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## **MEMBERSHIP GUIDELINES**

**WELCOME** to the 2018-2019 season of Potomac Valley Youth Orchestra (PVYO). On behalf of the entire Board of Directors, the conducting staff, and our membership, I welcome you to the organization. This document is provided to help members and their families understand the goals and objectives of our program and to be a reference guide for the rules and procedures of our organization. The PVYO Member Policy Agreement and the Membership Guidelines will govern the organization's operation this year. Please read these guidelines carefully and feel free to contact me if you have any questions.

I look forward to an exciting year for our musicians as we get started on another season of making great music.

Sincerely,  
Jennifer Mitchell,  
PVYO Executive Director

**THE POTOMAC VALLEY YOUTH ORCHESTRA (PVYO)**, a non-profit organization, was created in 1990 to promote the performing arts in Montgomery County. PVYO is made up of nine ensembles and reaches out to students in grades 4 through 12. Our Philharmonia and Symphony Orchestras provide a full orchestra experience while the Sinfonia, Concert, and Preparatory Orchestras are string-only groups that prepare students for future participation in a full orchestra. Wind and percussion students have the opportunity to participate in the full orchestras as well as the Wind Ensemble, Concert Band and/or the Flute and Clarinet Choirs.

PVYO operates from September through May. Students must audition annually each fall in order to participate in one or more of our ensembles. The PVYO Governing Board consists of the Conductors and officers of the Parent Board. Musical instruction is provided to young people and is offered without regard to race, religion, sex, or country of national origin.

### **MEMBERSHIP**

Students in school grades 4-12 who meet the music proficiency requirements as measured by an audition are invited to join PVYO. String students may audition for the Preparatory Orchestra, Concert Orchestra, Sinfonia, Symphony Orchestra or Philharmonia Orchestra, depending on their grade in school and music level. Wind students may audition for the Philharmonia Orchestra, Symphony Orchestra, Concert Band, Wind Ensemble, Flute Choir, and Clarinet Choir. Students are welcome to audition for more than one ensemble if they choose. *Placement decisions are made by*

*the Conductors with the best interest of the student and the ensemble in mind; The Conductors decisions are final.*

PVYO members are strongly encouraged to participate in their school music program. The membership fee (listed in this document) and the following completed forms are due at the first rehearsal: **PVYO Member Policy Agreement, Emergency Medical Form, and General Waiver Form.**

### **PVYO MEMBERSHIP FEE - \$525.00 per year**

The non-refundable membership fee is determined by the PVYO Governing Board and is due at the first rehearsal. If the tuition payment is not received by the second rehearsal, a \$25 late fee will be assessed.

### **SEATING**

Seating is determined after the audition process has been completed. There is no provision for a challenge system within PVYO—The Conductor's decisions are final. Any seating changes during the year are at the sole discretion of the conductors.

### **REHEARSALS/PERFORMANCES**

Each member is responsible for downloading the schedule of rehearsals and performances from the PVYO website. Members are expected to attend all scheduled rehearsals and events for their ensembles. Should an additional performance or event be scheduled, members will be notified as soon as the information is available. Members are expected to make every reasonable effort to participate in such events.

Mandatory sectionals will be held at least once per semester at the discretion of the conductor. Every effort will be made to hold sectionals during regular rehearsals.

### **ATTENDANCE/TARDY POLICY**

Regular attendance is essential to achieving success for the entire ensemble! *All absences must be reported to the ensemble manager prior to the rehearsal or performance date.* More than two absences per semester, regardless of reason, will result in a possible loss of chair, and the student will not be eligible to play at the concert. All MCPS related musical conflicts or outdoor education conflicts are excused as long as the group manager is notified at least two weeks before the conflict.

