

# **Sacramento Youth Band**

## **Membership Handbook**

2010 Edition



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## **Welcome!**

Thank you for joining the Sacramento Youth Band. The SYB is a family-oriented organization and any family member is welcome at rehearsals and events. Volunteer help is greatly needed and appreciated.

## **Purpose and Philosophy**

The Sacramento Youth Band is a non-profit organization that offers all young musicians in the Sacramento Area between the ages of 10 and 21 the opportunity to learn, enjoy, and improve their musicianship skills. Focusing on band instruments, students will be able to practice and perform different styles of concert, marching, and jazz music in a serious but fun and supportive environment. Through this the band will promote a deeper appreciation of music and encourage the friendships that occur through common interest.

## **Organization**

The organization has four divisions:

- ♪ Beginning Band
- ♪ Concert Band
- ♪ Jazz Division
- ♪ Colorguard

Each division has a director that is selected by the SYB Parent's Association.

## **Eligibility Requirements**

The following requirements must be met for participation in any of the SYB divisions:

- ♪ Completion of a successful evaluation or audition with the division director.
- ♪ Regular attendance at rehearsals and performances.
- ♪ Participation in a school music program unless one is unavailable.
- ♪ Parent membership and participation in the SYB Parent's Association

In Addition:

- ♪ Concert Band members must be at least 14 years old or accepted at the discretion of the director.
- ♪ Jazz Band Members are required to also participate regularly in either the Concert Band or Colorguard unless there is a schedule conflict.

Exceptions to these policies are subject to SYB Board approval.

## **Parent Responsibilities and Resources**

The parents of members play an important role in the success of the SYB. It is their responsibility to see that members regularly attend rehearsals and performances, that members have the required equipment needed to perform (e.g., metal folding chair, music stands, mutes, uniform, lyres, music, etc.) and to provide any other support needed to accomplish SYB objectives.

Parent participation is expected in the SYB Parent's Association, a non-profit corporation. The Association elects officers annually in October. Association Officers include a president, vice-president, chief financial officer, recording secretary, corresponding secretary and board of directors. The SYB Parent's Association determines policies, raises money, provides publicity, hires directors,

organizes activities, elects officers, chaperones trips social functions, etc. Officers and Board Members meet on a monthly basis. Meeting dates can be found on the calendar page of the SYB website at [www.sacramentoyouthband.org](http://www.sacramentoyouthband.org).

Each family is expected to sell \$75 worth of ads per year to local businesses to be placed in the Spring and Fall Concert programs. A family may choose the option of donating \$75 to the organization in lieu of soliciting ads.

Parents' meetings are scheduled by the President and occur during the last rehearsal of each month. At least one parent from each family is expected to attend.

A newsletter is emailed periodically to keep members informed of SYB activities. It contains details of upcoming events, results of past events, notices of meetings, names of officers, and reminders about rules, which must be followed by band members, etc. It is important that both parents and members keep informed of SYB activities.

Parents should visit the SYB website on a regular basis to check for schedule changes, upcoming events, and announcements. The SYB website can be found at [www.sacramentoyouthband.org](http://www.sacramentoyouthband.org).

## **Membership Dues**

The Board of Directors establishes dues. Dues are assessed per family, not per member. In other words, each family pays one instance of the dues per month regardless of how many immediate family members are involved in the organization. They are payable in advance on a monthly, quarterly, or annual basis. Invoices are sent for past due accounts. A delinquency in dues for 6 months will result in suspension from the band. Checks are to be made payable to Sacramento Youth Band. Members are still responsible for dues even if they are absent from any practice or SYB function. Guidelines for a request for leave of absence are included on page 8.

## **Uniforms and Appearance**

SYB performance attire varies depending on the performance. Directors will assign a specific attire for each performance and members are expected to adhere to the following guidelines for each performance attire unless otherwise specified by the director:

### **Concert Attire**

#### **Boys**

- ♪ White, long-sleeve, collared dress shirt (no tie)
- ♪ White under shirt
- ♪ Black dress pants (black jeans are not allowed)
- ♪ Black socks
- ♪ Black dress shoes (no tennis shoes)

#### **Girls**

either-

- ♪ A solid black dress extending below the knee
- ♪ Black nylons

- ♪ Black dress shoes
- or-
- ♪ Black dress pants or skirt extending below the knee (black jeans are not allowed)
- ♪ Black blouse (no t-shirts or polos)
- ♪ Black socks
- ♪ Black dress shoes

#### Marching Attire

- ♪ Tuxedo shirt
- ♪ White undershirt
- ♪ Tuxedo pants
- ♪ Black socks
- ♪ Black marching shoes
- ♪ Jewelry and make-up are not allowed unless required by the director
- ♪ SYB will provide bow-tie, vest, and hat
- ♪ Members' hair must be off the shoulders and neatly groomed when in uniform.

