

CONTENTS

<i>CONTENTS</i>	2
<i>INTRODUCTION</i>	3
Ensemble Program Overview	3
<i>ENROLMENT</i>	3
Acceptance	3
Annual Participation Fees	3
Financial Support	4
<i>MYO OFFICE & COMMUNICATION</i>	4
MYO Office Team	4
MYO Office & Phones	4
Email	4
Privacy	4
<i>REHEARSALS</i>	5
Rehearsal Times	5
What to Bring	5
Parent Yard Duty Volunteers	5
Rehearsal Etiquette and Expectations	6
<i>ABSENCES, LATE ARRIVALS AND EARLY DEPARTURES</i>	6
<i>PERFORMANCES</i>	7
Concert Dress	7
<i>MUSIC AND PRACTICE PARTS</i>	8
<i>INSTRUMENTS AND INSURANCE</i>	8
<i>FURTHER INFORMATION</i>	8
Auditions	9
Late Auditions	9
Ensemble Placement	9
<i>SAFETY, WELFARE AND CHILD PROTECTION POLICY</i>	9
First Aid	9
Health Safety	9
Campus Safety	10
Supervision	10
Respect, Child Protection Policy & Code of Conduct	10
<i>MEDIA & IMAGE CONSENT</i>	11
<i>SUPPORT US</i>	11
<i>CONTACT MYO</i>	12

INTRODUCTION

Welcome to the 2023 Ensemble Program! Contained within this document is all the information you will need to be a participant in the 2023 Ensemble Program, including information on rehearsals and etiquette, what you need to bring, our absence and leave policies, where to find practice parts, and more.

Please ensure you have read the contents carefully and keep a copy on hand for future reference.

Ensemble Program Overview

The MYO Ensemble Program comprises 11 ensembles for young musicians between the ages of 7 and 25.

Our purpose is to enrich young lives through the power of music.

A summary of the Ensemble Program is below.

Ensemble	Abbreviation	Conductor
Melbourne Youth Orchestra (flagship)	MYO (flagship)	Brett Kelly, Music Director
Percy Grainger Youth Orchestra	PGYO	Mark Shiell
Melbourne Youth Chamber Strings	MYCS	David Le Guen
Melbourne Youth Strings	MYS	Amberley Bremner
Alexandra Cameron Strings	ACS	Sarah Busuttil
Melbourne Youth Junior Strings	MYJS	Aaron Yeoh
Melbourne Youth Wind Symphony	MYWS	Rick Keenan
John Antill Youth Band	JAYB	Joe O'Callaghan
Melbourne Youth Concert Band	MYCB	Erin Ellenburg
Melbourne Youth Jazz Orchestra	MYJO1	Various
Melbourne Youth Jazz Orchestra 2	MYJO2	Various

The Flagship Melbourne Youth Orchestra and Percy Grainger Youth Orchestra rehearse to a more intensive rehearsal and concert timetable than the rest of the Ensemble Program, with their own concert series at the Melbourne Recital Centre. Rehearsal and concert calendars will be distributed in January 2023. Students should expect to attend rehearsals on Saturdays during school term-time.

ENROLMENT

Acceptance

To confirm participation and accept an ensemble offer for the Ensemble Program, each participant must **complete the online acceptance form prior to Friday 6 January 2023**. A link to the online acceptance form can be found in the original offer email send out on Monday 12 December 2022.

Annual Participation Fees

An annual participation fee, contributing to the cost of rehearsals, tutorials and program delivery, is payable to MYO with the submission of your acceptance form. The full fee for 2023 is \$1474.65.

Where fees remain unpaid without a financial support application (see below) a participant may be asked to leave an ensemble and their position offered to a reserve player.

Participation fees will not be refunded to any student who withdraws from the program. Extenuating circumstances will be reviewed on a case-by-case basis and will be at the sole discretion of the CEO of Melbourne Youth Orchestras.

Financial Support

MYO is pleased to offer scholarships and bursaries to assist young musicians, who are travelling from regional areas and/or who are experiencing financial hardship. Detailed information on scholarships available can be found on MYO's website at: <https://myo.org.au/ensemble-program/scholarships/>. If you wish to apply for financial assistance, this can be done using your online acceptance form.

