
Hamilton Philharmonic Youth Orchestra & Wind Ensemble

Members' Handbook

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Mission Statement

“The foremost student based symphony orchestra in the Hamilton Region”

HPYO



Members' Handbook

HPYO Wind Ensemble



Honorary Patron

Hon. Lincoln M. Alexander PC, OC, BA, LLD

Patrons:

Judy Allen

Bert Allen

Martin Beaver

Ardyth Brott

T.Glenn Chambers

Boris Brott OC

Gordon Bullock

Hugh Fraser

Gail Johnston

Barbara Chambers

Bob Johnston

Anton Kuerti OC

Marnie Paikin CM

Larry Paikin

Valerie Tryon FRAM

Betty Webster CM

The Canadian Brass

Supported By:

The Ontario Trillium Foundation

Mildred Holmes Foundation

City of Hamilton

Mr. John Pike

Hillfield Strathallan College

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Created on 05/01/2003

Revised April 29th 2010

Message From The Music Director

Message From The President

Founded in 1965 by Glenn Mallory, the HPYO has enjoyed a close partnership with the Hamilton Philharmonic Orchestra for over 45 years. The youth orchestra is coached by an enthusiastic faculty of Hamilton Philharmonic musicians.

The orchestra is comprised of young musicians aged 13 to 23 from Hamilton and surrounding communities. They come from all areas in the region, and from a wide variety of backgrounds.

Our musical director & conductor Paul McCulloch is an HPYO alumnus who holds degrees from McGill and U of T in cello performance and orchestral conducting. He has also studied conducting in Italy with the Institut Musical de Provence-Aubagne and the Accademia Musicale Chigiana in Siena, Italy.

Tim White is the conductor of the *Wind Ensemble*. Mr. White is currently on faculty at Brock and McMaster Universities and has been a brass and wind coach for the HPYO for a number of years.

This ensemble development will enrich the musicality of the orchestra and prepare a broader group of wind musicians for the symphonic experience.

Combined, both conductors will raise the bar for symphonic and ensemble presentations, while enhancing the musical experience for all youth.

History of the HPYO

Founded by Glenn Mallory in 1965, the Hamilton Philharmonic Youth Orchestra has given the joy and discipline of orchestral music to hundreds of young people, and has delighted the thousands for whom they have played. Graduates of the orchestra are involved in professional and community orchestras across Canada, in the United States and in Europe. Even those who have not followed a musical career remain enriched by a musical and social experience that offers continuing pleasure in adult life.

At present, the orchestra is comprised of young musicians from Hamilton and surrounding communities. They come from all areas in the region, and from a wide variety of backgrounds. After a successful audition, each young musician must make a yearlong commitment to regular rehearsals and performances. Private study is strongly encouraged.

The orchestra performs not only the standard symphonic repertoire, but also contemporary works, some of which have been commissioned especially for them. In addition to performing regular local concerts, the orchestra has performed as far afield as Banff, Moosonee, Carnegie Hall, New York, Huntsville, Alabama and Northampton, England. A successful tour of Eastern Ontario took place in April 2002 and participation in the Ontario Youth Orchestra Festival sponsored by Orchestras Canada took place in May 2003 and the Canadian Youth Orchestra Festival in Ottawa in 2004. In 2005, the orchestra performed at Hamilton Place in joint concert with the Hamilton Philharmonic Orchestra and participated in the Heritage Music Festival in Chicago Ill. USA where it was awarded a Gold medal and was chosen the Outstanding Orchestra of the Festival.

The HPYO celebrated its 40th Anniversary with a Gala Concert held in the Great Hall of Hamilton Place on Saturday May 22nd 2004. The concert was attended by over a thousand people of which many were alumni of the orchestra. One hundred and twenty five alumni, from members who performed in the very first HPYO concert in May of 1965 to members who performed in the final concert in June of 2003, performed once more under the baton of the Maestro.

The orchestra performed at Riverside Cathedral in New York City in May of 2006 and in 2007 participated in workshops in Montreal Quebec.

On Easter weekend 2010, the HYO & Wind Ensemble participated in the AOJQ Music Festival in Terrebonne Quebec.

Organization

Board of Directors

The Hamilton Philharmonic Youth Orchestra is a registered Not-For-Profit Corporation.

