second the student may be removed from the concert program and may forfeit their chair position. As a member of the orchestra, you are an important part of a large organization and your absence has a negative effect on the performance and the orchestra as a whole.

Music is given out on the first few rehearsals of a concert period. Music is on loan to the student, and each musician is responsible for the copies he/she receives. Music and folders **must** be returned in good condition after the concert and must not be marred in any way.

While we encourage students to make performance notes in pencil on their music we do not allow pen or highlighters on music.

Rehearsals are on Mondays from 5:00 – 6:30 pm for Collegium Musicum musicians and Thursdays 6:00 – 7:00 pm for the Virtuosi advanced ensemble. Musicians must sign in when they arrive at the rehearsal hall and inform the Membership Chairman if you are leaving earlier than necessary (again note scheduled absences).

Your membership into the BPYO requires a commitment by you, the musician to the schedule and to your fellow musicians. **Your signature below indicates that you understand your obligation and are committed to these obligations. Your parent's signature indicates that they also understand your commitment and will assist you in your endeavor.**

Your signature below also gives the Belleville Philharmonic Youth Orchestra the right and permission to copyright and/or publish, and use photographic portraits, pictures, or videotapes of the below named participant, or in which the participant may be included in whole or part, or composite or distorted in character or form, in conjunction with the participant's own or a fictitious name, or reproductions thereof in color or otherwise, for art, advertising, trade, or any other lawful purpose whatsoever. Your signature waives any right that you may have to inspect and/or approve the finished product or the advertising copy that may be used in connection therewith, or the use to which it may be applied.

**My signature below also releases, discharges, and agrees to save the Belleville Philharmonic Society from any liability by virtue of any blurring, distortion, alteration, optical illusion, or use in composite form, whether intentional or otherwise, that may occur or be produced in the taking of said photos or videotapes, or in any processing tending towards the completion of the finished product.**

Please return this page along with the following Emergency form page to complete registration within the BPYO.

I have read the BPYO handbook and agree to participate in the organization and to abide by the rules and decrees stated within. My signature and parent signature below is our official acceptance to the rules and guidelines and releases all media rights to the BPS.

Member's signature \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_ has my permission to participate as a member of the Belleville Philharmonic Youth Orchestra and will comply with this policy.

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

# BPYO Emergency and Student Release Form

Please list all musicians within the family below. Extra sheets available from Mrs. Stern

Musician's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Date of last Tetanus shot: \_\_\_\_\_ Date of last Physical: \_\_\_\_\_

Musician's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Date of last Tetanus shot: \_\_\_\_\_ Date of last Physical: \_\_\_\_\_

Musician's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Date of last Tetanus shot: \_\_\_\_\_ Date of last Physical: \_\_\_\_\_

Musician's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Date of last Tetanus shot: \_\_\_\_\_ Date of last Physical: \_\_\_\_\_

\*\*\*\*\*

Home Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Father's Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Mother's Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons authorized to pick up musician: \_\_\_\_\_

Telephone number(s) \_\_\_\_\_ Relationship \_\_\_\_\_

Health Insurance Co.: \_\_\_\_\_ Policy # (opt) \_\_\_\_\_

Family Physician & Phone # \_\_\_\_\_

Below please not the applicable student to information.

Medications: \_\_\_\_\_

\_\_\_\_\_

Allergies or any adverse reactions: \_\_\_\_\_

\_\_\_\_\_

Any recent operations or conditions? \_\_\_\_\_

I have read the Emergency and Student Release form and

I fully understand and consent to its terms.

I/we understand that all possible caution will be taken by those persons in charge of the BPYO to prevent injury. I/we release the volunteers, and the Belleville Philharmonic Society from any and all liability arising from participation in BPYO and BPYO events.

In the event I/we cannot be reached, I/we hereby authorize an adult representative of BPYO to seek and consent to any emergency medical treatment for the above named participant(s) which may be deemed necessary, including permission to transport the participant to a hospital emergency room. I/we wish to be advised prior to any further treatment by the hospital or medical professional if at all possible. It is further understood that I/we assume all responsibility for payment of any medical expenses incurred by the participant due to any illness or injury incurred during the above-described activity. I/we further understand and agree that I/we assume full responsibility for any loss or damage to property or for bodily injury to others, caused by the above named participant(s), whether by accident or intent. I/we also understand that if the behavior of this participant becomes inappropriate, I/we will be responsible for *immediate transportation home*.

I/we have read the above form; I/we fully understand and consent to its terms.

*Parent/Guardian Name(s) printed* \_\_\_\_\_

Student if over age 18

*Parent/Guardian Signature(s)* \_\_\_\_\_

Student if over age 18

Contacts Numbers:

1. Lisa Reiss- Belleville Philharmonic Youth Orchestra Chairman and Coordinator

[lisa4bpyo@gmail.com](mailto:lisa4bpyo@gmail.com) Cell: 618-979-8466

2. LaJuana Stern – Belleville Philharmonic VC, Membership Coordinator and Bookkeeper

[lstern86@yahoo.com](mailto:lstern86@yahoo.com) Cell: 618-980-7748

3. Petrina Martin-Giacalone- Belleville Philharmonic Youth Orchestra Secretary

[petrinamg@sbcglobal.net](mailto:petrinamg@sbcglobal.net)

4. BPYO website <http://www.bellevillephilharmonic.org/>

Concert Dates:

November 13, 2011

March 17, 2012

May 19, 2012

Summer program begins June 4<sup>th</sup> 2012.