



Bay Youth Orchestras of Virginia

Musician's Handbook

Please visit <http://bayyouth.org/members/>
to report absences.

Direct phone calls to:
(757) 713-4035
for Jr. Strings & String Orchestra
(757) 618-1800
for all other ensembles

CONTENTS

Contact Information.....	3
Welcome to Bay Youth Orchestras of Virginia.....	4
Our History.....	4
Your Musical Development.....	5
Our Expectations.....	6
Probationary Status and Dismissal.....	8
Attendance.....	9
Inclement Weather and Emergencies.....	10
Special Rehearsals: Dress Rehearsals, Sectionals, Seating Auditions/Evaluations.....	11
Concert Dress Code.....	12
Concerts, Tickets, and Recordings.....	13
Parent Involvement and Volunteering.....	14
Fundraising, Grants & Financials.....	15

CONTACT INFORMATION

MAILING ADDRESS:

Bay Youth Orchestras of Virginia
P. O. Box 10897
Norfolk, VA 23513

**Mail can also be dropped off
at the information desk at rehearsals.**

EMAIL: richards.byov@gmail.com

Elizabeth Richards, Executive Director

BYOV relies heavily on email communication.

It is the best way to reach us and is our preferred form of communication for sending information to you. Please provide us with a frequently checked email address. Regularly check your spam inbox and add us to your address book. If your email address changes or you are not receiving BYOV emails, please notify us immediately.

For updates and schedule changes, check our website.

WEBSITE: <http://bayyouth.org>

Also "Like" us on Facebook and check our feed for the latest announcements and schedule information. This may be updated more frequently than our website.

ATTENDANCE HOTLINE:

Please visit www.bayyouth.org/members first and report absences online when possible.

JUNIOR STRINGS & STRINGS (757)713-4035

ALL OTHER ENSEMBLES (757) 618-1800

MEMBERS and GENERAL PUBLIC Questions (757) 618-1800

BYOV staff members work part time and from home offices. We appreciate your understanding and patience as they work to respond to your questions.

WELCOME TO BAY YOUTH ORCHESTRAS OF VIRGINIA!

Mission Statement (as of 2/18/2016): *The mission of Bay Youth Orchestras of Virginia is to provide the highest level of symphonic ensemble training and performance opportunities to the young musicians of Hampton Roads.*

Membership in any Bay Youth Orchestras of Virginia program is an honor accorded only to those who have demonstrated proficiency on their chosen instrument through our audition process. Members should be proud of their musical accomplishments in attaining membership.

HISTORY

Bay Youth Orchestras of Virginia celebrates over 45 years of orchestral training. Our history began with the founding of Tidewater Youth Orchestras, in 1972, by four community leaders: Russell Stanger, former director of the Norfolk Symphony (now the Virginia Symphony Orchestra), local businessman Meier "Easy" Birshtein, and two Symphony musicians who were also public school teachers, Greg Barnes and Linda Althoff. They auditioned over 200 high school musicians at Northside Junior High School. C. Sidney Berg, Symphony percussionist and Supervisor of Music for Norfolk Public Schools, was chosen to be the first conductor. In 1991, Tidewater Youth Orchestras became Bay Youth Orchestras of Virginia.

BYOV has grown to include six ensembles, accommodating students from the elementary grades to junior college. We have rehearsed over the years at Norfolk State University, and at public schools in Norfolk and Chesapeake. In August 2006, a group from Bay Youth toured internationally for the first time, performing in London and at the Edinburgh Fringe Festival in Scotland. The Bay Youth Symphony presented a concert as part of the Jamestown 400th Anniversary Celebration in May, 2007. In June 2009, a tour group from BYOV visited Austria, and had the honor of performing at the Konzerthaus of the Vienna Philharmonic, as part of the Haydn 200-Year Celebration. In the summers of 2010-2013, BYOV held a one-week summer camp, BYOV@ the Academy, in partnership with Norfolk Academy and The Virginia Symphony. In June of 2015, Bay Youth Orchestras sent a small chamber orchestra on tour to Germany and the Czech Republic. They performed in Bad Schmiedeberg, Germany at Art Nouveau Spa Hall and in Prague, Czech Republic at the Emauzi Benedictine Monastery.

