

# RPYO

## ROCHESTER PHILHARMONIC YOUTH ORCHESTRA

### POLICIES

### 2010-2011 SEASON

ROCHESTER PHILHARMONIC YOUTH ORCHESTRA  
108 EAST AVENUE  
ROCHESTER, NY 14604

[WWW.RPYO.ORG](http://WWW.RPYO.ORG)

THE RPYO IS SPONSORED BY THE EDUCATION DEPARTMENT OF  
THE ROCHESTER PHILHARMONIC ORCHESTRA



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# RPYO MISSION AND HISTORY

## OUR MISSION

The mission of the Rochester Philharmonic Youth Orchestra is:

- To provide enriching and inspiring musical and educational experiences to highly capable music students through the study and performance of the symphonic masterworks
- To bring together students from diverse social and cultural backgrounds
- To promote teamwork and a shared dedication to excellence
- To encourage musical and personal development and the growth of social skills and mature habits that will positively shape our students' adult lives.

## OUR HISTORY

Youth instrumental ensembles have had a long history in Rochester, with city-wide orchestras and bands meeting and performing regularly with conductors and coaches from the Eastman School of Music and the Rochester Philharmonic Orchestra. In 1954 the Women's Committee of the Civic Music Association (the predecessor of the RPO) created the annual Youth Music Festivals that selected students to perform in a Side-by-Side concert with the Rochester Philharmonic Orchestra each March. In 1970, in response to requests for a permanent youth orchestra, the Women's Committee of the RPO worked with musicians, teachers, and families to establish the Rochester Philharmonic Youth Orchestra. The RPYO is now sponsored by the Education Department of the Rochester Philharmonic Orchestra.

The first conductor of the RPYO during its inaugural year was Sam Jones, a staff conductor of the RPO. RPO Concertmaster *Howard Weiss* served as the RPYO's founding music director and as its conductor until 1989. He was succeeded as music director by *Darryl One*, in 1990, and by *David Harman* in 1993.

Since 1970 hundreds of young musicians from grades eight through twelve have performed with the RPYO, representing each year at least twenty school districts in Monroe and the surrounding counties. Many of these young musicians have pursued musical careers. RPYO alumni can be found throughout the country performing in major orchestras such as the Chicago Symphony, the Chicago Lyric and the San Francisco Opera Orchestras, the Pittsburgh Symphony, the Rochester Philharmonic, the Cleveland Symphony, and the New York Philharmonic. Others have built careers as school and private music teachers. While the majority of RPYO alumni chose other professions, they become dedicated supporters of the arts and often enthusiastic amateur musicians.

The RPYO has produced more than thirty recordings from its concert seasons, has videotaped a special for PBS and Eastman Kodak, and has been part of a coast-to-coast NPR broadcast. It has been featured with clarinetist Richard Stoltzman in a special video prepared for Young Audiences, Inc. and has been the subject of a full-length program on WXXI-TV. It has also made numerous national and international tours, most recently to England in 1995, to Germany in 1998, to France in 2001, Italy in 2004, Central Europe in 2007, and Quebec City and Montreal in 2010.

# RPYO PROGRAMS

## **ROCHESTER PHILHARMONIC YOUTH ORCHESTRA**

- The RPYO is a full symphonic orchestra with a membership of between 95 and 105 musicians in the 8<sup>th</sup> through 12<sup>th</sup> grades. Students are selected through highly competitive auditions and come from public, private, and home schools in the greater Rochester area.
- The RPYO season begins with Seating Auditions for placement each September, and it runs usually through mid-May.
- Students meet for rehearsals from 2:00 to 5:00 P.M. most Sunday afternoons, with the exception of major holidays, and hold their concerts usually also on Sunday afternoons.
- The RPYO program also includes
  - ♪ Three formal concerts
  - ♪ A September Retreat weekend
  - ♪ Sectional rehearsals with RPO Mentors
  - ♪ Concerto Competitions for soloists to perform with the RPYO
  - ♪ Community outreach events
  - ♪ Exchanges with other musical groups
  - ♪ Periodic Tours
  - ♪ Fund-raising activities
  - ♪ In some years a Chamber Orchestra
- The RPYO performs works in their original form written for large-scale orchestras by the great 19<sup>th</sup> and 20<sup>th</sup> century composers of symphonic music.
- Students receive as part of their membership a recording of selections from the season's performances, a formal group photograph, and an RPYO T-shirt.
- Students may also have community service opportunities through the RPYO to perform in small ensembles or alone for various RPO and community events.

