



OAKVILLE SYMPHONY
YOUTH ORCHESTRA

Membership Handbook

2019/2020 Season

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Dear musicians and parents,

I'd like to welcome all of our new and returning musicians to the 2019-2020 season of the Oakville Symphony Youth Orchestra. We are so pleased with the exceptional quality of students who will be joining us this year.

Our goal is to offer a progressive musical experience to students from across the western Greater Toronto Area. Our organization continues to grow. This season we will have more than 160 musicians from age 6 to 19 across four different ensembles.

Our program fosters the development of young musicians through a combination of stage performances, festival competitions, travel experiences and comradery with fellow musicians.

This year will feature three main concerts and a touring opportunity for our Philharmonia students to Newfoundland. Our affiliation with the Oakville Symphony offers further opportunities throughout the season for musical enrichment.

Your commitment to the OSYO is an important part of our shared success. That includes not just our members, but families as well. This handbook outlines our expectations, policies and procedures. Thank you for taking the time to read it carefully, as it should answer many of questions and help prepare you for the season ahead.

We look forward to another amazing season!

Kind regards,

A handwritten signature in black ink, appearing to read 'Alan', written in a cursive style.

Alan Montgomery
Executive Director

This OSYO Handbook is intended as a reference for information about orchestra membership, expectations and policies. Any new information will be distributed to musicians and family members throughout the season as needed. If you have any questions, please contact us at office@osyo.ca.

About OSYO

Our Mission

The OSYO welcomes young musicians to a progressive orchestral experience that ignites, encourages and enriches a love of music

Our Values

- Teamwork & Collaboration
- Excellence
- Fun
- Community connection
- Personal development
- Positive role-modelling

Board members

Samantha Cheung, Chair
Tony Wei, Treasurer
Gwen Liu, Secretary
Christina Fung
Kumar Balan
Wen Yan
Faiza Sandhu
Ziyi (David) An
Farah Tayabali
Shivani Saggarr

Staff

Alan Montgomery, Executive Director
Colin Clarke, Artistic Director, Conductor Youth Band and Symphony
Caron Allen, Conductor Sinfonia and Philharmonia

Contact information

office@osyo.ca
289.815.0018
P.O. Box 86068 Oakville, ON L6H5V6
www.osyo.ca

Please like, follow and share us on social media:

[Instagram](#)
[Facebook](#)
[Twitter](#)

The OSYO is a non-profit and registered charitable organization (# [119043727RR3331](#)).

Membership

Membership in the OSYO is available to qualified musicians who audition and are accepted. Acceptance is based on musical skill and proficiency as well as the needs of each ensemble.

Membership is a serious commitment that requires musicians to attend weekly rehearsals from September to May, to attend the musicians retreat and to participate in our performances. The OSYO 2019/2020 rehearsal and performance schedule can be found in this handbook.

Ensembles

- Symphony: The senior most group open to high school and post-secondary students.
- Philharmonia: A string orchestra for advanced elementary and middle school musicians.
- Youth Band: A new ensemble for talented concert band musicians in the middle school grades.
- Sinfonia: An introductory string ensemble for our youngest musicians ranging in age from about 6 to 13 years old.

Registration

To register for the 2019/2020 season:

- 1) Submit an online registration form
- 2) Attend an audition and submit audition fee
- 3) Submit registration fees

Auditions

All details can be found at www.osyo.ca/auditions

While auditions can be stressful, they are also a fact of life in musical performance. OSYO aims to make the experience as positive and stress-free as possible.

Auditions for OSYO ensembles are held at the end of May and in early September at King's Christian Collegiate, 528 Burnhamthorpe Road, Oakville. On occasion, informal auditions may be held to fill vacant positions throughout the year.

Our season runs from early September to mid-May.

