

2022 - 2023

West Valley Youth  
Orchestra  
And  
Cadet Strings  
Handbook



[www.wvyo.org](http://www.wvyo.org)



## **CONGRATULATIONS**

Welcome to the West Valley Youth Orchestra Program!

Consider yourself a full-fledged member with all the rights and privileges fine musicianship brings. You are sure to enjoy and benefit from participation in this exciting organization.

Please read the following pages carefully. Your complete understanding of how the orchestra operates will ensure your cooperation and prevent any misunderstandings.

We look forward to an exciting year with you, knowing that your skills as a musician will be enhanced as you grow in your ability to play in an orchestral setting and perform on a regular basis.

Conductors:

Claire Gordon, Musical Director, WVYO  
602-826-9453  
[clairegordon@cox.net](mailto:clairegordon@cox.net)

Trista Kruckenberg, Cadet Strings  
623-298-4212  
[tristak@hotmail.com](mailto:tristak@hotmail.com)

## **To students and parents:**

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Before you are accepted into the West Valley Youth Orchestra program, you and your parent(s) must sign an agreement that you accept all privileges and responsibilities of membership. This includes attending all rehearsals, concerts and other WVYO events which are scheduled and may be scheduled. You will receive notification of changes or additions to the WVYO schedule.

Please give copies of the WVYO schedule to your school band and orchestra director and ask them to check your school concert and event dates. If there is a conflict with any WVYO rehearsal, concert, or other scheduled event, please inform the Orchestra Manager as soon as possible.

If you cannot attend a rehearsal, concert, or other WVYO event because of **illness or some other unforeseen situation**, call, text or email the Orchestra Manager ([dcdleavitt@gmail.com](mailto:dcdleavitt@gmail.com); 623-547-9582) as soon as you know. If you cannot reach the Orchestra Manager, leave a message on her phone with your name, phone number, and the reason for your unforeseen absence. **Please complete an absence request form for every absence** (you can request one from the orchestra manager or print it off from the parent section on [wvyo.org](http://wvyo.org)).

If a student withdraws from the orchestra after the first rehearsal, no fees already paid will be refunded. To withdraw, a letter stating the reason shall be sent to the Orchestra Manager, West Valley Youth Orchestra, PO Box 206, Litchfield Park, AZ 85340-0206. All music issued must be sent along with the letter.

## **DRESS CODE**

Dress Code is to be followed for all performances, photographs, and rehearsals. Students dressing inappropriately will not be included in group photos, performances, or rehearsals (whichever applies). If you have a question regarding an outfit, hair style or color, or jewelry please check with the manager or conductor **prior to the time you will wear them.**

### **Formal Concert & Photo Dress**

No unusual hair color, style, decorations, or accessories. No hair hanging into the eyes. This helps to maintain a uniform appearance so that no one person stands out over everyone else.

#### **Boys**

White, long-sleeved dress shirt with long tie (Youth Orchestra is long black tie or black bow tie)

Black suit coat (**Youth Orchestra only**)

Black dress pants

Black belt, if used

Black dress socks

Black dress shoes (no tennis shoes or sandals)

#### **Girls**

White dress blouse, any length sleeve—no bare shoulders (Cadet Strings)

Black Dress (Youth Orchestra) or Black dress blouse, any length sleeve—no bare shoulders (Youth Orchestra)

Black ankle-length skirt (no slits above knee) or dress pants (both)

Black nylons/trouser socks (no bare legs)

Black dress shoes (no tennis shoes or sandals)

Hair accessories should be either black or white

#### **. Rehearsal Attire**

It is important that your appearance is not a disruption to the group. Modest clothing, nothing inappropriate or offensive.