## **THE RPYO CHAMBER ORCHESTRA**

- The Chamber Orchestra has been an ensemble of about 30 students from within the RPYO who wish to perform works written for smaller ensembles, primarily from the 18<sup>th</sup> and early 19<sup>th</sup> centuries, under the direction of David Harman.

## **RPO SPONSORSHIP AND COMPLIMENTARY TICKETS FOR RPYO MUSICIANS**

The RPYO is privileged to be sponsored by the Education Department of the Rochester Philharmonic Orchestra and operates under the not-for-profit status of the RPO. It has the enthusiastic support of its administrative staff and musicians. RPO musicians serve as musical Mentors and section coaches for the RPYO. Each season the RPO offers RPYO musicians two complimentary tickets to Philharmonics concerts. Students should request these tickets from the RPYO Manager about a week prior to each concert.

# MEMBERSHIP: GENERAL EXPECTATIONS

## WHAT IS REQUIRED OR EXPECTED OF RPYO MUSICIANS?

RPYO membership is gained by audition and is limited (with some exceptions) to students in grades 8 through 12. Once students are accepted, they are members of the RPYO until they graduate from high school, provided they abide by the following rules and regulations:

- Members are required to attend all RPYO musical activities, including Fall Retreat, all rehearsals concerts, and tours.
- Orchestra members must participate in an on-going instrumental music ensemble in their school, if provided. The Music Director and the RPYO Manager must be told immediately of any scheduling conflicts. Home schooled students are exempted from this requirement.
- All RPYO musicians are required to take private lessons on the instrument they play in the youth orchestra for the duration of their RPYO membership, unless excused for a limited period of time by the RPYO Music Director and Manager. Private lessons will be required of all Orchestra members Students with concerns about this requirement should contact the RPYO Manager.
- Orchestra members are expected to maintain the appropriate level of musicianship and proficiency on their instruments necessary for meeting the high musical standards of the RPYO.
- Members are expected to prepare their orchestral music at home, making rehearsal copies if necessary, so that rehearsal time can be used for productive music making.
- Members are responsible for maintaining their music and music folders in good condition.
- Orchestra members are required to pay annual tuition in the amount fixed by the Board of Directors. See the Tuition Fees and Payment section below.
- Orchestra members and families must participate in fund raising efforts.
- Members are expected to act respectfully and courteously towards their RPYO leaders and RPO Mentors and towards their fellow musicians, to be responsible for their own and others' property, and to respect the facilities made available for the use of the RPYO.
- The use of alcohol or drugs by orchestra members in association with any RPYO-sponsored activity or event is strictly prohibited.
- Members are requested to help with set-up and take-down of rehearsal rooms.
- Members are required to participate in all planned tours of the RPYO.
- In the fall of each year, all members will be required to audition for seating purposes.

## MEMBER COMMITMENT

By accepting membership in the RPYO each student agrees to abide by these General Expectations of Membership, including the policies regarding attendance, tuition payments, respectful behavior at all times, full participation in RPYO activities, and all other policies here stated. If a member has concerns about meeting these expectations, has experienced discomfort or difficulties in any RPYO activities, or has productive ideas to share about improving the RPYO experience, he or she is encouraged to talk with the Music Director, the Manager, or any Parent Committee member.

# AUDITIONS

## AUDITION PROCESS

Orchestra members are selected by an audition with the Music Director and members of the Audition Committee. The Audition Committee is composed of professional musicians chosen by the Music Director and the RPO Liaison. Auditions for new applicants currently in grades 7 through 11 are held once a year in the spring. If needed, an additional set of auditions will be held in the fall to fill any vacancies. Applicants are required to pay a non-refundable audition fee. Information about RPYO auditions is distributed to school music programs and private teachers, can be requested from the RPYO office, or viewed on the RPYO website [www.rpyo.org](http://www.rpyo.org).

