

## BSYO Contact Information

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### **Music Director**

John Falskow  
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University Place, Washington 98466  
Email [john@falskow.com](mailto:john@falskow.com)  
Phone 253-627-2800

### **Music Librarian**

Mary-Cathern Edwards  
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Manchester, Washington 98353  
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### **Stage Manager**

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# Musicians Handbook

July 2007

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## Purpose of this Handbook is:

- To facilitate an environment for creative music making by the musicians in support of the Board of Directors
- To establish and clarify general policies for the musicians of the Bremerton Symphony Youth Orchestra

## Mission Statement:

*To provide young people of Greater Kitsap County with an orchestral experience marked by educational excellence through a unique relationship with the Bremerton Symphony Association.*

## Vision:

To be the premier youth orchestra in the West Sound area.

**B**REMERTON SYMPHONY  
YOUTH ORCHESTRA  
532 5th Street, Suite #16  
P.O. Box 996  
Bremerton, Washington 98337  
360-373-1722

Email [youthorchestra@symphonic.org](mailto:youthorchestra@symphonic.org)  
Website [www.bremertonsymphony.org](http://www.bremertonsymphony.org)

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## Auditions and Seating

**Orchestra auditions**– live auditions are required for all orchestra members from 12-21 years of age each season. Musicians under 12 may be considered and should contact the BSYO for additional information. The audition committee consists of: Music Director and appropriate BSO staff. The Education Director/BSYO Business Manager may be asked to facilitate auditions. Students must submit application forms signed by their public and/or private teachers. BSYO members are required to work for the good of their school programs when they exist.

**Repertoire**- audition repertoire consists of prepared solo selections (determined by the auditionee), scales, and selected excerpts for sightreading (determined by the BSYO Music Director).

### Discrimination

*There shall be no discrimination on the basis of sex, creed, national origin or religion.*

**Seating**- determination of seating within sections is at the discretion of the Music Director.

## Rehearsal and Performance Guidelines

1. All musicians shall function in a courteous, respectful and professional manner during rehearsals and performances.
2. Musicians are responsible for the proper care of music belonging to the BSA. All markings will be made in pencil, all music will be returned to the BSYO Music Librarian immediately following a concert and a reimbursement fee will be assessed and collected for music that has been lost, damaged or returned late.
3. All musicians are responsible to bring their own folder, music and pencil at each rehearsal.
4. Musicians shall be notified of changes in the rehearsal/performance schedule in a timely fashion.
5. Rehearsals for the orchestra will generally be 2 hours in length. Musicians are to be in place 5 minutes prior to rehearsing.
6. Dress rehearsals are required of musicians, unless prior arrangements have been made with the Music Director. Dress rehearsals for the orchestra will generally be 2 hours in length.
7. Performance services shall be the length of time needed to perform the musical selections. Musicians must be present, warming up 15 minutes

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## Employed Staff

**Music Director**- an individual employed by the BSA Board of Directors, answering directly to the BSA Music Director. He/she is responsible for the artistic planning, quality and philosophy of the organization. He/she is also responsible for the quality of performances/rehearsals, for the professional handling of music, staff and volunteer personnel of the BSYO. By February 1, they are responsible for programming appropriate repertoire for the coming season and by June 1 a rehearsal/performance schedule.

**Business Manager**– Also serving as the BSA Education Director, shall oversee the collection of tuition, manage the members, communicate with BSA staff, attend monthly BSA staff meetings, prepare monthly reports for the BSYO Board meetings and BSA staff meetings and be part of the Strategic Planning Committee

**Stage Manager**- an individual employed by the BSA, answering directly to the BSYO Business Manager is charged with the physical actions needed to setup/strike rehearsals and concerts.

**Orchestra Librarian**- an individual employed by the BSA, answering directly to the BSYO Business Manager, is responsible for the management of the instrumental music library inventory.

**Section Coaches**- musicians who are employed by the BSA to perform as coaches for sectionals with BSYO.

## Musicians

**Orchestral musician**- an individual who has completed a successful audition for the orchestra and remains in good standing.

**Concertmaster**- an orchestra musician serving as principal violin responsible for leading the string section. By example, promotes and maintains good morale and etiquette during rehearsal/performances.

**Principal**- an orchestra musician serving in the first chair. He/she is responsible for coordinating the playing of their section. By example, promotes and maintains good morale and etiquette during rehearsal/performances and regularly consults with the Music Director.

**Section player**- orchestra musicians not serving as principals.

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## Board of Directors: Committees

**Nominating Committee**– will review procedures and guidelines for recruitment of Board members; identify, recruit and recommend candidates. They will make recommendations to the Board for membership and officer positions.

**Development Committee**– will oversee the BSYO fundraising activities, plan special projects and ensure organization with the BSA Development Committee.

**Strategic Planning Committee**–will review the mission and develop an ongoing long range plan for the BSYO. This will include financial development, marketing, training and other community partnerships.

**Orchestra Activity Committee**– will oversee and encourage recruitment of players, stay in close communication with area private and public teachers, discuss and solve internal problems with orchestra members, plan social activities and receptions.

