

2022

MEMBER
HANDBOOK

WESTERN AUSTRALIAN YOUTH ORCHESTRAS

our mission

to provide quality musical training and performance opportunities for young musicians to enrich their lives and the culture of Western Australia.

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WELCOME

Congratulations on being offered a position in the WA Youth Orchestras!

We hope that this season you will take the opportunity to learn a lot, work hard, make some great friends and have an exceptional musical experience.

We ask that both parents and members take a few minutes to read over this handbook thoroughly and keep it as a reference guide. Newsletters and other communications are distributed via email and important notices are distributed at rehearsals. Our website **www.wayo.com.au** is also a handy resource.

If you change your personal contact details, please let us know by email. If you have any questions, please call the WAYO office on 9328 9859.

With best wishes from all of us in the WAYO office,

Ben, Elisa, Breanna & Yvette

OUR HISTORY

The Western Australian Youth Orchestras Association Inc. (formerly the Western Australian Youth Music Association) is a non-profit community Association dedicated to musical excellence.

Since being founded in 1974, WAYO has grown to now offer several ensembles, which include the Western Australian Youth Orchestra, Philharmonic Orchestra, Flute Choir, Camerata Orchestra, and Collegium & Sinfonietta String Orchestras.

WA Youth Orchestras' over 400 members are aged from 7 to 25 and are drawn from all parts of Western Australia. The Association regularly reaches live audiences in excess of 30,000 per annum through a variety of performances – from prestigious international conductor seasons at the Perth Concert Hall to relaxed outdoor family concerts to interactive educational concerts for kids.

We look forward to celebrating 50 years of WAYO in 2024!

SUMMARY OF EXPECTATIONS

The WA Youth Orchestras Association is very proud of its record in musical excellence which requires commitment, preparation and consideration of others.

1

PUNCTUALITY

Members are expected to arrive at rehearsals on time. Late arrivals disrupt rehearsals, and missed rehearsals set back the entire ensemble's progress.

2

ATTENDANCE

Members are expected to attend all rehearsals and concerts. Special permission must be requested through the WAYO office for any absence other than illness. Lack of attendance may jeopardise a member's position within their ensemble.

3

PRACTISE

Members are expected to practise their parts between rehearsals and if necessary, take parts to their teacher. 'Note learning' at rehearsal is not acceptable – it wastes time and frustrates other players.

4

RESPECT

Members are expected to respect and act responsibly towards their peers, conductors and staff, their instruments and equipment, and the venues in which we rehearse and perform. This ensures that everybody benefits from the WAYO experience.

The Association reserves the right to exclude from the program any participant who, in the opinion of the Association, jeopardises the safety of others or appears to have rejected the Association's guidelines. Excluded participants will not be eligible for a fee refund.

AUDITIONS

Auditions are held each year in November and December for the following calendar year. All members are required to re-audition each year. Positions are often rotated throughout the year, and after initial placement the conductor reserves the right to make seating changes throughout the season.

Applications to apply to audition for 2025 will open in August 2024 via the WAYO website.

REHEARSALS

Rehearsals consist of both full orchestra rehearsals, as well as tutorials / sectionals where instrument sections have intensive tuition by a professional tutor. Attendance at all types of rehearsals is compulsory, and it is the member's responsibility to familiarise themselves with the music and ensure notes are learnt prior to each rehearsal.

REHEARSAL TIMES & VENUES

Rehearsal schedules are issued at the start of each semester. They are available on the [WAYO website in the Members area](#). This portal also contains orchestra lists and practise parts. Details for how to access the Member Portal is made available in January each year. Please note that rehearsal schedules are subject to change. You will be notified of these changes as early as possible, either at rehearsals or via email. As a general rule, rehearsals are during school terms, as follows:

WA YOUTH ORCHESTRA (WAYO)

Saturdays 9:00am – 12pm

Callaway Music Auditorium, University of Western Australia, 35 Stirling Highway, Nedlands