## AUDITION FORMAT

The Audition for new members will include the following:

- One or two short unaccompanied selections totaling five minutes showing contrasting styles.
- Scales (at the discretion of the Music Director)
- Sight reading excerpt(s).
- A standard orchestral excerpt to be mailed to the new applicant before the audition

## AUDITION CRITERIA

The Audition Committee will use the following criteria to determine admission to the RPYO:

- Musicality and expressiveness.
- Technical expertise.
- Intonation, rhythm, and quality of sound.
- Sight reading ability
- Available openings in the RPYO

## EXCEPTIONAL EARLY AUDITION APPLICANTS

Unusually proficient players younger than 7<sup>th</sup> grade may be permitted to audition for RPYO membership only if the following conditions are met at least three weeks before the spring auditions.

- Submission of letters to the RPYO manager from the following individuals who support and clearly advocate the student's early audition:  
The student's private music teacher and the student's parents  
The student's school major ensemble teacher (orchestra or band conductor);  
Conductors of other ensembles who know the student
- Letters from the individuals listed above must speak to the student's extraordinary need for appropriate musical development which membership in the RPYO could offer and to the student's level of social maturity at the time of application. If the above individuals are in agreement that membership in the RPYO would be advisable, the Music Director and the Chair of the RPYO Board may permit the student to participate in the audition process.

It should be noted that

- Permission to audition in no way implies automatic acceptance into the RPYO.
- Acceptance of such students is rare.
- Only under unusual circumstances will a student in the 7th grade be accepted as an RPYO member during a major overseas tour year.

# TUITION PAYMENTS AND FINANCIAL AID

## **TUITION INVOICES**

Tuition invoices will be sent to all families about one month prior to the tuition date dues. Tuition may be paid all at once or as indicated below.

## **TUITION PAYMENTS**

- Half of the season's tuition is due by **August 1**.
- The final portion of the tuition is due by **September 1**.
- Members whose tuition payment have not been completed by **October 15** will not be allowed to participate in the fall concert unless special arrangements have been made with the RPYO Treasurer.

## **EXTENDED TUITION PAYMENT SCHEDULE**

Families facing special situations may consult with the RPYO Treasurer about an extended tuition payment schedule.

## **TUITION REFUND POLICY**

Refunds of RPYO tuition will be given in the case of extended illness or a family move only if the incidence occurs within the first three weeks of the fall rehearsal season, in which case the full amount will be refunded. In no other cases will a refund be granted.

## **FINANCIAL AID**

Limited amounts of financial aid to cover RPYO dues are available for students who have a demonstrated need.

- Applications for financial aid may be obtained from the administration of the RPYO by interested students, local schools, or music educators.
- Financial aid awards may be renewed, but must be applied for on an annual basis.
- Families receiving financial aid are expected to contribute to the RPYO either through paying a portion of the membership fee or through extra volunteer service, or both.
- Decisions on awarding financial aid will be made by the Board of Directors in consultation with the Music Director and Manager. The decision of the Board is final.

*Criteria for financial aid awards:*

- Students must audition and be accepted into the RPYO
- Financial need must be demonstrated by submission of complete Federal Income Tax Returns and other verification of additional income.
- Students who are former recipients of financial aid will be given first consideration in aid decisions, if they have fulfilled their RPYO contract agreement.

No public announcement of awards will be made. Awards will be made following auditions. Evaluation of the aid program shall be made in the fall of each year.

# SEATING POLICY

## SEATING AUDITIONS

Seating auditions will be held for all sections of the orchestra in September at the beginning of each season. The Music Director will conduct and evaluate the auditions in close cooperation with selected professionals from the RPO.

Each brief audition will include:

- Approximately three minutes of a prepared work (unaccompanied) of the player's choice.
- Prepared excerpts from the standard orchestral repertoire selected by the Music Director.
- Sight reading.

## SEATING ASSIGNMENTS

The following criteria are considered when determining the seating of each section

- The quality of the seating audition.
- Years of membership in the RPYO and year in school.
- Quality and nature of previous musical contributions to the RPYO.
- The need for strength and balance throughout the orchestra for the best musical results.