Audition Requirements

Symphony Orchestra

Open to high school and post-secondary instrumentalists. Auditions include:

- One solo piece of musician's choice (not to exceed 1 minute)
- Major / Minor scale of conductor's choice up to 3 sharps / 3 flats
- Download and prepare at least one of the excerpt requirements for your instrument

Philharmonia

Open to violin, viola, cello, double bass and percussion. Musicians should be at Suzuki book 4 / RCM grade 4 playing level. Audition includes:

- One three octave minor scale of musician's choice (single octave scale for Bass)
- Two contrasting pieces demonstrating top level performance
- Sight reading will be required and is important!
- There is no excerpt required

Sinfonia

Open to violin, viola, cello, double bass. Musicians should be at Suzuki book 2 – book 3 / RCM grade 2-3 playing level. Audition includes:

- One 2 octave major or minor scale of musician's choice
- One polished piece demonstrating top level performance (minimum book 2 level)
- Sight reading will be required and is important!
- There is no excerpt required

Youth Band

Open to flute, piccolo, clarinet, bass clarinet, oboe, bassoon, English horn, saxophone, trombone, trumpet, French horn, baritone, euphonium, tuba and percussion. Musicians should have at least 1 full year experience with their chosen instrument. Audition includes:

- One octave major or minor scale of musician's choice
- 1 polished piece demonstrating top level performance
- There is no excerpt required

Fees

OSYO Registration fees cover:

- Instruction by artistic directors and coaches; accompanist and guest performers.
- Rental and security fees for rehearsal and performance spaces
- Music purchases

Fee Schedule

We've simplified our fee structure for 2019/20. The total OSYO Registration fee is as follows:

- **Sinfonia: \$550**
- **Philharmonia: \$850**
- **Youth Band: \$700**
- **Symphony: \$925**

This includes:

- Musician registration for the season
- Musicians retreat
- 3 tickets for each of our 3 concerts for your family (musicians don't require a ticket)
- Musician +1 ticket to our year end celebration
- OSYO T-shirt
- OSYO Music bag
- Use of OSYO Music folder for the season

There are a number of families who have multiple musicians in the OSYO. The following fees should be added to the full registration cost for your OLDEST child:

- Oldest child + 1 musician in Sinfonia, add \$225
- Oldest child + 2 in Sinfonia, add \$450
- Oldest child + 1 in Philharmonia, add \$475
- Oldest child + 2 in Philharmonia, add \$925
- Oldest child + 1 in Philharmonia and 1 in Sinfonia, add \$700
- Oldest child + 1 in Youth Band, add \$375
- Oldest child + 1 in Symphony, add \$550

For example, if your oldest child is in Philharmonia (\$850), and you have a second child in Philharmonia **and** a third child in Sinfonia (add \$700), your total amount due is \$1550. Each additional musician from the same family will receive an OSYO t-shirt, music bag and music folder.

All fees are due by Tuesday, September 17, 2019 at the latest. This year, we will only be accepting registration payment by email money transfer. Fees can be paid by email transfer to: payments@osyo.ca. Please be sure to enter your musician's name in the comment line. If your bank requires a password, please use OSYO@2019

A limited number of bursaries are available. To apply for a partial bursary, please fill out the form [here](#). Once completed, please email to office@osyo.ca

Refunds

Due to the fact that the orchestra has many prepaid costs prior to the beginning of the season (based on enrollment), there will be an administration fee of \$100 assessed if a musician withdraws prior to the second rehearsal.

Unfortunately, we cannot issue any refunds if a musician chooses to withdraw any time after the second rehearsal.

Policies and Expectations

OSYO Code of Conduct

By accepting membership in the OSYO, you agree to abide by the following guidelines, applicable to ALL OSYO activities:

1. Musicians will treat each other, staff and volunteers with respect at all times.
2. Musicians will participate in all rehearsals, educational sessions and concerts. If a musician misses 3 or more rehearsals per term (including the concert dress rehearsal), participation in the upcoming concert is at the discretion of the Conductor.
3. Musicians will not consume or possess illegal drugs or alcoholic beverages.
4. Smoking or vaping is not permitted at any time.
5. Musicians will abide by all safety regulations of any building or site that is used by OSYO and demonstrate an attitude of general cooperation with OSYO staff and volunteers on site.
6. Musicians will clean up any mess they make.
7. Musicians will be mindful of all musical instruments, and will not run/act carelessly in rehearsal spaces
8. Theft and/or willful damage to property or equipment belonging to others is a serious offence. Parents will be held responsible for the cost of replacement/repairs.
9. Musicians will observe established curfews on overnight trips and demonstrate respect for those wishing to sleep.
10. Musicians must sleep in assigned rooms – and stay inside those rooms after curfew.
11. Musicians are not permitted to leave the site of an OSYO activity before its conclusion without written permission of their parents and permission of the Executive Director or designated chaperone.