The Board of Directors of the HPYO is a group of elected volunteers composed of parents of orchestra members and volunteers from the community whose interest is the musical growth and development of youth from Hamilton and the surrounding communities.

The Board of Directors consists of

- President
- Vice President
- Treasurer
- Secretary
- Members at Large
- Music Directors (ex-officio)
- Executive Director (ex-officio)
- Orchestra Member representatives (non-voting)

- It is the responsibility of the Board to:
- Implement fundraising programs to sustain the orchestra
- Implementation and upkeep of the Code of Conduct
- Promote the orchestra throughout our community
- Establish policy
- Direct and assist the Music Director in his/her work with the young musicians.
-

Parental Commitment

Parent volunteers are required to help maintain the continuity of the orchestra. Parents will be asked to sit on varying sub-committees such as fundraising, promotion, alumni, newsletter, selling concert tickets, etc. Parents also assist by making sure members arrive on time for rehearsals and concerts and that they come prepared with instruments, music and other items required from time to time.

Music Directors

The Music Directors are responsible for all musical content, scheduling of rehearsals, auditions, choice of section leaders and concertmaster, for rehearsing and performing with the orchestra.

Orchestra Member Board Representative

Each year one the HPYO & Wind Ensemble elect HPYO reps whose responsibility is to represent the musicians and convey information between the Board and the Orchestra members.

HPYO 2010-2011 Registration Fees

Audition Fee \$25.00 (non-refundable) Payable at Audition

	Orchestral Fee 2010-2011 Season	Fundraising Cheque	Orchestra Security**	Folder
Fees	\$450.00	\$185.00		

Payment Method Cash or Cheque only

Postdated Cheques	Due at Audition	Due at Audition	Due at 1st Rehearsal
Dated Sept 11 2010	\$225.00	\$185.00	
Dated Nov 27 2010	\$225.00		
Dated May 14 2011			\$75.00

****Orchestra Members are expected to bring a \$75.00 cheque postdated to May 14th 2011, to the first rehearsal as a security deposit for orchestra folder and music. The postdated cheque will be returned to the orchestra member providing the folder and music are returned in good condition at the final concert of the season upon return of the music folder and music.

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All orchestra members are to conduct themselves in accordance to the HPYO Code of Conduct.

Registration Fees and post-dated cheques are due at time registration or audition. Failure to bring payments to audition will result in audition cancellation.

*the Orchestra Budget is based in part by the number of orchestra members in any given season.

Due to the fact that the Orchestra makes a budget commitment on behalf of all the members of the orchestra, refunds of membership fees are not possible.

Membership Fees help contribute to the cost of:

- a) Weekend Retreats
- b) Coaching Fees
- c) Operating Expenses
- d) Music

Finances

The Hamilton Philharmonic Youth Orchestra is a registered Not-For-Profit organization, and as a registered charity can issue income tax receipts for donations.

The funds to support the Orchestra come mainly from membership fees, donations, Foundation Grants and income raised from concerts and fundraising events.

Our generated income is spent for contract fees for the music directors, management, individual sectional coaches, insurance, weekend retreats, concert production and publicity and the purchase of music to perform and expand our extensive library.

Financial Report

Hamilton Philharmonic Youth Orchestra

HAMILTON PHILHARMONIC YOUTH ORCHESTRA STATEMENT OF OPERATIONS

Year ended June 30

	2009	2008
	\$	\$
REVENUE		
Audition fees	325	765
Bingo income	11,997	7,875
Concert income	7,326	8,973
Donations	2,097	3,380
Fundraising	13,694	13,251
Hamilton Community Foundation <i>(Note 6)</i>	10,415	10,132
Orchestra fees	21,270	30,523
Orchestra Tour/Festival	-	21,702
Trillium grant	<u>750</u>	<u>-</u>
	67,874	96,601
 EXPENSES		
Advertising and promotion	1,692	1,578
Coaching	1,144	194
Concerts	4,280	3,277
Fees and dues	692	962
Fundraising	9,912	9,058
Management and training	20,339	19,780
Music purchases and rentals	-	1,349
Musical director	19,300	19,000
Office and general	4,795	4,737
Orchestra Tour/Festival	-	30,334
Professional fees	4,083	2,575
Retreats	4,968	7,823
Scholarships	<u>1,000</u>	<u>2,000</u>
	72,205	102,667
DEFICIENCY OF REVENUE OVER EXPENSES	(4,331)	(6,066)

Auditions

Membership in the Orchestra and Wind Ensemble is by audition only. The HPYO and Wind Ensemble is holding auditions May 29th and June 5th 2010 for the 2010-2011 season.