#### Jazz Attire

##### Boys

- ♪ White, long-sleeve, collared dress shirt
- ♪ Classy necktie (no bow-ties)
- ♪ White under shirt
- ♪ Black dress pants (black jeans are not allowed)
- ♪ Black socks
- ♪ Black dress shoes
- ♪ Hats (not caps) are acceptable at director's discretion

##### Girls

either

- ♪ A solid black dress extending below the knee
- ♪ Black dress shoes

or

- ♪ Black dress pants or skirt extending below the knee (black jeans are not allowed)
- ♪ White blouse (no t-shirts or polos)
- ♪ Black socks
- ♪ Black dress shoes

## **Rehearsals**

Attendance at weekly rehearsals is mandatory unless in conflicts with a school music function. If an SYB rehearsal conflicts with a school music function, the affected member **MUST** participate in the school function and is excused from the SYB rehearsal, **REGARDLESS** of the importance of that

rehearsal. A band member not complying with this rule will be dropped from membership. Directors must be notified of the conflict at least 1 week in advance by the affected member.

Members are expected to arrive at least 15 minutes prior to rehearsal start time. Members are expected to be seated and ready to play by rehearsal start time. This includes setting up their chair and stand, warming up their instrument, and having music ready. Each member is also responsible for putting away all chairs, stands, and other band equipment at the conclusion of rehearsal. Members will not be dismissed from rehearsal until all equipment is put away, all trash is thrown away, and the room is returned to the condition it was in prior to the rehearsal.

All electronic devices will be turned off and out of sight for the entire rehearsal. The director may confiscate an electronic device if it disrupts the rehearsal. Any confiscated devices will be returned to the member or their parent at the conclusion of the rehearsal.

Attendance will be taken at each rehearsal. Members' attendance records will be considered when awards are given at the end of the year as well as when seats are assigned during auditions. If a member is late it is up to the member to see the director after rehearsal so that the correction to the attendance log can be made. Members are encouraged to find a musician at an equal or greater skill level to sit in for them in an absence. If a member provides a qualified substitute that absence will be excused.

If a member misses a dress rehearsal (the final rehearsal leading up to a performance) the member may be pulled from that performance at the director's discretion. The only exception is if the absence was a result of a conflict with a school music function and the director was notified at least a week prior to the dress rehearsal.

## **Performances**

Attendance at performances is mandatory unless it conflicts with a school music function. If an SYB performance conflicts with a school music function, the affected member **MUST** participate in the school function and is excused from the SYB performance, **REGARDLESS** of the importance of the SYB performance. A band member not complying with this rule will be dropped from membership. Directors must be notified of the conflict at least 1 week in advance by the affected member.

Members are expected to arrive at performances at the scheduled arrival time in appropriate attire. Please allow adequate time for traffic or other delays. Members are responsible for bringing all necessary music instruments and equipment (reeds, valve oil, mutes, cables, etc).

Parents are responsible for the transportation of their child to and from each performance.

## **Music, Instruments and Equipment**

Members are expected to take proper care of SYB music, uniforms, instruments, and equipment. Musicians using instruments owned by SYB are responsible for the care and maintenance of the instrument. Parents will be assessed for any damage or loss. The SYB music library is priceless and members must handle it with respect and follow the Director's orders as to its use. Families will be charged for lost or damaged sheet music.

Each member must provide their own mutes, music stand, lyres, folding chair, and other miscellaneous equipment.

No musician is to play, handle, or damage another's instrument. Any member damaging another's instrument or equipment will pay for the damage.

Percussionists must maintain the Percussion Equipment and have all instruments out prior to start time of rehearsals and performances. Percussionists must provide their own sticks and mallets.

Percussionists will report any broken or missing equipment to the Band Director.