## PVYO REHEARSAL SCHEDULE

Ensemble	Rehearsal Day/Time	Rehearsal Location
Preparatory Orchestra	Tuesday 7:00 - 8:30	Beverly Farms ES
Concert Orchestra	Monday 7:00 - 8:45	Beverly Farms ES
Concert Band	Tuesday 6:45 - 8:30	Herbert Hoover MS
Sinfonia	Tuesday 6:45 - 8:45	Robert Frost MS
Symphony Orchestra	Tuesday 6:45 - 8:45	Cabin John MS
Wind Ensemble	Monday 7:00 - 9:00	Herbert Hoover MS
Flute/Clarinet Choir	Monday 5:15 - 6:30	Herbert Hoover MS
Philharmonia Orchestra	Monday 7:00 - 9:00	Cabin John MS

\*\*Rehearsal dates, times, and locations are subject to change due to school availability. Please double check the PDF calendar, PVYO website, and email notifications when there is an announcement of pending schedule changes.\*\*

All members are expected to arrive approximately 10-15 minutes prior to rehearsal time in order to tune and prepare themselves so that the rehearsal may begin promptly. Tardiness is disruptive to the rehearsal and will not be tolerated.

If absence or tardiness becomes an issue for any member, the orchestra manager and/or conductor will address it on an individual basis. Warnings will be given and the ultimate consequence of dismissal from the orchestra/band is at the discretion of the manager and conductor. Philharmonia and Symphony members who arrive late for a rehearsal are expected to tune in the hallway, enter the rehearsal room as quietly as possible, and be fully prepared to rehearse. NO REFUNDS will be given in the case of dismissal based on absence or tardiness.

### MUSIC STANDS AND EQUIPMENT

All students must provide their own music stands at rehearsals.

Participants are responsible for their own equipment and instruments. Parents are encouraged to have insurance for all instruments. PVYO is not responsible for damage to or loss of any instrument or equipment.

### MUSIC FOLDERS/OBLIGATIONS

Members are required to have a black PVYO music folder, which can be purchased by new members at the beginning of the year. All music will be provided for individual members. Music may be marked in soft pencil. Members are expected to keep music and folders in order and in good condition for rehearsals and performances.

Music must be returned at the end of each semester. *Members will be charged the FULL REPLACEMENT cost for all damaged or lost music. This can be extremely costly as some parts can only be replaced by the purchase of an entire set/score.*

### STUDENT RESPONSIBILITIES AND PREPARATION

PVYO members are expected to prepare thoroughly, practice daily, and learn the music prior to rehearsals. The conductor will be available before and after rehearsals, or by appointment if any student needs extra help. Members are expected to seek help from their private teachers whenever needed.

### NEWS AND ANNOUNCEMENTS

Periodically written announcements will be distributed at rehearsals. These announcements are also posted on the PVYO website. Parents and members are responsible for reading all current information and announcements. Additionally, conductors and other staff may, on occasion, make verbal announcements during rehearsals. All members are expected to follow up with the Group Manager after an absence to ensure that they have received all news and announcements. Some information will be sent by email. Please make sure your email address is current and regularly check our website to avoid missing important information.

### CONCERT DRESS

Conduct, posture, and attire, show professionalism before the baton is ever raised! The following is the expected attire for all PVYO members:

#### Flute Choir, Clarinet Choir, Preparatory Orchestra, Concert Orchestra

*Ladies:* Long-sleeved white blouse  
Long black skirt/dress slacks  
Black hosiery and shoes

*Gentlemen:* Long-sleeved white dress shirt  
Black Necktie  
Black dress trousers  
Black socks and black shoes

#### Sinfonia, Concert Band, Symphony Orchestra:

*Ladies:* Long-sleeved black blouse  
Long black skirt/dress slacks  
Black hosiery and shoes

*Gentlemen:* Long-sleeved black dress shirt  
Black dress trousers  
Black socks and black shoes

#### Philharmonia, Wind Ensemble:

*Ladies:* Long-sleeved black blouse  
Floor length black skirt/dress slacks  
Black hosiery and black shoes

*Gentlemen:* Long sleeved white dress shirt  
Black bow tie  
Black dress trousers & suit jacket\*  
Black socks and black shoes  
\*Tuxedos may be worn in lieu of trousers  
and jacket

### **CONCERT ETIQUETTE**

Our students work extremely hard to produce a professional program. Each group is unique and we encourage your guests to remain for the entire concert program. This is a wonderful opportunity for the younger students to see groups they may join in the future. Also, the excitement of a performance often sparks a younger performer's enthusiasm to maintain practice and study habits. **PLEASE DO NOT EXIT OR ENTER THE AUDITORIUM DURING A PERFORMANCE EXCEPT DURING BREAKS FOR APPLAUSE OR BETWEEN ENSEMBLES.** Your cooperation and courtesy to the performers is greatly appreciated.

