STUDENT HANDBOOK

Raúl Gómez-Rojas, Music Director

playmys.org
Welcome
We extend a warm welcome to all who are participating in the 2021-2022 season of the Metropolitan Youth Symphony. We are excited to see so many of our current musicians returning and to meet those who are new to the MYS family.

Staying Informed
You will find answers to most of your questions regarding policies and procedures for the year in this handbook: please read it thoroughly.

Weekly announcements are emailed on Wednesdays, and will include information on concerts, special events, fundraisers, and more. Additional practice notes and other items may be emailed by your group’s volunteer manager as needed. Please make sure that we always have your most current email; in most cases this is our primary method of communication.

Our Season
The MYS Season begins with Orientation on September 9th and concludes with each group’s final concert (see rehearsal schedule on page 2 for your group’s final rehearsal date).

All MYS groups perform in a minimum of three concerts during the school year. Many groups also participate in outreach tour performances or special events throughout the year.

We look forward to watching you develop your musical skills with the Metropolitan Youth Symphony, and we know that you will forge connections and friendships that will last a lifetime.
MYS Office

4800 S Macadam Avenue, Suite 105, Portland, OR 97239
503.239.4566, www.playmys.org
Office hours are 9:00am to 5:00pm Monday through Friday

On Saturdays, call the MYS artistic operations phone number (971-770-0663) to reach staff!

Staff
Raúl Gómez-Rojas          Music Director          rgomez@playmys.org
Diana Scoggins             Executive Director       dscoggins@playmys.org
Tyler Bragg                Artistic Operations Manager production@playmys.org
Sarah McLain               Program & Development Coordinator programs@playmys.org

Questions?
Tyler Bragg, Artistic Operations Team: questions about rehearsals, concerts, scheduling, auditions, absences, music
Sarah McLain, Programs & Development Coordinator: questions about registration, tuition, concert tickets, volunteering, t-shirts
Diana Scoggins, Executive Director: questions about sponsorships, planned giving, donations

Conductors – Portland
Raúl Gómez-Rojas          Symphony Orchestra         rgomez@playmys.org
Raúl Gómez-Rojas          Interlude Orchestra         rgomez@playmys.org
Kenji Bunch               MYSfits                       kenjibunch@gmail.com
Giancarlo Castro          Sinfonietta Orchestra       giancomposer@gmail.com
Adam Eccleston            Flute Ensemble                adameccleston3@gmail.com
Marian Gutierrez          Portland Overture Strings palomalot@yahoo.com
Paloma Griffin Hébert     Vivaldi Strings               rlittledyke@pps.net
Richard Littledyke        Concert Band                ryan@ryanmeagher.com
Ryan Meagher              Jazz Ensemble                calcarius@gmail.com
Elizabeth Peyton          Baroque Strings               jeffrey.peyton@gmail.com
Jeff Peyton                Concert Orchestra             requiemvln@gmail.com

Conductors – Hillsboro
Erica Boland              Hillsboro Overture Strings requiemvln@gmail.com
Kevin Lefohn               Hillsboro Chamber Strings  klefohn@gmail.com
In **Portland**, rehearsals take place on **Saturdays** at **Faubion School**, 2930 NE Dekum St, Portland, OR and **Self Enhancement, Inc. (SEI)**, 3920 N Kerby Ave, Portland, OR.

In **Hillsboro**, rehearsals take place on **Saturdays** at **Hidden Creek Community Center**, 5100 NE Hidden Creek Dr, Hillsboro, OR.

For Symphony Orchestra ONLY: Two additional weeknight rehearsals are scheduled before each concert. **THESE REHEARSALS ARE MANDATORY**, just like Saturday rehearsals. Dates and times will be communicated at the beginning of the season.

Rehearsals for all ensembles being Saturday, September 11.