An instrument Check-out Form must be completely filled out and signed by the member and Band Director before any SYB equipment is released.

## **Conduct**

- ♪ Members will direct their attention to the band director during rehearsal or while the director is giving instructions before a performance or parade.
- ♪ Members will be respectful of others and their property.
- ♪ Members will be respectful of adults, board members, and designated chaperones.
- ♪ Band members attending practice are expected to participate in rehearsals or they will be asked to leave.
- ♪ Any person being disruptive during an SYB event will be asked to leave.

## **Travel**

- ♪ A member may become ineligible to go on trips if he or she misses rehearsals or is behind in dues.
- ♪ Members are responsible for their own instruments or equipment on trips. Each member must get his or her instrument or equipment out and put his or her cases or equipment back on the bus (or alternate location designated by a director/chaperone).
- ♪ Members must be on time for all departures for out of town trips. They should also make proper arrangements for departure to their home upon return. Failure to follow this rule may result in suspension from the SYB.
- ♪ If a member is not planning to return from a performance via SYB provided transportation, a written authorization signed by the member's parent or guardian must be submitted to the president prior to departure. If the written permission is not obtained ahead of time, the band member must return by the SYB provided transportation (no exceptions). When written authorization is received for a band member to return by an alternative means, SYB is no longer responsible for the member's safe return.
- ♪ Designated chaperones have full authority on all trips and may recommend suspension or expulsion of members for breaking rules.
- ♪ Busses, airplanes, and cars must be kept clean.
- ♪ Only members of the Sacramento Youth Band Parent's Association and approved guests are permitted to participate in Sacramento Youth Band trips and events.

- ♪ Before a band member is eligible for trips, he or she must submit a medical authorization from signed by a parent or legal guardian.
- ♪ SYB does not sanction car pooling with drivers under the age of 21 or drivers with inadequate automobile insurance.

## **Seating and Auditions**

Seating is based on audition results, attendance record, and length of membership in the SYB. Auditions may be scheduled throughout the year or annually by the band director. The band director may ask any player to play any part under any circumstances, regardless of that player's seat assignment. Any player may challenge another player's seat between scheduled auditions by requesting an ad-hoc audition to be scheduled by the band director. No more than one challenge per member will be allowed between each scheduled audition. The band director reserves the right to change or modify the seating in any section as needed at any time.

## **Change of Address**

Members must notify the president and directors of any change of home address, email address, or phone number through email or in writing.

## **Leave of Absence**

A request for leave of absence must be submitted in advance and in writing to the SYB Parent's Association and will be considered on a case by case basis. Notice must include the start date and end date of the absence. A leave of absence will only be considered if all dues are current up to the start date of the absence. If no request is received for a leave of absence, members will continue to be responsible for membership dues during any absence.

## **Resignation**

Notice of resignation must be given in writing to the SYB Parent's Association. The family is responsible for all dues incurred up until the date that the notice of resignation is received.

Instruments, equipment, sheet music, uniforms, and other SYB property must be returned immediately upon resignation. If all SYB property is not returned within 15 days after the date of resignation, no refund will be given and the family may be held financially responsible for unreturned property.



## Parent/Member Agreement

- ♪ I have read, understand, and agree to the entire contents of the 2010 Membership Handbook
- ♪ I agree to participate in the yearly spring and fall concert fundraisers through either a \$75 contribution to the organization or by selling ads in the amount of \$75 to local businesses.
- ♪ I understand that membership dues are due at the 1st of each month for the ensuing month and that membership dues are non-refundable.
- ♪ I understand that I am responsible for providing all necessary clothing except as provided by SYB in order to adhere to the performance attire guidelines listed in the membership handbook.
- ♪ I understand that attendance at each rehearsal and performance is mandatory unless there is a conflict with a school music function. All other absences will be factored in when determining seating and award eligibility.
- ♪ I understand that members are responsible for setting up and putting away their own chair and stand at each rehearsal.
- ♪ I agree to make an effort to attend all local SYB performances in support of my children.
- ♪ I agree to check the SYB website on a regular basis for upcoming events, schedule changes, and announcements.
- ♪ I understand that I am still responsible for dues incurred during an absence unless a request for a leave of absence is received in writing prior to the absence.

Member Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date \_\_\_\_\_