Many fine musicians and educators have worked with BYOV, including Jorge Aguirre, Beth Argiro, Vince Brown, Peter Dundon, Dean Englert (Wind Symphony), Martin Glasco, Michael Hodgis, Dr. William LaRue Jones, Judy Meister, Walter Noona, Todd Parrish, Doug Earlenbaugh, Aaron Hardwick, and Grant Gilman. In 1997, co-founder Greg Barnes retired after many years as the organization's Music Director and Symphony Conductor. He was succeeded in these posts by Leslie Stewart (1998), Jean Montes (2006), and Helen Martell (2007). In 2006, Greg Barnes returned to help lead Bay Youth's first international tour. Co-founder Linda Althoff, who also served as a BYOV conductor for many years, is still a member of the Bay Youth Advisory Board. In 2012, Bay Youth celebrated its 40th Anniversary with a new commission: "Symphony for Youth Orchestra: Rivers of the Chesapeake" by Alumnus James Hosay. In 2013, BYOV collaborated with the Virginia Children's Chorus to present a new version of Adolphus Hailstork's *The Gift of the Magi*.

YOUR MUSICAL DEVELOPMENT

To help you improve your musical skills, and make the most of your experience in BYOV, we highly recommend:

- **Honor your commitment to BYOV and your ensemble.**

Our ensembles have waiting lists for members eager to participate. By accepting your position in BYOV, you are making a promise to your ensemble, conductor, and yourself. By all means necessary, maintain your commitment and complete the season with BYOV. **Members may not "audition up" to another ensemble mid-season.**

"AUDITIONING UP"

Members auditioning in the spring who have "aged out" of their ensemble will be granted another audition in late summer if they are unable to successfully audition up to the next ensemble. This courtesy is only extended to existing BYOV members in good standing, who have demonstrated commitment to the organization.

- **Taking regular private lessons.** Good private teaching does more than any other single factor to help students progress to a higher level.

- **Listening to classical music** on stations WFOS 88.9 and WHRO 90.3, as well as on recordings and on the internet.

- **Attending live concerts** by the Virginia Symphony Orchestra, Symphonicity, the Williamsburg Symphonia, and other area groups. The Virginia Arts Festival in April/May brings many world-famous performing groups to Hampton Roads.

- **Attending other BYOV events.** We encourage all our members to support each other, and especially invite our beginning and intermediate students to attend performances by the more advanced groups. Remain at concerts to hear the other ensembles perform.

OUR EXPECTATIONS

BYOV members are expected to...

Demonstrate self-discipline while rehearsing and performing:

- Listen and concentrate throughout rehearsals and performances.
- Refrain from talking, texting, and making disruptive noises.
- Put away cell phones and other electronic devices before rehearsal.
- Leave hats, sunglasses and headphones at home.
- Observe performance etiquette, as instructed by the conductor.
- Show respect for staff and fellow students, and their property.

Respect the rehearsal and performance facilities at all times:

- Smoking, alcoholic beverages, and illegal drugs are PROHIBITED.
- Percussion instruments, pianos, and other equipment belonging to the venue may be used or moved only with permission from staff. Property belonging to the venue should be treated with care and respect.
- We are guests of each venue we enter! Students should not enter any part of the building or grounds not authorized for use by BYOV. Siblings of members must be supervised at all times.
- Rehearsal rooms at Norview High School are available for warming up 15 minutes before rehearsal begins. Students arriving earlier should remain in the Commons area, unless under the supervision of a staff member.
- Snacks and drinks (except water bottles) may not be brought into the rehearsal rooms or performance venues.
- Chewing gum is not permitted in rehearsals or performances.
- **Be well prepared for rehearsals and concerts:**
 - Regular practice at home is essential to ensure high musical standards. Individuals may be asked to perform alone or in small sections during rehearsals.
 - Students should bring their instrument, and any supplies such as rosin, extra strings, rock stops, mutes, mallets, valve/key oil and bass stools, to EVERY rehearsal and performance.
 - Students should provide a folding music stand when required.
 - Rehearsals begin promptly at the stated times. Students should plan to arrive 15 minutes early, to allow time to unpack, set up, and warm up.

Follow BYOV music policy:

- Students are responsible for bringing their own copy of the music to each rehearsal and performance.
- Parts should be marked only in #2 pencil (no colored pencils, pens, or markers.) Students should bring a pencil to each rehearsal.
- Music should be kept in a folder, and not folded, cut, or torn.

