



2019-2020 Member Handbook



Thank you for your interest in the 2019-2020 season of the Alabama Symphony Youth Orchestra! After a very successful season of high level music making, we are excited about what the future holds in store for the orchestra. A snapshot of the season consists of a Side-By-Side concert with the Alabama Symphony Orchestra, and the annual holiday concert at the Galleria!

The ASYO is an ensemble committed to performing at the highest level. It consists of the very best young musicians from around the state of Alabama who are here to share their talents, aspirations, and successes. In order to increase our level of performance, it takes a great deal of commitment from each member to always bring their best to rehearsals and performances. We ask that you make your participation in the ASYO a top priority. By doing this you will reap all the rewards the ensemble has to offer from your hard work.

The 2019-2020 Member Handbook is for members to utilize in order to provide information regarding their involvement in the organization. Carefully review the policies and guidelines, more specifically the section pertaining to music, attendance, and rehearsal schedule. If you have any questions, please do not hesitate to contact a staff member of the ASYO. Our goal is to provide a learning environment conducive to the production of musical thought, ideas, and interpretation. We want you to have an enjoyable time during your tenure with the ASYO.

We are ecstatic about this season and look forward to sharing the wonderful experience of making great music!

Kevin Fitzgerald, ASYO Music Director & ASO Assistant Conductor
Erin O'Brien, Education Operations Manager
Maria Wilson, Education Initiatives Manager

Be sure to like us on Facebook and follow us on Twitter to keep up to date on rehearsal orders, rehearsal cancelations, and other information.

<https://www.facebook.com/asyoorchestra>

<https://twitter.com/ASYOorchestra> or @ASYOorchestra

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ATTENDANCE POLICY

An orchestra is a unique team requiring faithful attendance by every one of its members. Any absence has an adverse impact on the quality of preparation and performance. Check your calendar **before** the first rehearsal of each concert cycle and notify the ASYO staff if you are unable to meet these requirements.

Concert dates are subject to change.

Nov. 16, 2019, 2pm- ASYO Fall Concert

Dec. 8, 2019, 2 & 4pm- Holiday at the Galleria

Feb. 23, 2020, 2pm- Side by Side Concert with ASO Musicians

May. 9, 2020 2pm- ASYO Spring Concert

Concert Attendance Policy

- ***Attendance at all concerts and final dress rehearsals is mandatory.***
- Attendance is mandatory. However, extenuating circumstances (such as mandatory school events, college auditions and interviews, illness or family emergency) may be approved at the discretion of the ASYO staff upon written submission no less than **eight (8) weeks** before the concert date. In the case of an emergency or illness, please notify the ASYO staff as soon as possible.
- Lack of adherence to above guidelines will result in an unexcused absence and may result in dismissal from the ensemble. If an ASYO member does not give proper notice and a concert absence is unexcused, a substitute may be required to cover the missing member's part. The member may be charged a fine of up to \$200 to help cover the cost of their substitute. The ASYO staff will hire the substitute.

Side by Side Attendance Policy

- ***All rehearsals with the Alabama Symphony Orchestra are required to play the Side by Side concert.*** Any student missing a Side by Side rehearsal or part of a Side by Side rehearsal will not be allowed to play the concert.
- Students are expected to remain in the hall for the entirety of the scheduled rehearsals to listen to their colleagues.

Rehearsal Attendance Policy

- ***Attendance at all rehearsals is required.*** However, illness, mandatory school activities or other extenuating circumstances do allow for a member to miss up to two (2) excused absences prior to the fall, spring and Side by Side Concerts, and one (1) excused absence prior to the Holiday Concert. Seniors in high school are allowed one (1) additional excused absence per concert cycle to visit out-of-town colleges.
- **Approved excused absences include: mandatory school events, college auditions and interviews, illness, injury, or family emergency.**
- All absences must be reported to the ASYO staff by completing and submitting an Absence Form at least **one week** prior to the rehearsal. These forms are available on the ASO website, and through a link in the weekly email.
- Any student unable to meet the attendance requirement could be asked not to play the remaining rehearsals or the corresponding performance. Students may contact the office and appeal the decision if extenuating circumstances exist.

AUDITIONS

Auditions for the ASYO will be held annually in the Spring and Fall. All returning members of the ASYO must participate in seating auditions in the August 2019 and January 2020.

FINANCIAL INFORMATION:

TUITION

Due Dates:

July 1, 2019: Commitment form and \$50 deposit due
September 8, 2019: Fall Tuition and Parent Organization Fee Due
January 5, 2020: Spring tuition due

Tuition is nonrefundable. Checks should be made out to the Alabama Symphony Orchestra. Tuition payments can be made online at <https://alabamasymphony.org/asyo-payment>.