## OTHER SEATING CONSIDERATIONS

- ***Principal, co-Principals, Associate Principal, and Assistant Principal Chairs***  
*If used*, these leadership positions are assigned for one year only. The designation of these chairs and any rotation of seating will be determined by the Music Director based upon the criteria used to seat players as well as indication of the individual player's attentiveness, attendance and leadership. There may be rotation among these chairs to provide more opportunities for leadership experience.
- ***String Rotation During Rehearsals***  
Seating assignments will be retained for concerts and dress rehearsals throughout the season. However, string stands (with the exception of the first two stands) may rotate front to back for each regular rehearsal at the discretion of the Music Director.
- ***Seating Reassignments***  
Should there be musical or other reasons for the Music Director to consider reassignment of any chair during the season, it will be first discussed with the player involved. If a seat reassignment is considered necessary, there will be a new audition for that chair. If no one elects to audition, the Music Director will appoint someone for the remainder of the season.
- ***Special Auditions***  
Special seating auditions for specific solo sections of major works may be held for wind and percussion parts during the course of the season at the discretion of the Music Director.
- ***Doubling Policy***  
Woodwinds and brass parts will be doubled wherever possible. The Music Director will determine when musical considerations dictate exceptions to this policy.

## PROGRAM LISTING

With the exception of first stand players, first and second violins will be listed in alphabetical order under the heading Violin. All other sections will be listed in alphabetical order with the exception of first stand players and players of color instruments (English horn, e-flat clarinet, etc.).

# REHEARSALS

## REHEARSAL TIMES AND LOCATION

Rehearsals are generally held every Sunday from 2:00 P.M. to 5:00 P.M. On occasion, because of scheduling conflicts a rehearsal may be planned for a different time or day. Additional rehearsals could be scheduled before concerts or tours.

Orchestra members should arrive 15 minutes before the start of the rehearsal and be in their seats 10 minutes before the rehearsal begins to hear announcements. Each rehearsal includes a 15-minute break for refreshments.

Most rehearsals are held at Apollo Middle School at 750 Maiden Lane in Greece.

If a rehearsal has to be cancelled due to bad weather, students will be informed through a telephone tree. An announcement will also be posted on our web site, [www.rpyo.org](http://www.rpyo.org) and on radio stations.

## REHEARSAL PROCEDURES

RPYO members must observe the following rehearsal procedures:

- Food and drink are not allowed in the rehearsal room.
- Appropriate behavior is expected at all times.
- Students may not leave the rehearsal site during the rehearsal time without explicit permission from parents or, in an emergency, from the Manager.
- Instruments must be securely placed in cases at all times when not in use, for example, during rehearsal breaks or when a student leaves his or her seat. The RPYO is not responsible for damage to instruments.
- Orchestra members should be aware of schedule announcements and flyers to take home.
- Permission for absence from rehearsals and concerts because of highly unusual circumstances may be requested in advance from the Music Director following the procedures under “Attendance and Absence Policy.” The request must be made at least 3-weeks before the absence, but even earlier is recommended.
- If a student will be absent from a rehearsal, he or she must arrange for the music folder to be brought to the rehearsal for the use of others. It is also the student’s responsibility to learn about important rehearsal announcements.

## SET-UP AND TAKE-DOWN POLICY FOR REHEARSALS AND CONCERTS

Because the RPYO cannot afford to hire custodial help to set-up and take-down the rehearsal room or concert stage, students and parents are asked to help with this process. At least two helpers are needed for room set-up and two are needed for room take-down at each rehearsal.

## MUSIC FOLDERS

The RPYO can provide only one music-folder and one copy of music per string stand. String players should make a rehearsal copy of their music so each stand partner can practice at home. Other musicians receive separate folders. Folders must be brought to rehearsals as the RPYO generally does not have duplicate copies of parts. Music markings must be made only with soft lead pencils. Students are responsible for replacement costs for lost or defaced music.

