



Musician's Handbook
2011-2012 Season

Our Mission

The Coeur d'Alene Youth Orchestra is committed to providing a quality orchestral experience for the youth of North Idaho and to increase opportunities for musical arts expression and education for its members.

P.O. Box 3026
Coeur d'Alene, ID 83816
www.cdayo.org

Coeur d'Alene Youth Orchestra
David Demand, CYO Conductor
Kristina Phillips, CJO Conductor

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Coeur d'Alene Youth Orchestra Orchestra Handbook for the 2011-2012 Season

The Coeur d'Alene Youth Orchestras (CDAYO) operates as a non-profit organization governed by a volunteer Board of Directors. We operate the Coeur d'Alene Youth Orchestra, primarily for high school musicians and the Coeur d'Alene Junior Orchestra, for middle school youth and high school freshmen.

Comments, questions, or concerns may be brought to the Board by contacting Angela Geddes, by email at angelageddes@gmail.com or by telephone at 208-772-3783. Board meetings are the first Monday of each month (except holidays) at 5:30 pm, at Coeur d'Alene High School staff room and the first 45 minutes of each meeting is open for all to attend. We value your opinions!

Tuition Policy

CDAYO is funded by student tuition, grants, individual donations, concert attendance donations and fundraising events. Our expenses include staff, music purchases, rental fees, printing costs, sectional leaders, and general organizational expenses. Our goal is to be good stewards of our finances while providing an enriching educational opportunity for our members.

Tuition for the 2011-2012 year is \$300 per student for the Youth Orchestra and \$250 per student for the Junior Orchestra (\$200 for each additional family member).

PAYMENTS: A deposit of \$50 per student is due upon registration, or by the first rehearsal. Your musician is not registered without the \$50 deposit.

The remainder of the tuition is due by Monday, November 7, 2011.

Students registering after January 1st pay a \$50 deposit and pay the balance due within 30 days of joining the Orchestra.

Payment Options

You may elect to pay tuition in full with the registration deposit. Alternatively, after the initial \$50 registration deposit, you may choose to make five monthly payments, October through February. A request for the payment option must be submitted to Mari Walker, Treasurer, at P.O. Box 3026, Coeur d'Alene, Idaho, by November 7, 2011. The form may be found at our website at the bottom of the tuition page.

Payment Methods

You may choose to pay by cash or check. Payments may be made in person or by mail.

Tuition Delinquency

All tuition must be current or payment arrangements must be made with the CDAYO Treasurer by November 7, 2011. When tuition becomes delinquent, a reminder will be sent. If delinquency continues, you will be contacted by phone and asked to make immediate payment arrangements to bring the account current. If the account is not brought current within two weeks your child will no longer be allowed to play with the Coeur d'Alene Youth Orchestra. All accounts must be current before students will be allowed to perform at a concert, tour with the CDAYO or continue on to a new season.

Tuition Assistance

The Coeur d'Alene Youth Orchestra (CDAYO) strives to provide financial assistance to students in need so they may profit from the orchestral music experience. We believe that no deserving young musician should be denied participation in the Coeur d'Alene Youth Orchestra because of financial inability to meet the tuition requirements. Application forms for tuition assistance must be completed and submitted by October 10, 2011. Your \$50 deposit is due at registration, regardless of your application for assistance. For those entering the orchestra at a later date, applications must be submitted within 30 days of entry.

All applications are held in the strictest confidence. Applications may be mailed to Mari Walker, CDAYO Treasurer, PO Box 3026, Coeur d'Alene, ID 83816. The Tuition Assistance Committee will promptly consider all applications and respond in writing with their decision.

A Tuition Assistance application will be required for any family requesting financial help. The form can be found at the bottom of the tuition page on our website.

Offset Requirement for Tuition Assistance

Those granted assistance would be required to offset the amount granted by participating in our scheduled events and fundraisers. Tuition assistance will be offset by \$10 for each hour worked by the parent or student at such activities. For example, if you receive \$100 of tuition assistance, you could work 10 hours as a fundraiser volunteer and offset the total obligation. Note: concert participation by the student does not count toward this offset.

Any person failing to meet this requirement will have the remaining tuition assistance amount converted to tuition receivable due immediately.

CDAYO does not discriminate on the basis of race, gender, religion, national origin or musical experience in the administration of tuition assistance awards. Misrepresentation of financial information or circumstances may result in an immediate withdrawal of any tuition assistance award.

