

NYCO Symphony Orchestra

Musician Policies

A. ORCHESTRA POSITIONS

1. Filling of Positions

The Personnel Director, as delegated by the NYCO Board, is responsible for the recruitment of the musicians in the orchestra.

The Personnel Director's role is to fill all seats with volunteer musicians capable of playing the parts. The Music Director participates in recruitment by making recommendations to the Personnel Director.

The Personnel Director may recruit paid musicians for critical parts where capable unpaid musicians are unavailable.

The Personnel Director will maintain an approved substitute list in consultation with the Music Director.

2. Paid Professional Level Musicians

These musicians perform at an expert level and have either a music performance degree, or an equivalent amount of training and/or experience. They are reliable and dedicated and are able to play the repertoire well with little or no rehearsal time. The Music Director is responsible for recommending the appointment of the string principals.

Paid professional level musician positions

Music Director
Concertmaster
Principal violin II
Principal viola
Principal cello
Principal bass

3. New Musicians

There are no formal auditions. Potential new musicians are invited by the Personnel Director to come to 1 or 2 rehearsals to allow for assessment of skill level by the Music Director and mutual compatibility with the incumbent musicians.

a) Strings

Potential new string players will be asked to sit close to the section principal for 1 or 2 rehearsals. The assessment of the musician's playing level will be done by the Music Director in consultation with the Section Principal. The input of the incumbent musicians will be taken into account.

b) Winds and Percussion

Potential new wind and percussion players will be asked to sit in the section and play the assigned part(s) for 1 or 2 rehearsals. The assessment of the musician's playing level will be done by the Music Director. The input of the incumbent musicians playing the same instrument will be taken into account.

4. Rotation of Musician Seating Positions

a) Strings

Members of all string sections will be asked to rotate their seating by the section principal. Exceptions may be made based on individual special needs.

b) Winds and Percussion

Where there are regular seating positions, parts are allocated according to such seating. Rotation from regular seating positions is desirable when musicians are equally capable of playing the reallocated parts. The musicians may reallocate the parts amongst themselves with the approval of the Music Director.

B. MEMBERSHIP AND OTHER FEES

1. Confirmation of Membership and Payment of Annual Membership Fees

- a) In accordance with the bylaws, no later than August 15th of each year the Board sets the annual membership fees and issues invitations to musicians to fill the standard positions in the NYCO Symphony Orchestra.
- b) Positions will usually be offered to musicians who held them during the previous season. Musicians who will not be invited back (by Board decision) are advised at the end of the season.
- c) Upon full payment of the annual membership fee, each musician becomes a member of The North York Concert Orchestra Society until the end of the membership period, which runs from September 1st to August 31st of the following year.
- d) Each musician is also obligated to purchase at least one ticket to each NYCO subscription concert for which their instrument is scored. Subscription packages for 3 and 4 concerts are available. These tickets may be resold.
- e) Each returning musician must confirm acceptance of his or her position no later than 2 weeks before the first rehearsal of the season. Membership fees are due no later than the end of September. Musicians who are not paid-up at the AGM (which is held during September) are not entitled to vote. Musicians should speak with the Personnel Director about any problems they may have paying their fees. Musicians who have not paid their membership fees or have not made alternate arrangements by due date may be replaced.
- f) Musicians joining after the first subscription concert shall pay pro-rated fees according to the number of remaining subscription concerts in the current season. Fees for the remainder of the season are due by the second rehearsal following the individual's acceptance for membership. A new musician will also be required to purchase at least one ticket for each remaining subscription concert for which their instrument is scored.
- g) Substitute musicians and extras will not pay any fees and will not be required to purchase tickets.

2. Refunds

- a) Musicians are not entitled to any refund of fees for rehearsals or concerts that they do not attend.
- b) Musicians who voluntarily leave the orchestra are not entitled to any refund of fees.
- c) Musicians who are asked to leave the orchestra (by Board decision) are entitled to a refund of the membership fees paid, pro-rated by the number of subscription concerts remaining, and of tickets to remaining concerts.

C. GENERAL MEMBERSHIP POLICIES

1. Rehearsals

All rehearsals will be at 7:30 p.m. in the Band Room of York Mills Collegiate Institute, 490 York Mills Road, Toronto, unless otherwise advised. To use our rehearsal time efficiently, all musicians must arrive in time to tune-up at 7:30 p.m. sharp.