Candidates for membership into the HPYO must be between the ages of 13 and 23; out of this range, is at the discretion of the conductor

All auditions for admission to the HPYO are based on the playing ability of the candidate. The purpose of the audition is to present the HPYO with the best available players each year. A position held the previous year does not necessarily guarantee a position in the following year.

The candidates for all instruments for the HPYO will be asked to play the following:

- Two contrasting pieces or the first movement of a concerto.
- All pieces played are the choice of the candidate.
- Play may be from memory, but this is not a requirement.
- No accompaniment is required
- Sight reading may be requested

Responsibility for Auditions

The HPYO Music Directors preside over auditions for all instruments.

Audition Form and Fee

At the time of audition, the candidate must have the completed audition form along with the non-refundable audition fee and the posted dated membership payments. If a candidate is declined a position in the orchestra, all postdated cheques will be returned. Once accepted as a member of the HPYO the post dated membership payment is non refundable.

Procedure for Audition and Admission

To be auditioned, a player can download auditions form from the web page.
www.hpyo.com/audition.htm

The applicant to be auditioned will be given an appointment time and location for the audition by the orchestra manager and shall be present on site a minimum of 20 minutes before the audition time to have time to warm up.

Music

The HPYO supplies a music folder to each member of the orchestra. The purpose of the music folder is for the musician to keep the music organized.

Orchestra Members are expected to bring a \$75.00 cheque posted dated to May 14th 2011 to the first rehearsal as a security deposit for orchestra folder and music. The postdated cheque will be returned to the orchestra member providing the folder and music are returned in good condition at the final concert of the season upon return of the music folder and music.

The music used by the orchestra is purchased or rented often at considerable expense. As it is extremely difficult to replace parts, musicians will be billed for each non-returned or mutilated piece of music. Members are personally responsible for the music entrusted to them.

Music may be marked in Pencil Only. Please keep a sharpened soft pencil in your folder at all times.

All music folders and music sheets must be handed in to the orchestra manager immediately following the final concert of the season.

Insurance

The Hamilton Philharmonic Youth Orchestra, its Board of Governors, or representative assume no responsibility for damage or loss to a member's instrument or instrument accessories. It is the responsibility of each orchestra member to maintain loss or damage insurance to his or her individual instruments and instrument accessories.

Rehearsals

All rehearsals, unless otherwise noted, will take place at Hillfield Strathallan College, 299 Fennell Ave W, Hamilton, from September through to May.

Wind Ensemble rehearses 9:30 am- 11:00 am.

Orchestra rehearses 10:30 am - 1:00 pm.

You should arrive 15 min. before your rehearsal begins to help with setup.

Rehearsals are not held during the Christmas Break or holiday weekends.

Concerts

On average the HPYO will perform 3 -4 concerts in a season. Some of our concerts are combined with other Ensembles, some with other youth oriented organizations. Attendance at concerts and rehearsals is mandatory for all members. Acceptance into the orchestra involves a year long commitment to all of the orchestra's activities by the musicians and their parents.

Tours

From time to time the HPYO will endeavour to take the orchestra "on the road".

Touring enables the young musician to get the feel of what it is like to be a musician. The HPYO has toured and performed in such places as England, Carnegie Hall, Huntsville, Alabama, Ottawa's National Arts Centre, a four-day, five-concert tour of South Eastern Ontario. Participation in the Ontario Youth Orchestra Festival along with 12 other Youth Orchestras in May 2003 and the Canadian Youth Orchestra Festival in Ottawa in May 2004 was extremely successful. In 2005, the orchestra performed at Hamilton Place in joint concert with the Hamilton Philharmonic Orchestra and participated in the Heritage Music Festival in Chicago Ill. USA.

The orchestra performed at Riverside Cathedral in New York City in May of 2006 and in 2007 participated in workshops in Montreal Quebec.

