

***METROPOLITAN***  
  
***YOUTH SYMPHONY***

**2022-2023 Handbook**

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## **WELCOME**

Welcome to the Metropolitan Youth Symphony family of musicians and our 41<sup>st</sup> Season. We are excited to have you with us! We want you to have fun, work hard, and produce great music *with* your friends and *for* the community. We look forward to our musical journey together.

## **MYS MISSION STATEMENT**

To educate young instrumental musicians through the 12<sup>th</sup> grade in the art of performance to develop character, discipline, leadership, cultural awareness, and a strong commitment to excellence; enabling MYS to contribute to the Valley of the Sun's musical heritage and create a higher level of appreciation for the performing arts.

## **HANDBOOK**

This handbook provides information about our philosophy, policies, expectations, and procedures. All members and parents are asked to read, and fill out the Online Contract form indicating that they will read each page carefully. See the list below for items DUE AT THE 1<sup>st</sup> REHEARSAL and more DUE NO LATER THAN THE 2<sup>nd</sup> Rehearsal. Failure to submit all required items by the due date may result in a last chair placement for the chair auditions.

### **DUE BY THE 1st REHEARSAL (9/07 & 9/08)**

1. MYS **online** Contract
2. Payment in full **OR** Payment Plan Form

#### *Early completion of:*

3. Signature Page – attached to first email
4. **Division 1 only**: Retreat Packet

### **DUE NO LATER THAN THE 2nd REHEARSAL (9/14 & 9/15)**

1. Signature Page – attached to first email
2. **Division 1 only**: Retreat Packet

## **GENERAL INFORMATION**

### Office and Contact Information

To keep tuition costs low for our members, the Metropolitan Youth Symphony operates with a very limited staff. Our staff takes on many roles to bring our programs to the community. Please call ahead before stopping in so we can be certain someone is available to meet with you. If you receive our voicemail, please be sure to leave a message so we can return your call as soon as possible. Email is always a convenient option as well.

PHONE: 480-456-9501

EMAIL: office@azmys.org (Sean Brown, Administrative Assistant)  
execdirector@azmys.org (Karalee Hagen, Executive Director)

WEBSITE: www.azmys.org

MAILING ADDRESS: PO Box 4, Mesa, AZ 85211

VISITING OUR OFFICE: 49 West 1<sup>st</sup> Street, Mesa, AZ 85201  
(Look for the beautiful statues of children playing instruments)

OFFICE HOURS: Monday and Tuesday 8:00am-4:30pm;  
Wednesday, and Thursday 8:00am-2:00pm.  
During the season on rehearsal and concert days, the office will close at 2:00pm.

### Communication Policy

The Metropolitan Youth Symphony staff communicates with members and parents primarily via email. This includes all concert information, weekly updates, and billing/tuition statements. Please be sure to keep the MYS office updated with any email address changes. If you feel you are not receiving regular communications from our office, please be sure to check your junk/spam email and add us to your safe sender list. This includes our weekly SMORE Newsletters

## **ORGANIZATION and STAFF INFORMATION**

### Who we are and what we do...

Founded in 1982, MYS is one of the valley's finest and most established instrumental youth educational programs. MYS is dedicated to professional musical training for students. Members come from all over the Phoenix Metropolitan area and from a variety of economic and cultural backgrounds to play in MYS ensembles. While many of our members are from the Mesa, Gilbert, Chandler, Tempe, and Scottsdale suburbs, some come from as far away as Anthem, Paradise Valley, Apache Junction, Florence, San Tan Valley, and Maricopa.

MYS is comprised of five ensembles representing all levels of musicianship. The five ensembles, under the direction of highly recognized conductors and music educators in Arizona, rehearse weekly

- Setting high standards in repertoire and performance
- Educating talented and committed students in a professional instrumental setting
- Amazing audiences with high caliber performances
- Giving proven young musicians the opportunity to advance to the next level with conductor recommendations.