Rehearsal Contact Number: Artistic Operations Manager: 971-770-0663 (Rings to onsite cell)

### 2021-2022 Rehearsal Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Location</th>
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<tbody>
<tr>
<td>9:00 AM</td>
<td><strong>Concert Orchestra</strong></td>
<td><strong>Symphony Orchestra</strong></td>
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<tr>
<td>9:30 AM</td>
<td><strong>Vivaldi Strings</strong></td>
<td><strong>Baroque Strings</strong></td>
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<tr>
<td>10:00 AM</td>
<td><strong>Flute Ensemble</strong></td>
<td><strong>Percussion Studio</strong></td>
</tr>
<tr>
<td>10:00-12:00</td>
<td>**Theory</td>
<td>Class**</td>
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<tr>
<td>1:00 PM</td>
<td><strong>Interlude Orchestra</strong></td>
<td><strong>Sinfonietta Orchestra</strong></td>
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<tr>
<td>1:00-3:00</td>
<td><strong>Overture Strings</strong></td>
<td><strong>MYSfits</strong></td>
</tr>
<tr>
<td>1:15 PM</td>
<td>**Theory</td>
<td>Class**</td>
</tr>
<tr>
<td>1:30 PM</td>
<td><strong>Sinfonietta Orchestra</strong></td>
<td></td>
</tr>
<tr>
<td>1:45 PM</td>
<td><strong>MYSfits</strong></td>
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<tr>
<td>2:00 PM</td>
<td><strong>Jazz Ensemble</strong></td>
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<tr>
<td>2:15 PM</td>
<td><strong>Music Theory First Class</strong></td>
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<tr>
<td>2:30 PM</td>
<td><strong>Music Theory Last Class</strong></td>
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**All rehearsal times occur on Saturday unless otherwise noted**

<table>
<thead>
<tr>
<th>Room</th>
<th>Rehearsal Schedule</th>
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<tr>
<td>Faubion School</td>
<td><strong>Concert Orchestra</strong></td>
</tr>
<tr>
<td>Self Enhancement Inc.</td>
<td><strong>Symphony Orchestra</strong></td>
</tr>
</tbody>
</table>

### Rehearsal Location Details

- **Faubion School**: 2930 NE Dekum St, Portland, OR
- **Self Enhancement Inc.**: 3920 N Kerby Ave, Portland, OR
- **Hidden Creek Community Center**: 5100 NE Hidden Creek Dr, Hillsboro, OR
Rehearsal Protocols

Attendance
Regular attendance is crucial for your artistic growth and the success of your ensemble. All MYS rehearsals are mandatory. However, you are allowed a limited number of excused or planned absences during any one concert term. Except for Symphony Orchestra, all MYS ensembles have three concert terms in a season (defined as the 10-12 weeks of rehearsals that lead up to a major concert). Symphony Orchestra has four concert terms.

Absences
Definitions of acceptable absences:
• Planned absences: non-MYS events planned well in advance (such as tests, competitions, family or travel commitments, and school music events).
• Excused absences: illness or emergency.

Symphony Orchestra students are allowed up to three excused or planned absences during the concert terms that end in November, March and May. Only two excused or planned absences are allowed during the concert term that ends in early January. Students in all other ensembles are allowed up to three excused or planned absences per concert term. If you go over the allowed number of excused or planned absences before a concert, you may not be eligible for the upcoming performance at the discretion of the conductor. Some allowance will be made for verified school music events, but you must let MYS know about these absences at least two weeks in advance.

Late Arrivals / Early Departures
Be on time! Being “on time” in a rehearsal setting means arriving at least 15 minutes before the posted start time. Arriving at the time of rehearsal is disruptive and will be considered late. Leaving early without warning is equally disruptive and disrespectful to fellow students. MYS may contact parents if a musician is absent, arrives late, or leaves early without prior permission. Three late arrivals or early departures will equal an absence.

