# LJYO HANDBOOK 2025-2026


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## 1. IMPORTANT CONTACT INFORMATION

All absences are to be reported, in advance if possible, to **Frank Gallimore**. Please text his cell number below with a reason for the absence. If you will be late for rehearsal or cannot stay to help with tear down, please let him know.

**Music Director:** David Shewchuk 647-467-4075

**Assistant Music Director:** Kevin Chocorlan 905-242-9338

**Facilities/Equipment/Technology Manager:** Frank Gallimore 905-373-8994 or manager@ljyo.ca

**Communications Liaison Manager:** Frank Gallimore 905-373-8994 or manager@ljyo.ca

**Membership Director :** Premila Lobo 647-642-7181

**Email address for e-transfers**: ljyo.office@gmail.com

**Website – www.ljyo.ca**

**Password for members-only website:** ljyo-member

# 2. IMPORTANT DATES FOR 2025-2026

**Sat. Sept. 6th - first rehearsal**

Sat. Oct. 11th LJYO Photo Day (Full Concert Blacks with more information to follow)

Sat. Oct. 18th LJYO Photo Day Date **Rain Date** (Full Concert Blacks with more information to follow)

Sat. Oct. 18th Due date for Bill Boddington Bursary to assist with Accessibility to join LJYO -- Season 27th

Sat. Oct. 25th Halloween dress-up rehearsal

***DECEMBER 1st– E-transfers due ($150) for 10 x $15 tickets (Muppets and Mozart Concert)**

Sat. Dec. 6th* **Muppets and Mozart Concert** (Rehearsal in the a.m. & performance @ 2:00 p.m.)

Sat. Dec. 20th Last rehearsal before Christmas Break

Sat. Jan. 10th LJYO rehearsals resume!

***MARCH 1st – E-transfers due ($150) for 10 x $15 tickets (The Fantasy of Film Concert)**

Sat. March 7th ***The Fantasy of Film Concert** (Rehearsal in the a.m. and performance @ 2:00 p.m.)

Sat. Mar. 14th Last rehearsal before March Break

Sat. March 21st No rehearsal due to March Break

Sat. March 28th rehearsal resumes

***MAY 1st– E-transfers due ($150) for 10 x $15 tickets (Passion of Dance – Music from Spain)**

Sat. May 9th ***Passion of Dance – Music from Spain** (Rehearsal a.m. and performance @ 2:00 p.m.)

Sat. May 16th or 30th Auditions for upcoming season (not the Victoria Day long weekend)

**A run out concert may be planned towards the end of our season (May 2026)

** Concerts and rehearsals take place at **Port Hope United Church**

**Please note – additional events may occur throughout the season!**

**Read your weekly emails for notifications of these events!**

## 3. MUSICIAN COMMITMENT

We are asking for a total commitment from you. This means that attendance at all orchestra rehearsals, dress rehearsals, concerts, outreach concerts and functions is **considered mandatory**.

It is also expected that each orchestra member will be committed to learning his/her orchestra music **thoroughly** and coming to each rehearsal and concert performance prepared. This includes being prepared ***beyond*** the music. You are part of a very dedicated team, and you cannot afford to let your teammates down. It is expected that members are well rested and nourished in order to be able to perform on their instruments at an optimum level. Lateness will be frowned upon as it demonstrates an overall lack of respect for the team and interferes with the efficiency of rehearsals. Preparation includes arriving on time for a warm-up, ensuring that you have all of your music, bringing a pencil and marking instructions in your music when asked. Please plan your time wisely and the year will go more smoothly for everyone.

| **Orchestra Members** |
|---|
| **9:15 am** – Arrival of **all members to set up for rehearsal** |
| **9:30 am -** Warm-Up, Sectionals and Individual practice |
| **10:00 am** - Rehearsal Begins Promptly |
| **11:15 am to 11:35 am** (approx.) – Snack |
| **11:35 am to 1:00 pm** - Rehearsal Resumes |
| **1:00 to 1:15 pm** - Rehearsal ends, **all musicians help with take down** |

Please let the orchestra manager know if you have exceptions to arriving on time or leaving before tear down has occurred**. Frank Gallimore 905-373-8994 or manager@ljyo.ca**

## 4. COMMUNICATION

### MEMBERSHIP EMAIL LIST

The LJYO Membership List is updated regularly and changes need to be communicated as soon as possible. Please contact the orchestra manager, **manager@ljyo.ca** with any contact information changes. i.e. address, e-mail address, phone number etc.

### WEBSITE

Be sure to visit **www.ljyo.ca** for information and forms using the registration button. Parents can log in to gain access to the restricted areas of the home page: **Password**: ljyo-member

LJYO members have handbooks that outline the LJYO season but from time-to-time reminders and updates are necessary. Please check the website if you are unsure of anything.

## 5. ANNUAL GENERAL MEETING & PARENT MEETING

**This date is to be determined by the Board of Directors. At least one parent must attend the AGM.**

## 6. MEMBERSHIP PAYMENT INFORMATION

1. When paying in advance, e-transfers are preferred and transferred **to ljyo.office@gmail.com**
***On the message line of e-transfers, put your child's first name and last initial as well as the reason for payment.***
*(Example: Catharine W. (fundraising fee)*

2. Cheques are payable to **La Jeunesse Youth Orchestra Inc.** (no short forms please).

## LJYO MEMBERSHIP PAYMENT FOR FAMILIES WITH 2 OR MORE STUDENT MEMBERS

- Families who have 2 or more student members in LJYO will pay the full registration fee ($300) for the first member and half the registration fee ($150) for each additional student member.

- All families will be responsible to pay one payment of $200 for fundraising and a payment of $450 (3 x $150) for concert tickets no matter the number of youths playing from your family.