### Administrative and Artistic Staff

**Karalee Hagen**  
Executive Director  
Conductor, Div. 1

**Bonnie Roesch**  
Conductor, Debut

**Amy Bennett**  
Conductor, Div. 2

**Cicely Brazier**  
Conductor, Div. 3

**Brian Murphy**  
Conductor, Wind Ensemble  
Winds/Brass/Percussion Coach, Div.1

**Naomi Goldstick**  
Honors Quartets Coach

**Wayne Roederer**  
Musical Director Laureate, Founder

## **ENSEMBLES AND PROGRAMS**

### **Division 1**

The Metropolitan Youth Symphony Division 1 is the only ensemble in the program that is a Full Symphony orchestra, comprised of the most advanced musicians and performing standard repertoire as well as music from contemporary composers. As a part of their required commitments, this ensemble attends an overnight intense rehearsal retreat in September, in Prescott at the PineRock Camp. Members of Division 1 may participate in the Member Recital Series, as well as compete in the Solo Competition in May.

### **Divisions 2, and 3 String Orchestras**

These are our strings-only auditioned divisions. Members are placed in the appropriate ensemble according to their audition in the Fall.

### **Debut String Orchestra**

This is the only MYS ensemble that does not require an audition; however, a school/private music teacher recommendation and application/fee are required in order to participate. These forms will be sent home after the first rehearsal. These young musicians should have a basic understanding of the notes on the D and A strings.

### **Symphonic Wind Ensemble**

Comprised of all woodwind, brass, and percussion instrumentalists, the literature is designed to propel all of the members forward as many will soon audition into even more exposed roles in Division 1.

### **Honors Quartets**

Selected Division 1 members may be invited to participate in a yearlong, intensive quartet coaching experience. These members may perform as invited, as well as lobby performances at all MYS Mesa Arts Center Concerts.

## **TUITION AND PAYMENTS (Due at first rehearsal)**

Participation in the Metropolitan Youth Symphony is a season-long commitment (Sept-May). Non-refundable tuition for each ensemble for the full season should be paid at the first rehearsal.

Division 1	\$400
Division 2	\$300
Division 3	\$300
Debut Strings	\$260
Wind Ensemble	\$290
Quartets	\$130

Payment Plans are available. Please contact our office at office@azmys.org or call 480-456-9501. All payment plan forms must be completed by the first rehearsal.

Financial Aide Service Scholarships for registration fees. Private lessons are available on a limited basis. Please contact us at office@azmys.org or call 480-456-9501. In order to be considered for financial assistance, all scholarship *applications* must be completed by the first rehearsal.

## **PARTICIPATION AND ELIGIBILITY REQUIREMENTS**

All public, parochial, private, and homeschool students are eligible to participate in the Metropolitan Youth Symphony program. Members are required to participate in their school's instrumental music program, if available. MYS is not a substitute for the school music experience and we work in support of our local music educators to be certain this requirement is fulfilled. Dismissal or suspension from any public or private school music program will be viewed as a failure to adhere to this requirement and will result in dismissal from MYS.

Acceptance of your placement in MYS is a season-long commitment (September-May). All rehearsals and performances are mandatory including the Division 1 Retreat (See Attendance Policy for clarification and excused absences). All tuition paid is non-refundable.

## **REHEARSAL LOCATIONS**

### **Divisions 3 & Debut Strings**

**WEDNESDAYS 5-6:30PM**

Mesa Community College, Performing Arts Center - 1520 South Longmore, Mesa, AZ 85202

### **Wind Ensemble**

**WEDNESDAYS 5-6:45PM**

Mesa Community College, Performing Arts Center - 1520 South Longmore, Mesa, AZ 85202

### **Divisions 2**

**THURSDAYS 5-6:30PM**

Mesa Community College, Performing Arts Center - 1520 South Longmore, Mesa, AZ 85202

### **Divisions 1**

**THURSDAYS 5-7PM**

Mesa Community College, Performing Arts Center - 1520 South Longmore, Mesa, AZ 85202

## **CONCERT FACILITIES**

Mesa Arts Center

1 East Main Street, Mesa, AZ 85201

Concert Dates: November 9, 2022; March 1, 2023; May 2, 2023

Superstition Springs Amphitheater

1011 W Holmes Ave, Mesa, AZ 85210

Holiday Pops Concert: December 7, 2022



## **AUDITIONS, SEATING, and SECTIONALS**

Formal auditions are held each August for the upcoming season. Members must prepare materials as requested. Audition requirements can be found on the website [www.azmys.org](http://www.azmys.org)

Generally, the auditions require a prepared solo (no accompaniment), or a prepared excerpt/etude; scales (no minor scales); and sight-reading. All members audition live for a judge or panel comprised of conductors, or other professional musicians from the valley.