- Respect for copyright law is essential. Students should not duplicate their music, and should return all parts to BYOV. (Please see the librarian if you need a copy of a page to facilitate page turning.)
- Students who must miss a performance for any reason must ensure that their parts are returned as soon as possible, and before the dress rehearsal.
- Music and folder must be returned by the end of the year.
- **A fee of \$10 will be collected for a lost folder.**

Maintain eligibility for Bay Youth:

- Follow attendance policies, as outlined in this handbook.
- Plan carefully to avoid scheduling conflicts.
- **Achieve satisfactory marks on seating auditions and evaluations. Students with unsatisfactory marks will be asked to play again for their conductor, to demonstrate their readiness to perform on the next concert. Students with unsatisfactory marks on the final seating audition of the year may be asked to re-audition in May or June, in order to continue their participation in BYOV.**
- Participate actively in a school ensemble music program, where available. Please note, the reason for this policy is to maintain our good relationship with school music teachers. We are meant to supplement, not supplant, their programs. If students were to choose to participate in BYOV instead of their school program, school teachers risk losing many of their finest players. Since they support BYOV and send us good players to fill our ensembles, we must support them as well. Participation in KEYS, YMV, etc. for homeschoolers is encouraged, but not required. For students in elementary school, participation in regular music class, if available, is all that is required.
- Fulfill financial obligations and agreements, making tuition payments in a timely fashion.

Respect fellow musicians and BYOV staff.

- Treat all BYOV members with respect, kindness, and compassion. No form of harassment or bullying will be tolerated.
- Harassment includes but is not limited to sexual harassment and harassment based on an individual's race, color, religion, sex, gender, sexual orientation, gender identity or expression, transgender status, national origin, age, disability (physical or mental), medical condition, or any other classification protected by federal, state, or local law.
- Prohibited conduct includes but is not limited to: verbal conduct (such as jokes, threats, slurs, epithets, stereotyping, unwelcome comments about a person's protected characteristics, or offensive or derogatory voicemails); physical conduct; and visual conduct (such as racially offensive, derogatory or obscene videos, emails, texts, photographs, notes or letters, or any other written or graphic material).
- Sexual harassment is inappropriate conduct that warrants separate attention and discussion. Sexual harassment may

include a range of subtle and not so subtle behaviors and may involve individuals of the same or different genders. It includes harassment that is gender-based, as well as conduct that is sexual in nature. Examples of prohibited sexual harassment include, but are not limited to, unwelcome sexual advances; leering; blocking normal movement; sending sexually explicit messages; other verbal or physical conduct of a sexual or offensive nature, such as uninvited touching of a sexual nature; sexually related jokes and comments or innuendoes; any verbal or physical conduct of a sexual or otherwise offensive nature

PROBATIONARY STATUS AND DISMISSAL

Students experiencing difficulty in maintaining the standards of music performance, behavior or eligibility outlined above will first be approached by their conductors, staff or coaches to make them aware of the issues that need to be improved. If no improvement is made, or the problem recurs, students will receive a Probation Notice, warning that a change is necessary. This notice must be returned to the Executive Director with student and parent/guardian signatures, to acknowledge receipt of the notice, understanding of the issue, and desire to correct the problem and continue membership for the season. Failure to return a signed copy may result in dismissal. Probationary status may be lifted by the Executive Director based on improvement. If adjustments are not made, or the problem returns, the student may be dismissed. Students on probationary status at the end of the season may be asked to re-audition for the following year.

BYOV has strict policies on bullying and harassment of all kinds, both in rehearsals and outside of rehearsals among members. Any student found to be in violation of this policy, either by observance or incidents reported by members, will be called to meet with the Executive Director and other pertinent staff members. Meetings may be attended by a member of the Board of Directors. Depending on the nature of the incident, BYOV retains the right to place a member on probation, temporary suspension or dismiss a member permanently.

ATTENDANCE

Each member makes a valuable contribution to their ensemble. Our members and their families help us achieve musical excellence through their commitment to make rehearsals the highest priority.

Please report excused absences as far in advance as possible, using our online form at bayyouth.org/members. Last minute attendance issues can be reported by phone by calling the numbers listed on the cover of the Handbook.

Students who have instrument problems (such as repairs being done, or instruments left at school) are asked to attend in any case, to listen and mark their music. Please be aware that it is your responsibility to check your schedule, and to notify us of any absences in a timely manner. Absences can be excused only when they are unavoidable, and promptly communicated.

ATTENDANCE POLICIES

Symphony and Concert Orchestra

- Up to two absences are allowed for any one concert.
- **ALL DRESS REHEARSALS ARE MANDATORY**
- It is the responsibility of the student to check in. Check-in procedures will be discussed at the first rehearsal. Students who do not check in may be counted absent.

String Orchestra, Junior Strings and Wind Ensemble

- Up to three absences are allowed for any one concert.
- **ALL DRESS REHEARSALS ARE MANDATORY**
- Attendance will be taken by Assistant Orchestra Managers at each rehearsal.