Absence, Late Arrival & Early Departure Notifications
An online absence form must be submitted at least two weeks before the rehearsal you need to miss, arrive late or depart early. The online form can be found at: https://playmys.org/absence-notification-form/. This form is required for ALL absences, including illness or emergency, as well as all late arrivals or early departures. Please fill out the form as soon as you can if you are ill or have a last-minute emergency.

Rehearsal Etiquette
MYS students are expected to behave in a respectful manner while at rehearsals or concerts. Rehearsal rooms must be left exactly as you find them.
• Arrive at least 15 minutes early, so that you are seated and ready for the downbeat
• Bring all music, a music stand with your name on it, and a pencil to all rehearsals. Music stands will not be shared for the 2021-2022 season to allow for increased social distancing
• Know your music—practice at home & be musically prepared. Your group depends on you
• Cell phones must be OFF—no messaging. Managers may confiscate phones if they become a distraction
• No gum chewing is allowed on school property, indoors or outside
• No talking during rehearsal in the rehearsal room (parents included)
• No hats are to be worn during rehearsals (unless for religious or medical reasons)
• No food or beverages in rehearsal rooms—water only. Snacks can be enjoyed in the hallways.
• Brass & woodwind players—bring towels to wipe up condensation.
• String players—pick up broken rosin, strings or bow hairs.
• Throw away any trash in rehearsal rooms or hallways
Safety and COVID Protocols

- Always follow the COVID protocols found at: playmys.org/covid-19-policy. Masks and social distancing of 3 feet are required at all times until further notice.
- Enter the school building using the entrance off the main parking lot. All other entrances will be locked.
- No one except MYS families, students and staff should be in the building for any reason. Please contact MYS staff or a group manager if you see anyone or anything suspicious.
- In the case of a fire alarm, follow the directions of your conductor, who will instruct you about how to get to the nearest safe exit. Once you are outside, go to the sports fields (at the back of the school) and stay with your group. Managers will take attendance, and you should wait with your group for further instructions.
- If you are experiencing an immediate issue, call Tyler Bragg, Artistic Operations Manager, at 971-770-0663, or contact your group manager or another adult. In the case of a life-threatening emergency, call 911.

Supervision & Security

MYS is a closed campus on Saturdays, and anyone not participating in an MYS or school activity should be pointed out to MYS staff. MYS staff will remain at the main MYS entrance when not needed elsewhere, but please note that at times there may be varying levels of supervision in hallways and by entrances. With this in mind:

- MYS is not responsible for any lost or stolen items. Found items will remain at the front desk until the end of that rehearsal day and then will be placed in the school lost and found. Expensive items (computers, instruments, etc.) will be returned to the MYS Office if found on Saturday. Otherwise, you will need to contact the school to see if a janitor recovered the item at a later date.
- During COVID, parents must remain in the front lobbies of our rehearsal sites. Students will always be fully supervised during rehearsals, but typically students are allowed to relax in hallways and common areas at-will during breaks. If you choose to drop your student off, please discuss with them where you would like them to be before and after rehearsals and during break (including whether older players are allowed to leave the school grounds during longer breaks). Please contact MYS staff if you have any specific supervision or security questions.
- Early drop-off/Late pick-up: Students can arrive at rehearsal as early as 9:00am (8:45am SEI) and stay as late as 3:15pm (11:45am for Hillsboro). If staff is required to wait with your player after the designated time, you will be charged a $1.00 per minute late pick-up fee.

Inclement Weather

If rehearsals must be cancelled due to weather, MYS staff will email all participants by 8am Saturday morning and will post cancellation information on the MYS website. Please check both if you are unsure about the status of rehearsals.

Attitudes & Actions

If a musician does not meet MYS requirements for behavior, disciplinary action may be taken. In some cases, the musician will be put on probation or dismissed from upcoming performances. Other disciplinary action will be determined by conductors and MYS staff and could ultimately result in expulsion from the organization.