PHILHARMONIC ORCHESTRA

Saturdays 9:00am – 12pm

WA Academy of Performing Arts (WAAPA), ECU, 2 Bradford Street, Mount Lawley

FLUTE CHOIR

Saturdays 9:00am – 12pm

WA Academy of Performing Arts (WAAPA), ECU, 2 Bradford Street, Mount Lawley

CAMERATA ORCHESTRA

Saturdays 9:00am – 12pm

WA Academy of Performing Arts (WAAPA), ECU, 2 Bradford Street, Mount Lawley

COLLEGIUM STRING ORCHESTRA

Saturdays 9:00am – 12pm

WA Academy of Performing Arts (WAAPA), ECU, 2 Bradford Street, Mount Lawley

SINFONIETTA STRING ORCHESTRA

Saturdays 9:00am – 12pm

WA Academy of Performing Arts (WAAPA), ECU, 2 Bradford Street, Mount Lawley

DROP OFF AND PICK UP

To ensure the safety of all our members, we ask that parents of members under 18 please make note of the following:

- » Please do not drop off students more than 30 minutes before rehearsal starts. Members must arrive at least 15 minutes early so they have time to get ready and unpack.
- » All students must be picked up within 15 minutes of the end of their rehearsal time. WAYO Operations Staff may not be available to monitor students after that time, and WAYO may seek reimbursement for additional staff charges if they are required to wait.

ABSENCE FROM REHEARSALS

One of the most important factors in the success of any ensemble is the presence of all its members at every rehearsal. When an ensemble member misses a rehearsal, it means that previously covered material must be rehearsed again, which can slow down the whole group's progress and may cause frustration on the part of the majority of musicians who do attend all rehearsals.

Therefore, as a courtesy to the conductor and other players in the ensemble, the office needs to be advised of any unavoidable absentees preferably a minimum of 24 hours before rehearsals, or by 3pm Fridays.

- » To report an absence, please email our Operations Manager, Breanna Evangelista at breanna.evangelista@wayo.com.au between 9am – 4pm, Tuesday – Friday stating your name, ensemble and reason for absence.

AT REHEARSALS

- » **Arrive** at rehearsal 15 minutes before the rehearsal starts, unpack and tune your instrument and help with any setting up of chairs and music stands.
SPECIAL NOTE: Percussionists are required to arrive at least 45 minutes before each rehearsal to set up the percussion section. You are also expected to assist with loading percussion before and after concerts.
- » **Bring** your instrument and all related equipment to rehearsal. This includes spare parts for your instrument (strings, reeds, double bass stool, rock stop, cork grease, valve oil etc.), a 2B pencil and eraser.
- » **Act responsibly.** WAYO hires the rehearsal venues – we are guests. Every member is responsible for the care of the rehearsal venue while we are there. Please be respectful of school / university property, respect others using the venue and do not wander away from the building during breaks.
- » **Listen**, be courteous and professional in rehearsals – listen to the conductor (even when they are talking to another section) and refrain from talking to others during valuable rehearsal time.
- » **Phone free zone.** Electronic devices such as mobile phones, iPods etc. are not to be used during rehearsal. If you need to bring a mobile phone to rehearsal, please ensure it is switched to silent before the start of rehearsal and not used until the scheduled break.
- » **Lend a hand.** At the end of rehearsal, place your music folder neatly in the box near the door and help stack chairs and put away music stands.

INSTRUMENT INSURANCE

With the exception of instruments owned by WA Youth Orchestras, the Association's insurance policy does not include privately owned instruments. Please ensure your instruments are covered for "All Risks Cover", as household insurance may not cover instruments in transit or at rehearsals and / or concerts.

CONCERTS

WA Youth Orchestras presents a significant number of concerts per year. These range from performances in the Concert Hall and other major Perth venues to schools concerts, Babies Proms educational concerts and outdoor family concerts. In addition, commercial or community concerts and regional tours are sometimes included in the programme.

Concerts are of a high standard, and members are encouraged to support the WA Youth Orchestras by bringing friends and relatives to the concerts. Players are encouraged to assist in publicising concerts by spreading the word in a polite and tactful manner.

PURCHASING TICKETS

Concert details are published on our website. Further notification, including information on when tickets become available for sale is generally emailed to members well in advance of events.

Tickets for all concerts by all ensembles are available online.

Visit wayo.com.au/concerts to find the ticketing links to purchase tickets. Please note that booking fees may apply and are dependent on the ticketing agent.