## Payment Options for Orchestra Members

**Option #1 Combine** the Registration Fee, Fundraising Fee and Tickets as one e-transfer {$950} with this option, or one cheque, **($950).** E-transfer of $950 due by registration day OR by cheque dated for September 6, 2025.

| |
|---|
| **$300.00 Registration Fee** |
| **$200.00 Family Fundraising Fee** |
| **$450.00** $15 tickets at all 3 concerts (10 tickets x 3 concerts) purchased in advance to be distributed to family and friends. |

**Option #2 E-transfers** throughout the season
(Please send e-transfers to **ljyo.office@gmail.com**)

| |
|---|
| **$300.00 Registration Fee** (e-transfer due on Sat. Sept. 6, 2025). **Please write your member's name on the message line.** |
| **$200.00 Family Fundraising Fee** (e-transfer due on Sat. Sept. 6, 2025) |
| **$150.00** for 10 tickets, December concert advance tickets at $15 each (E transfer due **December 1**, **2025**, $150.00).<br>****Please write your child/member's name on the message line of the e-transfer**. |
| **$150.00** for 10 tickets, March concert advance tickets at $15 each (E transfer due **March 1, 2026**, $150).<br>****Please write your child/member's name on the message line of the e-transfer.** |
| **$150.00** for 10 ticets, May concert advance tickets at $15 each ( E transfer due **May 1**, **2026**, $150).<br>****Please write your child/member's name on the message line of the e-transfer.** |

**Option #3 Cheques** throughout the season **(cheques will be collected on Registration Day)**

| |
|---|
| **$300.00** Registration Fee (cheque dated and due on Sat., Sept. 6, 2025) |
| **$200.00** Family Fundraising Fee (cheque dated and due on Sat., Sept 6, 2025) |
| **$150.00** for 10 tickets, December concert advance tickets at $15 each<br>(post-dated cheque dated **December 1, 2025**, due on Sat., Sept. 6, 2025) |
| **$150.00** for 10 tickets, March concert advance tickets at $15 each<br>(post-dated cheque due dated **March 1, 2026**, due on Sat., Sept 6, 2025) |
| **$150.00** for 10 tickets, May concert advance tickets at $15 each<br>(post-dated cheque dated **May 1, 2026** due on Sat., Sept 6, 2025) |

**Note:** Registration fees and fundraising fees **will not** be refundable for Season 27. If a parent/guardian chooses to withdraw their member within 28 days of their first rehearsal, a refund will be granted minus a $20 administration fee.

Refunds are based on musician's start date with LJYO, not on attendance at rehearsals. After 28 days, the registration and fundraising fees will not be refunded.

## Policy for Visiting a Rehearsal

We are pleased to welcome parents into the sanctuary to sit and listen to orchestra rehearsals. Please keep food and beverages out of this area and ensure your cell phones are turned off. Please refrain from chatting as it is a distraction to players. Please inform the manager if a friend or grandparent will be coming.

## 7. FUNDRAISING

Families pay a $200 fundraising fee. There are opportunities to participate in parent fundraising programs to offset this $200 cost). These fundraisers are the ones initiated by parents and run by parents with consultation from our LJYO Fundraising Committee. We hope to have parents implement other fundraisers during this season. If you participate in LJYO parent-run fundraisers this season and raise money, then LJYO will issue you a cheque for that amount in May 2026, to help offset your Fundraising Fee.

For example:

| | |
|---|---|
| Fundraising Fee | $200.00 |
| Family raises | $100.00 |
| LJYO Reimburses | $100.00 |

*Parent fundraising opportunities will be announced during the season (for example, FlipGive).

## 8. ACCESSIBILITY FUNDING

Please visit the LJYO website www.ljyo.ca for information regarding accessibility funding through the Bill Boddington Financial Assistance Fund.

*This form is available on our website and are due **Saturday, October 18th, 2025**. Proof of income will be required. **Bursaries are granted in good faith that the member will demonstrate commitment through consistent practice and attendance.** If you have any questions, please contact an LJYO Board member.

## 9. PARENTAL COMMITTEE PARTICIPATION

La Jeunesse Youth Orchestra provides a huge opportunity for music educational development for your musician, but this can only happen if parents participate on our committees. Parental support makes a positive statement to each and every LJYO member when they see their parents involved with the orchestra.

**You will be asked to sign up to be on one or more of the committees listed below.** Please check below for some of the tasks that are required from each committee. We do ask that you join at least one of these committees. In addition, you are also requested to assist at every concert. If you join LJYO later on in the season, please sign up for a task.

### Board of Directors:

Please contact the Orchestra Manager if you would like to become a Board Director. You will learn so much about how this orchestra runs.

### Marketing / Public Relations Committee:

This committee works to promote and publicize LJYO programs and concerts. We are looking for a lead person to head up this committee. The lead will determine how best to arrange communication and assignment of tasks. Your preferences will be taken into consideration. We need the following tasks to be taken on.

1. Seek out donors and sponsors for LJYO
2. Prepare donation letter/email request for board approval
3. Send one physical mail out to previous donors
4. Maintain the LJYO Website
5. Manage Media Contact List
6. Manage Instagram
7. Manage Facebook
8. Design Concert Posters, brochures, ads and newsletters
9. Prepare Concert Program
10. Design other LJYO promotional materials, such as brochures, as required
11. Photography needs are as follows: Photography of musicians at rehearsals, concerts, and various other events for publication on the LJYO website, social media platforms, posters, concert programs and LJYO brochures
12. Press releases about LJYO concerts to media sources (papers, radio, T.V. on local levels)

## Fundraising Committee:

There will be a lead person assigned to head up this committee. The lead will determine how best to arrange communication and assignment of tasks. Your preferences will be taken into consideration. There are board-directed fundraising initiatives where money earned goes directly to the orchestra to help with operating costs and parent fundraising initiatives whereas the money individual parents earn goes toward a refund of their $200 fundraising fee. If you would like to run a fundraiser other than the initiatives listed below, please join this committee and approach the lead with your idea(s) for approval.