# ATTENDANCE AND ABSENCE POLICY

## ABSENCE REQUESTS

- Since the dedicated participation of each musician is essential to the success of this select, auditioned orchestra, there will be no unexcused absences from any rehearsal or concert.
- Approval for an excused absence must be requested using the absence request form, except in the case of illness or family emergency. Completed and signed absence forms must be submitted directly to the Music Director *at least three weeks in advance* of the requested absence date. If an absence is not approved, the student will be notified immediately. Excessive absences, either excused or unexcused, will be considered highly unusual and will require a special conference with the Music Director, which can lead to dismissal from the RPYO.
- Absence request forms may be obtained from the RPYO Manager at rehearsal or from the RPYO web site.

## EXCUSED ABSENCES

- Absences may be approved for official music performance activities associated with the student's credit bearing school instrumental ensemble, or occasionally for other musical activities which may, in the judgment of the Music Director, clearly and substantially benefit the player's musical or cultural development.
- Requests for absence from an RPYO dress rehearsal, performance or mentor session will rarely be granted.
- If any absence request is approved, the Music Director may require an absent member to present a written report of one to two typed pages documenting and describing the musical and cultural value of the activity.
- Absence requests not directly related to musical activities will generally not be approved except in cases of a family emergency. Students and families are urged to compare their RPYO calendar with other activity schedules in September in order to identify and avoid any potential conflicts.

## ILLNESS OR EMERGENCY

Should illness or emergency occur, it is the student's responsibility to notify the Music Director and the Manager as soon as possible. The absence form must still be completed and given to the Music Director at the next rehearsal.

## TARDINESS

All orchestra rehearsals will begin promptly at their appointed time. Each member is expected to be in his or her chair 10 minutes before the rehearsal begins or the member will be considered tardy. Should a member enter a rehearsal late, it is that player's responsibility to talk to the Music Director before leaving that day. Failure to do so may result in an unexcused absence.

# RPYO CONCERTS AND TICKET SALES

## RPYO CONCERT SEASON

- The RPYO normally holds three formal concerts each year, usually in November, March, and May. One of these is the annual Side-by-Side Concert in Eastman Theatre with the Rochester Philharmonic Orchestra. The other concerts are generally held in the Hochstein Performance Hall or the Hale Auditorium at Robert Wesleyan College in North Chili.
- The RPYO Chamber Orchestra, if in session, presents at least one performance in December and may be invited to perform on other occasions.
- Additional concerts may be scheduled during the season. These could be community outreach concerts, out-of-town performances, exchanges with other musical groups, or special occasion events.
- **Each concert is usually preceded by a dress rehearsal. Students should be at the concert venue twenty minutes before the dress rehearsal or concert begins. Members receive information before each performance about rehearsal and concert times and procedures.**

## RPYO CONCERT TICKETS

- Tickets to the fall and spring RPYO concerts are currently priced at \$10.00 for general admission and \$5.00 for students and senior citizens. Side-by-Side Concert tickets are currently \$12 and \$8.00, respectively. Complimentary tickets are given for certain levels of contribution to the RPYO. Student soloists receive four complimentary tickets.
- Tickets are sold primarily through RPYO students, who receive a packet of tickets three to four weeks before each concert. They are also available from the RPO Box Office at 454-2100, online at [www.rpo.org](http://www.rpo.org) the RPYO ticket manager at 377-3537, and at the concert hall before the performance.
- Ticket sales are a major source of funds for the RPYO, and students are expected to sell at least \$20 worth of tickets for each concert.
- Ticket sales are also an important Tour fundraiser for students. When a student sells more than \$50 worth of tickets to a single concert, the amount over \$50 will be credited to his or her account for the next Tour.

## CONCERT DRESS CODE

The professional-looking stage appearance of the RPYO contributes to its high-level performance quality and to the audience's attentiveness.

**LADIES:** Floor or ankle-length black skirt, non-transparent long-sleeve black blouse (or long-sleeve floor-length black dress), black hosiery, black dress shoes. No pants or culottes. Avoid tight skirts with high slits.

**GENTLEMEN:** Black tuxedo suit, or black tuxedo jacket and black dress pants, long-sleeve white dress shirt with either a flat collar, or a wing-tip collar, black bow tie, black dress shoes, black socks. (The RPYO has tuxedo jackets in various sizes for use without charge.)