### **String Chair Auditions**

Chair auditions are held to determine seating order for ensemble members. They are held once during each regular concert cycle. This audition is only on music in your folder as specified by your Conductor. Any ensemble member who misses chair auditions will be placed at the end of the section. In the case of anticipated absences on these chair audition dates (excused absences – e.g., school concert) you must record your audition at the rehearsal the week PRIOR to the chair auditions. First notification of the absence must be given to your Rehearsal Aide and submitted online two weeks *prior* to chair auditions.

*Under no circumstances will you be allowed to audition at a later date.*

Results of the auditions will be distributed for all ensembles at the same time, via email, prior to the following rehearsal. At the conductor's discretion, musicians who are unable to fulfill the attendance requirements, unable to play their part, inattentive, or show evidence of inadequate home practice are subject to reseating.

### **String Chair Audition Dates:**

Div. 1, 2:	September 29, January 26, and April 6
Division 3 & Debut:	September 28, January 25, and April 5

### **Winds/Brass/Percussion Chair Auditions**

Initial chair placement for woodwind, brass, and percussion players will be determined by the Fall Audition scores. Chair auditions will be scheduled prior to each upcoming concert to decide seating for the next concert. Periodic music checks will also be done by the

Winds/Percussion Coach, Division 1 Conductor, and Wind Ensemble Conductor to ensure that the material is being prepared and performed at the appropriate level. Percussion parts will be assigned by the Winds/Percussion Coach and Wind Ensemble Conductor based on the member's ability to cover the part.

Chair Auditions for Winds/Brass/Percussion Division 1 & Wind Ensemble

October 19 – Wind Ensemble

October 20 – Division 1 Winds/Percussion

February 15 – Wind Ensemble

February 16 – Division 1 Winds/Percussion

Woodwind/Brass/Percussion Sectionals

All Woodwinds/Brass/Percussion members will participate in sectional rehearsals throughout the season. Sectionals will be held on the days listed below. These will occur at our regular rehearsal venue and at the Division 1 Retreat. Additional sectionals will be added if necessary. Sectional coaches are members of local symphonies and/or school instrumental music teachers. The following rehearsal dates have been set aside for sectionals:

Division 1 W/B/P

January 12

March 23

April 13

Wind Ensemble

January 11

March 22

April 12

## **ATTENDANCE POLICY AND REHEARSAL AIDES**

Season-long membership in MYS is both a privilege and a responsibility. Regular attendance by all musicians is extremely important to the educational experience and a quality performance. Attendance at all scheduled rehearsals, dress rehearsals, and concerts is mandatory. Conflicts with school music activities and religious commitments will be excused if we are notified at least **two weeks** in advance. School music activities, religious commitments, and illness/family emergencies are the **ONLY** excused absences\*

*An absence can be excused if it is for one of the following reasons:*

- A school music program event or concert reported at least **two weeks prior** to the absence.
- A religious holiday or other observance reported at least **two weeks prior** to the absence.
- An emergency situation or illness that is reported in a timely manner.

*\*We understand that school music events are a top priority for our students. These planned absences require a completed Online Absence Form. We recommend completing these forms as soon as possible when the family becomes aware of such conflicts. We also understand that school schedules can suddenly change. Please make every effort to contact the Rehearsal Aide IMMEDIATELY if this will affect a rehearsal. While we respect that many additional extracurricular opportunities are available for students, they are not considered as excused absences from our rehearsals and concerts.*

### **Rehearsal Aide and Absences**

Each ensemble has a Rehearsal Aide who functions as an individual ensemble manager. S/he is your **primary point of contact for all questions and absences**. Put your Rehearsal Aide's phone number in your cell phone. You will receive this by the second rehearsal at the latest.