**Board Fundraising Initiatives**

1. Grant Writing (Identify opportunities for grants and develop applications)

**Previous Parent Fundraising Initiatives to offset your Fundraising Fee**

1. Flip Give
2. Sell more than your allotted 10 tickets and earn $5.00 per ticket towards recuperating your $200 Fundraising Fee. (Please see Premila Lobo-Bhat for extra tickets)

New ideas for fundraising are always welcome.

## Recruitment Committee:

There will be a lead person assigned to head up this committee. The lead will determine how best to arrange communication and assignment of tasks. Your preferences will be taken into consideration. Some examples are:

1. Assist in maintaining a current list of teachers (schools and private studios). These lists require phone numbers and email addresses.
2. Participate in teacher mail-out or online contact.
3. Maintain the alumni lists.
4. Brainstorm ways to increase membership.

## Trip Planning Committee:

Parents will help plan and supervise trips and run out concerts. Please note any parents chaperoning any LJYO excursions and activities will need a VSC check.

## 10. PARENTAL CONCERT SUPPORT

We are planning to have three concerts again this year. **There will be an opportunity for you to sign up to assist at rehearsals and at concerts.** We do ask that you sign up for one of these areas in addition to one of the above committees.

1. Front of House – ticket sales, greeters
2. Set up of equipment for rehearsal and concerts
3. Cleanup crew

## 11. MUSIC LIBRARY SUPPORT

Every year we need parent support with our music library. Knowledge of music would be helpful. There will be an opportunity for you to sign up to assist in this area. Some examples of tasks required here are:

1. Photocopying music
2. Maintaining music and equipment inventory list
3. Ordering music
4. Sort/file music
5. Ensure that each member has the correct part

## 12. SATURDAY SNACK

We take 20 minutes to have a snack together each Saturday. Our musicians, coaches, directors and members all enjoy some break time together along with something nutritious to eat while they re-energize.

Snack time is an important part of the membership community that develops over the season. One family will be in charge of supplying snacks each week. The Board of Directors will also provide snacks and lunch a few times during the season. **All snacks must be nut-free**. Snacks are to be simple and easy to eat. Some snack ideas are – washed apples, mandarin oranges, carrots and celery, muffins, granola bars, cheese strings. In previous years, snack was quite a production and we are hoping this year to keep it simple and straight forward and to offer items that do not require cooking. Please ensure that if it is your turn for snack, all garbage is taken home for disposal and the eating area is tidied.

**Please consult with other parents if you need to switch your Saturday snack commitment and let the manager know.**

***** New this season – if your family is in charge of snack - you will also be responsible for vacuuming the red carpet when rehearsal ends. There is a vacuum at the church to use.**

Members should continue to bring their own water bottles to rehearsal/snack.

# 13. MEMBER ATTENDANCE POLICY

**Before agreeing to the commitment required, it is strongly advised that the orchestra member and their family consult and review all season dates with their family calendar.** Any absence has a huge negative impact on the overall effectiveness of a rehearsal. This may be the most important consideration when deciding whether you can meet your commitment to the orchestra. We are going to be developing musically from week to week and you have to be there to be part of the ongoing development! When a member is ill, attendance via zoom is acceptable.

LJYO is committed to providing all members with the highest quality musical and educational experience possible and requires a serious commitment from all members and their families in order to do so. The very nature of the orchestral experience requires that all members are present and on time to rehearse together. It is important to understand that LJYO is a teaching/learning ensemble; the value of our program comes from the weekly building and learning. The rehearsals are the program, whereas the concerts are the display of the achievement. Therefore, LJYO has an attendance policy wherein members accept the responsibility to be present and on time for all rehearsals, performances, and special events. The negative impact that absences have on the program and the individual players, coaches and directors are significant.

The administrative and music staff recognizes that members may occasionally have other obligations or unexpected conflicts on Saturday mornings; however, it is detrimental to the educational experience of LJYO to have different members missing each week.
Members are asked to work with their families throughout the year to arrange the scheduling of extracurricular activities (for example university/college visits and auditions, school music/sports activities, family events and music exams) around LJYO's Saturday morning rehearsal time. Please contact Manager Frank Gallimore by texting or calling 905-373-8994. If your child is going to be absent and provide the reason for the absence. Advance notice of absences is important. The Orchestra Manager will immediately inform the Music Director and Assistant Music Director upon notification of a member's absence. If a member is ill, please inform the orchestra manager as soon as possible and plan to sign in on zoom, participating to the best of your ability even if it just means listening to the rehearsal.

We are offering zoom rehearsals for anyone who cannot attend rehearsals due to illness or if you are unable to attend in person for another reason. While Zoom is an excellent alternative for participating in rehearsals when a member is sick, at least 50% of rehearsals must be attended in person in order to perform at a concert.

Absences exceeding three and/or failure to be warmed up and ready to play due to lateness will be reviewed by the Music Director, the Assistant Music Director, and a representative from the Board of Directors. Consequences could include:

- the reassignment of parts and/or seating
- sitting out the next concert
- probation or dismissal without refunds of tuition fees
- losing your spot as a soloist

Prior to any disciplinary action, a consultation will occur with a student, parents, Music Director, Assistant Director and a board representative, whereupon advance notice of consequences will be given.

