



Windsor **Symphony Community** Orchestra

Organization Handbook 2020 – 2021 Season

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Welcome!

Welcome to the Windsor Symphony Community Orchestra! We are glad that you are joining us for this season and are happy to provide an orchestral experience to the community members of the Windsor-Essex area.

In light of the challenges presented by COVID-19 we have been diligently working to ensure that we can provide an ensemble experience that places the safety participants and staff first. Every decision made about the WSCO will be rooted in the best advice from local, provincial, and federal guidelines.

Despite the challenges we face, we are committed to providing the best experience for the community members who are passionate about playing. If you have any questions, please do not reach out.

Sincerely,



Daniel Wiley
Associate Conductor | Conductor WSYOs | Conductor WSCO
Windsor Symphony Orchestra



Rebecca Ng
Education and Outreach Manager
Windsor Symphony Orchestra



WSCO's Mission and Values

The WSO's Mission

The mission of the Windsor Symphony Orchestra is connecting people of Windsor and Essex County through the power and passion of music. Through exceptional performance and education, we are an indispensable cultural asset with the Windsor-Essex community.

WSCO's Mission

The Windsor Symphony Community Orchestra (WSCO) exists to provide the community members of the Windsor-Essex area an opportunity to regularly perform orchestral music. The WSCO also focuses on using orchestral music to strengthen community by creating lifelong memories, new friendships, and engaging with new collaborative partners from the community.

Artistic Excellence

We are committed to providing an environment where participants are challenged to develop their musical craft to reach their maximum potential.

Building Community

We recognize that making music especially in an ensemble requires the collaboration and support of piers, staff, and the community at large.

Professional Conduct

We hold our participants and staff to the highest level of personal accountability as they represent our organization. This includes respect, empathy, and encouragement to everyone in and outside the WSCO.

Forward Thinking

We will be open to fresh ideas, new opportunities, and new perspectives to ensure that members have the best experience possible.

Mutual Learning

We value opportunities to share in learning with each other, from the musicians of the WSO, and members of the community.

Important Contact Information

Daniel Wiley

Conductor - Windsor Symphony Community Orchestra (WSCO)

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Rebecca Ng

Education & Outreach Manager

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Director of Operations

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Pia Lampitoc

WSCO Personnel Manager

Phone: 519-995-8430

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Windsor Symphony Orchestra Administrative Offices

121 University Avenue, West

Windsor, ON N9A 5P4

Phone: 519-973-1238

Website: www.windsorsymphony.com

*WSCO Administrative Offices are closed to the public. Please call or email.

WSCO's Website

<http://www.windsorsymphony.com/wSCO>

Auditions

The WSCO welcomes auditions for sections that have openings. Auditions are set on a case by case basis. To see a current list of openings, please visit <http://www.windsorsymphony.com/wsc-faq>.

Ensembles

Due to COVID-19 there are two ensembles this season: WSCO String Orchestra and WSYO/WSCO Wind Ensemble.

WSCO String Orchestra

Any community musician who plays an orchestral string instrument: violin, viola, cello, bass.

WSCO Wind Ensemble

Any community musician who plays a wind, brass, or percussion instrument: flute, oboe, clarinet, bassoon, french horn, trumpet, trombone, tuba, timpani / percussion.

Seating

Seating is determined at the discretion of the conductor.

SoCA Students:

As part of the WSO's memorandum of understanding with the School of Creative Arts, we welcome students from SoCA to audition and participate in the WSCO.

Season Structure

Due to the uncertain health climate, we will divide the WSCO year into three 8-week movable seasons: Fall, Winter, Spring. Each of these “seasons”. This will allow us to respond and adhere to the most current health and safety regulations.

Fall Season

September 20th – November 14th

Winter Season

January 17th – March 7th [delivered digitally]

Spring Season

March 26th – May 16th

Some examples of how our season may move and change:

1. In February, if health and safety regulations determine that we will be safe to return to normal activities, we will end the Winter Season early, and return to more normal ensemble structures for the Spring Season.