In April 2010, the orchestra and wind ensemble participated in the AOJQ festival in Terrebonne Quebec.

Rules And Regulations

Absenteeism

Attendance at rehearsals and concerts is mandatory. Absence from a dress rehearsal will usually preclude the participation in the concert.

Absence from a concert will only be permitted due to illness or very special circumstances.

Reporting Absences

PLEASE NOTE - the orchestra manager must be notified as soon as possible and at least one hour before rehearsal.

Members' Handbook

Members who miss a rehearsal must make sure that their music folder and music are brought to the rehearsal in the event that there is a replacement for that position. Please email the Executive Director info@hpyo.com or phone - (905) 869 4796 leave a message to let us know you are not available for rehearsal.

Please state clearly:

- 1) *Your Name*
- 2) *Date You Will Be Absent*
- 3) *Reason for Absence*

Punctuality

It is the responsibility of all members to make sure they arrive on time for all rehearsals and concerts. "On Time" means present and warming up at least ten (10) minutes before rehearsal begins.

Uniforms

For all concert performances, orchestra dress is as follows:

Male - Black long sleeve dress shirts, black buttons, black dress pants, black socks, black dress shoes (no running shoes)

Female - black long sleeve blouse, black buttons, black dress pants or black long skirt, black stockings, black dress shoes (no running shoes, flip flops).

At all formal presentations, members are expected to be clean and neat, including hair brushed and tied back from the face. No alarms or cell phones allowed during performances.

Hamilton Philharmonic Youth Orchestra Code of conduct

Fundamental Guidelines

Be Where you are supposed to be
When you are supposed to be there,
With whatever you are supposed to have
And always behave in a manner that would
 Make your Orchestra
 Your Family
 Your City
 Yourself
 Proud

PRINCIPLES:

1. All participants in all activities of the HPYO **including** members, parents, guardians, coaches, guest conductors, volunteers and staff, are included in this **Code of Conduct**.
2. All members of the HPYO community are **to be** treated with respect and dignity.
3. For all participants involved in activities of the HPYO, there will be zero tolerance for possession of alcohol, illegal drugs, weapons and/or involvement in illegal activities (excluding fundraising activities in licensed facilities, for participants who are the legal drinking age).

ROLES AND RESPONSIBILITIES:

The HPYO **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, guardians, coaches, guest conductors and volunteers in a manner that ensures their commitment and support.
- Ensuring an effective intervention strategy and response to all infractions
- Maintaining the Code of Conduct

Members 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.

Refraining from bringing anything that may compromise the safety of others.

Following the established rules and taking responsibility for his or her own actions.

Showing respect for property of the HPYO including music and music folders.

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 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 active interest in their family's participation in orchestra functions.

Communicate regularly with the orchestra administration.

Assume the responsibility that their family's orchestra member is neat, appropriately dressed and prepared.

Attend all rehearsals and concerts and other activities on time.

Notify the orchestra administration and director that they will be absent as soon as it is known and arrange that their music and folders are available.

Notify the orchestra administration 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.

Become familiar with the Code of Conduct

Assist in dealing in disciplinary issues.

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 property of the orchestra and the property of others.

Respect the needs of others to work in an environment of learning and teaching.

PHYSICAL SAFETY

No member 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, if necessary, to resolve conflict peacefully.

CONSEQUENCES:

Any deviation from this Code of Conduct will result in immediate disciplinary action, which may involve suspension or expulsion from the orchestra and/or police intervention.

Signature _____ Orchestra _____ Member _____
Date _____

Signature _____ Date _____
Parent _____
(if orchestra member is under 18 years old)

Signature _____ Orchestra _____
Representative _____ Date _____

Some Quotable Quotes

"I have a special place in my heart for Glenn Mallory and the HPYO as they gave me some of my first performance opportunities. In this way, they were instrumental in my development as a musician and an artist. The HPYO has been no less important to scores of young musicians over its years of existence, many of whom have gone on to successful careers as musicians. Please support the continuation of the HPYO's important work"

MARTIN BEAVER, 1ST VIOLIN, TOKYO STRING QUARTET

"A very young student once said that everything would not be anything without music. For Hamilton's music, everything would not be anything without the HPYO."
Richard Gale, Program Host,

"Music is essential to the fabric of the life of our community, and the HPYO, for a third of a century, has been an integral part of that musical milieu. We're proud of these young people and of their leader, Glenn Mallory"

Robert Morrow, Former Mayor, City of Hamilton

"The kids in the HPYO are simply the cream of our crop. When they travel, they are the finest ambassadors we could send anywhere. At home, the majority who don't become professional musicians, become the leaders of our community in all walks of life.