### Concert Attendance

Attendance is mandatory at all LJYO dress rehearsals and concerts. A member must be at the Saturday morning dress rehearsal in order to attend the concert that afternoon. An absence from a dress rehearsal without reasonable justification and advance notice may result in the member forfeiting the opportunity to perform in the concert. Members anticipating a conflict with a concert should inform the Orchestra Manager and Music Director as soon as possible.

Before agreeing to the commitment required, it is strongly advised that the orchestra member and his/her family consult and review all season dates with the family calendar.

Orchestra Member's Name (Please Print): _____

Orchestra Member's Signature: _____

Parent's Name (Please Print): _____

Parent Signature: _____ Date: _____

# 14. CODE OF CONDUCT

## Principles

1. All participants in all activities of the LJYO including members, parents, volunteers, coaches, and staff are included in this Code of Conduct.
2. All members of the LJYO community are to be treated with respect and dignity.
3. LJYO has a conflict-resolution process. Please speak to the orchestra manager to start this process. We will attend to this in a timely manner.
4. Everyone will abide by the regulations outlined in the LJYO Handbook.

## Roles and Responsibilities

***The LJYO Board of Directors provides direction to the organization to ensure that opportunities for excellence and accountability are in place by:***

- Demonstrating care and commitment to excellence and a safe learning environment.
- Communicating regularly and meaningfully with all members of the organization.
- Establishing a process that clearly communicates the Code of Conduct to all members, parents, coaches, volunteers, and staff in a manner that ensures their commitment and support.
- Ensuring an effective intervention strategy and response to all infractions.
- Maintaining the Code of Conduct.

***All Participants will be treated with respect and given responsibility when they demonstrate respect for themselves and for others by:***

- Coming prepared, on time and ready to participate in all activities of the orchestra.
- Practicing regularly during the week and asking for help as required.
- Consistently writing notes in music as instructed.
- Refraining from interfering with any other musician's success.
- Putting chatter on hold during rehearsals and performances.
- Refraining from the use of swearing and other inappropriate language.
- Leaving your phones in your case during rehearsals and performances. Turn cellphones off during rehearsals.
- Bring your music, pencil, tuner, and extra strings to each rehearsal.
- Refraining from bringing anything that may compromise the safety of others.
- Following the established rules and taking responsibility for his or her actions.
- Showing respect for the property of LJYO including percussion instruments, music scores and music folders.
- Respect rehearsal and concert premises and property within.
- Those dedicated to opening and closing facilities will ensure that all keys and access codes of Calvary Pentecostal Church and Port Hope United Church are kept confidential.

***Volunteers, Coaches, and Staff will:***

- Have access to information and documents relating to members, donors, other volunteers, or organization business that are private and confidential in nature; diligent care and caution will be exercised to protect and maintain total confidentiality and accessed on an "as need" basis only
- Not use for their own purposes, including financial gain, or disclose for the use of others, information obtained as a result of their role with the organization (for example, lists of sponsors or donors). This applies both during and after the period in which the individual is part of LJYO.
- Provide a recent police check and a vulnerable sector check and subsequently complete the offence declaration.

**Parents and members who are l8 years or older and/or their parents play an important role in the orchestral experience. In addition to helping fulfill their family's obligation, they have a responsibility to support the efforts of the Board of Directors and persons in authority in maintaining a safe and respectful learning environment for all members.**

***Parents and Members who are 18 years or older and/or their parents fulfill this responsibility when they:***

- Show an active interest in their family's participation in the orchestra's functions.
- Communicate regularly with the orchestra administration.
- Assume the responsibility that their orchestra member/members are neat, appropriately dressed, and prepared.
- Attend all rehearsals and concerts and other activities on time.
- Notify the Orchestra Manager that they will be late as soon as it is known.
- Attend concerts and family meetings that may be called from time to time.
- Volunteering for and attending fundraising activities.
- Assist in dealing with disciplinary issues.
- Remind members to practice their parts daily.

## Standards of Behaviour

***Respect, civility, and responsible citizenship.***

***All orchestra members must:***

- Respect and comply with all federal, provincial and municipal laws.
- Demonstrate honesty and integrity.
- Respect differences in people, their ideas and opinions.
- Treat one another with dignity and respect at all times.
- Respect the rights of others.
- Show proper care and regard for the property of the orchestra and property belonging to others.
- Respect the needs of others to work in an environment of learning and teaching.
- Behave in an appropriate manner at all orchestra-related outings, special events, rehearsals, and concerts.

## Physical Safety

***No members may:***

- Be in possession of any weapons.
- Use any object to threaten or intimidate another person.
- Be in possession of, or under the influence of, or provide others with, alcohol or illegal drugs.
- Inflict or encourage others to inflict bodily harm on another person.
- All members must seek assistance from the orchestra manager to resolve conflict peacefully.
- Doors will be locked during rehearsals for the safety of musicians and staff. Call the orchestra manager if you need to contact us inside the church.

## Consequences

Any violation of this Code of Conduct will be brought to the attention of the Board of Directors for assessment of the situation that can lead to expulsion from the orchestra without reimbursement and/or police intervention if necessary.

**Orchestra Member's Name**: _____ **Member Signature:** _____

**Parent's Name**: _____ **Parent Signature**: _____

**Date**: _____ **Date**: _____

**Coach/Staff/Volunteer Name**: _____ **Signature**: _____

**Date**: _____


## 15. INFORMATION AND COMMUNICATION RELEASE

**Yes No** I give permission to be photographed, video recorded and have my name included in items such as the following: Orchestra website, newsletter, brochure, slideshow, live stream, social media and other promotional material.

**Yes No** I give permission for the news media to interview, publish or broadcast photos or videos or publicize my work.