# CONCERTO COMPETITIONS AND SOLOS

## **RPYO CONCERTO COMPETITIONS**

The RPYO holds two Concerto Competition Auditions each year, usually in December and February before a panel of professional musicians selected by the Music Director or Manager. These auditions are open only to current members of the RPYO.

Orchestra members who are winners of the Concerto Competition Auditions have the opportunity to perform solos with the RPYO at its winter and spring concerts.

The dates of the auditions will be listed in the RPYO Calendar. Application forms can be requested from the RPYO Manager a few weeks before the audition date.

## **CONCERTO COMPETITION REQUIREMENTS**

To be eligible to audition for a solo, the RPYO member must:

- Have been a member of the RPYO for at least the entire one year prior to the competition year.
- Currently be a junior or senior in high school. (If selected a winner as a junior, the student may not re-audition the following year.)
- Discuss with the Music Director prior to submitting the audition application the proposed audition piece, which should be the first or third movement of a concerto, or equivalent work, or an approved vocal selection.
- Provide his or her own accompanist
- Submit a single page typewritten or handwritten statement with the application form sharing the reasons why he or she wishes to perform a solo with the RPYO. (For example, what does the student wish to learn from the performance about music, the challenges of performing, the solo piece, him or herself as a performer, or the orchestral ensemble.)
- Pay the audition fee of \$20

## **SOLOISTS**

- Competition Winners selected as soloists will have several opportunities to rehearse with the orchestra.
- Soloists must submit two photographs for publicity and the concert program and a short biography.
- Soloists will receive four complimentary tickets to their concert.
- Soloists' families may videotape or record their solo performances only with permission from the RPYO and after signing an agreement about the permitted use of these recordings.
- Soloists will receive a complimentary audio CD of their performance.

# RETREAT, RUN-OUT AND TOUR RULES

## **FALL RETREAT**

Each September the RPYO has a two-night weekend Retreat at the Rotary Sunshine Campus in Rush. This is a very important musical and social part of the RPYO's program, and attendance is required of all members.

Retreat activities include full orchestra rehearsals, sectional rehearsals with RPO Mentors, open recreational activities and time for socializing. Students sleep in cabins and eat together in a large dining hall with meals prepared by parent volunteers.

The Retreat is organized by the RPYO Parent Advisory Committee, which welcomes parent involvement as medical staff, overnight chaperones, kitchen helpers, and daytime helpers.

## **RETREAT RULES**

- Possession or use of alcoholic beverages or illegal drugs is absolutely forbidden .
- Under no circumstances will members be allowed to enter the sleeping quarters of the opposite sex with the exception of scheduled rehearsals in those cabins.
- Quiet hours begin at 11 PM. All students should return to their assigned cabins at that time. Quiet talking is permitted between 11 PM and midnight. Curfew is at midnight, and there will be cabin checks at that time. Parents will be notified if their child is disturbing others after quiet hours. Students may not leave their assigned cabin until 7:00 AM., unless they have a health emergency or have permission from their cabin chaperones.
- If the adults responsible are unable to locate a student, his or her parents will be notified immediately.
- Students are discouraged from driving to the Retreat. Students will not be allowed to drive off the premises without written permission from their parents. The written request must be turned in at least by the Retreat registration on Friday.
- Any damage to property is the responsibility of the musician. The RPYO assumes no responsibility for damages or loss of personal property, including musical instruments.
- The RPYO Retreat should foster a sense of community and commitment among the members of the RPYO. To that end, no electronic equipment (radios, personal stereos, I-pods, video games, etc.) is allowed. Except in emergencies, cell phones should not be used.
- Because there is limited electrical power in the Retreat cabins, students are asked to share personal appliances, if these are needed.
- Smoking is not allowed in any building or on the grounds of Rotary Camp Sunshine.

## **RUN-OUT AND TOURS RULES**

The RPYO from time-to-time visits other communities for performances or youth orchestra exchanges. Students travel by coach, accompanied by the RPYO staff and parent chaperones. The RPYO also organizes major tours. Similar rules will apply to these activities with additions appropriate to the activity.

