

YOUTH ORCHESTRAS OF CHARLOTTESVILLE-ALBEMARLE

ATTENDANCE POLICY for ENSEMBLES

One of the most important factors in the success of any ensemble is the presence of all its members at each rehearsal. When an ensemble member misses a rehearsal, it means that the material covered in that rehearsal must be rehearsed again, in order that all the musicians will be unified in their interpretation and performance of that music. Absences slow down the rehearsal process and can be the cause of frustration on the part of the musicians who do attend all the rehearsals. The Ensemble Directors and the YOCA Board have developed the following attendance policy:

- 1) There are two types of absences: excused and unexcused.
- 2) Excused absences include serious illness (such that the student was not able to attend school that day); family emergencies; and school trips. Excused absences may be allowed under other circumstances (school homework project, school event conflict, etc.) at the discretion of the Conductor or Manager. In the case of illness or family emergencies, please call the YOCA office at 974-7776 at your earliest convenience. In the case of a school trip or other reasons for an absence, you must submit a completed, absence permission form as soon as possible but at least one week in advance of the anticipated absence.
- 3) You should try to avoid scheduling college visits, family vacation trips, etc. on rehearsal evenings if possible.
- 4) If you do not submit an absence permission form to the rehearsal assistant, your absence will be considered unexcused except in cases of illness or emergencies as described above. In the case of unexcused absences, a three-step procedure will be followed:
 - a) You will be placed on probation following the first unexcused absence of the year.
 - b) After a second unexcused absence, you will be dismissed from the orchestra until the beginning of rehearsals for the following program.
 - c) For a third absence, you will be dismissed from the orchestra for the balance of the year.
- 5) Habitual tardiness to rehearsal or tardiness returning from break may also be considered cause for probation.

ENSEMBLE REHEARSAL PROCEDURES

We are guests of the Charlottesville /Albemarle public/private schools and the Ashcroft Club. Every ensemble member is responsible for the care of the rehearsal space and adjoining areas. Any damage to the equipment or facilities by an ensemble member is the responsibility of his or her family. You should not bring food or drink into rehearsal area. Also, all rehearsal facilities are **smoke-free**.

Arrive on time. Ensemble members should be warmed-up and ready to play 5 minutes before posted rehearsal start time. You should arrive in the school parking lot in time to walk to the auditorium, unpack and assemble your instrument and be ready to start.

Bringing necessary equipment is your responsibility. You should have your instrument, music, black No.1 or No. 2 pencil, and any mutes, reeds, valve oil or other accessories needed.

Set-up. Please help the set-up crew if asked.

Take-down at the end of rehearsal is everyone's job. After putting your instrument and music away, you should return to assist any equipment that needs to be removed from the rehearsal area.

Music: Unless it is a practice copy, all music must be treated with care. Some of the music we use is rented and other parts are borrowed or owned by YOCA. Use only black-lead pencils to mark in the music. You will have to pay to replace any music that is lost, damaged, or marked in ink or colored pencil.

Questions or problems can be brought up with the director or assistant before or after rehearsal or during break. Contact the general manager outside of rehearsals:

YOCA Office: phone – 974-7776

Linda Barnes: cell –882-1890

Scot Jonte: cell – 760-3936