**Yes No** I understand that I may be photographed or videotaped by others in the course of events associated with the LJYO.

**Yes No** I give my permission for my name, phone number and email address to be shared with LJYO for all communication purposes.

Canada's anti-spam legislation (CASL) prevents La Jeunesse Youth Orchestra Inc. from sending any electronic messages which are commercial in nature without your consent. Examples of commercial messages include invitations to purchase group photographs, LJYO merchandise, special events and field trips etc. these may be direct messages or could be included in newsletters. I give consent to receive commercial electronic messages for these purposes from La Jeunesse Youth Orchestra. **Yes No (Please circle one answer).**

If you agree and consent, please provide your email address in the space below. Your consent to receive these messages can be revoked at any time by contacting the Orchestra manager at manager@ljyo.ca

Parent/Guardian Comments: _____

_____

Member / Volunteer / Staff Name (Please Print): _____

Adult Signature (if member is under 18): _____

Date: _____

## 16. CARE OF MUSIC & ORCHESTRA PROPERTY

**SHEET MUSIC**

We ask that you take good care of your music and folder and return it to us in excellent condition if you leave before the season ends. We will collect the music folders at the end of the final concert of the season.

***NOTE:***

-Please no pen markings
-No self-repairs

**INSTRUMENTS**
**All instruments at LJYO rehearsals and performances must be handled with care.** Please refrain from sharing instruments at break time etc. It would be most awkward if any damage occurred to someone else's instrument in your care. Also please be aware of any instruments that lay at rest during breaks etc. Instruments can be damaged by being knocked off chairs or by incorrect handling.

Percussion instruments are musical instruments like all others and must be treated with care. The percussion instruments are OFF LIMITS to anyone other than assigned percussionists
*NOTE: Pianos in the church or any rehearsal halls require the same respect and attention.

## 17. CONCERT DRESS AND PRESENTATION

The LJYO uniform must be purchased and provided by the individual members.

The uniform is **ALL-BLACK**:

**SHIRT:** Preferably, a long-sleeved collared button dress shirt, non-sheen material that can take a necktie, black buttons only. Please ensure that your shirt is ironed prior to each performance.

**PANTS or SKIRTS or DRESS:** Black dress pants (no black jeans, leggings or yoga pants) or knee-length black skirts or dresses with opaque black tights or black stockings.

**ACCESSORIES:** Black belt, long black socks, all black shoes (including the soles), (a black tie is optional)

This uniform was chosen so that the audience would be able to concentrate on the ensemble as a whole, rather than the individual. In addition, we request proper grooming for all performances.

## 18. ORCHESTRA ETIQUETTE AND TIPS

Orchestra etiquette refers to the rules established for behaviour in an orchestra. Many of the standards followed by professional and amateur orchestras alike will help the functioning of the LJYO and enhance the quality of teaching and of the orchestra experience. How you behave and get along with others in rehearsal is just as important as how well you play.

**Proper orchestra etiquette:**

- Always arrive on time for rehearsal & concert call.
- Be courteous of other players' feelings- do not criticize.
- Respect other members' personal space in rehearsal & warm-up periods.
- Contribute positively to the atmosphere at rehearsal. ("put ups" not "put downs")
- Warm-up and tuning are essential and part of your responsibility to the rest of the orchestra (team).
- Knowing your parts is your responsibility - keep others from waiting while you learn notes during rehearsal time.
- Always have your music even if you share a music stand so that you can make your markings at rehearsal and practice them at home.

- Always come prepared with a pencil to your rehearsal.
- No gum chewing and no hats.
- Do not chat during rehearsals or concerts.
- Do not fiddle with your instruments while instruction is being given.
- Be courteous to those around you in rehearsal by *not wearing perfumes and colognes* (some people have allergies and have to sit next to you for 2 hours at a time).
- Bring problems to the attention of the music directors in a polite fashion in rehearsal if they are music-related.
- Follow the concertmaster during the tuning process.
- Raise your hand if you have a question
- Contribute positively to the atmosphere
- Always have a pencil ready - if you need one, ask the orchestra manager
- Mark your music as requested by the music director
- All cellphones and digital devices must be **turned off** during warm-up, rehearsals and concerts unless otherwise advised
- Only bring water into the practice area

**TUNING**

Tuning is an important aspect of musicianship. Prepare for tuning by warming up your instrument. Electronic tuners are helpful for individual tuning, but when the "a" is sounded for the orchestra, here is what to do:

- Listen silently.
- Wait for the signal from the concertmaster that it is your turn to tune.
- Tune only your “a", trying your best to match the pitch given. Use a steady tone. If your "a" is different, but you can't decide whether you are high or low, move your pitch gradually one way and listen to either an improvement or a further clash in the tuning.
- For string players, tune your other strings after everyone's "a" is secured. It is essential that all musicians practice tuning with their ears, not their eyes.
- Please listen rather than using electronic tuners. This is something that will improve with practice, just like your playing.

**TIPS FOR EFFECTIVENESS IN REHEARSAL**

- Please respect the building and the following rules. Only use the portion of the church that has been made available to us so that we remain welcome.
- String players must bring rosin and spare strings to practices and concerts
- Please wash your hands before rehearsal - dirty hands muck-up your instruments.
- Wind and brass players should always brush their teeth before playing or at least rinse their mouths with water and refrain from eating sweets before playing.
- Gum chewing is not permitted in rehearsal or concert. Believe it or not, this affects your rhythm and the rhythm of players in view of your chewing. It is very unsightly to the audience.
- Lack of sleep greatly diminishes your ability to function, and so too does lack of proper nourishment. Know your needs - feel free to bring proper refreshments (suited to your dietary needs) for consumption during break period only and in advised areas.
- Please bring your own sealed water bottle.
- **All refreshments must be nut-free!**
- **Eating and drinking are not permitted in the sanctuary during rehearsal and are only allowed in designated areas during break**

**THE WARM-UP PERIOD**

***The warm-up period is a required and very necessary part of any concert or rehearsal.***

This time is essential for you to warm up your muscles to play in a healthy way. You should do the stretches and movements required to warm up your body properly. Build yourself a useful routine for the warm-up period to make sure you and your instrument are ready for a vigorous rehearsal.