Hugh Fraser, Hamilton Spectator

"It has been a great pleasure to work with the HPYO on Mahler's 1st symphony. Every one of their musicians has worked diligently on her/his part, and, as a result, has achieved a confidence which, when combined with each other and with the musicians in Symphony Hamilton, produces a result much beyond the sum of the parts."

JAMES R. MCKAY, MUSIC DIRECTOR, SYMPHONY HAMILTON

Hamilton Philharmonic Youth Orchestra

Board Of Directors 2009-2010

PresidentLynn Hutchinson

Vice President.....Paul Brittain

Treasurer.....Lionel Lacroix

Secretary.....Aaron Hutchinson

Member at LargeMargaret Sherman Bell

Member at LargeJohn Fitzgerald

Member at LargeZoran Popovic

Music DirectorPaul McCulloch

Wind Ensemble Director.....Tim White

Executive Director.....Ginny Dunlop

Registration Form

Family Information			Application Date
Family Name:			M D
Address:			
City:			
Province:			
Postal Code:			
Home Phone:			
Number Of Applicants:			
Applicants			
	1	2	3
Musician's First Name:			
Returning or New?	Returning <input type="checkbox"/> New <input type="checkbox"/>	Returning <input type="checkbox"/> New <input type="checkbox"/>	Returning <input type="checkbox"/> New <input type="checkbox"/>
Gender:	M <input type="checkbox"/> F <input type="checkbox"/>	M <input type="checkbox"/> F <input type="checkbox"/>	M <input type="checkbox"/> F <input type="checkbox"/>
Date of Birth	M D Y	M D Y	M D Y
E-Mail			
Instrument:			
Conservatory Music Grade:			
Private Instruction			
Teacher:			
Address:			
City:			
Phone:			
Teacher E-Mail:			
Years of Study			
Previous Experience	Orchestra		
Education Information			
Current School:			
School Grade:			
Music Teacher:			
Other Instruments Played			
Instrument 1:			
Years Played:			
Instrument 2:			
Years Played:			
Instrument 3:			
Years Played:			
Travel Information			

Members' Handbook

Musician's Ontario Health Card Number: (Include letters at end)			
Health Card Expiry Date			
Special Medical/Dietary Requirements	Yes	No	Yes
Details			Yes

Parent/Guardian Information		
	Parent/Guardian	Parent/Guardian
First Name:		
Relationship (Mother/Father/Guardian)		
Last Name if Different from Musician		
Work Phone Number:		
Parent's E-Mail:		
Occupation:		

The HPYO is a Not-For-Profit organization, and membership fees are paid to support the operational expenses of the orchestra. The Board of Directors is responsible for Implementation, promotion and direction of fundraising programs to sustain the orchestra. Parents/Guardians of HPYO members are expected to commit some time to help with fundraising and organizational endeavours. To help us plan our organizational activities please fill out this survey.

Survey						
Type of Participation?	Chaperone Committees	Events Other	Chaperone Committees	Events Other		
Business or Other Contacts:						
Type of Vehicle:	Car: Mini Van	Small Large Truck	Car: Mini Van	Small Large Truck		
Computer Skills:	None	Some	Experienced	None	Some	Experienced
Previous Fundraising Experience	None	Some	Experienced	None	Some	Experienced
Other Skills You Can Offer:						

_____ Date: _____
 Signature of Applicant
 (Parent or Guardian if applicant is not currently 18 or older.)

For Office Use Only	
Application Received by:	
Application Entered by:	
Audition Fee:	

Members' Handbook

	Amount	Cheque	Cash	Date On Cheque
	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Registration Fee:				
	Amount	Cheque	Cash	Date On Cheque
Installment #1	\$	<input type="checkbox"/>	<input type="checkbox"/>	
Installment #2	\$	<input type="checkbox"/>	<input type="checkbox"/>	