## **WHAT TO BRING TO REHEARSAL**

1. Your instrument and all necessary accessories such as mutes, rockstops, mouthpieces, and percussion mallets.
2. A pencil with eraser. All music has been loaned to you and must be returned in the manner in which it was received.
3. ALL OF YOUR MUSIC. Do not rely on your stand partner to be at every rehearsal. Keep your music in the provided folder labeled with your name. If you are missing music, please let your Rehearsal Aide know.
4. Emergency repair items such as extra strings or reeds.
5. Remove hats and sunglasses and refrain from carrying on side conversations.
6. A snack and bottled water for consumption during breaks. Food, gum, and beverages may not be consumed in the rehearsal rooms as per our facility agreement.
7. A positive attitude and excitement to be part of a select group of young musicians. MYS exists to serve our members and in turn we ask our members to come prepared and ready to learn.

## **MUSIC / FOLDERS / TUNERS**

The purchase of music is a large part of the operating budget of MYS. Proper care of music is the responsibility of every ensemble member. Any member who loses or damages music will be charged a \$6 fee for the replacement of each piece of music.

Division 1 members are issued a black leather music folder. Division 1 Woodwind, Brass, and Percussion members are also issued tuners/clips. These are the property of MYS and all members will be charged \$40 for folders, \$15 for tuners, and \$10 for tuner clips that are lost, damaged, or not returned.

## **INSTRUMENTS**

Please remember that while colorful instruments, bow hair, shoulder rests, mouthpieces, etc. may be fine for rehearsals, they are NOT appropriate for ensemble performances.

## **INSTRUMENT LIABILITY POLICY**

Metropolitan Youth Symphony, Inc. does not carry insurance on musical instruments. Members should have their own insurance coverage against damage and/or theft.

## **CONCERT INFORMATION**

Concert dress requirements are the same for all members and ensembles. These requirements are in full detail at the back of the handbook, as well as on our Participants Information page on the website. Concert attire is *not* required at Dress Rehearsals.

Concert Etiquette: Mesa Arts Center concerts will begin at 6:30pm and have a short intermission. In the spirit of mutual support and musical development, all MYS members are required to remain in attendance throughout the performances of all ensembles. Leaving performances early may constitute an unexcused absence and may result in loss of chair seating or dismissal from MYS. If you have questions or concerns, please call the MYS office at 480-456-9501 two weeks prior to the concert date. *MYS Members*: **NO** electronic devices are to be used during concerts.

### Special Concert Procedures:

#### **Dress Rehearsals**

- Division 3, 2 & 1: Dress rehearsals Nov. 7, Feb. 28, May 1 (Mesa Arts Center)
- Debut & Wind Ensemble Dress Rehearsals Nov. 8, March 1, May 2 (Mesa Arts Center)

#### **Concerts**

- All Groups: Nov. 8, March 1, May 2 6:30pm

**Superstition Springs Holiday Concert** – all groups will perform at this concert on December 8th (no ticket required to attend). Concert begins at 6:00pm. Because of the limited seating, all members will be allowed to leave after their performance – this concert only.

## **MESA ARTS CENTER CONCERT TICKETS**

Tickets for the 3 Mesa Arts Center concerts can **ONLY** be purchased through the Mesa Arts Center Box office.

**WARNING:** If you are purchasing tickets online be aware that you may be guided to a third-party purchasing site. These tickets are extremely expensive and are not associated in any way with the MAC Box Office.

Please note that regularly priced tickets are as follows:  
\$5 children 10 and younger  
\$9 Regular Orchestra Seating  
\$15 Mezzanine Seating

\*Performing members will not need to purchase a ticket\*

### **DRESS REHEARSAL INFORMATION**

All information regarding Dress Rehearsal Procedures will be passed out 2 weeks prior to the Dress Rehearsal.

### **SOLO RECITAL SERIES**

The optional Solo Recital Series provides our members, with the exception of Debut, the opportunity to perform as a soloist in a formal recital setting. Participation is optional. Participation is free. Family and friends are encouraged to attend these formal recitals and the reception that follows.

Saturday, November 12, 2022  
Sunday, February 19, 2023  
Saturday, March 25, 2023

In order to participate in the May Solo Scholarship Competition:

- Members of Division 1 and 2 are required to *PERFORM* in one of the recitals above.
- Members of Wind Ensemble, and Division 3 may *PERFORM* OR ATTEND one of the recitals.

Recital information will be given out at rehearsal. At that time your child will be able to sign up for a recital date. Final recital packets will be distributed approximately one month prior to your chosen recital date.