FREE MEMBER TICKETS

As a WA Youth Orchestras member you are entitled to one free non-transferable ticket for yourself to each of the other ensembles' concerts at Perth Concert Hall. Information on how to book member tickets will be made available before each concert.

PHOTOGRAPHY & RECORDING AT CONCERTS

Recording of any kind is not permitted at any WA Youth Orchestras event, including but not limited to rehearsals and performances.

Photography is not permitted at concerts unless expressly notified to the contrary by WA Youth Orchestras. If so, photographs are solely for personal use, and may not be broadcast, uploaded online, distributed or sold in any way.

CONCERT DRESS

WAYO, PHILHARMONIC, CAMERATA & FLUTE CHOIR

TOP: Black, with sleeves.

BOTTOM: Full length black trousers or black skirt, black dress shoes, black socks. Shoes must have enclosed toe. Opaque black stockings are required if wearing a skirt. Skirts must not be shorter than above-the-knee.

COLLEGIUM & SINFONIETTA

TOP: White, with sleeves.

BOTTOM: Full length black trousers or black skirt, black dress shoes, black socks. Shoes must have enclosed toe. Opaque black stockings are required if wearing a skirt. Skirts must not be shorter than above-the-knee.

ADDITIONAL NOTE

- » Short skirts, sleeveless and / or low cut tops are not acceptable. A high degree of personal presentation is required at performances. If WAYO staff feel that attire is unacceptable, the member may be asked to change and / or wear more attire that is in keeping with WAYO's concert dress standards. Should this not be possible, the member may be prevented from taking part in the performance; this decision is entirely at the discretion of WAYO management.

MUSIC

DESK SETS/ORIGINAL PARTS

The music folders and original parts are not to be taken home. Each orchestral desk is provided with a folder containing original parts to be used at rehearsals and concerts only. Please treat original parts (desk sets) with respect, and refrain from marking them too heavily.

PRACTISE PARTS

Where possible, practise parts are available for download from the Member Portal on the WAYO website. Parts should be used for individual practice and to take to teachers for advice.

If you require additional practise parts or are not able to download and print practise parts yourself, please inform the Operations Manager or Assistant at rehearsals, or contact the WA Youth Orchestras office.

CARE OF MUSIC

Music is obtained from various sources, including the WAYO library, other institutions and libraries, or hired from commercial sources. All music must be treated with respect as others will use it in the future. Please be advised that;

- » Sheet music is expensive to replace. Members will be charged for missing or damaged parts.
- » Any necessary bowings or markings need to be made in soft 2B pencil so that they can be erased before the parts are returned to their source.
- » Members need to ensure that all music is returned in good order to their correct files. Often 'missing' parts are found in another file or inside another piece of music.
- » Music folders are to be neatly returned to the Operations Assistant at the end of rehearsals, or left on stands at the end of concerts.

MEMBERSHIP

MEMBERSHIP FEES

Annual fees are set by the Board and kept to a minimum to ensure accessibility for all. Membership fees contribute to approximately 20% of the Association's running costs and are essential in helping maintain activities.

Membership fees are non-refundable, GST free, and are due in full by 8 February 2024.

- » Individual membership \$640
- » Subsequent family members \$590

FINANCIAL ASSISTANCE

WAYO offers interest free instalment payments for all membership fees upon request. WAYO may consider special assistance in the case of extreme financial hardship. The amount of financial assistance that can be provided is limited.

To enquire, contact our Executive Director, ben.burgess@wayo.com.au, as soon as possible after receiving your offer of membership to discuss your options in confidence.

COMMUNICATION

WA Youth Orchestras endeavours to keep its members informed through the following means:

EMAIL

Email is our primary form of contact so please make sure that:

- » We have your correct email address, and advise us of any change of address by emailing our Operations Manager (Breanna Evangelista) at breanna.evangelista@wayo.com.au
- » You check your email at least once a week (on Thursday or Friday if possible).

WEBSITE

Our website www.wayo.com.au contains valuable information about WA Youth Orchestras. We encourage all members to use this site as their first point of contact regarding concerts, rehearsals and general information.