Any question, concern or complaint regarding implementation of this policy must be submitted in writing to the Tuition Assistance Committee, and will be handled in a prompt and confidential manner. Ultimate resolution rests with the Coeur d'Alene Youth Orchestra Board of Directors.

Parent Participation and Volunteer Opportunities

The cornerstone of the Coeur d'Alene Youth Orchestra is our parent volunteer program. Each family is required to participate in our volunteer network. We will match the volunteer opportunity with your interests to the best of our ability.

Volunteer help is needed in the following areas:

Telephone Tree Caller	Rehearsal Assistants	Concerts	Receptions
Audition Monitors	Art on the Green	Fund Raising Events	
Chaperones	Alumni Association	Program Advertising	
Photo Night Assistants	Poster distribution	Corporate support	

For more information on volunteer opportunities contact the board at angelageddes@gmail.com.

Commitment and Conduct

Membership in the Coeur d'Alene Youth Orchestra is an honor and a privilege. The young musicians chosen by audition to play in these groups are expected to make membership a first priority among their many activities. Instrumentation and balance are established at the time of audition and must be maintained. If the orchestras are to provide the highest possible level of performance, preparation of the music and attendance at all rehearsals and concerts for the entire season is of utmost importance.

All members will adhere to the following Code of Conduct:

1. Attendance is required at all regular and sectional rehearsals. Upon arrival, check-in with the Conductor or Orchestra Manager before taking your seat. Students should arrive 15 minutes before rehearsal to tune and be ready to play.
2. Bring all music and a pencil to every rehearsal.
3. Return music promptly to the Conductor or Orchestra Manager when asked to do so. If a student must leave the Orchestra, all music must be returned within 3 business days of leaving or a penalty of \$20 per piece PLUS the cost of the music will be assessed. If music is lost or damaged, student will be charged the cost of replacement.
4. If you borrow anything, return it please.
5. Your complete attention is required at all times.
6. All students must respect the property and personnel at our rehearsal and concert locations
7. We strictly prohibit the use of alcohol, tobacco and drugs. Any student in violation will be immediately removed from the orchestra.
8. In matters of seating, the Conductor's decision is final.
9. Be respectful at all times of orchestra members, staff, conductors, and guests.

Orchestra Manager for the 2011-2012 Season

If you have not previously notified the conductor or orchestra manager and will be missing rehearsal, please call or e-mail the orchestra manager or your conductor for your ensemble before 5:00pm on Monday of the rehearsal:

The Orchestra Manager for the CYO is Christy Ruffner. You may contact her by email at: ruffner.christy@gmail.com or by phone at: 208-651-3634.

The Orchestra Manager for the CJO is Cammy Hastings. You may contact her by email at: cammyl@roadrunner.com or by phone at: 208-930-4111.

