



Colorado Youth Symphony Orchestras  
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# 2017 – 2018

## MEMBER HANDBOOK

Welcome to CYSO! Your agreement to join us is a commitment to your conductors, the organization, your colleagues in the orchestra and the music you will prepare throughout the year.

## ABOUT CYSO

The CYSO was founded in 1984 by the University of Denver to provide an orchestral musical experience for children and young people. We have grown from two small groups to four ensembles consisting of 115 musicians. Virtually everyone can find a place in CYSO. For the past 14 years, CYSO has extended educational outreach programs to underserved public schools in Denver and Aurora. CYSO is a non-profit organization.

## OUR MISSION

CYSO provides access to musical understanding, fostering social growth, self-esteem, and a lifelong love of music for all aspiring musicians.

## OUR GOALS

To develop musical skills and literacy while learning a sense of ensemble.

To emphasize social and emotional growth appropriate to the students' age levels by focusing on group cooperation rather than individual competition.

To include youth of all ability levels and varied social and economic backgrounds from the Denver metropolitan area.

To advocate the creation of instrumental music programs where they do not exist.

To bring to CYSO participants an understanding and appreciation of fine orchestral literature consistent with the age and skill levels of the different ensembles.

## CYSO REHEARSALS

ALL REHEARSALS ARE HELD ON MONDAY NIGHTS.

The orchestral program involves students of all ages and musical abilities. The ensemble programs include students from beginners to more advanced musicians.

**Sinfonia:** young and beginner musicians play in this string orchestra. The focus is on music education and basic techniques.

**Philharmonia:** this orchestra consists of students at the intermediate level. The Philharmonia introduces wind instruments into the ensemble.

**Symphony:** this is a full symphony orchestra comprised of CYSO's most advanced students.

**Wind Ensemble:** winds and brass from both the Philharmonia and the Symphony combine each week for a one-hour rehearsal from 7:45-8:45. Fundamentals of winds and brass playing are emphasized in this wind ensemble.

**All students are responsible for setting up their chair and stand and putting them away after rehearsal!**

## DONATIONS

Ticket sales and dues pay only a small portion of the cost it takes to run CYSO. Donations from members, their families and friends, or their businesses or companies and the public play a major role in keeping CYSO stable. All donations are tax-deductible. **WE NEED AND WELCOME YOUR DONATIONS!** PLEASE MAKE YOUR DONATION ONLINE (OR IN PERSON OR BY MAIL) AT:

WWW.COLORADOYOUTHSYMPHONY.ORG

## MEMBERSHIP POLICY

By accepting a position offered to you by the CYSO, you are making a commitment to membership in the orchestra for the entire 2017-2018 season. This includes **ALL** rehearsals and concerts.

Once the season begins with performance assessment tests in September, (you will be contacted by email concerning audition dates and times). No refunds are given for any portion of tuition or community support programs. If the orchestra member is dismissed or withdraws from the orchestra, he/she/they will not be eligible for any tuition or fee refund.

Student images are used to promote a wide range of CYSO programs and activities; however, the use of images is strictly controlled to protect student privacy and to promote student safety. If you do not permit photos of your child to be used by the CYSO for the aforementioned purposes, you must contact our office and make your request in writing.

## 2017/2018 TUITION AND FEES

Tuition and fees for all cyso ensembles is \$675.00 total for the year. Payment plans are available upon request (please contact cedra kuehn at [cysocedra@gmail.com](mailto:cysocedra@gmail.com)), and scholarships are available to qualifying families. Please email the cyso office for details concerning scholarships. All scholarship requests must be received in our office by August 31st.

### **ADDITIONAL FEES INCLUDE:**

- T-Shirt- \$20 Every student must purchase a CYSO t-shirt designed by our own graphic artist. The t-shirt will be the concert dress attire for the May Pops concert.
- Ties - \$22 All CYSO MEN are required to purchase a tie from CYSO for their concert dress attire.
- Camisoles - \$22 - SYMPHONY WOMEN ONLY are required to purchase a red camisole from CYSO for their concert dress attire
- Fundraiser - Every CYSO family is required to either sell at least 5 units of cookie dough/frozen item OR in lieu of selling, must donate \$50 to CYSO for our scholarship program. This is the **ONLY** CYSO fundraiser during the year.