2. General Attendance Procedures

- a) In the interest of musical integrity, orchestra musicians are expected to attend all rehearsals and concerts of a given program. Wind and percussion musicians who are unable to play a subscription concert may be requested to forego playing in all the concerts for that program.
- b) A musician may not play in a concert if the musician does not attend the final full dress rehearsal for that concert, without the explicit permission of the Music Director.
- c) The Music Director reserves the right to decide whether a musician will play in a concert if the musician has missed more than two rehearsals (one rehearsal if there are fewer than 5 rehearsals) for that program (not including the mandatory dress rehearsal). As absences amongst orchestral musicians usually result in challenges to a good performance, musicians must inform the Personnel Director in advance if they know they will miss more than the abovementioned rehearsals for any given program, so that a fair solution can be found.
- d) Emergency absences are assessed by the Music Director and Personnel Director in conjunction with the musician. The musician's unique circumstances will always be taken into consideration before a decision is made.

3. Attendance – Strings

If a string player cannot attend a rehearsal, s/he must:

- a) Advise the Personnel Director with as much notice as possible so the Personnel Director can consult with the Music Director and the String Principals to determine if a substitute is required.
- b) If a substitute is required, the string player must give their own music folder to the substitute. The substitute is expected to annotate the music as directed by the Conductor.

4. Attendance - Winds and Percussion

If a wind or percussion player cannot attend a rehearsal, s/he must:

- a) Advise the Personnel Director with as much notice as possible so the Personnel Director can consult with the Music Director.
- b) Arrange for a competent (at equivalent level) substitute musician from the approved substitute list as soon as possible and inform the Personnel Director.
- c) Give their own music folder to the substitute. The substitute is expected to annotate the music as directed by the Conductor.

5. Attendance - Programs which involve a Soloist

Where the program includes a soloist, all musicians are expected to attend the rehearsals scheduled with the soloist (usually the 2 rehearsals preceding the dress rehearsal). Musicians who anticipate missing any rehearsal with the soloist may be requested to forego all the related concerts. The Personnel Director must be kept informed at all times so s/he can communicate with the Music Director.

6. Major Inclement Weather

In the event of inclement weather that may pose travel risk or lengthy delays on the day of a rehearsal or performance, the Music Director and Personnel Director will decide whether the rehearsal or performance will continue. If it will be cancelled, the Personnel Director will send an e-mail to all musicians advising them of the decision. A message will be placed on the NYCO telephone line (416-628-9195) and web-site (a WEATHER tab under the ORCHESTRA menu). Absence of communication means the rehearsal or concert will proceed as scheduled.

7. Music and Folders

- a) The music librarian will assign a numbered music folder to each musician at the first rehearsal in September.
- b) Musicians are responsible for their folders and the music contained within their folders.
- c) Any new music distributed between concerts will also be numbered and tracked.
- d) Music must be returned to the librarian immediately following the last concert of a program. Musicians must return their music in a manner determined by the librarian before they receive new music.
- e) Music distributed by email and printed by the musicians is for use in NYCO activities only and may be returned to the librarian so that complete sets of parts are ready for future programs.
- f) Musicians will be charged for missing or damaged parts at replacement cost as well as any cost incurred by the Orchestra for music that is returned late.
- g) Any part exchanges that occur after music has been assigned for a particular program should be immediately reported to the librarian. In the case where a musician has been given a part and it is not returned, including an un-reported exchange, that musician will be responsible for that part.
- h) Musicians are expected to annotate their music as directed by the Conductor.
- i) All part markings done by musicians must be in soft pencil only.
- j) Bowings must be approved by the String Principals.
- k) The librarian should be informed of any problems or concerns related to music in a timely manner.

8. Conflicts among Membership

The Personnel Director, in consultation with the Music Director and the Board, will arbitrate any dispute.

D. REPORTING TO THE BOARD

The Board must be advised on an ongoing basis of any decisions made by the Music Director and/or the Personnel Director relating to the musicians including remuneration and disciplinary action.

E. CONTACT INFORMATION

Music Director – musicdirector@domain

President – president@domain

Personnel Director – personnel@domain

Librarian – librarian@domain

Treasurer – treasurer@domain

where domain is nyco.on.ca

Approved by the Board on Nov 30th, 2013

APPENDIX A – AVAILABLE POSITIONS

Violin I (12)
Violin II (12)
Viola (8)
Cello (8)
Double bass (5)
Flute 1 & 2
Oboe 1 & 2
Clarinet 1 & 2
Bassoon 1 & 2
Horn 1, 2, 3 & 4
Trumpet 1 & 2
Alto trombone
Tenor trombone
Bass trombone
Tuba
Timpani
Percussion (2)
Harp

The number of strings includes the principals.