Deposit

A nonrefundable \$50 deposit holds your membership in the ASYO and is credited toward your tuition. The deposit and commitment forms are due July 1, 2019.

Middle and High School Students:

Annual tuition fee of \$450. Tuition may be paid by semester in two installments of \$225.

ASFA Students

ASFA students accepted to ASYO for the 15-16 season and earlier will be grandfathered in to the previous ASFA tuition policy. ASFA Students accepted to ASYO after the 19-20 Season will see a reduced annual tuition fee of \$200. Tuition may be paid by semester in two installments of \$100.

College Students:

Annual tuition fee of \$200 Tuition may be paid by semester in two installments of \$100.

Parent Organization Fee:

The \$50 Parent Organization fee covers lunches on concert days, and ASYO t-shirts. These fees are collected by the ASYO Parent Organization at the beginning of each season.

SCHOLARSHIPS

A limited number of tuition scholarships are available for those demonstrating merit and/or financial need. Anyone seeking financial aid must complete the Scholarship Application. The Scholarship application is available on the ASYO website under "Member Info". **Those already receiving scholarship will need to apply each year to be reconsidered.**

Work-Study Program

Work-study full scholarship recipients are required to complete 30 hours of work-study service by the end of the season. Work study duties include weekly set up and tear down of the rehearsal space, and administrative and library assistance.

Scholarship Due Dates (for May audition applicants)

July 1, 2019: Scholarship Application Due Aug. 1, 2019: Recipients notified

Scholarship application deadlines for August audition applicants TBD.

CONCERTS

Musicians must be present in the building at least 45 minutes before the start of a performance and on stage at least 10 minutes before the start of a performance. All musicians must remain backstage during the intermission.

No musician may leave the concert hall premises between the rehearsal and performance without approval from the ASYO staff. Any musician under the age of 19 must be accompanied by a parent or guardian to do so.

Absolutely no food or drinks are permitted on the stage of Jemison Concert Hall.

Any musician not playing on a portion of the concert is expected to listen to their colleagues from the hall or from backstage, whichever the concert schedule allows.

If a musician foresees a conflict with a performance, they must notify the ASYO staff immediately (see ATTENDANCE POLICY pg. 4).

CONCERT ATTIRE

Formal Concerts (includes all full orchestra concerts at the Alys Stephens Center)

Men:

Black tuxedo jacket and pants

White dress shirt

Black cummerbund

Black bow tie

Black socks and Black dress shoes

Women:

Black dress or skirt, **ankle-grazing to floor-length** OR black formal pants, **no leggings**

Black top with three-quarter or full-length sleeves, with a modest neckline

Black stockings and black closed toe dress shoes

Any jewelry should be unobtrusive and subdued

Holiday Concert

Holiday embellishments most welcome at the Holiday concert!

Men:

Black slacks

Tie

Black socks and Black dress shoes

Women:

Black dress or skirt, **ankle-grazing to floor-length** OR black formal pants, **no leggings**

White top with three-quarter or full-length sleeves, with a modest neckline

Black stockings and black closed toe dress shoes

Any jewelry should be unobtrusive and subdued

CONDUCT

Members of the Alabama Symphony Youth Orchestra represent not only the ASYO and the Alabama Symphony Orchestra, but also their schools and communities. Musicians are expected to act as good ambassadors of the ASYO at all times by adhering to the following rules:

- Cell phones should be put away and set to silent.
- Possession of tobacco, alcohol, illegal drugs, and/or weapons of any kind at any ASYO function is strictly forbidden and will result in notification of the authorities and dismissal from the ASYO.
- Any member engaging in outside activity that damages the reputation of the ASYO will be subject to disciplinary action.
- Lack of respect for ASYO staff, guests, parents, fellow musicians, or property at any ASYO function will result in disciplinary action.

REHEARSAL ETIQUETTE

Youth Orchestra rehearsal is a place to learn how to behave in a professional orchestra setting. All ASYO members are expected to adhere to the following guidelines:

- Members are expected to arrive at least 15 minutes before the rehearsal start time to unpack, tune, and warm up.
- Cell phones and other electronic devices should be put away and set to silent.
- Members should bring their music and a pencil to every rehearsal.
- Parents please pick up your kids promptly at the end of rehearsal.
- Gum chewing is not permitted.
- Please be respectful of the rehearsal space by picking up around your chair. This includes your belongings and all trash. Food is not permitted inside the Mountain Brook JHS band room.