# TOURS AND TOUR POLICIES

## **TOUR DEFINITION**

Providing opportunities for further musical growth, ensemble building, and cultural awareness are the primary purposes of RPYO tours. Because of the high cost and intense preparation of touring, the RPYO does not currently schedule tours more frequently than every three years. Since touring is an enriching rather than an essential part of the RPYO program, the RPYO may decide to postpone or halt touring if the financial burdens seems too high or if other circumstances are not favorable.

## **RPYO TOUR HISTORY**

Since 1995, responding to student and family interest, the RPYO has organized five 10-day tours during the April Spring Vacation to Europe and one 5-day tour to Canada. We also explore the possibility of tour destinations in the United States, Canada, and Latin America.

RPYO tours are intense musical and educational rather than sightseeing experiences and may include three to four formal concerts within a ten-day duration. They are professionally organized and managed by a major concert tour company.

## **TOUR NOTIFICATION**

Potential members of the RPYO will be told as they apply for the yearly auditions whether the coming year is a tour year. If this is so, they will be expected to go on the tour. Current RPYO members will be kept well-informed of possible tour plans at least a year prior to any scheduled tour. With the prior knowledge, and with fundraising opportunities that become available, each RPYO member will be able to make long term plans in order to participate in the tour. Members should make their plans accordingly and notify the Music Director and Manager prior to the Spring Auditions if they have conflicts with the tour plans and will not be able to participate.

## **PARTICIPATION REQUIREMENT AND FINANCIAL ASSISTANCE**

Every student is required to participate in all tours. Students are also required to participate in all other trips that do not fall within the definition of a tour.

It is the policy of the RPYO that any student who has earned membership in the orchestra and has met annual dues requirements should have the opportunity to participate in RPYO tours regardless of the student's financial circumstances. The RPYO will strive to keep tour costs reasonable, to clearly communicate policy issues and tour costs to auditioning students, and to provide a variety of meaningful options for students to raise funds.

In case of financial hardship, a student may submit a written request for tour financial assistance to the RPYO Board of Directors. The written request should include enough pertinent financial and personal information to clearly demonstrate the student's need as well as his or her willingness to pursue fund-raising options.

The RPYO Board of Directors will have the sole authority:

- To determine the validity of any request for financial assistance
- To deny or award financial assistance (in whole or in part), and
- To set terms under which financial assistance may be granted.

The decision of the Board will be final.

# LEAVE OF ABSENCE AND REFUND POLICY

## LEAVE OF ABSENCE REQUESTS

A musician in the RPYO may find it necessary to request a leave from the orchestra for a period of time for a year of study or family relocation away from the Rochester area, for a serious family problem, or for verifiable personal medical reasons.

The member requesting a leave should first inform the Manager and the Music Director and discuss the situation.

All students who take a leave of absence from the RPYO will be required to re-audition before being re-admitted into the orchestra.

- *Year of study or family relocation away from the Rochester area.*  
An orchestra member requesting a one-year leave of absence for study must request the leave prior to the Spring auditions for new members. The request should be given to the Manager and the Music Director.
- *Family Difficulties*  
The situation should be explained to the Manager and/or the Music Director who will treat the information appropriately and with confidence. A decision to grant the leave will be made after consultation with the Chair of the RPYO Board of Directors.
- *Medical leave*  
To request a medical leave from the RPYO, the member will furnish the Manager and the Music Director with a letter from a physician stating the reason for the absence and the expected duration of the absence. Depending upon the length of the absence and the instrument of the student, the seat may be filled for the balance of the leave with a substitute player.

## TUITION REFUND POLICY

Refunds of RPYO tuition will be given in the case of extended illness or a family move if:

- The incidence occurs within the first three weeks of the fall rehearsal season, in which case the full amount will be refunded.
- In no other cases will a refund be granted.

# VOLUNTEERS AND FUNDRAISING

## **VOLUNTEERS**

Family volunteers are an essential part of the RPYO and help to sustain the excellence of its programs and to keep costs down. Volunteer involvement is expected of RPYO families. This includes staffing the Gift Shop

at RPO concerts; helping with the Retreat; selling concert tickets; helping with music preparation; chairing or serving on various committees; assisting with Tour preparations, special events, and general fundraising; lending a hand with publicity and office work; serving as a member of the Parent Advisory Committee.