Consent

Parents are asked to provide the following permission:

I consent to my child's photo/image/video being displayed publicly and online by OSYO (if musician is identified, it will be by first name only).

In the event of an accident or other event, I authorize the OSYO to secure such medical services as may be deemed necessary. I agree to hold harmless OSYO staff and volunteers. I understand that every effort will be made to contact me if medical attention is sought.

Musician Name: _____

Signed:

Musician

Parent/Guardian

Date

Please print this page, sign, and return at the first rehearsal of the season.

Rehearsals

What to bring

- Your instrument
- Instrument accessories, such as a bow (don't laugh...it's happened more often than you think!), cello strap, mute etc.
- Your music, music folder and stand
- A pencil
- A great attitude and a lot of practice!

Rehearsal times and room numbers.

Please arrive at least 15 minutes prior to the rehearsal start time, to unpack and warm up.

- Sinfonia: 6pm-7pm, Room 129/131 (east end of the school). Unpack and leave cases and jackets in Room 131
- Philharmonia: 7pm-8:45pm, Room 129/131 (east end of the school). Unpack and leave cases and jackets in Room 131
- Youth Band 6pm-7pm, Music conservatory (west end of the school). Unpack and leave cases and jackets in Room 102
- Symphony 7pm-9:30pm, Music conservatory (west end of the school). Unpack and leave cases and jackets in Room 102

Musicians are responsible for their own instruments before, during and after rehearsals and concerts. When not in use, instruments need to be set in such a way that they cannot be bumped, knocked over or stepped on. OSYO is not liable for damage to any musical instruments.

Music

Music for each term will be distributed electronically. It is the musicians responsibility to download and print all the music for their instrument and placement. A passport will be provided at the beginning of each term. Please visit the following links to download (and start practicing) your music:

www.osyo.ca/music_sinfonia

www.osyo.ca/music_philharmonia

www.osyo.ca/music_youthband

www.osyo.ca/music_symphony

Musicians will be loaned a black music folder at the first rehearsal. This folder needs to be kept in good condition and returned at the end of the season. Musicians who do not return the folder will be responsible for its replacement cost (\$25).

Communication

Weekly emails are sent to all musicians and parents to keep updated on OSYO activities. Please be sure to read the emails, as that is our primary method of communication. Please advise office@osyo.ca if you would like an email address added or deleted from this list.

We are also active on social media. Please like, follow and share us:

- <https://twitter.com/OSYOmusic>
- <https://www.instagram.com/osyomusic/>
- <https://www.facebook.com/osyomusic>

Inclement weather

As we move through the winter season, there is the possibility that a rehearsal may have to be cancelled due to inclement weather. The decision to cancel a rehearsal will be made by 3pm on the Tuesday and communicated on all our social feeds.

Attendance

Rehearsals are a vitally important part of the OSYO. If a musician misses a rehearsal, it impacts the entire orchestra, so musicians are required to attend every rehearsal. If a musician is sick or needs to miss a rehearsal for an important reason, please let our Executive Director know as early as possible. **Please note that if a musician misses three or more rehearsals in the lead up to any of our three concerts, they may (at the conductors discretion) be asked not to participate in that concert**

Parents

Each family is required to help for one rehearsal during the season as Parent Monitors (help set up and reset the rooms, provide nut-free snack and a drink, assist with handouts). The dates are assigned at the beginning of the season, and a link will be provided

Volunteer opportunities

OSYO relies on the help of our musician families. Throughout the season we ask for volunteers to help with specific activities such as ticket sales, concert set up, retreat support. There are also longer-term volunteer needs, such as fundraising, which go on throughout the year. Please consider how you can help. An online sign up form will be emailed at the beginning of the season.

Annual General Meeting

OSYO's Annual General Meeting will be held October 8 from 7 to 8:30 p.m. during rehearsal at King's. At least one parent from each family is asked to attend. We will be presenting our financial situation and budget, as well as holding elections to our Board of Directors.

Dates

September 27/28, 2019	Musicians Retreat (Canterbury Hills, Ancaster)
October 8, 2019	AGM (King's Christian Collegiate)
November 17, 2020	Concert (Burlington Performing Arts Centre)
February 8, 2020 (Tentative)	Concert (TBD)
May 24, 2020	Concert (Burlington Performing Arts Centre)

Tickets

As part of our registration fees, we include three tickets per performance. Additional tickets are available for sale at the rehearsal prior to the concert, or at the door for \$25 (Adults) and \$20 (Students/Seniors). Private music teachers are invited to attend our performances free of charge.