### **INCLEMENT WEATHER POLICY**

Check the website, [www.pvyo.org](http://www.pvyo.org), for any decisions concerning cancellation of rehearsals. PVYO adheres to the Montgomery County Public School closings schedule for inclement weather. A cancelled rehearsal may be rescheduled at the Conductor's discretion.

### **COMMUNITY USE OF SCHOOLS**

PVYO participates in the Community Use of Schools Program and as such pays required fees for the use of school building facilities, equipment, etc. We also pay fees to The Music Center at Strathmore for rental of rehearsal and performance space. It is important that our members treat all rehearsal areas and equipment with respect so that we may continue to use these facilities. This is a privilege, not a right! Rules governing persons on public school property will be in effect for PVYO events, whether or not they are held on school property. Should a problem arise, the Music Director, Conductor, Executive Director, or President will attempt to resolve the conflict. In the event that a conflict cannot be properly resolved for the good of the orchestra and the person(s) involved, the Music Director, Conductor, Executive Director, or President may require the person(s) to leave the facility, or be dismissed.

### **REHEARSAL LOCATIONS**

Adult supervision will be provided during rehearsals. **ALL STUDENTS** must be picked up by no later than 15 minutes after the end of the rehearsal. If a student is not picked up by that time, Montgomery County Police will be notified and an "abandoned child" report will be filed.

PVYO assumes no responsibility for children left at school after this time. It is every parent's responsibility to see that appropriate arrangements have been made for their child's transportation.

### **PVYO CONCERTO COMPETITION**

This competition is open to all PVYO musicians in good standing who have met the PVYO membership requirements defined for each of the four (4) competition divisions: Junior, First Year Honors, Intermediate, and Senior. The criteria for the various divisions of the concerto competition are listed on our website at [www.pvyo.org](http://www.pvyo.org). Musical selections must be recorded (preferably with an accompanist) and submitted with a completed Concerto Competition entry form by the established deadline. Concerto Competition Entry forms will be available in November. Concerto competition dates will be scheduled and the candidates will be notified of specific performance times. The solo should be a single movement from a Concerto, Sonata, or any other Concerto-type work.

The decision of the adjudicators is final. In the event that the chosen soloists cannot fulfill their commitment, the conductors reserve the right to either choose or deny an alternate finalist to perform.

### **LEON MARTYSZ JR. MEMORIAL SCHOLARSHIP**

This competition is open to all PVYO graduating seniors who have been in PVYO at least three (3) consecutive years and plan to major in Music. The criteria are those of ALL STATE in addition to those listed above for the Concerto Competition. Further information may be obtained from the PVYO website.

### **HOW CAN YOU SUPPORT YOUR PVYO MUSICIAN? -- THE IMPORTANCE OF PARENT INVOLVEMENT**

PVYO is a parent-run organization. All Parent Board members are volunteers who are dedicated to ensuring the successful operation and enhancement of the PVYO program. All parents of PVYO musicians are encouraged to participate in the various activities of PVYO with the Executive Director and Board of Directors who organize these efforts. Parent-child participation deepens the musician's experience and increases their commitment to success.

As a non-profit organization, PVYO welcomes the financial support of the community to help defray expenses. Annual PVYO expenses primarily consist of Conductor stipends, music, facility rentals, administrative costs, and Concerto Competition awards. PVYO is funded by PVYO membership fees, ticket sales, and contributions.

*Parent Volunteers are needed for the many areas in which the organization functions. Please contact [executive\\_director@pvyo.org](mailto:executive_director@pvyo.org) or your child's Group Manager if you would like to volunteer!*

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