2. In February, if health officials restrict in-person meetings until May, we will then extend our Winter Season and shift our Spring Season to late May into early June.

Note: We will not extend the Spring Season past the school year

Winter Season

As of now, all current projections of a second wave of COVID-19, coincide with the peak of flu season in early February. With this in mind, we will plan on delivering the Winter Season digitally.

This Winter Season will focus on other fundamental musicianship skills that we normally do not have time to address. Topics to include: music theory/aural skill modules, music history modules, digital masterclasses, digital recitals, as well as guest speakers.

Rehearsals and Performances

Rehearsal / Performance Locations

CAPITOL THEATRE

121 University Avenue, West
Windsor, ON N9A 5P4
Participants enter off Pelissier St.

Rehearsal Day / Times

FRIDAY

WSCO String Orchestra: 7:00 – 8:30 PM

SUNDAY

WSYO/WSCO Wind Ensemble: 3:45 – 5:15 PM

Performance Recording and Airing Schedule

This year our performances will be professionally pre-recorded and aired digitally. Access to these digital performances will be password protected but free and available to share with friends and family.

Tentative Fall Schedule

Date	Location	Notes
September 18th	Joy Theatre	String Orchestra
September 20th	Joy Theatre	Wind Ensemble
September 27th	Joy Theatre	String Orchestra
September 25th	Joy Theatre	Wind Ensemble
October 2nd	NO REHEARSAL	NO REHEARSAL
October 4th	NO REHEARSAL	NO REHEARSAL
October 9th	Joy Theatre	String Orchestra
October 11th	Joy Theatre	Wind Ensemble
October 16th	Joy Theatre	String Orchestra
October 18th	Joy Theatre	Wind Ensemble
October 23rd	Joy Theatre	String Orchestra
October 25th	Joy Theatre	Wind Ensemble
October 30th	Joy Theatre	String Orchestra
November 1st	Joy Theatre	Wind Ensemble
November 6th	Joy Theatre	String Orchestra
November 8th	Joy Theatre	Wind Ensemble
November 13th	Joy Theatre	String Orchestra
November 15th	Pentastar Theatre	Concert Recording: BOTH GROUPS

Sanitation Norms and Procedures

Masks

All participants, and staff will be required to wear masks while in the building. Wind players will be allowed to remove their masks ONLY when they are in their seats playing.

Equipment

All participants will be required to bring their own stands, pencils, and mallets to every rehearsal and performance. Wind players with directional instruments will be asked to provide cloth coverings on the bells of their instruments (trumpet, trombone, tuba). Flutes will be asked to purchase the following masks. Cases will be placed by your chair. Larger cases will be stored in designated areas.

Music

All music will be made available to download and print online. In order to minimize our staff handling paper that participants will use, we would ask that you print your music as home when possible. The WSCO will have sanitized hard copies of music available if you are unable to print. Our procedure for staff preparing hard copies for music for participants is as follows: a mask and gloves will be worn during printing. Music will be allowed to sit for 32 hours untouched to ensure its safe to handle.

Chairs

Each participant will be asked to wipe or spray down the chair that they used. WSO will provide these sanitation materials.

Washrooms

Washroom usage will be limited to emergencies only. We have shortened our rehearsals to an hour and a half to help accommodate this recommendation. If possible, please use the washroom before you arrive!

Sanitation Stations

We will provide hand sanitizer stations in the Joy Theatre and Lobby areas.

Social Distancing

All chairs in the rehearsal space and lobby will properly socially distanced. Right now, we are using the measurement of 2 meters as a standard for distance between chairs.