Concert dress code

- Black dress pants or long skirt / dress (no jeans or yoga pants)
- Black collared dress shirt (no t-shirts / logos)
- Black socks or leggings
- Black dress shoes (no running shoes)

Communications

Weekly emails are sent to all musicians and parents to keep updated on OSYO activities and to ensure your student is prepared for rehearsal and upcoming activities.

Please email office@osyo.ca if you would like an email address added or deleted from this list.

OSYO is also active on social media. Please like and follow us on...

<https://twitter.com/OSYOMusic>

<https://www.instagram.com/osyomusic/>

<https://www.facebook.com/osyomusic>

Retreat & Tours

The OSYO endeavours to provide musicians with a range of enriching musical experiences. In addition to the concert performances, there is an annual fall retreat.

Our musical directors also strive to find appropriate touring opportunities. These travelling musical experiences may be within Canada or abroad. Travel costs for these experiences are separate from fees.

Retreat

Each fall we hold a musicians' retreat over a weekend. This gives the musicians the opportunity to bond as friends and an orchestra, as well as having focused time with the conductor and sectional coaches. This is one of the key opportunities when students are mentored by Oakville Symphony musicians.

This year, the retreat will be held at Canterbury Hills (Ancaster) Further information will be provided via email. Please reserve the weekend of September 27-28 on your calendar. All musicians are expected to attend.

Tour

In July 2018, the Symphony travelled to Vienna. In May 2020, the Philharmonia will be traveling to Newfoundland. Full details will be provided at the beginning of the season.

Community

Throughout the season, OSYO looks for opportunities to participate in community events. This may include small chamber groups performing at local events, seniors' homes or the hospital. . We encourage musicians to take part in these events that allow us to share our love of music and contribute to the broader community. If you are aware of an event that we could participate in, please email office@osyo.ca well in advance.

Sponsorship Opportunities

Sponsoring the Oakville Symphony Youth Orchestra has immeasurable impact on our musicians and our community. Just 2% of our funding comes from government sources. About 80% is raised through registration fees and 15% comes from ticket sales. We depend on the generosity of private and corporate supporters to help continue developing top orchestral musicians. In particular, we need funding to support operating expenses such as venue costs, professional fees, and marketing. Furthermore, through fundraising and sponsorships, we would like to lower the costs to musicians for experiential learning through festivals and travel.

All funds raised through sponsorship go directly to support our musicians and encourage a love of music in the community.

The OSYO is a non-profit and registered charitable organization (# [119043727RR3331](#)),

Season Sponsorship Levels

Package Level	Bronze	Silver	Gold	Season
	\$1,000	\$2,000	\$3,500	\$25,000
30 sec company promos at each concert				*
Company Banner at OSYO concert entrance and logo placed on OSYO posters/flyers			*	*
Logo on OSYO banner placed at entrance of OSYO events	*	*	*	*
Logo and link on website	On Sponsor page	On Sponsor page	On Home page	On Home page
Program advertisement page at all OSYO concerts	½ page	½ page	Full page	Full page Inside front or back cover
Season Tickets	2 general admission	4 general admission	6 general admission	6 VIP seating
Ambassador Group Performances		1	2	4
Logo on back of Orchestra season t-shirts				*
Guest conduct one piece at one concert				*
Private concert for 250 guests				*

Please contact our Executive Director with questions or for more information. Sponsorship packages can be customized based on sponsor's request. Please approach businesses you frequent, and make them aware of these opportunities.

Program Advertising

Support the OSYO and gain exposure for your business. Our concerts attract hundreds of family members, friends and community members.

Single Concert Package, advertising in one of our concert programs

- ¼ page (business card size) advertisement: \$200/concert
- ½ page (4×5") advertisement: \$400/concert
- 1-page (8×5") advertisement: \$800/concert

3 Concert Package

- ¼ page advertisement: \$550 (savings of \$50)
- ½ page advertisement: \$1100 (savings of \$100)
- 1-page advertisement: \$2000 (savings of \$400)

We trust this handbook has given you a good overview of the OSYO and your part in it. . Should you have any additional questions, please don't hesitate to contact our Executive Director, Alan Montgomery, at office@osyo.ca.

Keep any eye open for our weekly updates. Looking forward to a great year!