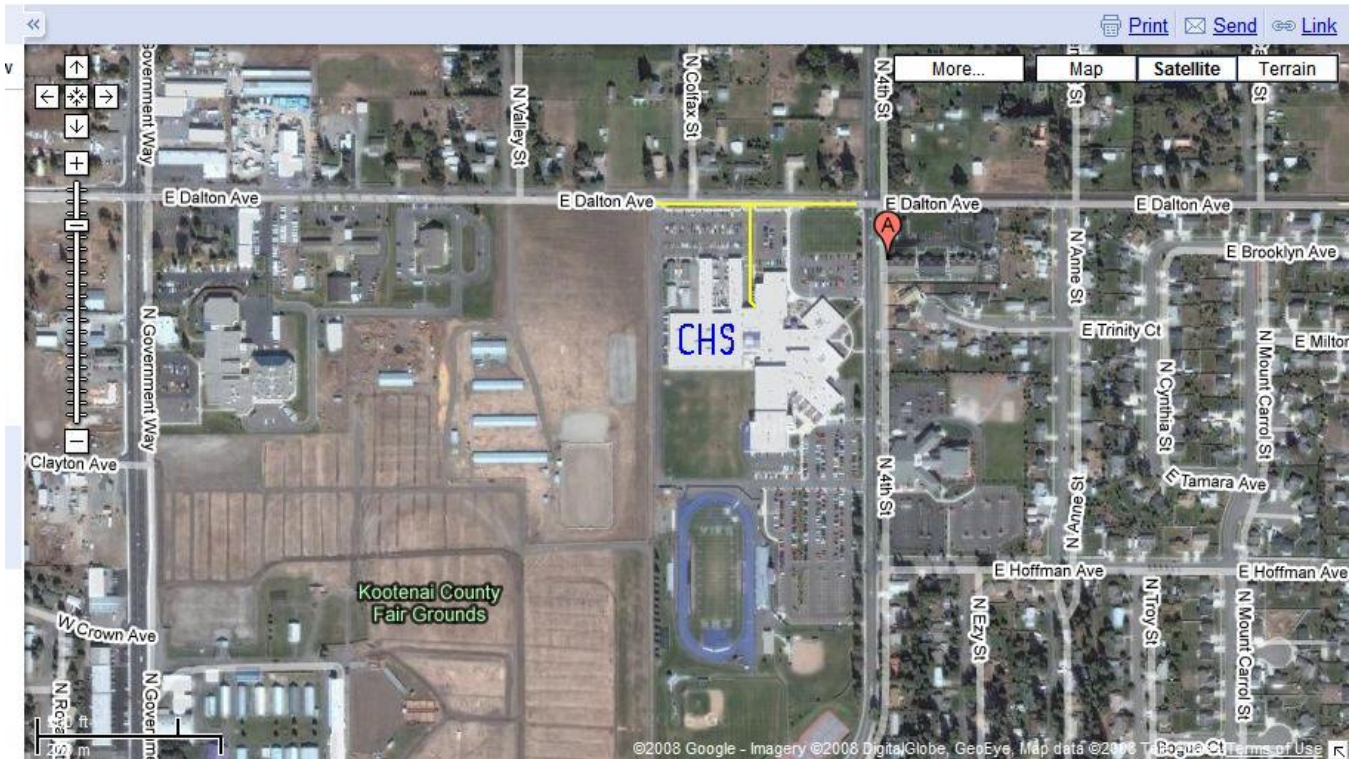
Rehearsal Information

General

Unless otherwise specified, all CYO rehearsals will take place on Monday evenings during the school year at Coeur d'Alene High School, 5530 N 4th St.

The CJO will rehearse in the choir room from 6:30 - 8:30pm.
The CYO will rehearse in the band room from 6:30 - 8:30pm.

Rehearsals begin Monday, September 26, 2011.



Parents are welcome to sit in and listen to rehearsals. Please do not enter any rehearsal room until that group has stopped playing.

All musicians must be picked up at the conclusion of their rehearsal. All CDAYO musicians and parents must be off rehearsal property 30 minutes after the end of rehearsal.

Absences

Musicians will be allowed two (2) absences in the fall trimester, two (2) absences in the winter trimester, and two (2) absences in the spring trimester. These may be for any reason whatsoever (ski trips, spring break, family wedding, etc.). However, remember, the above absences only in each semester will be allowed so use them wisely. A musician with excessive absences will be subject to re-audition, reassignment, dismissal without refund, or placed in the last chair at the Conductor's discretion. A calendar of rehearsals and performances will be distributed at the first rehearsal of each semester. Attendance at dress rehearsals, fundraisers and concerts is mandatory. **The musician or a parent must inform the Orchestra Manager or Conductor at least one (1) week in advance when a rehearsal will be missed.** (Sudden illness or a death in the family are exceptions.) When the musician is expected but not present at rehearsal, the Orchestra Manager will phone his/her home from the rehearsal event. Under extenuating circumstances (other music related events, extended illnesses, etc.) absence issues or other concerns may be brought to the Conductor for a case-by-case review.

Concerts

Each orchestra schedules an average of three concerts per season. Musicians in the orchestras are expected to participate in all concerts and events. Students may also be required to participate in additional special fundraising performances. Additionally, the CYO may perform in the summer, with dates to be announced.

Parents are responsible for transporting students to and from concerts. There is a final dress rehearsal before each concert.

Our goal is to have students walk onto the stage to standing room-only crowd of friends, family and community supporters. You can help us do that by inviting your friends and co-workers. Don't be shy. Many people will be happy to come and watch your child participate in the Coeur d'Alene Youth Orchestra just because you ask.

Concert Performances

The following is the concert schedule for the 2011-2012 concert season. Please remember that attendance is mandatory.

Fall Concert - November 14, 2011
Fundraising Event/Concert - February 25, 2012
Spring Concert - May 7, 2012
Summer Performance - TBA

Concert Dress

The Coeur d'Alene Youth Orchestra requires formal dress for concert performances:

Coeur d'Alene Junior Orchestra:

Ladies: Long-sleeved white blouse, black over-the-knee length skirt or dress slacks, neutral or black stockings and black dress shoes and subdued accessories.