NOTE: All solos written with piano accompaniment must be performed with accompaniment. It is your responsibility to find a qualified accompanist. A list of accompanists that you can call will be attached to your application if you do not have your own.

## **SOLO COMPETITION REQUIREMENTS**

The optional May Scholarship Competition awarded many scholarships to musicians at the close of our past season. The number of scholarships awarded and the amount of each scholarship will be determined by the Board of Directors based on available funds.

To qualify for the MYS Scholarship Competition, members must meet the following criteria:

### Division 1 and Division 2

1. Be an MYS member in good standing with all fees paid
2. Participate in one MYS solo recital
3. Have no unexcused absences from rehearsals, concerts, or sectionals
4. Apply and perform in the competition on May 13, 2023

### Wind Ensemble, & Division 3

1. Be an MYS member in good standing with all fees paid
2. Attend or participate in one MYS recital
3. Have no unexcused absences from rehearsals or concerts
4. Apply for participation and submit the additional form that you will be given in March to the Scholarship Committee outlining your contribution to your ensemble. The committee will review all forms and determine the scholarship recipients.

## **MYS CODE OF CONDUCT**

All participants of the MYS program, both members and families, represent the organization through their behavior and actions. It is important to respect the rights and property of others. We look to each member to use common sense in avoiding situations and behavior that would put themselves or others at risk. The following expectations are required of all members and families participating in MYS.

### **Expectations:**

1. MYS families will treat all staff, volunteers, visitors, and other members' families with respect.
2. Members will follow all verbal, posted, and written instructions given by staff and volunteers.
3. Members will turn off and put away all electronic devices during rehearsals and concerts. MYS reserves the right for staff to confiscate electronic devices that are being used improperly and return them at the end of rehearsal.
4. Members will respect and treat with care all property of MYS and its partners used during rehearsals and performances.
5. If family of an MYS member needs to remain at rehearsal, they should bring something quiet to do while in the back of the rehearsal room or lobby.
6. Any threat or act of physical harm, harassment by the family of a member, or violation of any local, state, or federal law will result in immediate removal from rehearsal or performance, expulsion from the organization without refund, and referred to appropriate authorities.



## **PARENT INVOLVEMENT**

Metropolitan Youth Symphony understands the financial constraints on families and because of this, we require very little on behalf of our parents relative to other extracurricular programs. We do ask that parents/guardians sign up for two of the possible volunteer options when filling out the Online Contract; many of which are a one-time obligation. Please see the list below.

- Chair Auditions – Runner for judges/conductors
- Music Marathon – Feb 11, 2023
- Concert/Dress Rehearsal Night
- Rehearsal Room Set-up and/or Tear Down
- Music Library – completed at rehearsal following the concert
- Scholarship Competition
- Gift Shop – during concert – you will not miss your child’s performance
- Member Recitals Host
- MYS Office Housekeeping – BiMonthly for one semester
- MYS Property Maintenance
- MYS Building Maintenance
- MYS Trailer Transport for all concerts – Registration Fees waived

### **NO time to give?**

For those who cannot make themselves available for any of our volunteer options, you may choose to “**Buy My Time**” by simply selecting this option. You will receive an invoice in the amount of \$200 to be paid in full prior to January 1, 2023.

### **MYS VOLUNTEER OPTIONS (Brief descriptions)**

#### **CONCERT CHAPERONE:**

*We need volunteers from EACH ensemble \*\* approx 30 people needed PER CONCERT \*\* (You will NOT miss your child’s performance)*

1. Assist rehearsal aides back stage at MAC concerts (chaperone your group) and Sit with the kids in the audience when they watch the other groups perform or
2. Monitor the back/security door at the MAC at dress rehearsal or concert

**REHEARSAL ROOM SET UP/TEAR DOWN:** *need 2-3 volunteers from EACH ensemble*

1. Able to come to each rehearsal 15-20 minutes early to help set up chairs & stands and/or
2. Able to stay after each rehearsal approx 15-20 minutes to help put away chairs & stands

**CHAIR AUDITION AIDE:** *need 3-4 volunteers from EACH ensemble*

1. Be a runner at chair auditions directing students to/from audition room and/or
2. Record kids the week prior who will be absent for chairs (no musical know-how needed)