Applications for scholarships and financial assistance should be submitted to MYO **by Friday 6 January 2023**. Applicants will receive the outcome of their application by Friday 10 February 2023.

MYO OFFICE & COMMUNICATION

MYO Office Team

Dorian Jones	Chief Executive Officer
Brett Kelly	Music Director
Naomi Holman	Programs and Administration Manager
Grace Ip	Marketing and Programs Coordinator
Sarah Clark	Operations Manager
Grace Trebley	Operations Coordinator
Julia Parker	Programs and Administration Assistant
Joey Chen	Accounts Manager

MYO Office & Phones

MYO's staff work in the MYO office each week between 9:00am-5:00pm, Tuesday to Friday. During this time, the office can be contacted by calling the office phone on (03) 9376 8988 or by email myo@myo.org.au

The MYO Mobile is on during rehearsal and concert days: 0417 124 486.

Email

MYO's main contact email address is myo@myo.org.au.

Email will be the main method of communication used to contact MYO ensemble participants and distribute rehearsal and concert information. For members under 18 years of age, please provide the parents/guardians email address, as invoices will be sent to this address.

If you change your email or address details, please notify MYO immediately.

Contacting conductors

If you would like to contact your conductor directly, please do so in person around rehearsals or email the office (myo@myo.org.au) and we will assist you in your enquiry.

REHEARSALS

All ensembles rehearse at **The University of Melbourne Southbank Campus, 234 St Kilda Road, Southbank, or at ABC Iwaki Auditorium at 120 Southbank Boulevard Southbank.** Please refer to the MYO website for concert dates.

Rehearsals are closed to all non-members, including parents. It is requested that parents/guardians do not enter rehearsal rooms.

Rehearsal Times

Rehearsals are on Saturdays and are anticipated to run for the following times. Finalised times will be confirmed early February.

Melbourne Youth Orchestra (MYO flagship)	1:30pm – 5:00pm
Percy Grainger Youth Orchestra (PGYO)	9:00am – 12:30pm
Melbourne Youth Chamber Strings (MYCS)	1:00pm – 4:00pm
Melbourne Youth Strings (MYS)	9:30am – 12:30pm
Alexandra Cameron Strings (ACS)	1:30pm – 4:30pm
Melbourne Youth Junior Strings (MYJS)	9:00am – 12:00pm
Melbourne Youth Wind Symphony (MYWS)	1:30pm – 5:00pm
John Antill Youth Band (JAYB)	9:30am – 12:30pm
Melbourne Youth Concert Band (MYCB)	9:30am – 12:00pm
Melbourne Youth Jazz Orchestra 2 (MYJO 2)	12:30pm-2:30pm
Melbourne Youth Jazz Orchestra 1 (MYJO 1)	3:00pm-5:00pm

Attendance is mandatory for all rehearsals and performances unless leave has been granted by the MYO office (see the next section 'Absences, Late Arrivals and Early Departures').

What to Bring

All personal belongings should be clearly labelled with the participant's name. MYO is unable to provide any equipment listed below and participants should bring any spares they require.

- **Everyone must bring their own music stand (PGYO and Flagship excluded)**
- 2B pencil and eraser (music *should not* be marked with anything other than pencil)
- Woodwind players – bring spare reeds
- Brass players – bring mutes (where applicable) and valve oil
- String players – bring mutes (where applicable), spare strings and your own rosin
- Cello and double bass players – also bring endpin stops/donuts and bass players please bring your own stools
- Percussionists – bring your own sticks and mallets as required (instruments are provided)
- MYO will provide details in advance of the first rehearsal of any additional items students should bring in order to abide by MYO's CovidSafe Plan.

Parent Yard Duty Volunteers

MYO relies on the support of parents who kindly volunteer their time assisting with supervision during rehearsal breaks (affectionately known as "Yard Duty"). These volunteers are a visible and active presence around the campus, ensuring the safety of all of the young musicians in our program.

Volunteers usually help out on 1-2 Saturdays each term, depending on the volunteer's availability and MYO's needs. Yard Duty is divided into two sessions:

Morning Yard Duty: 10:15am – 11:45am

Afternoon Yard Duty: 2:15pm – 3:45pm

MYO Volunteers must now hold a valid Working With Children Check or VIT Registration. Volunteer Working With Children Checks are free and easy to apply for via:

<http://www.workingwithchildren.vic.gov.au/>

An email will be sent prior to commencement of each program in which prospective volunteers can sign up through an online form.