## **Attendance**

Attendance and promptness at all rehearsals is expected of all students. *Arrive for rehearsal at least 15 minutes before the scheduled time to begin.* Warm up your instrument and be in your assigned seat when the Conductor takes the stand. Arriving as rehearsal begins is not considered “on time,” and you will be marked tardy. **Full attendance is important for the entire group in order to have a complete and productive rehearsal or concert.**

## **Conflicts**

In case of an **unavoidable** conflict (such as a school event) with any WVYO event, you must submit an absence request form a minimum of three (3) weeks ahead of the anticipated absence. More than two (2) absences per concert cycle will mean you are not as prepared as the others, and you may be asked not to perform in that concert.

## **Illness/Emergency**

In case of illness or family emergency, a parent/guardian should call, text or email the Orchestra Manager ([dcdleavitt@gmail.com](mailto:dcdleavitt@gmail.com); 623-547-9582) as soon as possible, but at least two (2) hours before the scheduled rehearsal/event. The next time that the student attends a rehearsal, he/she must **bring a written explanation for the absence signed by a parent/guardian.**

## **Tardiness**

Lateness or having to leave a rehearsal early affects the whole orchestra. Any student who comes late to a rehearsal will sit at the first available seat at the back of the section. Call, text or email the Orchestra Manager ([dcdleavitt@gmail.com](mailto:dcdleavitt@gmail.com); 623-547-9582) as far in advance as possible if you know you must arrive late or leave early.

## **Required Equipment**

Each student is required to have the following equipment for all rehearsals and concerts unless instructed otherwise:

Instrument, in good playing condition, and music folder

Extra set of strings and rosin, shoulder rest, if one is used

Music stand for rehearsal and home

Mute, Pencil and eraser, endpin stopper for cellos

Students should also have a metronome/tuner for use at home.

## **Personal Responsibility**

- **Arrive at the rehearsal/concert site in time for warm-up and tuning and leave within 15 minutes of the time of dismissal.** If you need to stay late or be dismissed early, you will be notified prior to the day of the rehearsal.
- **Pay attention and refrain from talking or practicing when the group is being tuned.** Failure to tune correctly the first time wastes valuable rehearsal time.
- **To make the best use of rehearsal time, give the Conductor your full attention.** Be courteous and show respect for anyone who is addressing the group.
- **Respect the rights, property and feelings of others.** Refrain from playing anyone else's instrument without the owner's permission. Do not behave in any way that could harm or belittle another individual or disrupt the group.
- **Do not bring gum, food or drinks (other than water) into the rehearsal area.**
- **Wait to pack up your instrument until the group has heard all announcements.** Announcements will be made before rehearsal, after break, or before the group is dismissed.
- **Remember we are guests at rehearsal and concert sites and act accordingly.** Be sure the area you were using is clean and tidy before leaving. That includes putting away any chairs or music stands you used.

## **Disciplinary Procedures**

If a student's behavior is unacceptable, the situation will be reviewed by the Orchestra Manager and the WVYO Board of Directors, who may then recommend probation, suspension, or expulsion for the offending student. Written notification will be given of any change in status.

- *Step 1:* Student receives a warning in private or, if necessary, during the event for disruptive behavior during rehearsal or performance.
- *Step 2:* Student is referred to the Orchestra Manager and the WVYO Board of Directors for a hearing and a full explanation of consequences if unacceptable behavior continues.
- *Step 3:* A probation letter is sent to the student's parents with a warning that another offense will result in the student being dismissed from the orchestra.
- *Step 4:* The student is dismissed from the orchestra without refund of any fees paid.

## **Probationary Status**

The Conductor will assign probationary status initially to any student who has the potential to attain the level of expectation for the orchestra, even though the audition did not meet the entrance criteria. The progress of those students who were placed on probation because of their performance levels at the time of the auditions will be reviewed by the Conductor after the first eight (8) weeks of rehearsals.

Probationary status may also be assigned to a student whose audition indicates he/she is unusually gifted in performance of symphonic literature but who is not age-appropriate for the orchestra. If the Conductor decides to accept the student, he/she will remain on probation until it has been determined that the student has the maturity, both musically and socially, to be compatible with the orchestra.

