



LJYO HANDBOOK 2026-27

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1. 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 and if you will be accessing via zoom. 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

2. IMPORTANT DATES

Rehearsals are Saturdays, Port Hope United Church, 9:30 am to 12:30 pm. Please arrive by 9 am to warm up and help with set-up.

September	12	First rehearsal Registration Day and Annual General Meeting	Parents/guardians attend AGM at 10 am upstairs
October	TBD	LJYO Photo Day	Dress in concert blacks
October	3	Bursary applications due	
October	31	Hallowe'en rehearsal	
	TBD	Small group public concerts i.e. senior's home, Capitol Theatre Festival of Trees	Parent chaperones will be required.
November	21	Rehearsal upstairs	PHUC Christmas Fayre
December	12	Holiday Lights Concert	Port Hope United Church
December	19,26	Winter break, no rehearsals	
February	27	Plug in and Play Concert	Maranatha Christian Reformed Church, Bowmanville
March	13	March break, no rehearsal	
May	15	Wicked Waltzes Concert	Port Hope United Church

Please note – additional events may occur throughout the season!

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**.

3. REHEARSAL ETIQUETTE

- Practice your part during the week and come prepared
- Warm up and be ready to tune at the beginning of rehearsal
- Keep quiet between songs unless you have specific questions for the coach or director, so that the music director can be heard by everyone
- If you don't understand something, please ask for help by raising your hand
- Be respectful of others. Be encouraging of each other, you are all here to learn and have fun.
- Treat all instruments with respect, including not touching percussion instruments unless asked to do so
- Avoid wearing perfumed products
- Always bring your music and a pencil, even if you share a stand, so you can make notes for later practice
- No food or gum in the sanctuary (water only)
- Leave electronic devices in your instrument case

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.

Policy for Visiting a Rehearsal

We are pleased to welcome parents/family 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.

4. COMMUNICATION

The LJYO Membership List is updated regularly and changes need to be communicated as soon as possible. Please contact the orchestra manager, manager@ljoyo.ca with any contact information changes. i.e. address, e-mail address, phone number etc. Weekly regular or special bulk emails will be issued by the manager however members over 18 or your parent may receive individually addressed emails from any board member.

Be sure to visit **www.ljoyo.ca** for information and forms using the registration button. A copy of this handbook is available on the website.

5. PAYMENTS

PAYMENT METHODS

E-transfers (preferred, ljoyo.office@gmail.com). On the message line, put the first name and last initial plus reason (i.e. Catharine W., registration)

Cheques (add note with member's name i.e. Catharine W. registration) payable to **La Jeunesse Youth Orchestra Inc**, no short forms please. Post dated cheques must be submitted registration day.

Payment schedule is available from the Membership Director.

6. ACCESSIBILITY FUNDING

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

These forms are available on our website. 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 a member of the board of directors.

7. SATURDAY BREAK/SNACK

In previous years, common snack items were provided by the families in rotation. For 2026, the Board has agreed that members will simply bring their own snack for the break period. If members wish to bring items to share (i.e. for a birthday celebration) they are welcome to do so, please ensure items are nut-free.

Potluck snacks or group snacks provided by the Board may be scheduled for some rehearsals.

Members are encouraged to socialize during the break time and keep devices away until after rehearsal.

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

8. CONCERT DRESS AND PRESENTATION

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

The uniform is **ALL-BLACK**:

SHIRT: A long-sleeved collared button dress shirt, non-sheen material, 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), and a solid black tie (tie optional)

This uniform was chosen so that the audience would be able to concentrate on the ensemble as a whole, rather than the individual. It is preferable that long hair be pinned back so the audience (and cameras) can see your face. Proper grooming is important for all performances.

REGISTRATION DOCUMENTS (LIST)

Registration and emergency information

Member attendance policy

Information and communication release policy

Code of Conduct

9. 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.

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. 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. 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.

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. While Zoom is an excellent alternative for participating in rehearsals when a member is sick, at least 60% 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 chronic lateness will be reviewed by the Music Director, the Assistant Music Director, and a representative from the Board of Directors. 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.

Consequences may include:

- the reassignment of parts and/or seating
- sitting out the next concert
- losing your spot as a soloist
- dismissal from the organization

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.

I have read and agree to this policy. I accept the responsibility to be present and on time for all rehearsals, performances, and special events.

Orchestra Member's Name (Please Print) _____

Orchestra Member's Signature/Date _____

Members under 18:

Parent's Name (Please Print) _____

Parent Signature/Date _____

10. 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.
- Following instructions during rehearsals.
- Refraining from interfering with any other musician's success.
- Adhering to good rehearsal etiquette.
- 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 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 18 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.

Code of Conduct cont'd

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 or the posted number if you need to contact someone inside the facility.

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 dismissal from the orchestra without reimbursement and/or police intervention if necessary.