Rehearsal Etiquette and Expectations

As a member of Melbourne Youth Orchestras, participating in your ensemble means more than just playing the notes on the page. The success of an ensemble is a team effort; the culmination of shared goals achieved through home practice, being considerate to your fellow musicians, and by being prepared and attending all commitments.

- Be punctual for all rehearsals – ensuring you're in your seat before the start time of your rehearsal
- Bring all of the equipment you need, including a music stand, pencil and instrument accessories
- Request absences at least **10 days in advance**, and inform MYO if you're running late or sick on the day
- Know your rehearsal and concert schedule – keep an accurate diary
- Know the repertoire and practice throughout the week
- Turn off electronic devices and phones before rehearsals

With more than 700 musicians auditioning for less than 600 positions in the Ensemble Program, it is a significant achievement to be offered a position in one of our ensembles.

It is an expectation that successful auditionees accepting a position will commit to their ensemble for the entire year. Reserve players for every ensemble are kept on file and if a current member is unable to appropriately commit to their ensemble, their position will be replaced by a reserve player.

Participants in VCE or Tertiary education are asked to take their exam periods into consideration and discuss any potential leave options well in advance with the MYO office.

ABSENCES, LATE ARRIVALS AND EARLY DEPARTURES

With high commitment expectations for all ensembles, it is important that the MYO Absence Policy is followed to respect your conductors and fellow musicians. The Absence Policy is in place to ensure that participants are adequately prepared for all performances and to assist our conductors in planning their repertoire, rehearsals and any rostering.

The MYO Calendar works in 'Terms' and 'Programs'. A Term is the same as a school/university term and follows similar dates and breaks. A 'Program' refers to all of the rehearsals for a particular Ensemble Program Concert, i.e. all rehearsals from February to the May concert would be part of one Program, over two Terms.

- **The maximum absences allowed is 2 per Term with at most 3 per concert Program.**
 - **For the Flagship ensemble MYO, absences are restricted to a maximum 2 per Program with advance notice only.**
 - If a participant will be missing more than 2 rehearsals in a row (e.g. for a holiday), please discuss with the MYO office before making non-cancellable plans.
- The final 2 rehearsals prior to a concert are compulsory, and members who miss these rehearsals may be asked to sit out of the performance unless specific approval is given by the MYO office.
- Participants are expected to be in their seats ready to play prior to the start time of their rehearsal. Arriving after this time will be considered a Late Arrival and two of these in a program will be marked as an absence.
- **MYO must be appropriately notified when a participant arrives late or leave a rehearsal early, with the same conditions as regular absences.**
- Participants who have regular late arrivals, early departures or absences may be asked to leave the ensemble. This decision will be made in consultation with the participant's conductor, the Programs and Administration Manager and CEO.
If a participant is running late or is sick on the day (or has an emergency situation), MYO should be notified by texting/calling the MYO Mobile on 0417 124 486. If a participant is absent without notice, MYO will contact parent/guardians

All absence requests must be submitted to MYO in writing to myo@myo.org.au, at least 10 days in advance.

Members are expected to organise their social activities around MYO activities. Absences will only be approved for sickness, compassionate grounds, compulsory school/university commitments, extension opportunities or participation in cultural or religious holidays or activities.

Leave will not be granted for members to rehearse with other organisations and leave will only be granted to perform with other groups where the performance date has been set and the player engaged prior to the MYO ensemble date being set.

PERFORMANCES

Each MYO ensemble performs regularly throughout the year. Performances are **compulsory** for all members of MYO ensembles. Performance dates will be distributed in January 2023 and any member unable to commit to a specific performance should notify MYO well before the commencement of that concert Program.

Occasionally your ensemble will undertake special projects or performances organised as part of the Ensemble Program. These special projects/performances are considered to be mandatory for all members. Special projects/performances arranged by MYO with short notice will honour members' existing commitments on those dates in the same manner as MYO expects its commitments to be honoured.

