



Membership Handbook

2011-2012

Welcome

California Youth Chinese Symphony (CYCS) is dedicated to provide high quality music education to its members. To maintain the highest standard of instrumental and orchestral training, the program is administered in a manner that is close to the way a professional symphony operates. Your compliance with the following procedures and policies is vital to the musical excellence and professionalism of the orchestra.

Programs

The following music education programs are currently offered to members of CYCS:

- Preparatory Instrument Classes (beginning, intermediate, and pre-orchestra levels)
- CYCS Children's Choir
- CYCS Orchestra.

Each season begins in September and ends in May the following year. Registration is required before the start of each season for renewal of membership.

Preparatory instrument classes are offered in the form of group lessons and are tailored for beginning to Grade 3-4 level members. The grade level standards are according to the Central Conservatory of Music (CCOM) Overseas Chinese Instrument Grade Examination. Students who have passed grade 3 exam or have attained skills equivalent or higher than grade 3 are recommended to arrange individual lessons with the music instructor. Members of the instrument classes will benefit from the supplementary music theory and basic musicianship training for beginning level students, ensemble training for intermediate and pre-orchestra level students, and also have the opportunity to perform in student recital.

CYCS orchestra is a Chinese symphony orchestra that contains both Western and Chinese traditional instruments and is designed for more advanced students. The focus of the orchestra program is on rehearsal and performance. Rehearsals contain sectional rehearsal and orchestra rehearsal and orchestra members are required to attend both.

Eligibility

Preparatory Instrument Classes

- ✧ Aged 6-25.
- ✧ **Beginning level:** No experience required.
- ✧ **Intermediate level:** Have at least one year of training on the instrument or passed Grade 1 exam.

- ✧ **Pre-Orchestra level:** Have at least two years of training on the instrument or passed Grade 2 exam.

CYCS Orchestra

- ✧ Aged 9-25.
- ✧ Orchestra members should have passed Grade 3 or higher of the Central Conservatory of Music (CCOM) Overseas Chinese Instrument Examination and have some orchestra experience.

Those who do not meet the above criteria may still be eligible for membership and cases will be reviewed individually.

Members are not advised to participate in another organization that offers program already similar to this one due to likelihood of conflict of schedules, rehearsals, performances, etc.

Membership Dues

Members are required to pay their membership dues at the time of registration.

Membership fees on or before June 26, 2011: \$500.00

Membership fees after June 26, 2011: \$550.00

Members who are taking classes for more than one instrument have an extra fee of \$200 per additional instrument. There is no additional fee for participating in the Children's Choir.

Members who plan to waive membership fees through sponsorship of \$1000 or higher should submit a pledge form by June 26, 2011 and their sponsorship by September 11, 2011 in order for the fees and ticket requirement to be waived. If sponsorship is cancelled after June 26, 2011, the membership fees due will be the same as ones submitted after June 26, 2011.

Artistic Standards

CYCS is dedicated to promote and maintain the highest artistic standards. Each member is expected to meet these standards of musicianship. In some cases, the Music Director and/or other instructors may notify members of musical deficiencies that require improvement. Failure to demonstrate improvement in deficient areas within the designated time frame may result in exclusion from a performance or dismissal from the program.

Facilities

Members shall respect all rules of the rehearsal facilities. Keep all instruments and premises tidy and clean. Keep your possessions with you at all times. Do not leave instruments, purses, wallets, or other valuables unattended. It is up to you to ensure the safety of your belongings. Students and parents should also participate in cleaning up the classrooms and rehearsal area after each class/rehearsal.

Restrooms and other common areas are shared with other companies in the building. It is important to keep these areas clean after use.

Orchestra Seating

For any orchestra and ensembles, seating, part assignment and chair placement for each section will be determined by the Music Director and music instructors. CYCS orchestra members will receive at least one assessment on the orchestral pieces during the year and seating assignment may be adjusted according to the assessment results.

Music Sheets and Music Stand

All distributed music parts should be kept in the distributed black binder. A copy of this handbook and season calendar should be kept in the binder at all times. Music sheet should be kept clean without making unnecessary scribbling. Music unrelated to the orchestra should be kept separately. Members are required to bring their own music parts and music stand for each class and rehearsal.

Tickets

Each member is expected to sell at least 6 tickets with a total value of \$120 for the annual concert. \$120 will be payable at registration. Tickets will be distributed about a month before the concert.

For families who have 2 or more children participating in CYCS programs, a total of 12 tickets are required.

Uniform

All members must wear the uniform for any performances arranged by CYCS. Members may rent the uniform for \$100 and of which \$50 will be refunded upon return of uniform. Uniform must be dry cleaned prior to return before fees can be refunded. For rental period shorter than 2 weeks, rental fees is \$20 per usage.

Attendance Policy

The music education program not only requires musical excellence, but also professional responsibility. Absences from classes, sectionals or rehearsals are detrimental to the progress and counterproductive to your personal development, regardless of how accomplished a musician you may be. For this reason, we have developed the following policy on attendance:

1. A maximum of five (5) unexcused absences is allowed during the year. Accumulating more than five unexcused absences could result in dismissal from the program or a penalty of one hundred dollars (\$100).
2. The following situations may be excused:
 - i. Illness: You must notify us by phone at 408-937-4616 before the class or rehearsal.
 - ii. School music events or college preparatory tests: An absence request must be submitted at least one (1) month before the event and must be approved by the responsible instructor.
3. The following situations will be handled as unexcused absences:
 - i. A test next week for which you need the weekend to study

- ii. A non-school performance or competition
 - iii. A friend's wedding
 - iv. Prom or other social engagement.
 - v. Doctor's appointment
4. Unexcused absences may result in reassignment of parts, re-seating in the section, loss of principal/section leader status, or dismissal from the program.
 5. Missing a dress rehearsal or warm-up rehearsal may result in not being allowed to play in the concert and is grounds for dismissal from the orchestra.
 6. Certain rehearsals and all performances are designated as "required", for which no absences will be excused.
 7. Tardiness: Arrival of fifteen (15) minutes later than scheduled start time and/or departure more than fifteen (15) minutes before scheduled end time are considered as tardy. Three (3) tardy are considered as one (1) unexcused absence.

The earlier we are notified of scheduling conflicts the better; therefore, we urge you to go through your calendars about possible conflicts.

Rehearsal Procedure (For Orchestra Members)

1. Sunday rehearsal starts at 1:00pm. Arrive and sign in 15 minutes prior to the beginning of the rehearsal.
2. After signed in, read the bulletin board for information about rehearsal schedule and assignment for that day.
3. Report to your respective classroom 10 minutes before the sectional rehearsal. You are responsible to set up your own chair, music parts, and music stands.
4. Members will receive a signal 5 minutes before sectional and orchestra rehearsal begins. Members should report to the orchestra and get ready. When signal goes off the second time, rehearsal begins.
5. Members should not talk or make noise during orchestra tuning.
6. During rehearsal, members should pay attention to conductor's requirement and develop a good habit of watching conductor while playing.

Section Leaders (For Orchestra Members)

1. Section leaders will be assigned by the music directors and other instructors.
2. In larger group, there may be one principal section leader and one assistant section leader assigned.
3. Section leaders should assist other members of their group to tune instruments before sectional rehearsals, orchestra rehearsals, and performances.
4. Section leaders should manage members of their section according to the regulations set forth by CYCS.
5. In cases when an instructor is not available, section leaders should lead other members through sectional practice.