- » Concerts are publicised through wayo.com.au/concerts
- » Rehearsal schedules & practice parts can be accessed from the Members area wayo.com.au/members

NOTICES

Verbal notices are frequently given to players in the weeks prior to performances by either the Operations Manager or Operations Assistants. It is the responsibility of each player to ensure that these notices are passed on to their guardian.

SMS/TEXT

Occasionally our Operations Manager will send text notifications to members' mobile number as provided on their Application Form (mainly for the senior WAYO members). This will only be in case of important last-minute changes to the schedule, and not every week.

E-NEWSLETTER

WA Youth Orchestras eNEWS, the Association's periodical e-newsletter, is emailed to all members. If you would like to add friends and family members' names to the eNews mailing list, please sign up on our website at wayo.com.au/news/subscribe

DUTY OF CARE

WA Youth Orchestras takes its Child Protection obligations very seriously. A full copy of the Policy is available upon request from the WAYO office.

PRIVACY POLICY

Below are extracts from our Privacy Policy. The full policy is available for download from our website Members area.

YOUR DETAILS

The Western Australian Youth Orchestras Association is committed to upholding the National Privacy Principles contained in the Privacy Act 1988.

Members' personal information is collected and maintained by us for the purposes of processing your application and enabling us to run our programs effectively – thereby delivering maximum benefit to our participants. We will not pass on personal information to a third party without your consent.

Members' and patrons' information is stored on our system and is only accessible by approved WA Youth Orchestras staff. You are able to unsubscribe from our mailing list at any time simply by contacting us. We will not use your address for any purpose other than the running of our programs, and will not sell or disclose it without your consent.

PHOTOGRAPHY

When participating in WA Youth Orchestras ensembles, you may be photographed under the direction and supervision of WAYO staff. Photographs may be used for promotional publications, media releases

or on our website. If you do NOT want your photograph to appear in newspapers or other promotional material, please advise us in writing.

VIEWING OR AMENDING PERSONAL INFORMATION

You are entitled to ask us for access to your personal information records at any time, or to choose to cancel or opt-out of any service or future mailing.

If you wish to correct any personal information, please contact the WAYO office on **9328 9859**, or email us at info@wayo.com.au.

SUPPORT US

We are grateful for the sponsors, donors and government funding partners, conductors, musicians, staff and volunteers who have enabled us to nurture and inspire young musicians since 1974.

As a not-for-profit community organisation, WA Youth Orchestras relies on the support of generous individuals who make a contribution to the future of music so that we can continue to provide outstanding opportunities for young musicians in the future.

Every gift makes a difference, no matter how large or small. Donations of \$2 or more are tax deductible under Subdivision 30-BA of the Income Tax Assessment Act 1997 and will be issued with an appropriate receipt.

If you would like to support us, we encourage you to explore the options available online at wayo.com.au/support-us.

If you would like to further discuss options for supporting or sponsoring WA Youth Orchestras, please contact our Executive Director, Ben Burgess, on **9328 9859** or ben.burgess@wayo.com.au for a confidential and obligation free discussion.

WAYO BOARD & STAFF

VICE PATRON

Mr Graham Wood OAM MMUS ALCM

BOARD OF DIRECTORS

John McMath
Chair

Leanne Milligan
Deputy Chair

Peter Moore OAM
Music Director

Ian Clarke

Carol Day OAM

Greg Mogan

Natasha McCarthy

Ben Wholagan

Ben Burgess
Ex-officio

LIFE MEMBERS

Carol Day OAM

Peter Moore OAM

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Graphic Designer (part time)

Natalya Czernicziv
Michelle Fong
Gabrielle Lee
Giovanni Vinci
Operations Assistants (casual)

ENSEMBLES

WA Youth Orchestra
Philharmonic Orchestra
Flute Choir
Camerata String Orchestra
Collegium String Orchestra
Sinfonietta String Orchestra

ACKNOWLEDGEMENTS

WA Youth Orchestras gratefully acknowledges the support of our sponsors and partners:

PRINCIPAL PARTNER



COMMUNITY & FAMILY PARTNER



FUNDING PARTNERS



VENUE SUPPORT & TERTIARY PARTNERS



WAYO would also like to thank its many generous donors who play a vital part in supporting our programs and activities.

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