



# North Vancouver Youth Band

## Member Handbook

**The North Vancouver Youth Band is an organization with a history of community service and musical excellence.**

***The Youth Band is run by parent volunteers and professional band leaders, whose collective goal is to provide an optimum musical experience for youth ages 9 to 21 years.***

***Reaching this goal requires the commitment and full participation of our staff, parent volunteers and band members.***

### ***The Board is responsible for:***

- ***Organizing a variety of events that increases the exposure or the band in the community***
- ***Working within guidelines laid out in our by-laws and rules for a non-profit organization***
- ***Overseeing the financial aspects of the band***
- ***Engaging the Bandmasters, parents and members to work together to meet the band's commitments***

### ***The Bandmasters are responsible for:***

- ***Selecting music that motivates and challenges the members***
- ***Building on the skills and commitments of the band, including constant improvement in both musical and marching performance***

### ***Each Band Member is responsible for:***

- ***working continuously to improve their individual music skills***
- ***engaging with their peers to improve the performance of the group***
- ***considering the needs of others by not being disruptive or rude***
- ***paying close attention to band masters***
- ***being on time and ready to practice or perform***
- ***ensuring that your uniform, shoes and hair are neat and professional***
- ***demonstrating your commitment to the band and the community by:***
  - ***attending at least 75% of the band practices***
  - ***striving to attend 100% of performances***

## **The North Vancouver Youth**

**Band** extends a welcome to all new and returning band members and their parents or guardians. We are very glad to have you as a member.

This handbook is designed to highlight the goals and methods under which our band has successfully operated for over 65 years. The North Vancouver Youth Band was designated and the official band of the City and District of North Vancouver in 1995, and has a reputation of being one of the finest youth bands in Canada.

Founded in 1939, the Band is incorporated as a registered nonprofit society and charitable organization. An autonomous organization dedicated to provide high standard of musical education and fellowship, the Youth Band uses a variety of musical styles and genres, and promotes fellowship among its student members by providing the opportunity to participate in music festivals, concerts, parades, and competitions.

The Band is administered by a volunteer board elected by and from the parents of band members and is self-supporting through membership fees, fundraising and financial support from various levels of government. We gratefully acknowledge the assistance of the Arts and Culture Commission of North Vancouver; the financial support of the City and District of North Vancouver; and the financial assistance of the British Columbia Gaming Commission.

The Youth Band's success is attributable to the efforts of its student members and their parents or guardians and all are encouraged to assist with various band activities administered through the Parent Participation Program.

The guidelines described in this handbook are from the Society by-laws or have been duly approved by the Board

### ***Membership***

Membership is open to all students, starting at the age of nine years, regardless of prior musical experience, and continuing until age 21. Student members are placed in Senior, Intermediate, Junior or Beginner Bands, depending on their ability, maturity, attitude and continuing effort. The Band encourages its student members to join their own school band or orchestra.

Membership in the band requires a full commitment and places a responsibility on both students and parents. In order to remain a member in good standing, band dues and other fees must be paid promptly.

Resignations are required in writing with 30 days notice - otherwise dues are still payable.

An **Associate Membership** is available to students who have been members in good standing for at least 5 years and are attending a post-secondary institution. A member must be recommended by the Bandmaster for Associate status and approved by the Board. Associate members, though valued for their contributions, do not receive seniority awards like regular members. Associate membership expires when the student turns 21.

## ***Rehearsals and Practice***

**Daily practice, even for a short period of time, should be part of every student's schedule.** Mandatory sectionals for student members of all levels of the band provide additional instruction on individual instruments. Bandmasters may suggest further individual instruction as a student progresses. Senior band members should consider getting private instruction in addition to home practices in order to make significant progress on challenging pieces that are part of the repertoire at this level.

A schedule of rehearsals, sectionals and performances is found in the insert in this handbook. Please also check the website for actual dates and times of all practices and events.

Practices follow the school calendar with the exception of a two-week break during the summer holidays. The dates of the summer break are posted in the spring. During the summer, friends of students and prospective students are invited to attend practices at no cost to enjoy the band experience and consider membership in the fall.

All students should bring a pencil to each practice and use it appropriately to make notations on the music as directed by the Bandmaster.

Each member should have all necessary materials and supplies on hand. Reed instrument players need at least two spares reeds or recommended quality; brass players need valve or slide oil and mutes (as required); percussion players need a kit bag for sticks.

Junior and intermediate band members may only take home photocopies (no originals) of music. Distribution folders for music are to remain in the band room to facilitate music library procedures and to protect the Band's

investment in music.

All band members must assist in the setup or take down of chairs and stands at each rehearsal.