SAFETY POLICIES

All members should wait inside the lobby at Mountain Brook JHS to be picked up from rehearsal. All members are expected to stay on the premises for the duration of the rehearsal or concert.

Parents please pick up your kids promptly at the end of rehearsal.

MUSIC

All members are responsible for the care and safe-guarding of their ASYO folders and music. Folders and music are the property of the ASYO or on rental to the ASYO, so replacement charges will apply for any lost or damaged music. **Music must be marked with soft lead pencil only.**

Folders will be issued at the beginning of each concert cycle to all wind/brass/percussion players and to each stand of strings. Wind players are responsible for bringing their folders to each rehearsal. String players will receive practice parts to take home and should leave their folders on the stand after each rehearsal.

All folders and music should be left on the stands after any performance unless otherwise instructed.

PERCUSSION REQUIREMENTS

The ASYO percussion section has the privilege of using instruments provided by Mountain Brook Junior High for rehearsals and the Alabama Symphony Orchestra for performances. Percussionists are expected to provide the majority of their own sticks and mallets, including one pair each of snare drum, glockenspiel, xylophone, suspended cymbal, and timpani sticks, and preferably a triangle with the appropriate beaters, tambourine, and assorted bass drum mallets. **All percussionists should arrive at least 20 minutes prior to their scheduled rehearsal time to ensure that the percussion set-up is ready for the piece to be rehearsed.**

PRIVATE INSTRUCTION

All members of the ASYO are required to take regular private lessons (at least twice per month) with a trained instructor on their ASYO instrument. Private instruction is essential to developing and maintaining the skills needed to perform as an individual and an orchestra member.

The ASYO staff may check in with private instructors.

If private instruction is not financially feasible, please contact the ASYO staff to discuss the situation, as assistance may be available.

REHEARSAL SCHEDULE

Most ASYO rehearsals take place on **Sunday afternoons from 2:30-5:30pm at Mountain Brook Junior High School**, but **some rehearsals may be scheduled on weeknights or Saturdays.**

Communication

ASYO members are responsible for knowing when they are needed for rehearsal by checking the ASYO Online Calendar and their personal email regularly. Students and parents will be notified of any changes made to the schedule by email and/or phone.

Weekly emails are sent through Mail Chimp. **All students and parents are responsible for making sure that ASYO emails are not filtered to their SPAM folders.** Please check your spam folder and ensure that all ASYO communication is added to your safe senders list. Anyone who cannot depend on email as a reliable source of communication should contact the ASYO staff to arrange for telephone contact.

REHEARSAL SPACE

All items in the rehearsal space are the property of Mountain Brook Junior High and are not to be removed or altered in any way. ASYO Musicians are expected to treat the rehearsal space with respect and cleanliness. **Folders, music, instruments, and personal belongings should never be left behind.** The space is used by the school during the week and anything left there is not guaranteed to be there when you return. Food is not allowed inside the Mountain Brook Junior High band room.

SCHOOL MUSIC PROGRAM

Public school, private school, and college music programs and their instructors are essential to the existence and success of the ASYO. The ASYO **HIGHLY RECOMMENDS** that all members actively participate in their school music programs by enrolling in school ensemble courses and participating

in after-school music activities. We work with local schools and education institutions to compare schedules and avoid conflicts whenever possible. In the event of a conflict, the ASYO staff is happy to assist with working out an agreeable schedule solution.

SEATING AUDITIONS

All members of the ASYO must attend seating auditions at the beginning of the fall (August 31 and September 1, 2019) and in the spring (January 4, 2020). These auditions will be blind and will be used to determine seating and part assignments. All seating assignments are subject to change until designated final by the Music Director.

SMALL ENSEMBLE PROGRAM

Select students will be invited to participate in small chamber music ensembles based on seating audition results. The program will highlight dedicated and passionate ASYO musicians and will challenge their ensemble skills. Small ensembles will rehearse on Sunday afternoons from 1:45pm-2:30pm and will perform in the community. Students who do not wish to participate in small ensembles will have the option to opt-out, and their position will be offered to another student.

TICKETS

ASYO Concerts

Tickets to ASYO concerts except for the Side-By-Side Concert are FREE. Please help us promote the concerts on Facebook by sharing the Concert Event on your wall. All ASYO Concert seating is general admission.

ASYO-ASO Side by Side Concert:

This concert taking place at the Alys Stephens Center is a ticketed event. All audience attendees must purchase tickets. Ticket prices will be listed on the website in advance of the concert. Tickets are subject to fees. Prices are subject to increase on the day of the performance. Advance purchase is recommended.