A student may be placed on probation at any time during the orchestral year if, in the opinion of the Conductor, his/her proficiency, level of preparedness, musical progress or demeanor does not meet the standards and policies set for the members of the orchestra.

The Conductor may recommend at any time that a student on probation be dismissed from the orchestra for failure to show marked improvement in one or more of the above mentioned areas. Fees may or may not be refunded to a student who is dismissed from the orchestra for cause, but will be reviewed by the WVYO Board of Directors.

## **2022-2023 Music Policy**

1. All issued music shall be present at each rehearsal and performance.
2. Students should make any necessary markings on the music in Pencil ONLY. All markings other than correct fingering and bowing shall be removed prior to the return of the music.
3. The music and folder shall be maintained in good condition throughout the season. A \$15 music replacement fee will be required if the music and folder is lost or damaged and must be replaced during the year.
4. All music shall be returned immediately to the Orchestra Manager if a student drops or is dismissed from the orchestra.

All music shall be returned in good condition immediately following the final concert, otherwise a \$15 music replacement fee will take effect.

### **Rehearsal Observation**

For those who wish to observe, Monday rehearsals are open to parents/visitors from 8:15 to 8:30 for the Youth Orchestra.

## **Chair Auditions**

The purpose of chair auditions is to stimulate careful practice of repertoire and to accelerate the musical progress of all members of the orchestra.

Every player in the section will be required to play brief excerpts from the music rehearsed during normal rehearsals. To move up within a section, a player must perform significantly better than the player in front of him/her.

Any movement between the Violin I and Violin II sections will be at the Conductor's discretion.

A student who is absent from a chair audition **may** be placed at the end of the section. In case of a conflict with his/her school orchestra concert, the student will be allowed to make up the chair audition and will be placed accordingly.

Any special circumstance will be taken into consideration by the Conductor, who will decide whether the student will be allowed to reschedule a chair audition. Rescheduling will be at the convenience of the Conductor.

New students who are qualified will be accepted into the orchestra during the season, usually when the orchestra is beginning to learn a new set of music. New students will be appropriately placed in the section based on their entrance audition.

## **Summer Music Camp Scholarships 2023**

The West Valley Youth Orchestra offers a Chamber Music Summer Camp for string players during the month of June. Attendance at the music camp is not required, although we strongly encourage each member to take advantage of this musical opportunity.

**The West Valley Youth Orchestra** may have funds available for up to three (3) \$100 scholarships for its Chamber Music Summer Camp.

All of the following criteria will be required for application:

- The candidate must hold membership in WVYO from September 12th, to the end of the season (May 15, 2023).
- The candidate must plan to return to WVYO for the next season.

The WVYO Board of Directors will take the following into consideration when making its decision:

- Any student missing more than three (3) rehearsals may or may not be considered.
- Attendance and punctuality.
- Commitment, cooperation and attitude.

Application is through a student essay stating name, age, why the student wishes to attend, previous camp experience, and future musical goals. The essay should be one (1) page in length, single-spaced, no more than 12 font, with no graphics or borders.

A parent's signature indicating permission to attend the stated summer music camp shall be at the bottom of the essay.