Getting involved helps your parents meet other RPYO parents and enriches the RPYO experience. The RPYO welcomes fresh ideas from parents and encourages them to attend rehearsals to meet other parents and learn of ways they can help out.

## **FUNDRAISING**

A large portion of the RPYO's operational budget and tour costs must be obtained through the fund-raising efforts of RPYO members and their parents. Consequently, all members and their parents are required to participate in fund raising activities, including the Boutique, ticket sales, concert program ad sales and other projects as they arise. If a Tour is planned, active fund-raising will help keep costs down for everyone.

# CONDUCT AND DISCIPLINARY ACTION

## **CONDUCT**

RPYO musicians are expected to conduct themselves on all occasions with self-restraint, common courtesy, and respect for people and property. They are also expected to follow the policies and rules of the RPYO regarding behavior and attendance. During Tours, visits to other communities, or exchanges with other musical groups, the behavior of members reflects upon the RPYO, our parent organization, the Rochester Philharmonic Orchestra, and our community, and must be exemplary.

## **CAUSES FOR DISCIPLINARY ACTION**

Members who violate RPYO policies or expected standards of behavior are subject to demotion, suspension, or dismissal from the RPYO.

A member can be demoted, suspended, or dismissed from his or her chair, a concert, or from membership in the RPYO by the Music Director and Manager for the following reasons:

- Unexcused absence or excessive excused absences
- Unexcused tardiness or excessive excused tardiness
- Lack of respect towards the Music Director or Manager
- Lack of respect for fellow RPYO members during rehearsals or any other RPYO activity
- The use of alcohol or drugs at any RPYO activity
- Engaging in any activity that damages the name or reputation of the RPYO

## **DISCIPLINARY PROCEDURES**

In case of any violation of the rules and regulations, the Music Director and Manager may temporarily suspend an orchestra member and schedule a conference with the orchestra member, the orchestra member's parents, the Music Director and the Manager. If the problem cannot be resolved satisfactorily, the member may, at the discretion of the Music Director and Manager, be demoted, suspended or dismissed from the RPYO.

A member who feels that the determination of the Music Director and Manager is unfair may seek a review of the decision by a committee established by the RPYO Board of Directors.

# RELEASE FORMS, WAIVERS AND INSURANCE

## **PARENTAL RELEASE AND EMERGENCY MEDICAL INFORMATION FORM**

At the start of each RPYO season, the parent or legal guardian of each student must submit a signed and notarized Parental Release and Emergency Medical Information Form. This form gives permission for their student to take part in RPYO activities, accepts responsibility for any damage caused by the student, and permits the RPYO to seek emergency medical help for a student if parents cannot be reached.

## **PERFORMANCE RELEASE**

Each season RPYO students and a parent must also sign a Performance Release form that gives the RPYO permission to record, distribute, photograph, film, videotape, and/or portray any musical performance in which the student participates for use to be determined by the RPYO.

These forms will be distributed to families and will also be available on the web site.

## **WAIVER AND MEDICAL FORM FOR TOURS**

When touring with the RPYO,

- Each student must submit a separate Tour Emergency Medical Release Form signed by a parent or legal guardian and notarized.
- Each Tour participant and his or her parent or legal guardian must sign a waiver acknowledging the risks of the Tour and waiving liability of the RPO and the RPYO to the participants or to the parent or *legal guardian*.
- This waiver will not exempt the RPO or the RPYO from the effects of their own negligence and does not require a parent or legal guardian to indemnify the RPO or the RPYO against liability claims made by the participant.

## **INSURANCE**

- *Instrument coverage*  
The RPYO does not carry insurance on orchestra members' instruments while in Rochester or on tour. Orchestra members are responsible for securing their own insurance coverage on their musical instruments.  
  
The RPYO strongly encourages families to own sufficient insurance to cover accidental damage to their students' instruments.
- *Medical and liability insurance*  
When the RPYO tours, each participant must provide the RPYO with proof of adequate medical and liability insurance coverage.