# BEHAVIORAL CONDUCT

It is the goal of CYSO to create an atmosphere in which student musicians can thrive and further develop their training and musicality. It is also a goal to create an orchestra that consists of students who desire to thrive in such an atmosphere. Behavioral misconduct by students is not in line with these goals. Therefore, CYSO has a zero-tolerance policy regarding the issue. Any actions deemed by the Executive Director as inappropriate may result in that member being expelled from CYSO. **Any disrespect shown to a CYSO administrator or staff member will result in possible dismissal from the CYSO organization.**

# ATTENDANCE POLICY

The participation of all orchestra members in *all* rehearsals is vital in the preparation for the orchestra's performances. While it is recognized that there may be occasional conflicts, all absences adversely affect the preparation of the orchestra.

**If a student has more than two absences in a concert period, the conductor may choose to disqualify that student from participating in the upcoming concert. All decisions are made by the conductors and all decisions are final. Dress rehearsals are the last rehearsal before any actual concert. All discussions concerning these policies should be made with the conductor of the student's assigned orchestra.**

The CYSO conducting staff will offer any assistance it can in resolving scheduling conflicts or in reaching a compromise that is acceptable to both parties. You must provide your conductor with one week's notice to attempt to work out a resolution, and remember that compromise requires flexibility from all parties involved. CYSO conducting staff will discuss absences only with the orchestra member and his/her parent or guardian.

**Absences must be approved by your conductor at least 1 week in advance, by email.** Absences due to illness or emergency must be reported to the conductor of the student's assigned orchestra *before* the beginning of the missed rehearsal. Conductor emails can be found on our website. All absences, lateness, or early dismissal for legitimate reasons (achievement tests, school, music groups, etc.) must be approved by the conductor of the student's assigned orchestra in at least one week in advance. Note that tardiness or absence because you have misread (or not read) the schedule will be considered unexcused. **Just because an absence is reported DOES NOT mean it is excused.**

ALL MATTERS PERTAINING TO STUDENTS' ATTENDANCE AND PERFORMANCE IN THE STUDENT'S ASSIGNED CYSO ORCHESTRA SHOULD BE DIRECTED TO THE CONDUCTOR OF THE STUDENT'S ASSIGNED ORCHESTRA. PLEASE DO NOT CONTACT THE CYSO OFFICE CONCERNING ABSENCES. YOU MUST EMAIL YOUR CONDUCTOR!

# REHEARSALS AND SECTIONALS

CYSO WILL TOLERATE NO CELL PHONE USE DURING REHEARSALS OR CONCERTS.

Rehearsals are held on Monday evenings at Colorado's Finest High School of Choice, located at 300 W. Chenango St, Englewood CO.

- *Sinfonia* rehearses from 6:30pm to 8:30pm.
- *Philharmonia* rehearses from 6:30pm to 8:45pm. Strings only from 7:45-8:45. Winds go to Wind Ensemble rehearsal during this time.
- *Symphony* rehearses from 6:30pm to 8:45 pm. Strings only from 7:45-8:45. Winds go to Wind Ensemble rehearsal during this time.
- *Wind Ensemble* rehearses from 7:45-8:45 pm

Snow Days are rare. Rehearsals are only cancelled under extreme conditions. **If anything is changed or cancelled, it will be on the website and you will receive an email from the CYSO office.** Because members come from all along the Front Range, driving conditions vary enormously, and families and members must judge what is safe for their

circumstances. If you choose not to attend a rehearsal due to bad weather, **you must communicate with your conductor, NOT the CYSO office.**

**Parents are responsible for knowing the schedule—check the website weekly.** Please bring your music folder and a pencil to every rehearsal. You should arrive early enough to sign-in on the attendance sheet, set up, and warm up (you should give yourself at least 15 minutes). **Your conductor will have your sign-in sheet. Please see your conductor to sign in.** You should sign-in *before* your assigned orchestra rehearsal start time.

New music is always uploaded on our website. **Students have the responsibility of downloading and printing the music from the website—music will not be sent out via email, nor will CYSO staff bring music to rehearsal. All students must print and bring their music to each rehearsal.** Please be especially aware of this fact when we start new music. Any questions regarding the music must be directed to Katherine Wilson, librarian, at [cysokatherine@gmail.com](mailto:cysokatherine@gmail.com).