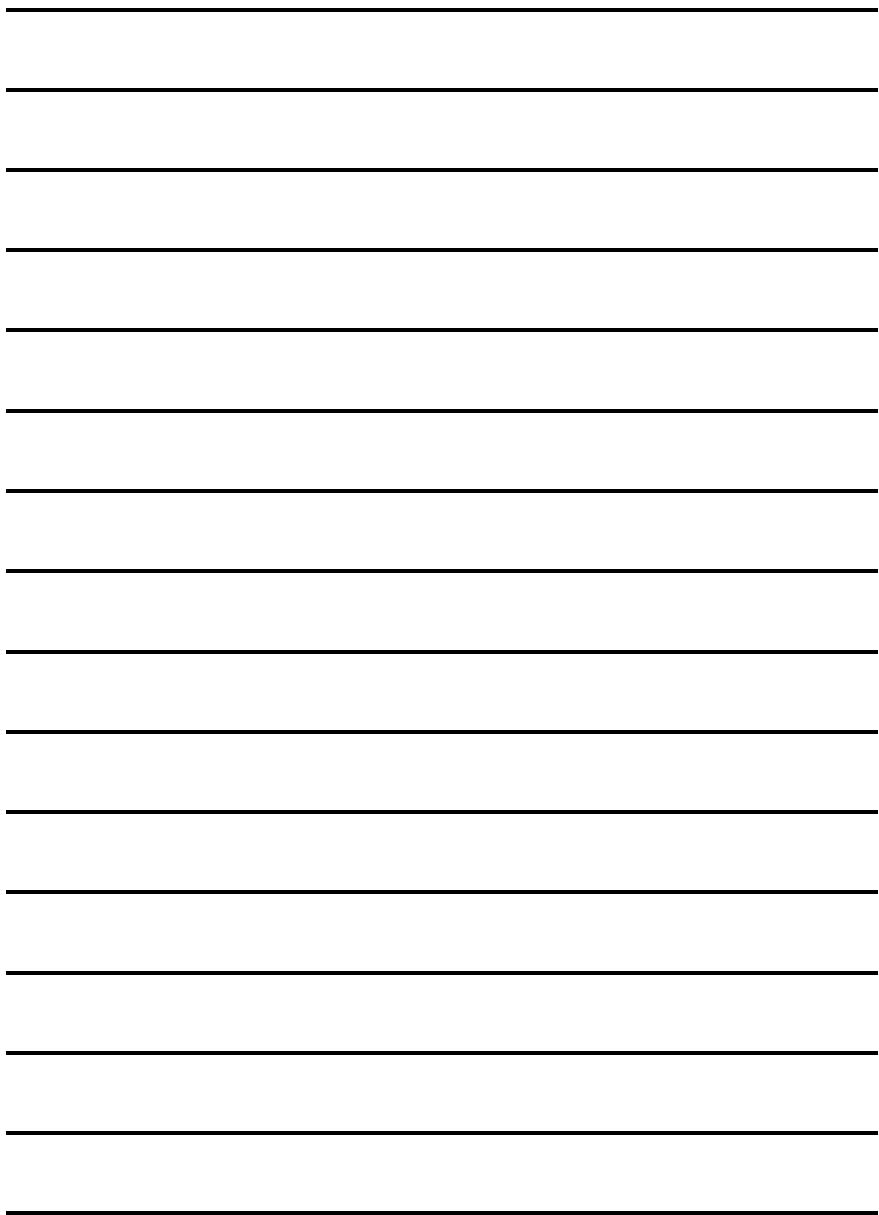
*Deadline for submission is April 21, 2023.*

The essay is to be handed to the Orchestra Manager.

- Each essay will be read and judged by the WVYO Board of Directors, and its decision is final.
- Each scholarship check will be made out directly to the camp and can be used as part of registration fees.
- Scholarship awards will be presented at the final concert.
- If a student is selected to receive a scholarship and is unable to attend the music camp, the scholarship money shall be returned to WVYO.

Thank you for reading and understanding our policy. We look forward to a great year with the West Valley Youth Orchestra.

## Notes:



# WVYO BOARD OF DIRECTORS

President	Mary Wilkening 623-935-5313
Secretary	
Treasurer	Bill Trejbal
Orchestra Manager	Debbie Leavitt 623-547-9582 <a href="mailto:orchestramanager@wvyo.org">orchestramanager@wvyo.org</a>

## Board Members

Laura Davis	Norma Suckle
Sara Jenkins	Nina Locke
Mer Snider	Carol Nonomura
Mercedes Snider	

The WVYO is a 501(c)3 non-profit organization registered with the State of Arizona. Tax-deductible donations are welcomed.

P.O. Box 206, Litchfield Park, AZ 85340

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Endowment  
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