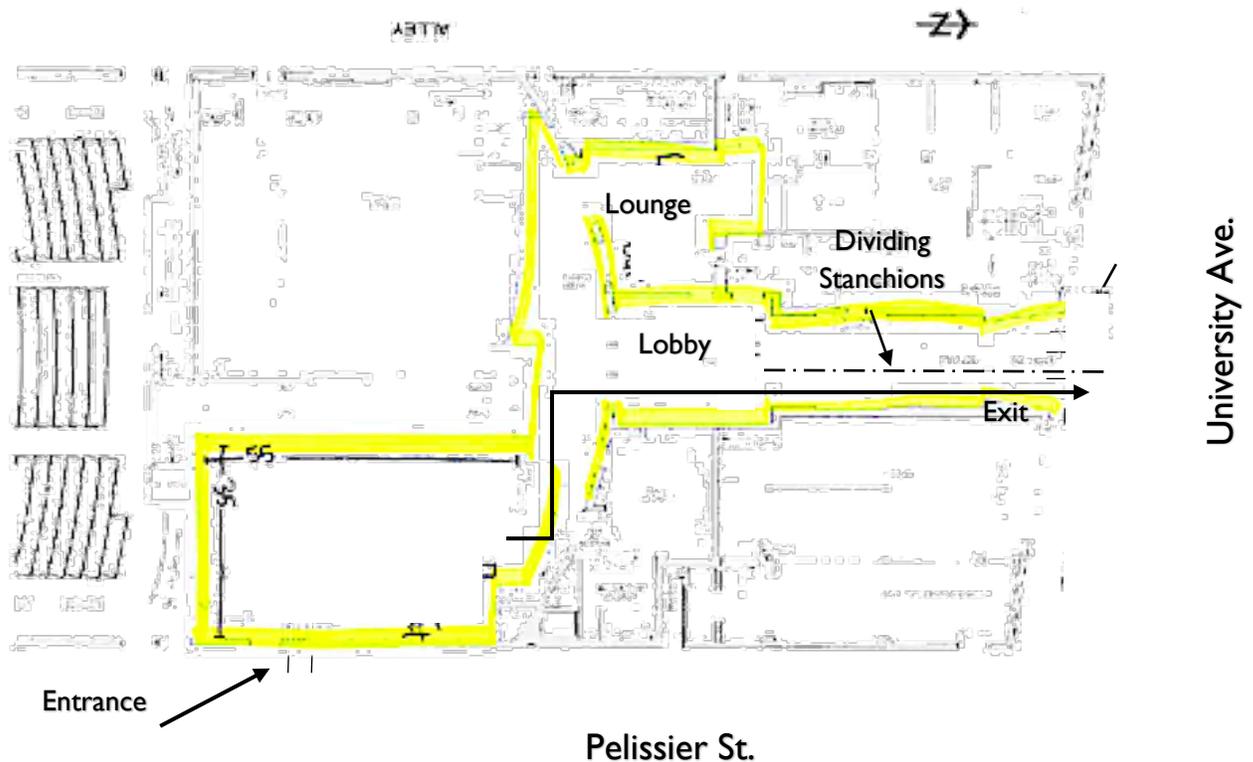
Illness

While we want you to participate in every rehearsal please do not come if you are feeling sick.

Traffic Flow

To avoid crossing in a tight corridor, we will be implementing a one-way traffic pattern through the building.

- Participants will ENTER through the side door off Pelissier St. into the Joy Theatre.
- Participants will not be let into the Joy until the previous ensemble has left.
- Participants will EXIT through the Joy Doors into the lobby and out the LEFT set of wooden doors.
- Doors will be clearly marked with signs. The front wooden doors will be separated by stanchions.
- For safety and security, once rehearsal starts, the side entrance door will be closed and locked. If you are late to rehearsal, you will have to enter through the front lobby doors. Becky will then escort you to the Joy Theatre.



Responsibilities and Conduct

Conduct and Behavior

As a part of the WSO organization, membership in the WSCO requires that all participants agree to and abide by the following guidelines.

- Members will be respectful of other orchestra members.
- Use of controlled substance and alcoholic beverages (Capitol Theatre purchases excluded) will not be allowed.
- Members will abide by all safety regulations of buildings or sites that are used by WSCOs and demonstrate an attitude of general cooperation with staff – WSCO / WSO / and personnel on site.
- Theft or willful damage to property or equipment belonging to others is a serious offence. The party responsible will be held financially accountable for the replacement or repair of any theft or willful damage.