- Respect the privacy of all players as they do their warm-up.
- This is a time to go over tricky passages slowly. Fast practice during warm-up is actually detrimental to your ability to get it done later.
- This is also a great time for sections to work on mini rehearsals with principal chairs as sectional leaders (check tuning, ensemble, etc.).
- The warm-up period is also the time to get your instrument in tune. Fine-tuning should be all that is required at the beginning of rehearsals and concerts.
- Warm-up is also a time to consult with the music director/coach about any questions you may have about the score and your part.

- The warm-up period is the time to speak to the librarian about any sheet music needs.
- This is not a time to have breakfast, socialize, or interfere with the warm-up of other members.

**TIPS FOR INDIVIDUAL PRACTICE AND MUSIC LEARNING**

- Work out with your private teacher an agreement to study your orchestra parts in your lessons.
- Make sure you own a reliable electronic metronome and use it for ALL of your practice. Practicing out of rhythm is a waste of time and actually does you more harm than good.
- Try to establish a practice regimen that is part of your daily routine. It is expected that you will work on orchestra music every day. Begin each practice with a physical warm-up to stretch your muscles.
- Don't leave your music learning until just before rehearsals. Playing involves muscle memory among other things. Your brain and body need time to absorb and digest what you ask it to do. Cramming never works.
- Identify passages that are difficult and analyze why. Find solutions that allow you to play them slowly, then increase your tempo over time. Don't continually play over parts you know. Deal with the tough stuff right away. Often a piece seems difficult because of one or two measures or passages. Fix these ASAP.
- Make the most of your practice time by planning. Establish priorities with your orchestra parts: familiarize yourself with all pieces and sort out which pieces need the most work. Then decide which sections within each piece need the practice. This really makes the work look a lot less daunting.
- If you need help, get it right away either from your private teacher, the parent or the music directors of the orchestra. Don't wait until it is too late to do anything about it.
- If recordings are sent or suggested, make the use of them a part of your home practice. Figure out rhythms on your own rather than waiting for rehearsal. Feeling independent will increase your enjoyment significantly.

## 19. ADDITIONAL ORCHESTRA MEMBERS

**ORCHESTRA LEADER**

Our Orchestra will follow the pattern of many European orchestras by appointing what is called **"The Orchestra Leader".** The Orchestra Leader may be a player from any section of the orchestra. The Orchestra Leader is like a team captain and will be selected annually by the directors based on maturity, leadership qualities, musical ability and demonstrated desire to coach and help other members of the orchestra in a congenial fashion. The Orchestra Leader will be the ex-officio student representative to the LJYO Board of Directors and will be your communicator. This is the person to ask if you have questions about procedures.

**The orchestra leader will:**

-welcome all members and introduce the handbook
-help new members integrate whenever they join
-organize special events such as Hallowe'en
-give updates to members on an as-needs basis
-be a role model
-give a 2 minute heads up at the end of break

**PRINCIPAL CHAIRS**

The principal of your section has the authority to instruct you as to the Conductor's wishes.
The principal 1st Violin is referred to as the concertmaster.
The principal chair is a position that is earned through merit.
The principal is responsible for his/her section - tuning, note-learning, articulations, bowings, behaviour etc. It is the duty of the 2nd player to match the principle in terms of dynamics, articulation, style, etc.
The principal is often called on by the composer/conductor to be a soloist - this may require extra work and rehearsal.

*All musical and performance opportunities given to LJYO members are based solely on merit and work ethic.*

**LJYO COACHES**

A coach is someone who possesses measurable years of professional experience, has outstanding proficiency in their instrument, and is highly motivated to mentor and teach music to young musicians.

The guidelines below have been developed to ensure a cohesive approach between all adults interacting with student members of LJYO:

- Coaches are present in the orchestra to facilitate the conductor's musical direction in steering the orchestra during rehearsals and for performances.
- Questions and queries should be discussed discreetly outside of rehearsal with the Music Directors.
- Coaches are expected to attend both full rehearsals and performances as indicated by the Music Directors.
- Coaches could be asked to demonstrate or coach a student member.
- Within orchestra rehearsal and performance – enabling the success of the student should and will always be the priority.
- Adhere to the same attendance requirements as orchestra members.
- Are role models in practice, rehearsal, and performance - ethic.
- Consult discreetly with the music director with regards to significant changes, for instance, phrasing, bowing, dynamics, etc.
- Refrain from discussing attendance and/or orchestra challenges in the absence of the music directors.
- Refrain from being in a 1:1 situation with a student member
- Maintain a respectful and positive tone with all members of LJYO and parents.
- Have an up-to-date police check as well as the vulnerable sector check or a signed LJYO Offence Declaration.
- There is no monetary fee or remuneration for this position.
- Bring any concerns to the attention of the Music Director

**ALUMNI RETURNING TO PLAY:**

Expectations of LJYO alumni:

- Are eligible to apply for a solo, however, LJYO student members will be given first consideration.
- Should contact the Music Director in advance of a concert regarding music and availability.
- Will be required to attend rehearsals as indicated by the Music Director.
- Be respectful and positive with all members of LJYO.