ASO Concerts

The ASYO is an educational ensemble of the Alabama Symphony Orchestra, and all ASYO musicians are expected to enhance their learning experience by attending ASO Concerts regularly. ASYO members will receive vouchers at the beginning of the season to receive a complimentary ticket to all ASO Masterworks concerts. Parents and other guests of the ASYO member may receive ticket discounts.

CONCERTO COMPETITION

The ASYO staff encourages all interested ASYO Members to participate in the annual ASYO Concerto Competition. The winner is featured on the Spring Concert. The Concerto Competition date is indicated on this season's ASYO Calendar.

Concerto Competition Requirements:

1. The Concert Competition date and location is TBD.
2. All ASYO Members are eligible.
3. Registration is free and is due **5 weeks** before the competition. Titles must be submitted to the ASYO staff for approval.
4. Concerti with orchestra parts must be available in the public domain. Please check imslp.org to verify that all orchestral parts are available.
5. Applicants will play one movement from a standard concerto for his or her instrument.
6. Concerti must be memorized.
7. Concerti titles must be sent to the youth orchestra manager one month in advance for approval. Notification of approval will be given 1 month prior to the competition.
8. **Piano accompaniment is required.** Applicants are responsible for making arrangements with his or her accompanist independently. *
9. Applicants are required to bring enough copies of his or her Concerto score for each competition judge.

*We are more than happy to help you find an accompanist. If you need a recommendation, please contact the ASYO staff.

VOLUNTEER SERVICE

Members of the ASYO serve as community ambassadors and role models to the young musicians of Alabama. All members are encouraged to volunteer their talent in some way through community performance and/or teaching. Volunteer work for the ASYO may be used toward community service requirements for school or other service clubs.

Organizations for which ASYO musicians may wish to serve as volunteer teachers and coaches include:

Etowah Youth Orchestras
Music Opportunity Program
Scrollworks/Metropolitan Youth Orchestras

Church Music Programs
Community Music Schools
School Music Programs



Commitment Form

As a member of the Alabama Symphony Youth Orchestra (ASYO), I commit myself to participating in the ASYO for the 2019-2020 season. I have read and understand all policies outlined in this handbook. Please find my nonrefundable \$50 deposit enclosed which confirms my commitment and will be credited towards my tuition. I have asked my private instructor for permission to share their email address.

Orchestra Instrument _____ Private Instructor _____

Private Instructor Email _____

Student Name _____

Student Signature _____ Date _____

Parent Signature (if under 19) _____ Date _____

Mail checks, made out to the Alabama Symphony Orchestra to:

Alabama Symphony Orchestra
c/o Erin O'Brien
3621 Sixth Avenue South
Birmingham, AL 35222

Payments can also be made online at ALsymphony.org/asyo-payment.



Medical Release Form

Please print the following information:

MEMBER INFORMATION

Name: _____ Instrument: _____
Home Phone: _____ Birth date: _____ Sex: F M
Mother's Cell: _____ Father's Cell: _____

IN CASE OF EMERGENCY PLEASE CONTACT: (someone other than member's mother or father)

Contact 1 Name: _____ Relation: _____
Home Phone: _____ Cell Phone: _____
Contact 2 Name: _____ Relation: _____
Home Phone: _____ Cell Phone: _____

MEDICAL INFORMATION

Insurance Company: _____ Phone Number: _____
Group #: _____ Certificate #: _____
Special medical problems ASYO should be aware of: _____

Medications given on a routine basis: _____
Allergies: _____ Contact Lenses: Yes No
Name of Physician: _____ Telephone: _____

RELEASE

In case of a medical emergency, I (we) understand that all attempts will be made to notify parents. If the ASYO is unable to reach a parent or guardian I (we) release my (our) child to a representative of the Alabama Symphony Youth Orchestra in order to obtain the proper medical care for him/her. I hereby release the Alabama Symphony Youth Orchestra from any liability in case of accident or emergency while participating in any Alabama Symphony Youth Orchestra activities.

Signature: _____ Printed Name: _____
Date: _____



Photo Release Form

PERMISSION TO USE PHOTOGRAPHS

Subject (Name of Student): _____

I grant to ASYO, its representatives and employees the right to take photographs of me and my property in connection with the above-identified subject. I authorize ASYO, its assigns and transferees to copyright, use and publish the same in print and/or electronically. I agree that ASYO may use such photographs of me with or without my name and for any lawful purpose, including for example such purposes as publicity, illustration, advertising, and Web content. I have read and understand the above:

Signature _____

Printed name _____

Date _____

Signature, parent or guardian _____ (if under age 19)