Windsor Symphony Youth Orchestras

Organization Handbook 2020 – 2021 Season

Windsor Symphony Youth Orchestras

Daniel Wiley, Conductor

Table of Contents

Welcome Letter	2
WSYOs Mission and Values	3
Important Contact Information	4
Auditions	5
Season Structure	6
Rehearsals and Performances	7
Tentative Fall Schedule	7
Sanitation Norms and Procedures	8
Responsibilities and Conduct	10
Tuning Procedure	11
Dress Code	12
Noitce of Media Release	12
Fees and Adminstrative Information	12
WSYOs Handbook Contract	14

Windsor Symphony Youth Orchestras

Daniel Wiley, Conductor

Welcome!

Congratulations on your acceptance into the Windsor Symphony Youth Orchestras! We are glad that you are joining us for this season. This is an excellent opportunity for you to study with professional musicians and perform in an orchestra. This program will help you progress as a musician – whatever your talent level or career aspirations.

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, parents, and staff first. Every decision made about the WSYOs will rooted in the best advice from local, provincial, and federal guidelines.

Despite the challenges we face, we are committed to bringing our community of talented young musicians together to build lifelong memories. 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

WSYOs 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.

WSYO's Mission

The Windsor Symphony Youth Orchestras (WSYO & WSJYO) exist to help young people develop their talent and realize their full potential through the experience of making music at a high level of excellence. However, participating in the Windsor Symphony Youth Orchestra is not just about the music. It also involves cooperating with others and working together in a professional context. These teamwork and leadership skills are essential cornerstones to become a thoughtful and successful adult.

Artistic Excellence

We are committed to providing an environment where students 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 students 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 WSYOs.

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 Youth Orchestras (WSYOs)
Email: dwiley@windsorsymphony.com

Rebecca Ng
Education & Outreach Manager
Phone: 519-973-1238 Ext. 20
Email: education@windsorsymphony.com

Faith Scholfield
Director of Operations
Phone: 519-973-1238 Ext. 18
Email: fscholfield@windsorsymphony.com

Windsor Symphony Orchestra Administrative Offices
121 University Avenue, West
Windsor, ON N9A 5P4
Phone: 519-973-1238
Website: www.windsorsymphony.com
*WSO Administrative Offices are closed to the public. Please call or email.

WSYOs Website
www.windsorsymphony.com/wsyo

Auditions

Auditions are normally held once a year during late spring. Due to COVID-19 auditions have been moved online to http://www.windsorsymphony.com/wsyo-auditions. Auditions are due September 1st, 2020. Any audition received after that will be at the discretion of the conductor on a case by case basis.

All WSJYO members MUST have private instructor approval to participate.

Ensembles

This year, there are three ensembles in the WSYOs (WSJYO, WSYO String Orchestra, and WSYO/WSCO Wind Ensemble).

WSJYO

Musician recommended by their private instructor who has reached a minimum level of RCM grade 3 or Suzuki book 3. Students will prepare a short excerpt.

WSYO String Orchestra

Any musician in grade 8 and up, to ages 22, who plays and orchestral instrument: violin, viola, cello, bass.

WSYO Wind Ensemble

Any musician in grade 8 and up, to ages 22, who plays a wind, brass, or percussion instrument: flute, oboe, clarinet, bassoon, french horn, trumpet, trombone, tuba, timpani / percussion.

Seating

The conductor in consultation with private instructors and staff will seat students after the audition process. The conductor may change seating if deemed necessary.

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 WSYOs.

Season Structure

Due to the uncertain health climate, we will divide the WSYOs 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 28th – 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
Student Entrance off Pelissier St.

Rehearsal Day / Times

SUNDAY
WSJYO: 12:00 – 1:15 PM
WSYO String Orchestra: 1:45 – 3:15 PM
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 20th	Joy Theatre	
September 27th	Joy Theatre	
October 4th	**NO REHEARSAL**	**NO REHEARSAL**
October 11th	Joy Theatre	
October 18th	Joy Theatre	
October 25th	Joy Theatre	
November 1st	Joy Theatre	
November 8th	Joy Theatre	
November 15th	Pentastar Theatre	Concert Attire ☺

Sanitation Norms and Procedures

Masks

All students, parents, 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 students will use, we would ask that you print your music as home when possible. The WSYO will have sanitized hard copies of music available if you are unable to print. Our procedure for staff preparing hard copies for music for students 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. WSYOs 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.