## 20. LJYO AUDITION POLICY

Each year, orchestra members will be selected through an audition process. This is common practice in youth orchestras around the world. The auditions serve many purposes:

- To permit all players the opportunity to advance in their section,
- To allow directors the opportunity to assess individual talent and development each year,
  (NOTE: it is expected that each player will show improvement in their own ability each year in order to hold a chair in the orchestra).
- To open the orchestra each year to potential new members,
- To provide an incentive for each individual player to stay current on their instrument.

An unsuccessful audition can result in non-placement in the orchestra even if the player has been a previous member. Auditions apply only to the current season. Any player may re-audition the following season.

**LJYO AUDITION REQUIREMENTS**

*(NOTE: Auditions will be held every year in May/June and September and can be arranged during the orchestra season)*

For your audition, you will need to prepare:

- One prepared solo piece demonstrating technical ability (fast, allegro),
- One prepared solo piece demonstrating lyrical musical ability (slower),
- one Major scale,
- one minor scale,
- one Chromatic scale
- Sight-reading. Sight-reading will be assigned during the audition by music directors. You can practice sight reading by doing it regularly with a metronome. The more you sight-read, the better you will get at it.

During your audition, you may be asked questions by the music directors to demonstrate your desire and commitment to the orchestra.

Possible reasons for unsuccessful auditions are varied but will generally be related to an overall lack of preparedness of your material and/or allowing yourself to become out of shape on your instrument over the summer period. Other reasons would include insufficient performance level on your instrument, excessive tuning problems, or inability to deal effectively with rhythm. Ultimately it may be a matter of numbers. There is limited seating in most sections of the orchestra, so you are essentially competing for a chair

**AUDITIONS FOR SOLOS THROUGHOUT THE SEASON**

**Auditions for solos throughout the concert season occur during the 'end of season' auditions in May.**

***Should the member succeed in their audition to solo at one of the concerts, the soloist must provide and individually pay for a comprehensive score and parts with rehearsal numbers in all parts (not a mini score). Parts for all members of the orchestra are desired (including winds and percussion).***

Please consult with the music director and orchestra manager should you be considering an audition for a solo. Soloists are also asked to also submit a personal biography as well as information about their piece (approximately 200 words total). The latter is used for our concert program.

The purpose of this audition is to demonstrate that you are ready for this opportunity to the point that it will be a positive experience for both you and the orchestra. Correct notes and rhythms are essential. An entire movement will be performed. The audition panel will be looking for evidence that you will be able to rehearse all sections of the piece at a variety of tempos with the orchestra. The panel will also assess the appropriateness of the music for the orchestra of the given year.

Please note that this is an audition for an opportunity to perform a solo with LJYO and that the opportunity is not guaranteed. Many factors can affect LJYO's choices, not just ability level.

One thing to also note is that if a soloist misses three rehearsals ahead of their concert performance, they sacrifice their solo and will not be allowed to perform, even if the application was initially accepted.

**MIDTERM AUDITIONS**

Midterm auditions may be held throughout the year to help facilitate the learning of all music. All music may be auditioned over the course of the year at the discretion of the music directors.

## 21. MEDICAL POLICY

**Principles**

- LJYO is committed to the absolute safeguarding of its members, staff and volunteers.

**Responsibilities**

- Parents have the prime responsibility for their child's health and should provide the LJYO Orchestra Manager with any information regarding medical conditions that may arise during the course of time spent with LJYO.
- If your child carries an EpiPen you need to let us know!
- If parents have concerns regarding their child's medical condition, they should remain with them during rehearsals and concerts.
- If your child has an IEP or diagnosis of an exceptionality, please share this information with the manager or directly with the director. This will be handled as confidential information. Our purpose is to be best able to assist your child to learn. Similarly, if your child relies on a regular medication, please let us know.
- LJYO is responsible for maintaining confidential information regarding the student's medical requirements. LJYO is responsible for administering first aid under the conditions below.

**Non-Prescription Medicines**

Non-Prescription medicines should not be brought to LJYO.
The only exception to this is one dose of painkillers or allergy medication, which may be used by the student with parent's permission, if required. Note that due to the extreme danger of acetaminophen in even minor overdose, no more than two acetaminophen tablets should be carried at any time. Students are not to share this medicine with other LJYO members.

**Prescribed Medicines**

Medicines should only be brought to LJYO when essential; that is where it would be detrimental to the student's health if the medicines were not administered. Parents are responsible for ensuring the safe taking of these medicines. LJYO assumes no liability if taken incorrectly.

**Emergency Procedures**
In the event of an emergency, an LJYO staff member will call 911 for emergency services. They will then attempt to call the member's parents. If a parent is unavailable, the Orchestra Manager or adult member of LJYO will accompany a child to hospital by ambulance and will stay until a parent arrives. Health professionals are responsible for any decisions on medical treatment when parents are not available.

**Medical Conditions**

**Asthma**
Students of LJYO are accountable for administering their own inhaler devices, as they require them. They are not to be shared with other students. LJYO will endeavor to provide an asthma-friendly location by removing as many potential triggers as possible, i.e. perfumes, etc.

**Anaphylaxis**
Students with severe allergies should carry their own adrenaline devices (EpiPen). It is the responsibility of the family to make sure LJYO is aware of the possible need for the administration of an EpiPen. 911 will be called if the administration of an EpiPen is required. A parent will be notified.

**First Aid**
LJYO will maintain a first aid kit in the office.

## 22. LJYO POLICE RECORD CHECK POLICY

**Definition of Vulnerable Members:**

Vulnerable members of society are defined in the Criminal Record Act as persons who, because of age, disability, or other circumstances, whether temporary or permanent, are in a position of dependence on others or are otherwise at a greater risk than the general population of being harmed by a person in a position of authority. Vulnerable Sector Check (VSC) will screen the following information:

Active Criminal Records, Pardoned sex offences, local police records, other police databanks, and investigative information in the national data bank.