Gentlemen: Long-sleeved white shirt, black bow tie, black dress pants, black belt OR cummerbund, black socks and black dress shoes.

Coeur d'Alene Youth Orchestra:

Ladies: Long black dress (long sleeved) or black over-the-knee length skirt and long sleeved black blouse, black dress shoes and neutral or black stockings and subdued accessories. Dress slacks are not preferred but acceptable.

Gentlemen: Tuxedo (black dress pants and coat), white dress shirt, black bow tie, black cummerbund, black socks and black dress shoes.

All orchestras:

No black jeans, pants with cargo pockets, casual shoes (boots, tennis shoes, Birkenstocks, flip flops, etc.), low-cut blouses, belly shirts, high slits in skirts or vests.

**Do you have questions on whether or not specific articles of clothing are appropriate?
Address all questions to your orchestra manager or conductor
at least a week prior to the concert!
If you arrive for a concert dressed inappropriately, you will NOT be allowed to play.**

Music & Folders

Every season CDAYO issues each musician a numbered music folder. This folder remains the property of the CDAYO and must be returned following the last concert of the season. **Failure to return music and folder on time may affect orchestra placement next season and a fee will be charged to your account.** Musicians are responsible for their music folders and all music given to them throughout the season. The following fees will be incurred for loss or damage:

\$20 fee per item if an original piece is lost, damaged or handed in late,

PLUS replacement cost of piece

\$20 fee for loss or damage to music folder

These fees will also be incurred if the folder is not given back to the CDAYO within five (5) business days following the last concert.

School Music Program Policy

The Coeur d'Alene Youth Orchestra organization believes its success depends on families remaining committed to the musical education of their children. We recognize and value the vital role played by music educators, both private and public, in the training of our musicians. The Coeur d'Alene Youth Orchestra expects all its members to participate in their school music programs and strongly

encourages youth to study privately. Youth orchestras, school music programs and private teachers share the common goal of training the next generation of musicians, audience members and arts supporters.

Students who elect not to participate in their school music program for whatever reason must complete a Participation Waiver Form. Students must provide a reason for their non-participation and submit the form to their school music director and principal for their approval.

Waiver applications should be mailed to the CDAYO board (PO Box 3026, Cd'A, ID 83816) or brought to the CYO/CJO directors by October 11th, 2011, or within one month of enrolling. The form may be found at the bottom of the tuition page on our website.

Chamber Orchestra

The CYO Chamber Orchestra is a group of approximately 15 musicians who are drawn from the Youth Orchestra. Members are chosen by audition. This group represents the organization at special functions throughout the community.

Stay Informed

Web site

Log on to www.cdayo.org for more information about the organization, orchestra matters, or anything else you have questions about.

Rehearsals

Verbal announcements are made in each group during rehearsals. The weekly announcements will also be available on the website.

E-mail

Orchestra managers will use e-mail to communicate information to parents and musicians in their groups. Please make sure we have your current e-mail address and keep us informed of any changes.

10 Ways You Can Help the Coeur d'Alene Youth Orchestra

- **Encourage your musician and watch them grow.**
- **Attend CDAYO concerts and special events.**
- **Invite your friends and family to attend concerts.**
- **Become a donor: Sponsor a concert performance piece, take out an ad in a concert program, have your business become a concert corporate concert.**
- **Double your giving by signing up for gift-matching programs with your employer.**
- **Volunteer.**
- **Be an ambassador for CDAYO and music education.**
- **Ask questions and get the information you need to talk about CDAYO and its programs.**
- **Advertise your business on the CDAYO website to network with other CDAYO families.**
- **Share fundraising ideas with the staff and Board of Directors and help make them happen.**

Coeur d'Alene Youth Orchestra Board of Directors

Angela Geddes, President
Erin Enders, Vice President
Mari Walker, Treasurer
Christy Ruffner, Secretary
Cammy Hastings
James Madrian
Jennifer Madrian
Bonnie Mitson
Scott Mitson
Luba Wold

If you are interested in joining the Board, please contact a current Board Member. For a listing of Board Member requirements, please visit our website.

Contact the Board at:

P.O. Box 3026
Coeur d'Alene, ID 83816



Parent & Student Commitment

My child and I have read and understand the policies and guidelines as explained in the Coeur d'Alene Youth Orchestra 2011-2012 Musician Handbook.

Student Name, please print

Student signature

Parent(s) Name(s), please print

Parent Signature

Date

*****Please return this form to your child's conductor or orchestra manager by Monday, November 7, 2011 *****

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