Students who exceed the allowable number of absences, or who have unexcused absences, will require permission from their conductor to perform on the concert. The conductor may ask the member to demonstrate that the concert music has been adequately prepared, and may alter seating or part assignments.

Excused Absences

- Absence can be excused for reasons of contagious illness, any

medical problem that could interfere with or be worsened by playing, or family emergency.

- Serious schedule conflicts, such as mandatory school functions or college auditions, may also be acceptable reasons for an excused absence.
- Excused absences are limited to two per concert (Concert and Symphony orchestras, Wind Ensemble) or three per concert (Strings, Jr. Strings) Please use our online form at bayouth.org/members/ to report your absence, as far in advance as possible.

Tardiness

- Two tardy arrivals count as one absence.
- Early departures count the same as late arrivals, unless the student is dismissed by the conductor.
- In case of last-minute delays, please call (757) 713-4035 (Strings & Jr. Strings), (757) 618-1800 (Concert & Symphony, and BYOV Bands).
- Students who may have a recurring problem because of marching band or other school activities should discuss their situation in advance with their conductor.

****Rehearsals will begin on time!**

Members must be in their seats with music and all necessary equipment, and warming 5 minutes before start time. Please plan to arrive 10 to 15 minutes early!**

INCLEMENT WEATHER & EMERGENCIES

If Norfolk or Chesapeake Public Schools close, or cancel after-school activities, because of severe weather or any other emergency, BYOV must cancel rehearsal. If a concert venue closes, we will have to reschedule or cancel the concert. Please check public announcements of school and other closings. If circumstances allow, we will also post an update to our web page or Facebook (remember to "like" us on our Facebook page), change our pre-recorded phone message, send group texts via "Remind," and/or send an email announcement.

****BYOV uses Constant Contact to send mass emails. Please be sure to add us to your address books, as these messages sometimes find their way into recipients' spam folder.****

BYOV may hold rehearsals when NPS or CPS school are closed for holiday. Please refer to the dates listed on our website's calendar. In these cases, the above message about cancellations does not apply.

Bay Youth draws its members from a very wide geographic area, and weather across this area may vary. Please use your best judgment if local conditions may make travel unsafe. Please call the number for your ensemble (listed on the Handbook cover) or report to us online at bayyouth.org/members if you are unable to travel to rehearsals/performances.

SPECIAL REHEARSALS

DRESS REHEARSAL (the last rehearsal before each concert) is usually held at the concert venue rather than at the regular rehearsal location.

ALL DRESS REHEARSALS ARE MANDATORY. Please communicate conflicts with school music programs during BYOV dress rehearsals as soon as possible. Students who cannot attend dress rehearsal due to a school music conflict will only be permitted to perform on the concert with the express permission of the artistic staff. All other conflicts will not be considered (ie: sports events) Extraordinary circumstances such as illness or family emergencies will be considered on a case by case basis.

***Please note, despite the name, concert dress is not required for "dress" rehearsals :) ***

SECTIONAL REHEARSALS, which are usually scheduled in advance of seating auditions, are an irreplaceable opportunity to work at mastering difficult passages under the guidance of a professional coach, who can model the best sound and articulation. Students should make every effort to attend these rehearsals. Students who cannot avoid missing a sectional should check with members of their section who were present, to ensure their music is marked correctly.

SEATING AUDITIONS/EVALUATIONS are usually held two or

three times per season, during a regular rehearsal, for all orchestras except Junior Strings. Students will receive a copy of the judge's comments and scores, so that they will know what skills need improvement.

- Students who must miss a seating audition because of a schedule conflict may arrange to record their auditions in advance. At least two weeks advance notice is necessary. Students should be aware that a live audition is preferred over a recorded audition.
- In case of illness or emergency on the audition day, students may come in for just the short time required for the audition itself. It is not possible to make up an audition once it has been missed.
- Members who miss an audition will be seated in the back of the section for the next concert. In case of unsatisfactory performance on an audition or a missed audition, students will be asked to play for their conductor, in order to demonstrate their preparedness for the concert.

CONCERT DRESS CODE

- We suggest you shop early for your concert outfit and keep it separate, for the most part, from your everyday wardrobe, so it is in good condition for performances.
- **All garments should be solid-colored. Jewelry, hair ornaments, and other accessories should be inconspicuous. Please dress with modesty, not just fashion, in mind!**
- Students who do not comply with the dress code may be issued a Probation Notice, and may not be allowed on stage.