WSJYO Tuning

Mr. Wiley will still assist with tuning, but participants and parents MUST take a more active role to decrease the amount of contact between Mr. Wiley and your instrument. Please reference

our tuning guide in this handbook for a step by step process to tuning. If Mr. Wiley has to assist in tuning, he will be wearing a mask and sanitize his hands before each instrument he touches.

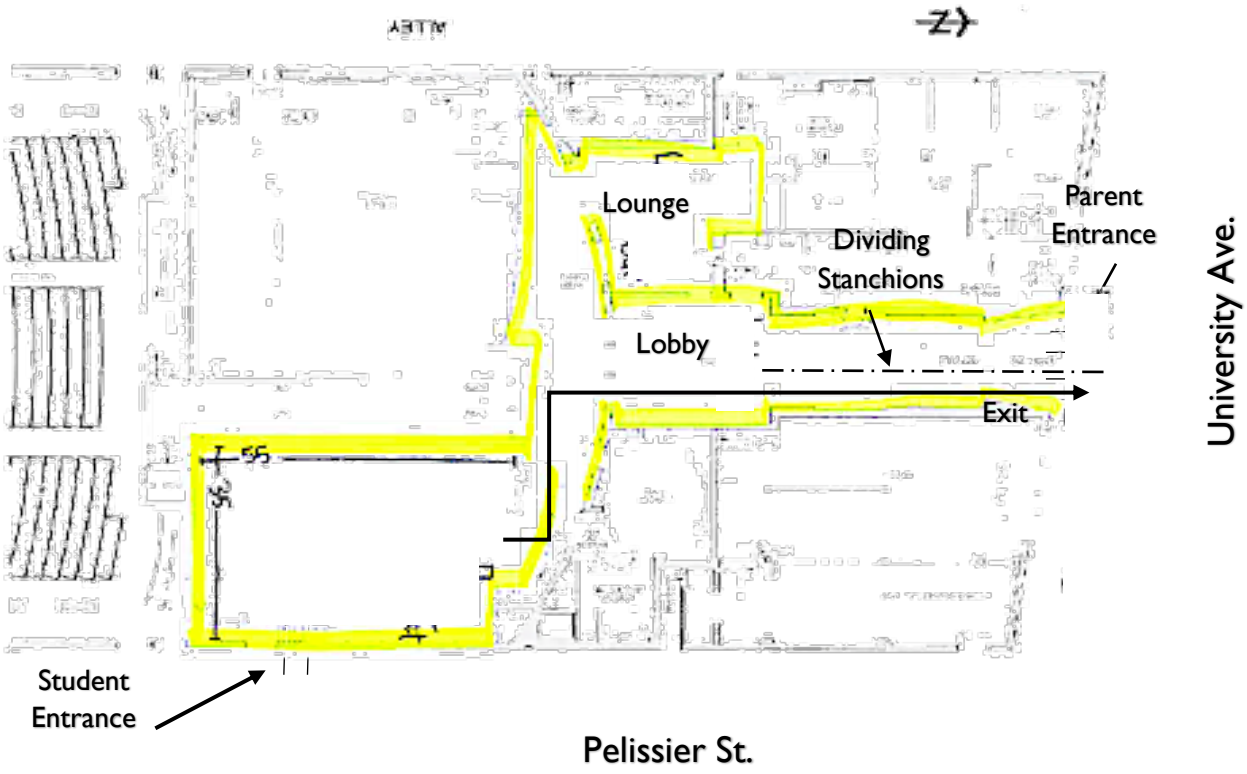
Illness

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.

- Students will ENTER through the side door off Pelissier St. into the Joy Theatre.
- Students will not be let into the Joy until the previous ensemble has left.
- Parents who wish to wait at the Capitol, can enter through the RIGHT set wooden doors to wait in the lobby. Parents will EXIT through the LEFT set of wooden doors.
- Students 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

Private Lesson Requirement

The Windsor Symphony Youth Orchestras is intended to be a supplement for a member's musical training. **All members are required to take regular private lessons on their instrument**. If you do not currently have a private instructor, you may still audition, and Mr. Wiley will help you find one if you are accepted. Members are also encouraged to continue in their school music programs, if applicable.