Arriving at rehearsal on time and with the proper equipment is only the first step. The CYSO has relatively few rehearsals per concert segment, so it is imperative that members use their own time to learn and practice their parts. Expect to spend all the time you need each week preparing your part for the upcoming rehearsal, and work out technical problems with your private teacher in advance so that Monday rehearsals can be a time for shaping interpretation with the whole ensemble. Players who appear to be inadequately prepared on a regular basis may be re-seated or dismissed from the orchestra. This decision will be made by the conductor. Decisions of the conductors are final.

## ORCHESTRA AUDITIONS AND CHAIR TESTS

**Orchestra Auditions:** Auditions are formally held each spring and throughout the year for new applicants. Members re-audition for their seats yearly in May. Notification of acceptance is made by email. Auditions usually consist of a short excerpt, sight-reading and scales. Auditions are unaccompanied. Memorization is not required.

If the orchestra lacks players in any section during the season, prospective players may audition by special appointment.

**Chair Tests:** These auditions are held once a year in September and usually consist of music that is being prepared by the orchestra. If a student is unable to make the scheduled assessment, they will be seated at the back of their section. The conductor has the right to move a student anywhere in the section they feel is appropriate. The decision of the conductor is final. There are no exceptions. **ALL CYSO STUDENTS PARTICIPATE IN CHAIR TESTS!**

**Note:** Seating changes in any section may be made by the conductor at any time! All decisions are final and may not be appealed.

## CONCERTS

The CYSO will perform various concerts throughout the season (see 2017-18 schedule on the website). Please be on time to all dress rehearsals and concert calls. This information will be sent to you by email and or posted on the website. Parents and students are responsible for checking the website weekly.

### CONCERT DRESS

#### **Sinfonia and Philharmonia Men:**

ALL SINFONIA AND PHILHARMONIA MEN MUST WEAR A BLACK LONG SLEEVE BUTTON DOWN SHIRT WITH A COLLAR! YOU MUST PURCHASE A WHITE SILK TIE FROM CYSO TO BE WORN AT EVERY CONCERT! Ties will be available for purchase the first week of November. Black slacks, black shoes and black socks are also required.

#### **Symphony Men:**

ALL SYMPHONY MEN MUST WEAR A BLACK LONG SLEEVE BUTTON DOWN SHIRT WITH A COLLAR! YOU MUST PURCHASE A RED SILK TIE FROM CYSO TO BE WORN AT EVERY CONCERT! Ties will be available for purchase the first week of November. Black slacks, black shoes and black socks are also required.

**Sinfonia and Philharmonia Women:**

ALL SINFONIA AND PHILHARMONIA WOMEN MUST WEAR A BLACK SHIRT AND LONG BLACK SKIRT, DRESS, OR SLACKS AND BLACK SHOES.

**Symphony Women:**

ALL SYMPHONY WOMEN MUST WEAR A LONG BLACK SKIRT OR SLACKS, BLACK SHOES, AND A RED CAMISOLE (TO BE PURCHASED FROM CYSO) AND BLACK JACKET/ SWEATER OR COVERUP OF THE MUSICIAN'S CHOICE. MUST BE BLACK AND NO OTHER COLORS ON THIS PIECE OF CLOTHING.

**Outdoor Pops Concert:**

Every ensemble will perform at the May outdoor pops concert. Everyone is expected to wear your 2016-2017 CYSO t-shirt, jeans or shorts, and comfortable shoes. CYSO t-shirt must be purchased from the CYSO office.

## CONCERT TICKETS

Concert tickets are sold before each CYSO concert. Please arrive at the venue (concert hall) thirty minutes before concert time to purchase your tickets. **CYSO only accepts checks and credit cards (Visa and Mastercard) for tickets – no cash. Tickets are \$14 and \$7 for student/senior.**

## CDs

CYSO concerts are professionally recorded, and CDs will be sold at Monday night rehearsals two weeks after concerts. CDs are \$20 and can be picked up at Monday night rehearsals.