BYOV MUSICIAN DRESS CODE

Students are permitted to dress in a manner consistent with their gender identity, subject to the dress code adopted below. The dress code should be applied to the student consistent with their gender identity and clothing preferences.

Junior Strings, String Orchestra, Concert Band:

Floor length black skirt or full-cut black dress pants; long-sleeved white dress shirt or blouse, black bow tie, black dress shoes, black socks, tights, or hose (no jeans or athletic shoes)

Concert and Symphony Orchestras, Wind Symphony:

Floor length, long-sleeved black dress; or floor-length skirt/full-cut black dress pants with long-sleeved black blouse; black dress shoes and black hose/socks. Knee length (or shorter) skirts are prohibited. Black dress pants and black jacket (for Concert Orchestra); tuxedo or black suit (for Symphony); white dress shirt, black bow tie, black socks, and black dress shoes (no jeans or athletic shoes)

CONCERTS, TICKETS, AND RECORDINGS

REGULAR CONCERTS

Bay Youth annually presents four regular concerts, each featuring from two to five of our ensembles:

- The Opening Concert kicks off our season, with the Symphony, Concert, and String Orchestras. Concert Band will perform their opening concert with the Virginia Wind Symphony in November.
- The Winter Concert presents Jr. Strings, Concert Band, and String Orchestra.
- The Concerto Concert features the winners of our annual Concerto Competition, performing with the Concert and Symphony Orchestras.
- The Finale Concert includes all five of our ensembles, with a special tribute to our graduating seniors.

***Performing BYOV members do not need tickets.
Non-performing members of BYOV may receive one complimentary ticket to attend any concert performance.***

Tickets will be available online, and links will be posted and emailed before each concert date. Tickets are also available at the door before the performances. These concerts are recorded, and CDs are available for purchase. CD order forms will be inside the concert program and can also be ordered online. BYOV also holds a flower sale at each performance, and the proceeds support our ensembles. Copyright laws prohibit unauthorized video recording of all concert performances.

SPECIAL CONCERTS

In addition to our subscription series, we present the following special events:

- The Side-by-Side Concert puts over 140 musicians onstage, as the Virginia Symphony Orchestra and the Bay Youth Symphony Orchestra combine forces for a family-friendly mega-concert of familiar classics.
- The Concerto Competition presents individual members of the Bay Youth Symphony and Concert Orchestra in recital. The competition is free and open to the public.
- Outreach Concerts take our musicians into the communities of Hampton Roads for both free and ticketed events.

PARENT INVOLVEMENT & VOLUNTEERING

BYOV depends on volunteers to run smoothly! We encourage all families to make at least one contribution to our volunteer efforts every season. (Of course, more are welcome and encouraged!)

Projects that can always use more volunteers or support include:

- Serving as proctors and runners at our seating auditions.
- Selling concessions at snack tables on Monday nights.
- Facilitating flower sales at concerts.
- Selling T-shirts, concert CDs, and other BYOV merchandise at rehearsals and concerts
- Purchasing concert program ads (list of price levels available upon request).
- Supervising students in green rooms before and during BYOV performances, and leading the performers to backstage areas at the appropriate time.
- Providing meals for staff at spring auditions.

****Volunteer opportunities will be presented by email leading up to events and projects. Check your email for links to our "Sign Up Spot" and sign up online!****

FUNDRAISING, GRANTS, AND FINANCIALS

Bay Youth Orchestras of Virginia is a 501(3)c non-profit organization. This designation means your contributions are tax deductible. BYOV gets about 60% of its operating expenses from membership dues. This leaves 40% from other sources. Ticket Sales and Grants from the Virginia Arts Commission and local municipalities account for about 25% more. That leaves a considerable sum for us to raise by other means.

Renting concert halls, and even rehearsal space, cost thousands of dollars. Music rental and purchases, instrument rental and storage space, licensing fees, and the like are other expenses necessary to the smooth running of our organization. Professional staff, including our stellar artistic leadership, administrative staff, set-up crew, library, and recording staff, as well as professional coaches, all come at a price commensurate with the exceptional educational service we provide for your student.

We have various fundraisers throughout the year to help raise funds and keep our membership fees reasonable. We try to raise money from outside the Bay Youth membership by doing outreach concerts, and selling program advertising. Some businesses offer to match employee contributions to nonprofit organizations. Please help us by checking to see if your company has a community support activity or matching funds for donations. We are always open to new ideas. If you have a fundraising suggestion, please contact us.

It is easy to donate to BYOV! Please go to our website,
<http://bayyouth.org>