Concert Dress

The performance uniform will be all black. Please dress professionally. A black top or shirt with black pants or skirt, with black shoes with black socks are appropriate. Clothing should not be faded or damaged. Junior ensembles (MYJS, ACS, MYS, MYCB and JAYB are welcome to wear a black MYO t-shirt in concert).

Skirts and dresses should **cover the knee when seated** and be worn with opaque black stockings or footless tights. Depending on the weather, jackets may or may not be worn but are always encouraged.

Strapless, sleeveless, tops that expose the midriff or that are low-cut, jeans, and thongs are not appropriate.

Members who are not appropriately attired for performances may be asked to change their attire, be seated in an alternative position or in some instances even be removed from the performance.

MUSIC AND PRACTICE PARTS

To protect original printed parts, ensemble participants are not allowed to take music or folders home.

Digital practice parts are provided to all participants via Dropbox. Participants will be emailed a unique link to their practice parts which they are expected to save and practice from during the week. No practice parts may be shared with non-members for copyright reasons.

If any member misplaces or damages music, replacement costs will be charged, payable to MYO (usually \$30 – \$70 per item). Additional costs incurred may also be on-charged where hired music is returned late. All MYO members shall exercise respect for the property of others, including all materials loaned to them by MYO including sheet music.

INSTRUMENTS

With the exception of percussionists and pianists, members are expected to provide their own instruments and accessories, including spare strings, reeds and mutes. Percussionists are required to bring all sticks required for their repertoire.

Members are responsible for ensuring the care of their own instruments during MYO activities and MYO strongly advises members to insure their instruments against loss or damage. Members must take responsibility at all times to prevent damage to their personal effects at MYO activities or during transport to and from MYO activities.

MYO does not accept responsibility for damage to member's instruments or personal effects at MYO activities or during transport to and from MYO activities.

MYO does not own or store regular orchestral instruments, except for specific auxiliary instruments. If a participant is asked to play an auxiliary instrument they do not own, it may be provided for hire by MYO.

FURTHER INFORMATION

Auditions

At the conclusion of each year, all positions in the Ensemble Program are declared vacant. All musicians wishing to take part in the following year's Program must apply to reaudition. Applications usually open between August and early October.

Due to the volume of applicants each year, individual feedback is unable to be given regarding audition results.

Late Auditions

MYO maintains a wait list for interested applicants who wish to audition for the Ensemble Program outside of the main round of auditions. Where vacancies exist, applicants on this wait list may be invited to audition.

Ensemble Placement

Final ensemble placement or seating within an ensemble will be at the sole discretion of the Programs and Administration Manager in consultation with the conductor, tutors and/or the audition panel. In some ensembles, conductors may choose to rotate seating arrangements depending on piece and/or program.

If a member is interested in joining a more advanced ensemble during the Ensemble Program year, they should contact the MYO office where they will be placed on that ensemble's wait list. Only where approved by both the current Conductor and the Programs and Administration Manager, and where a vacancy exists, the member may be invited to prepare and complete a late audition.

SAFETY, WELFARE AND CHILD PROTECTION POLICY

First Aid

In the event that first aid is required while on campus, please see a member of staff or call the MYO Mobile on 0417 124 486 for a trained first aider to attend

Health Safety

All enrolling members are required to provide medical details as requested in the acceptance form and include any pre-existing medical conditions. Information obtained will be kept confidential and will only be divulged in the event of a medical emergency to First Aid or professional medical personnel. It is your responsibility to inform MYO of any new medical conditions or any changes to the information supplied in the online Acceptance Form.

By enrolling in an MYO program, you authorise MYO in the event of an injury or illness occurring during activities, to obtain on behalf of the member and at the member's expense, any medical treatment as may be considered appropriate by MYO.

Members who, during the course of MYO activities, become aware of a risk to the health and safety of themselves or other members are expected to notify a member of MYO staff immediately. Due to the physically demanding nature of playing a musical instrument, MYO requires all members to notify MYO in writing if, during the course of an activity, a physical injury develops that inhibits their ability to rehearse or perform with MYO.

Participants are prohibited from consuming alcohol during any assignment or engagement for MYO, formal or informal. Any participant found to be in possession of or affected by drugs, including alcohol, will be instantly dismissed from MYO programs. MYO will immediately suspend and report to