Orchestra Member's Name (Print): _____

Member Signature/Date: _____

Members under 18:

Parent's Name: _____

Parent Signature/Date: _____

OR

Coach/Staff/Volunteer Name: _____

Coach/Staff/Volunteer Signature/Date _____

11. 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 communication purposes associated with LJYO administration, scheduled events, rehearsals, or concerts.

Consent of Parent or Volunteer/Member over 18 (sign/date) _____

Name (printed) and Email address(es) to use _____

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 are invitations to purchase group photographs, LJYO merchandise, special events or field trips, or donation appeals, these may be direct messages or could be included in newsletters.

- Yes No** I give consent to receive commercial electronic messages for these purposes from La Jeunesse Youth Orchestra.

Consent of Parent or Volunteer/Member over 18 (sign/date) _____

Name (printed) and Email address(es) to use _____

Consent may be revoked at any time by contacting the Orchestra Manager, President, or Membership Director.

GENERAL INFORMATION

FOR FAMILIES: MESSAGE FROM THE PRESIDENT

Your enthusiasm and support for this orchestra are what makes it successful. You are part of the team behind the scenes making rehearsals and concert run smoothly. LJYO has never been a drop-off activity, it is a community to which you belong because your member has committed to music.

Saturday rehearsals require everyone to have practiced, to be well-fed and well-rested, and to be ready to concentrate and have fun making music together. Some at-home practice tips are given below.

The administration of the orchestra, and getting audience to attend, requires marketing and publicity support for several weeks leading up to the concert. We need every family to volunteer for one or more tasks to help it all run smoothly. On top of that, there are opportunities to help on concert day.

Welcome to new and returning families, I know you are excited to start another season of beautiful music.

Lisa McIsaac

12. PARENTAL 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.

On Registration Day, 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. 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 example are:

1. Seek out donors and sponsors for LJYO (see sponsorship/advertising sheet)
2. Maintain the LJYO Website
3. Manage Media Contact List
4. Manage Instagram
5. Manage Facebook
6. Design Concert Posters, brochures, ads, and newsletters
7. Prepare Concert Program
8. Design other LJYO promotional materials, such as brochures, as required
9. 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
10. Press releases about LJYO concerts to media sources (papers, radio, T.V. on local levels)
11. Distribute posters to local businesses

Fundraising Committee:

Membership fees only cover the administration costs of the orchestra, and ticket sales are not sufficient to cover all the costs of actually producing a concert. Working with a member of the board of directors, identify opportunities to raise money for the orchestra. In the past, we have done a silent auction, walk-a-thon, LJYO merchandise or memorabilia, sales of items (poinsettias, chocolate, etc), obtaining grants.

New ideas for fundraising are always welcome.

Recruitment Committee:

There will be a lead person assigned to head up this committee. 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.

Outreach Committee:

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

Committee members will coordinate and supervise small group performances in community venues, seniors homes, etc.

Concert Support:

We are planning to have three concerts again this year. **On Registration Day, 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. Transportation and set up of equipment for rehearsal and concerts
3. Set up crew
4. Cleanup crew
5. Coordinating snack items (i.e. potluck)

13. 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. Scanning hard-copy only music into a digital archive
6. Ensure that each member has the correct part

14. ORCHESTRA TIPS

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.
- 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 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.

15. ORCHESTRA ROLES

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:

- LJYO student members will be given first consideration for all solo or feature parts.
- 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.

16. POLICY: 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, 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. Instruments can be damaged by being knocked off chairs or by incorrect handling.

Some members use school-owned instruments; if you are unable to bring your school instrument for a rehearsal, please contact the orchestra manager as soon as possible, we may be able to provide one. It is still valuable to attend so that you can listen to the other parts and the coaching being provided.

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 are off-limits unless approved by the orchestra manager for use. Pianos, equipment, and furnishings are only to be moved under the supervision of a coach or orchestra manager.

17. 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

Performing a solo (duet, etc.) is a wonderful opportunity to stretch your musical abilities and showcase your talents. Solo auditions will be announced. If LJYO does not already own the music, the soloist may be asked to provide and 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. Do not hesitate to begin this process early in the season by speaking to the music director and private music teacher.

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.

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

If no applications are made, the Music Director and Assistant Music Director may invite members to audition.

MIDTERM AUDITIONS

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

TRIAL MEMBERSHIP

LJYO will offer a 3-week trial period prior to an audition, for potential members who are not familiar with an orchestra or the requirements. Members in their trial period will otherwise be expected to behave as a full member. The registration form and emergency contact information must be completed OR a parent must remain in the facility during rehearsals for oversight of the potential member.

18. 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 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.

19. 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 or soon after, 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. 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 will be issued a volunteer letter to support their application, generally this can be done online to your local police services.

- 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.