- No food, drink (except water), or gum in rehearsal rooms
- No smoking—smoking on or around school property is a federal offence.
- Drugs and alcohol are strictly forbidden during any MYS activity.
- MYS musicians are expected to show respect to all people and property around them.
  - No offensive language.
  - No behavior that is rude, hurtful or causes damage to property.
  - No disruptive behavior during rehearsals.
**Downtown Concert Series**
The Downtown Series features Symphony Orchestra and one other MYS ensemble. The current schedule is available at [https://playmys.org/concerts-and-performances/](https://playmys.org/concerts-and-performances/). **Students are expected to stay for the entire duration of the concert in which they play.** Concerts run about 2 hours. Please plan to stay until the end to allow students to **listen to and support each other.** All concerts are free to MYS students, and **all MYS students are strongly encouraged to attend concerts by Symphony Orchestra at the Arlene Schnitzer Concert Hall or Newmark Theatre.**

**Community Concert Series**
Each ensemble will perform three concerts a season. The schedule for Community Concerts will be sent out before Orientation. **Symphony Orchestra students are expected to attend at least one Community Concert in order to support younger colleagues. All MYS students are highly encouraged to attend Community Concerts as well.**

**Buying Tickets**
Tickets for shows at the **Arlene Schnitzer Concert Hall** and **Newmark Theatre** can be purchased on the MYS website until **noon** the last weekday before the concert or at the door. There are discounts for students and seniors and MYS students are always free at every concert, regardless of whether they are performing in that concert. Dress Circle seats are not eligible for these or any discounts. Season tickets for the Downtown Series will not be available for the 2021-2022 season.

Tickets for **Community Concerts** at all other venues are $5 for students and $10 for adults. Tickets can be purchased on the MYS website or at the door.

**Volunteers**
Parental involvement at Metropolitan Youth Symphony is vital. As a non-profit organization, we depend upon a strong and interconnected community to help us keep costs low and to keep the quality of our programs high. There are many ways in which you can contribute to the enrichment of your child by helping out at MYS.

Volunteer tasks may include:
- Rehearsal set up and take down
- Distributing posters & other materials
- Helping at concerts: backstage chaperone, stage crew, or ticket taker (free admission to the concert!)
- Acting as group manager or librarian
- Coordinating volunteer activities, planning events, and assisting with fundraisers

Contact the us for additional information or to volunteer for a specific job or event: **programs@playmys.org** or **503-239-4566.**
Symphony Orchestra
Flute Ensemble
Concert Orchestra
Vivaldi Strings
Sinfonietta Orchestra
MYSfits

Option A:
- Black suit (jacket, pants, dress belt)
- All black dress shirt with collar
- Tie required
- Black dress shoes, black socks (tall socks, no ankle showing)
- Black Mask

Option B:
- Black pants or skirt and black long-sleeved top (a blouse, or other top that is not a traditional men’s dress shirt) or a black long-sleeved dress.
- Skirts and dresses must be ankle length and cannot have slits. Tops and dresses should be near your collarbone, no deep scoop necks and sleeves should be wrist length.
- Black dress shoes and black opaque stockings or dress socks are required.
- Black Mask
- Yoga pants, leggings, and black jeans are not acceptable. No ornamentation (bows, sequins, patterns, etc.) or sheer fabrics.

Interlude Orchestra
Baroque Strings
Hillsboro Chamber Strings
Overture Strings (Portland and Hillsboro)

- Black dress pants or floor length black skirt
- White long-sleeved dress shirt
- Black closed-toe dress shoes
- Black socks or black opaque stockings
- Black Mask
**Jazz Ensemble**

*Attire similar to what one might wear to a wedding or job interview.*
- Dress pants should also have a dress belt.
- When wearing dress pants, jacket not required, but encouraged.
- Necktie not required but encouraged.
- Black Mask
- None of the following are allowed:
  - Jeans
  - Hats
  - Tennis shoes/sneakers
  - Open-toed footwear

**Purchasing Concert Attire**

Concert dress may be purchased from any retailer, but here are a few suggestions to get you started:

- **Mr. Formal** discount outlet downtown for general concert wear
  - 15% discount to MYS for new shirts, ties
  - 1103 SE 7th Avenue (@ Taylor)
  - mrformaltuxedos.com or 503.239.6121

- **Tuxedo Wholesaler**
  - tuxedowholesaler.com or 800-828-2802

- **MYS** has some used attire available for lending. Stop by the office anytime during business hours or call Sarah McLain at 503-239-4566.
Financial Information

Full Year Fees

Complete tuition and fees information can be found on the MYS website:
https://playmys.org/registration-and-tuition-info/

There is no discount for early payment and tuition payments are non-refundable. Tuition for students entering in December will be pro-rated to 2/3 of the season. You may pay by check, cash, or credit card (Visa, MasterCard or Discover) we recommend that cash payments be made in person at the MYS office. Payment should be mailed to the MYS office along with the musician’s Tuition & Commitment Form. Credit card information can be written on the form or given to MYS staff over the phone or may be paid on the MYS website https://playmys.org/product/mys-tuition/. Please note that there is a $15 fee for tuition payments made by Credit Card.

Payments will not be accepted by MYS staff at Saturday rehearsals.

Tuition Payment Options

Tuition must be paid before the student can participate in the first rehearsal. Installment plans are available: information is on the website https://playmys.org/product/mys-tuition/. You may split the tuition charge into installment payments if you are unable to pay in full. Other fees must be paid in September or upon acceptance.

- Full Year Tuition tuition due September 10th (late fee is $25)
- Winter/Spring Tuition tuition due one week after musician’s first rehearsal (late fee is $25)

Tuition Assistance Program

MYS offers need-based Tuition Assistance Program to families who need help with tuition payments. We recommend that you apply for tuition assistance before rehearsals begin, but applications will be accepted and assessed throughout the year. All financial aid decisions are final. The Financial Aid Application is available online or forms may be downloaded from the MYS website and mailed to the office. Financial aid is applied to tuition and applicable classes only; other fees must be paid in full. Financial aid recipients are required to participate in MYS for the entire season.
New Member Registration and Auditions

To be accepted into MYS, new students must audition. Placement in a group is based on demonstrated skill level, not age. Musicians wishing to enter MYS should have at least one year of playing experience on their instrument and be able to read music.

- Auditions for new and returning musicians will be submitted online for the 2021-2022 season.
- New members can enter in either September or December.
  - Auditions for new musicians are held in June, August, November, and by appointment. (Typical season)
  - Jazz auditions are held in August. (Typical season)
- The non-refundable registration fee of $40 must be paid prior to the audition, accompanied by completed registration and medical forms. The deadline for submission is two weeks prior to the audition date. Registration is available online at https://playmys.org/registration-info/.
- If scheduling an in-person audition, the MYS office will send you a confirmation email of your audition time after all steps of the registration process are complete. Your audition is not confirmed until you’ve received an email from the Artistic Operations Team.

Audition Requirements

Most auditions consist of scales, a prepared piece and sight-reading. Auditions are heard without piano accompaniment. Students who have graduated high school may audition as needed. See the MYS website for specific instructions for each instrument and group: https://playmys.org/audition-requirements/.

Returning Member Registration and Auditions

For all returning players (except Symphony Orchestra, Symphonic Band, and Jazz Ensemble (see next section):

- Musicians wishing to return for the following year must re-audition.
- Students are not guaranteed placement based on last year’s assignment.
- The non-refundable registration fee of $40 must be paid prior to the audition, accompanied by completed registration and medical forms. The deadline for submission is two weeks prior to the audition date. Registration is available online at https://playmys.org/registration-info/.
- The MYS office will send you a confirmation email of your audition time after your forms are received. Your audition is not confirmed until you’ve received an email from the Artistic Operations Manager
- MYS does not hold Winter auditions for current players; a musician is assigned to a group for the entire year.