## MEDIA RELEASE

It is possible that images of orchestra members may be taken by the news media or by an in-house photographer. By signing the Agreements of Membership form you are giving permission for the Colorado Youth Symphony Orchestras to use your image/photograph in any official publication or recordings of CYSO. This includes, but is not limited to, multimedia productions such as television, video, web sites, brochures, etc. and you release all rights to the aforementioned photograph/image. You also understand that you will not be compensated monetarily or in any other manner for the use of the image.

## PARENT VOLUNTEERS

Parent volunteers are vital to the success of the orchestra. The CYSO has many organization and fundraising needs. Volunteer jobs include:

- Organizing and participating in the phone tree
- Organizing and helping with the post-concert receptions
- Planning and organizing fund-raising
- Soliciting donations for CYSO
- Helping with concerts, auditions and competitions
- Assisting CYSO staff with data entry, filing, mailings and other administrative work

CYSO families must participate in the "Community Support" program. The purpose of the program is to create a positive sense of community between CYSO member families and the organization as well as to insure that volunteers are available and motivated to help with fundraising and CYSO events. Each family pays a \$125 deposit, which can be earned back by volunteering. We have many projects, events, concerts, administrative work and fundraising which require your help. **Six hours of volunteer service** is required to earn back your entire deposit.

Each family will receive a red parent volunteer card at the beginning of the 2017-18 season. Each time you perform a volunteer duty you will record it on the red card and have it initialed by CYSO staff. At the end of the season, if you have

completed **six hours** of volunteer work, you must mail your completed and signed card to the CYSO office by June 30, 2018. If we do not receive a card in the office by this date you will not receive a refund. With the mailing in of the card you will receive a refund of \$125 in July 2018. **NO PARTIAL REFUNDS.** Please read the back of your volunteer card for all instructions! **WE NEED YOUR COMPLETE ADDRESS TO BE REFUNDED!**

All parent volunteer opportunities are announced by email. First come, first served (gets the volunteer opportunity) and you must email back to request participation in that activity.

## PARENT-STAFF COMMUNICATIONS

**The Executive Director and her assistant are your main contacts for all administrative details. All schedule conflicts, special circumstances, absences, etc. should be discussed with the conductor.** Conductor emails can be found on our website.

All regular rehearsals are open to parents and observers, and we are happy to have you drop in. We ask that you adhere to normal standards of courtesy such as entering and leaving only at appropriate times and turning off your cell phone. Dress rehearsals, pre-concert rehearsals and backstage areas are limited to CYSO personnel.

## IMPORTANT

Please add the following e-mail addresses to your personal address book:

[cysomichelle@gmail.com](mailto:cysomichelle@gmail.com) (Executive Director), [cysocedra@gmail.com](mailto:cysocedra@gmail.com) (Accounts Manager),

[kaneregana@hotmail.com](mailto:kaneregana@hotmail.com) (Sinfonia Conductor), [bmatthe8@msudenver.edu](mailto:bmatthe8@msudenver.edu) (Philharmonia Conductor),

[cyoangie@gmail.com](mailto:cyoangie@gmail.com)(Symphony Conductor), [cysoloren@gmail.com](mailto:cysoloren@gmail.com) &

[cysostephanie@gmail.com](mailto:cysostephanie@gmail.com) (Assistants to the Executive Director and Librarian)

[grantblarson@gmail.com](mailto:grantblarson@gmail.com) (Wind Ensemble Conductor)

This is how we communicate with our members. In order to ensure that you will receive all of our many important e-mails, please make sure we are all in your address book so our messages do not go to your junk/spam folder.

Also, be sure to check the website frequently. **Every question can be answered on the website or in this handbook.**

## COLORADO YOUTH SYMPHONY ORCHESTRAS NON-DISCRIMINATION POLICY

Colorado Youth Symphony Orchestras (CYSO) admits students of any race, color, national and ethnic origin, gender, age and religion to all the rights, privileges, programs and activities generally accorded or made available to students of CYSO. Colorado Youth Symphony Orchestras does not discriminate on the basis of race, color, national and ethnic origin, gender, age, religion or any legally protected status in administration of its admission, educational and personnel policies, scholarship and financial aid programs, and other CYSO-administered programs and activities.

# STAFF

**Conductor of the Symphony Orchestra, Angie Dombrowski** is an avid performer and educator in the Denver area. She can be seen performing around Denver with various organizations including Central City Opera, Colorado Ballet, Opera Colorado, and as a frequent substitute musician with the Colorado Symphony Orchestra. Angie maintains a large private violin studio and enjoys working as a string specialist at various schools in the Jefferson County school district.