Etiquette

- Be careful with your and others' instruments to ensure their safety
- Bring a pencil, eraser, and music stand to all rehearsals
- String players: Have rosin, a spare set of strings, and a mute
- Woodwinds: Please ensure you have a minimum of three good / usable reeds and cork grease. The WSCO will not provide these.
- Brass: Valve oil, slide grease, and a small dish rag to empty your spit valve on
- Percussion: Larger percussion equipment will be provided. Participants should be prepared to purchase their own: mallets (snare, bass, med-yarn), a triangle, tambourine, and snare drum.
- Listen to the repertoire we are playing. You usually can find recordings on YouTube. They will also be sent out in weekly emails.
- Be encouraging towards your fellow musicians.
- Have music prepared for rehearsal. Practice is something we do on our own.

Attendance Policy

The WSCO is committed to supporting in person music making. However, ensembles can only when everyone is there. If you are chronically absent, it diminishes someone else's experience and affects the overall ability of the group. That being said, **if you are sick, please stay home!** Please ensure that you contact us to let us know that you or your child will not be joining.

Dress Code

Men

Men – Regular black tux (not tails), black bow tie, black shoes, black socks.

Women

Women – Long or $\frac{3}{4}$ length black dress or skirt or long formal black dress pants with black blouse (long or $\frac{3}{4}$ sleeved, covered shoulders). Black dress shoes and black stockings.

Notice of Media Release

The WSCO is frequently photographed for marketing and promotional purposes. Please be aware your child may be photographed or videoed and their image may appear in digital advertisement or our digital performances.

If you have any concerns about the digital use of your child's likeness, please do not hesitate to contact us and we will do our best to make accommodations.

Note: This year all of our performances will be videoed and put online. We will password protect these videos.

Fees and Administrative Information

This year we will all participants to pay their fees for WSCO in thirds: fall, winter, and spring.

Payment Schedule

Fees will be due a week after the first rehearsal or session after which time, a \$20 late fee will be assessed. If you need more time to pay, please contact Becky and we will waive the late fee.

Fall Season: October 4th

Winter Season: January 24th

Spring Season: April 4th

For convenience, members will also have the option to pay for all three seasons at once. If you choose this option, you will only be eligible for a pro-rated tax-deductible receipt should you choose to withdraw your participation. No refunds will be issued.

Invoicing and Payment

Approximately 1-2 weeks prior to the first rehearsal, we will send a digital invoice to your email via square. This digital invoice will allow you to pay online with just a few clicks.

If you are unable to pay online, please speak with Becky, and we will arrange to an alternative method of payment.

Fees for 2020-2021

WSCO: \$100 + HST = \$113.00

SoCA Students: \$50 + HST = \$56.50

The WSCO is committed to ensuring that money is not a barrier to your participation. If you are in financial need, please reach out to us!

Leadership Opportunities

President

Assist with the set up and execution of all performances, including transportation and set up of equipment. Help organize other leadership team. Give opening remarks for every concert.

Operations Manager

In charge of planning logistics for all rehearsals and performances. This includes set up, tear down, stage plots, and coordinating volunteers to assist when needed.

Marketing/Fundraising

Responsible for creating fundraising opportunities for the WSCO. This individual will work closely with the WSCO President and WSO Development Officer to successfully coordinate efforts.

Librarian

Responsible for creating all music for WSCO members to play. This includes any additions or changes that happen during the season. The librarian will have access to WSO printers and scanners when needed.

Personnel / Stage Manager

In charge of all communications to the WSCO as well as checking in musicians as they enter the building. This individual also acts as stage manager for all concerts.

WSCO Acknowledgement of Policies

I have read and understand the terms and conditions set forth from the WSCO's 2020-2021 Handbook.

Participant Name (Print)

Participant Signature

Date

Contact Information (New Members or Updating)

Home address _____

Phone number _____

Email address _____