Students Returning to Symphony Orchestra and Jazz Ensemble

Musicians may stay in Symphony Orchestra, Jazz Ensemble, and Symphonic Band without re-auditioning if they meet the following requirements:

- $40 registration fee (non-refundable), completed registration and medical forms for the following year received by MYS by the last concert of the season.
- Musician must be current with tuition.
- Musician must be in good standing in their group. This means:
  - Musician did not go over the allowed number of planned or excused absences per concert term.
  - Musician observed all rules of rehearsal etiquette (see page 3).
  - Musician demonstrated discipline and commitment to his or her team.
  - Musician successfully resolved any behavioral issues brought to his or her attention by the ensemble’s conductor.

Students in these groups registering after the last concert of the season will be asked to prepare an audition.
Music Outside of MYS

- MYS expects that all musicians will play in their school band or orchestra if such a program exists.
- Weekly private lessons are recommended for all MYS students. Students in the following groups are required to take weekly private lessons with any local teacher: Vivaldi Strings, Concert Orchestra, Symphonic Band and Symphony Orchestra.
- The MYS office has a list of private music teachers in the Portland metro area and will be glad to help you find a teacher.

Concerto Competition

Members of Symphony Orchestra are eligible to compete in the concerto competition (previous winners are not eligible). Winner(s) and runner(s)-up of the concerto competition perform with Symphony Orchestra or Concert Orchestra during the winter or spring terms.

Guidelines

- There are two separate categories for the concerto competition: Strings and Winds/Brass/Percussion. One winner from each category will be selected unless the judges decide otherwise due to lack of qualified candidates in any given category. Judges may select additional winners or runners-up.
- Any piece for solo instrument and orchestral accompaniment is eligible for the competition (concerto, showpiece, theme and variations, etc.). Students must have their piece selection approved by the MYS Music Director before submitting their application form.
- Selections must be between 5 and 10 minutes in duration. Typically, this means only one movement from a standard concerto, or the entirety of a stand-alone showpiece. In the case of single pieces or movements that are longer than 10 minutes, players must make cuts in consultation with the MYS Music Director.
- Selections must be performed by memory at the competition and the concert.

Important Dates

- Concerto competition application forms are generally due to the MYS office in December.
- Auditions will be held early in the new year. Players must prepare and memorize the entirety of their selected movement(s) for the competition. Piano accompaniment is required, and players are responsible for securing their own accompanist. Please contact MYS if you need help finding an accompanist.
- Piano entries are accepted; however auditions do not need to be accompanied.

Instrument Rentals

MYS has a limited number of instruments available for rental. The fee is $75 per year and the musician’s family is responsible for procuring insurance for the instrument, usually through the family insurance policy. Musicians wishing to rent an MYS instrument must remain in good standing with good attendance. All instruments must be returned at the end of the season in the condition in which they were received. Anyone keeping an instrument over the summer must renew the rental agreement in May.

Outreach Tour Concerts

Each year MYS sends ensembles out into our community to share the experience of music with students at underserved schools. Many MYS groups will perform at an Outreach Tour in addition to their three MYS concerts. The Outreach Tour schedule is developed during the year, and requests for a performance at your players school may be made through the MYS office. Musicians in groups scheduled for an Outreach Tour will receive permission forms from MYS explaining the program and asking their school to release them from classes for that day.
Additional Information for Students

MYS Open House
During the Spring term, MYS has an Open House which gives families not currently in MYS an opportunity to tour our rehearsals at Faubion School or SEI and ask questions about our program. If you know of other instrumentalists who might be interested in joining our community, please invite them to join us on this day!

International and Domestic Tours
A student’s musical education is far more than learning to play the notes on a page. MYS plans trips both regionally and abroad so that our musicians have the invaluable experience of performing in different cultural settings. International tours take place approximately every three years. These tours are traditionally reserved for Symphony Orchestra. Previous destinations have included Austria, Hungary, Japan, Russia, Great Britain, Italy and China.