**MUSIC LIBRARY ASSISTANCE:**

1. Help pass out new music at rehearsals (the 1st rehearsal right after a concert) and sort through and organize returned music (no musical know-how needed)

**MUSIC MARATHON:** *need 10-15 volunteers*

1. Help with set-up, ticket distribution, and registration at the event on Saturday 2/11/23 and/or
2. Assist the MYS office in contacting businesses about donating items for the drawings (we have many business contacts already at MYS office)

**GIFT SHOP:** *need 10 volunteers*

1. Setting up and/or closing down the gift shop at concerts (4 times a year) and special event fundraisers (marathon, etc)
2. Help with selling items at rehearsals, concerts, and other special fundraising events (You would *still* be able to watch your member perform)

**RECITAL HOST:** *need 2-3 assistants for each time*

1. Help prepare recital facility
2. Direct members to warm-up rooms and stage

**SCHOLARSHIP COMPETITION HELP:** *need 6-7 volunteers for approx 4 hrs (dinner provided)*

1. Assist at the scholarship competition in May with registration, traffic control, posting signs, etc (no musical know-how needed)

## **MEMBERSHIP ROSTER**

Each season we publish a Membership Roster for each Division. This roster includes the member's name, address (just city/zip), school, and phone number. It will be available upon request by the 3<sup>rd</sup> rehearsal only to other MYS members. It is the established policy of the MYS Board of Directors **not** to release our mailing list to any other organization. If you wish NOT to be included on the Membership Roster, please contact the MYS office immediately either by e-mail at office@zmys.org or phone at 480-456-9501.

## **PHOTO & AUDIO RELEASE/PUBLICITY**

From time to time, photos and audio recordings are made during rehearsals and/or concerts for use in brochures, newspapers, MYS website, Facebook, Instagram, etc. Since photos are recorded live during member activities, we cannot single out individuals who may not wish to be photographed. Therefore, participation in any/all MYS activities includes a photo and audio release.

## **NON-DISCRIMINATION POLICY**

Membership into the Metropolitan Youth Symphony is based on musical ability and potential, as demonstrated in audition. Musicians are selected based on their playing ability and the need of instrumentation to create a balanced ensemble. Metropolitan Youth Symphony does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, or military status, in any of its activities or operations.

### **BOARD OF DIRECTORS**

Rae Wodarczyk, President  
Stephen Wu, President-Elect  
Jeremy Poll, Secretary  
Stephen White, Treasurer  
Dana White  
Bothaina Natour  
Whitney Meidlinger  
Rick Burton  
Celeste Kuo  
Heidi Valle

### **ADVISORY COUNCIL**

Nat Clarkson  
Amber Dudley  
Larry Dunn  
Rondal Jones  
Leila Woodard  
Andrew Derkacz  
Wayne Roederer

## **MUSIC MARATHON INFORMATION – Saturday, February 11, 2023**

The most important fundraiser of the year is our annual MUSIC MARATHON. MYS musicians are given a pledge form in November and they are asked to collect pledges from family, friends, and neighbors. These supporters write checks payable to MYS. While the MYS musicians are collecting pledges, the MYS office (and parents) are collecting prizes to be given away during the marathon.

**Each MYS family is expected to collect a minimum of \$200.**

At the Marathon, we give musicians raffle tickets based on the amount of pledges received. While volunteers are busy organizing the tickets for drawings, members from all ensembles are sight-reading music as one huge orchestra, and the Conductors are taking turns with the baton. Members get to see the light-hearted side of our directors, enjoy some laughs, and take a few breaks for snacks. Drawings for prizes will be held every half hour during the activities. The number of prizes given away each hour will depend on the number of prizes donated. You must be present to win. For money turned in on or before February 11, you will receive one ticket for every \$5 collected. Each MYS member who participates in the day's activities will automatically receive 5 tickets.

*Anyone who collects \$200 or more in pledges will be placed in a special prize drawing. You do NOT have to be present to win this prize!!*

A GRAND PRIZE is given to the musician who raises the most money. They can be from any ensemble. The next 3 top money collectors will receive a FIRST PLACE PRIZE. These prizes are in addition to the tickets they receive for the raffle drawings.