Note: The difference between VSC and CRC (Criminal Reference Check) is that the CRC does not screen for pardoned sex offences.

**Policy Statements (in compliance with the Criminal Records Act)**

· It is incumbent on LJYO to exercise due diligence by ensuring, to the extent that is reasonably possible, that individuals who work and interact directly with our vulnerable members do not pose a risk to them.

· LJYO will ensure that these individuals undergo the Vulnerable Sector Check (VSC) process prior to their participation/volunteering with the orchestra.

· These individuals are responsible for obtaining a Vulnerable Sector Check from the police services in the jurisdiction where they reside.

· All music directors, coaches, board of director members, staff and regular volunteers must have a VSC on file and sign an Offence Declaration each year.

· LJYO will ensure that all information associated with the VSC will be considered confidential.

· Those who already have undergone a current VSC with other organizations will be exempt from this process upon showing the approved report to one of the Board of Director Members.

· Any Vulnerable Sector Screening that indicates convictions, charges and pending charges related to the following, shall result in that individual being rejected from participating with LJYO.

·LJYO reserves the right to disallow any individual from participating in an adult role.

The policy was reviewed and approved by the LJYO Board of Directors. (May 2023)

*The LJYO Board of Directors voted on a motion regarding the Vulnerable Sector Check policy. Existing coaches and volunteers with VSC on file can sign a declaration on an annual basis for up to 2 years stating that there have been no convictions since the original check. (May 2023)*

**Procedures:**

· During registration day, a member of our Board of Directors will meet with parents/staff/volunteers to outline the process required for working/volunteering with the orchestra.

· An e-mail, prior to registration day, will be sent out asking all music directors, coaches, board of director members, staff and regular volunteers to bring their current VSC to registration day to present. This information will be recorded and returned after visual review. The VSC document is the property of the applicant.

· Any new staff, coaches, board of directors, and regular volunteers can apply online.

· For any new volunteers joining LJYO, you will receive a letter which can be submitted to the police services when applying for the VSC.

· LJYO will pay for the cost of the VSC checks once there has been a visual check of the document by a member of our Board of Directors. Receipts should be submitted as soon as possible to one of our board members.

# 23. LJYO Donor and Sponsorship Opportunities

Like most arts organizations, LJYO cannot survive on ticket sales alone. Fortunately, the Orchestra has a broad network of members, subscribers, and supporters, both individual and business, who donate to and sponsor our programs to bring about "Music for Life!"

We encourage businesses of all sizes to become partners in our program. As pillars of the community, it is an excellent way to demonstrate support for the arts. More importantly, it is a tangible, dynamic, and visible way to encourage the young musicians in whose interest we work to bring music to life. Sponsorship opportunities are tabled below and we commend them equally to businesses, individuals, or groups.

**DONOR OPPORTUNITIES:**

**As a registered charity, La Jeunesse Youth Orchestra provides a tax receipt and thank you letter for all donations over $25.00.** Donors will be recognized in printed programs**.**

## SPONSORSHIP OPPORTUNITIES:

| **Benefits** | **Sponsorship Amount** | | |
|---|---|---|---|
| | Season Sponsor $3,000 | Livestream Sponsor $1000 | Orchestra Sponsor $500 |
| Advertising in LJYO Annual Brochure | ✔ | | |
| Recognition in advertising and on video title (1 concert) | | ✔ | |
| Mention in newspaper ads and newsletters for LJYO | ✔ | ✔ | ✔ |
| Your Logo on LJYO Website (1 year) | ✔ | ✔ | ✔ |
| Your Logo/Ad on all Concert Programs (3 concerts) | Full page (5" w x 8"h) | ¼ page (5"w x 2"h) | ¼ page (5"w x 2"h) |
| Podium Recognition for all Concerts and set of 4 Season Tickets | ✔ | | |
| Podium Recognition for Concerts and set of 2 Season Tickets | | ✔ | ✔ |
| Thank you letter | ✔ | ✔ | ✔ |

Contact: marketing@ljyo.ca
Website: www.ljyo.ca

Revenue Canada Charitable Registration # 86555 9124 RR0001

# 24. Advertise with LJYO in our Concert Programs

Our orchestra season consists of three concerts each year. Concert programs are available for in person concerts and for our virtual attendees.

Deadline: Ad bookings must be made 3 weeks before the concert date, and an ad copy should be provided digitally or as a hard copy 10 days before the concert. We can work with a business card or some flyer/brochure. All ads are to be paid in advance either by e-transfer or by mail. When sending an e-transfer to ljyo.office@gmail.com please be sure to indicate in the message box your business name or owner name with the wording ad purchase. If sending a cheque, please make it payable to La Jeunesse Youth Orchestra Inc. and indicate on the memo line of the cheque indicating the cheque is for an ad purchase. Our address is LJYO, P.O. Box 134, Port Hope, On, L1A 3W3

**Half Page Advertisement**

Presentation: In colour with formatting provided

Dimensions: 5” wide x 8” deep

Pricing:

$200 for one concert a season

$350 for two consecutive concerts a season

$450 for three consecutive concerts a season

**Quarter Page Advertisement**

Presentation: In colour with formatting provided

Dimensions: 5” wide x 8” deep

Pricing:

$100 for one concert a season

$80 for two consecutive concerts a season

$70 for three consecutive concerts a season

**If you have any questions or concerns, please email our marketing team at marketing@ljyo.ca.**