*Purpose of the Board  
will be to review, revise, endorse  
and actively advocate the mission,  
goals and programs of the BSYO.  
Further , the BSYO Board will  
work with the BSYO management  
and the BSA staff to ensure open  
lines of communication and that  
adequate recourses exist to carry  
out objectives.*

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## Attendance

1. Musicians shall attend and participate in all services (rehearsal or concert) for which their part is required.
2. Musicians shall receive a season schedule in a timely fashion with the dates and repertoire.
3. Musicians will make every effort to avoid conflicts with the season schedule excepting those that relate directly to health or other commitments.
4. Orchestra musicians missing more than 2 services for a concert may be asked not to perform that set unless special arrangements have been made with the Music Director.
5. Musicians shall notify the BSYO Business Manager of known absences and as soon as possible following an unexpected absence.
6. Musicians with excessive absences may be subject to dismissal due to the negative effect upon the performing group.
7. In the case of an emergency such as sudden illness, notify the Business Manager as soon as possible at youthorchestra@symphonic.org or phone 373-1722. A written excuse, signed by the parent must be submitted at the next rehearsal.

## Dismissal and Grievance Procedures

1. Dismissal from the Association may occur for the following reasons
  - \*Poor musical preparation/performance
  - \*Borrowed music not returned or paid for when damaged or lost
  - \*Excessive absence or tardiness
  - \*Sexual harassment
  - \*Disruptive behavior
  - \*Substance abuse
2. If such conditions persist, a private, confidential meeting will take place with the individual, the Music Director and a third party. If the member remedies the situation, no further action is necessary.
3. If the situation is not remedied, a written notice will be given to the member explaining the justification for the dismissal.
4. A written appeal may be made to the Music Director. A decision will be made promptly and the member will be notified of the decision.
5. Dismissed members may contact the Business Manager for reinstatement once the issue has been fully resolved.

## Rehearsal Schedule and Tuition

- BSYO meets every Sunday from September– May each season at 6:00-8:00 PM at the Olympic College Music Room 114.
- A schedule of the new season is available after April 1 each year. This will list the rehearsal and concert dates as well as the repertoire BSYO will be performing for the season.
- BSYO generally performs three public concerts in fall, winter and spring. In addition there are special opportunities for side-by-side concerts with the Bremerton Symphony Association.
- The fee for participation with BSYO will be \$225 a year. For families with more than one child, the subsequent children are \$175.
- Workstudy is available for families that cannot pay tuition. In lieu of paying, they are asked to assist with the setup and strike (take down) of rehearsal equipment. Application for workstudy is available by contacting the Business Manager.

*“To provide young people with an  
orchestral experience marked by  
educational excellence...”*

## Performance Dress

In order to present a polished impression at all performances, our attire must reflect a professional appearance avoiding provocative or gaudy dress. Any musician arriving for a concert dressed inappropriately may be prohibited from performing in that concert. Repeated lack of compliance with the performance dress code may result in dismissal from the orchestra. Should you have any questions about what is acceptable, please contact the Business Manager. No perfume/aftershave or excessive jewelry.

**Girls** Long black skirt or pants, floor length with flow  
White long-sleeved blouse  
Black hose, Black dress shoes  
Modest jewelry

**Boys** White dress shirt  
Black slacks  
Black bow tie  
Black socks, Black dress shoes

We're on the web  
[www.bremertonsymphony.org](http://www.bremertonsymphony.org)

## Ticket Policy

Tickets for each BSYO concert will be \$5 for general admission regardless of age. A complimentary (comp) ticket is available to all of the Bremerton Symphony Association concerts when the individual concerts are not considered to be a “sell out”. BSYO members may obtain their comp tickets using the following procedures

1. At the beginning of the season, if purchasing one or more tickets to go with the comp tickets, all tickets including the comp tickets may be ordered and received. This guarantees the same seat for every concert regardless of whether or not the concert becomes a “sell out”.
2. No earlier than two weeks before a concert, members can contact the office to obtain comp tickets. Detailed messages may be left on the voice mail including requests for a particular seat. Tickets may be picked up from the office or left for pick up at the Will Call Table under the name requested the night of the concert.
3. Additional tickets can be purchased on the night of the concert from the Will Call Table to combine with the comp tickets.

### *Things to consider*

- *BSYO tickets are \$5 each*
- *BSA comp tickets will be released only within two weeks of the concert, unless combined with the purchase of one or more tickets.*
- *Tickets should not be taken unless they will be used.*

## Personnel: Volunteer

**President-** elected by the Board of Directors to whom he/she is directly responsible and is the CEO of the Association. He/she shall preside over meetings, appoint chairs for committees, prepare agendas and be a member of the Development Committee.

**Secretary-** shall keep minutes of meetings and be a member of the Orchestra Activity Committee.

**Directors-** elected from the Association membership, responsible for setting policy and for management of all affairs of the BSYO.

**Committee Chairs-** appointed by the President from the body of Directors, responsible for activity of the committees, will prepare monthly reports to be presented at the full board meetings.