**Conductor of the Philharmonia Orchestra, Brandon Matthews** serves as Director of Orchestras at Metropolitan State University of Denver. Besides teaching conducting and leading the University's two orchestral ensembles, Dr. Matthews also he serves as music director for MSU Denver's Opera Ensemble. Dr. Matthews is also an active adjudicator and clinician for competitions and honor orchestras, and regularly collaborates with orchestras and arts organizations in Colorado including the Arapahoe Philharmonic, Longmont Dance Theatre, the Boulder Symphony, and the Denver Philharmonic Orchestra. Matthews obtained a doctor of musical arts degree in orchestral conducting at Arizona State University, studying with Timothy Russell and William Reber.

Raised in Spokane, Washington, he began his musical studies as a pianist at age five and later began the viola in the public school system. His musical training continued during summers spent at the Brevard Music Center and the Marrowstone Summer Festival. He received a bachelor of music degree in piano performance at BYU, and continues to perform on piano, viola as well as the violin.

**Conductor of the Sinfonia Orchestra, Regan Kane** has studied the violin since the age of 5 years when she began with the Suzuki Method. She received her Bachelor Degree in violin performance from Drake University where she received the Frank Noyes Violin Award and was a recipient of the Drake University Young Artists' Competition. She achieved a master's degree in violin performance at the University of Colorado while studying with the Takács Quartet as a member of the graduate string quartet.

Ms. Kane has continued to be an active performer in the Front Range area. She is a member of the Boulder Philharmonic Orchestra and the Greeley Philharmonic Orchestra and performs with the Colorado Symphony Chamber Musicians' Up Close and Musical Concert Series. She has also performed in the Civic Orchestra of Chicago, the New World Symphony in Miami, and the Colorado Music Festival. Ms. Kane has also performed in Berlin, Germany with the Nacht Quartet after intensive study at the conservatory of music and continues to perform often in solo and small ensemble concerts such as the Chen Quartet. Ms. Kane has extensive experience teaching violin in private and group settings and has had Suzuki training with the well-known pedagogue, William Starr. Ms. Kane has taught violin privately for six years and conducted the orchestra program at Peak to Peak Charter School in Lafayette, Colorado.

**Conductor of the Wind Ensemble, Grant Larson** is an active recitalist and proponent of new music. He is a saxophonist who has premiered many new compositions for saxophone at regional and national conventions. He is the soprano saxophonist with the Colorado-based Chautauqua Saxophone Quartet and has performed with the Colorado Symphony Orchestra, the Colorado Music Festival Orchestra, the Chippewa Valley Symphony Orchestra, and the Fargo/Moorhead Symphony Orchestra.

Dr. Larson holds a Doctor of Musical Arts degree in Saxophone Performance and Pedagogy from the University of Colorado at Boulder. He also holds a Master of Music degree from the University of Colorado and a Bachelor of Music from Concordia College.

Dr. Larson is equally comfortable in both classical and jazz settings. His new album, *Terrane*, released under the Dazzle Recordings label (Denver, CO), features nine of Larson's original jazz compositions. Dr. Larson has studied saxophone with Tom Myer, Peter Sommer, Russell Peterson, Ron Wray, and oboe with Jennifer Peterson. He has served on the faculty at the University of Wisconsin-Eau Claire, Concordia College and the Boulder Arts Academy.

**Executive Director Michelle Orman** is in her twelfth full season with CYSO. Her primary responsibilities are fundraising, managing the budget and finances, managing staff and overseeing administrative and orchestra operations. Michelle is also a highly sought-after performer. She is principal clarinetist with the Colorado Ballet Orchestra, Opera Colorado, and 2<sup>nd</sup> clarinet/acting principal with the Boulder Philharmonic orchestra. She frequently performs with the Colorado Symphony, and the Fort Worth Symphony Orchestra in Fort Worth, Texas. She has been working with youth orchestras since 1980 and also has an active clarinet studio. She teaches clarinet at University of Northern Colorado Greeley.

**Assistants to the Executive Director: Loren Scales & Stephanie Mientka**

**Librarian: Loren Scales**



**Accounts Manager: Cedra Kuehn**