Conduct and Behavior

As a part of the WSO organization, membership in the WSYOs requires that all participants and parents agree to 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 WSYOs and demonstrate and attitude of general cooperation with staff – WSYO / 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 WSYO will not provide these.
- Brass: Valve oil, slide grease, and a small dish rag to empty your spit value on
- Percussion: Larger percussion equipment will be provided. Students 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 WSYOs is committed to supporting students in all extra-curricular activities however, ensembles can only when everyone is there. If you are chronically absent, it diminishes someone else's experience and effects the over 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.

Student Drop Off and Pick Up Policy

To ensure the safety of WSYOs members, the designated drop off and pick up location will be the main doors of the Capitol Theatre on University Ave. Participants should be picked up no later than 15 minutes after the rehearsal time. There is no guarantee that staff or volunteers will be available after that time. Parents and guardians are welcome to wait in the lobby where tea and coffee are available for parents.

Tuning Procedure

Now more than ever, it is crucial for parents and participants to actively tune at home and before rehearsal starts.

Strings

It is ideal if you tune your instrument at home with a black Korg chromatic tuner, if you have one. You should consider buying one at a local music store if you don't own one. If you have one, turn it on and make sure your tuner is calibrated to 440 Hz (it should be there automatically). Find a quiet place, stand near the tuner, and play each string with a steady tone. Watch the needle and tune each string. When you tune the A and D strings the needle should line up in the exact centre, at "0". For the G and C strings (violas and cellos), the needle should go to the faint dot just to the left of "0". For the E string (violins and basses), the needle should go to the faint dot just to the right of "0".

Winds / Brass

It is ideal if you tune your instrument at home with a black Korg chromatic tuner if you have one. You should consider buying one at a local music store if you don't own one. If you have one, turn it on and make sure your tuner is calibrated to 440 Hz (it should be there automatically). Find a quiet place, stand near the tuner, and play a concert "A" with a steady tone (french horns play "E", trumpets and clarinets play "B"). Watch the needle - it should line up in the exact centre, at "0".

Dress Code

WSYOs participate in several concerts each year, and are required to dress for concerts in the following manner:

WSYO

Men – All black, dress shirt, dress pants, suit jacket preferred.
Women – Long or ¾ length black dress or skirt or long formal black dress pants with black blouse (long or ¾ sleeved, covered shoulders). Black dress shoes and black stockings.

WSJYO

White dress shirts / blouse (long sleeves), black pants or long skirt, black dress shoes and black stockings.

Notice of Media Release

The WSYOs 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 ask all families to pay their fees for WSYOs will be paid 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

WSYO: $340 + HST = $384.20
WSJYO: $190 + HST = $214.70
Two children in WSYO: $510 total (half price for second child) + HST = $576.30
Two children in WSJYO: $285 (half price for second child) + HST = $322.05
One Child in each ensemble: $435 total (half price for the WSJYO child) + HST = $491.55

As per the MoU with the School of Creative Arts at the University of Windsor, any SoCA student who wins a principal seat, will not have to pay any fees.

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

Windsor Symphony Youth Orchestras

Daniel Wiley, Conductor

WSYOs Handbook Contract

I have read and understand the terms and conditions set forth from the WSYO's 2020-2021 Handbook. I will uphold my responsibilities as a member of WSYO/WSJYO to the best of my abilities.

_____

Student Name (Print)

_____ _____

Student Signature Date

I have read and understand the terms and conditions set forth from the WSYO's 2020-2021 Handbook. I will help my child uphold their responsibilities as a member of WSYO/WSJYO to the best of their abilities.

_____

Parent Name (Print)

_____ _____

Parent Signature Date

Contact Information

Home address _____

Phone number _____

Email address _____

*If your family has custodial arrangements that we should be aware of, please email education@windsorsymphony.com. Your information will be kept in the strictest confidence.