## ***Attendance***

**All practices and sectionals are of paramount importance and all students are expected to attend.**

**ATTENDANCE:** Students who must be absent should send a note, or talk to or email the Bandmaster in advance of the date. If you are unable to contact the Bandmaster in advance, please notify the Bandmaster immediately after the practice. Families will be contacted if a student misses three consecutive practices.

Attendance is taken during all rehearsals and performances. **Students are expected to maintain a 75% or better attendance record to be considered for promotion and service awards.**

**PUNCTUALITY:** Students are to be seated and ready to play five minutes before practice begins. Students who are late are to unpack their instruments outside the rehearsal room, come in and wait quietly at the back of the room until the Bandmaster signals them to take their seats. Latecomers disrupt practices.

**HOLIDAYS:** Students must notify the Bandmaster as early as possible prior to the date of holidays if these do not fall within the Band's two week summer break. Dues remain payable in full regardless of holidays or other absences.

**PERFORMANCES:** Attendance at all performances is mandatory. Any excused absence must be discussed in advance with the Bandmaster.

## ***Behaviour and Courtesy***

Ordinary rules of courtesy apply at all Band rehearsals and functions. This includes, but is not limited to:

- playing your instrument out of turn or when the Bandmaster is speaking
- talking during practice
- leaving your seat without requesting permission

Attention to and showing respect for the Bandmaster, Sectional Instructor or Drum Major is essential and mandatory - the Bandmaster's word is the law! The same respect is to be shown to guests or adults who may address the band at practice, or parent volunteers or other chaperones at band performances and social events.

During waiting times, students are expected to wait without talking.

Socializing is great...before and after practices and at Band Social events.

Each student must put away his/her music stand and chair at the end of each practice.

Smoking, gum chewing or consuming alcoholic beverages or drugs by band members is not allowed at rehearsals, or community or band events or at any time a member is in a band uniform.

The Band regards the health and welfare of all its members to be of paramount importance during all Band activities.

Any behaviour that subjects student members, Bandmasters, or parent chaperones to abusive, disrespectful, sexist or humiliating situations is not permitted in any Band sponsored activities or events.

Violation of Band rules or failure to carry out the instructions of any person in charge/who is responsible for discipline at a Band rehearsal, performance or social event is grounds for immediate suspension by a Bandmaster or by the Board, or upon approval of the Board, expulsion from the Band in accordance with By-Law 6.2.

## ***Instruments and Music***

Each member of the Band must own or rent an instrument that has been approved by the Bandmaster.

Each member of the Band must keep their instrument in good working order by practicing regular care and maintenance.

Selection of the instrument to be played by the student member is to be arranged between a Bandmaster and the parents or guardians of the student. The instrument is not to be changed without the permission of the Bandmaster.

Any damage occurring to any Band-owned instrument must be immediately reported to the Bandmaster. Band members are responsible for the care of their own instruments, cases and music stands, and for any damage to them.

Band members are also held responsible to return, in good condition, any music that is borrowed from the band; it must be returned to the Bandmaster or Sectional Instructor.

The cost of lost or damaged music will be charged to the member. All markings on the music must be in pencil.

Music and rented or borrowed instruments must be returned to the Band in good condition upon leaving the Band.

Each student must own a music stand.

## ***Auditions***

All auditions are conducted by the Bandmaster(s). The main auditions will take place in September; however, these may also take place throughout the year at the Bandmaster's discretion.

## ***Retreats***

Each year the Bands go on musical retreats. The retreats are to welcome new members and encourage prospective members. Friends of Band members are encouraged to attend.

## ***General***

1) The Band will not be liable for accidents or damage done by members of the Band.

2) When transportation to and from a Band function is provided, the chaperone in charge must be informed and permission must be obtained if a member wishes to travel by some other means.

3) Violation of Band rules or failure to carry out instructions of any person responsible for discipline is sufficient for instant suspension of any student member by the Bandmaster or the Board and for expulsion from the NVYB upon approval by the Board, in accordance with the provisions of the By-law 6.2.

## ***Student Council***

The Student Council is composed of four Band members elected by the students in the Senior Band. It is expected they will have one meeting per month to discuss issues and business arising. The council is responsible for organizing social events, fundraising for special events, communicating to the membership about events. They are also responsible for liaising with the Board by having one member attend monthly Board meetings.

## **Uniforms**

### **General Standards**

1. Dress standards must be met or the student will not be permitted to perform.
2. The only jewellery allowed with uniforms is one pair of simple stud, gold collared earrings, band ring and pin. Watches are acceptable.
3. No coloured nail polish.
4. Hair should be neat. Long hair must be tied back or braided and worn up under the Band hat when marching. (Use only black coloured hair elastics).
5. Shoes must be clean. (Do not use shoe polish. Clean with non-acetate nail polish remover only).
6. The uniform must be complete at all times. (Some students bring a change of clothes to performances in case they do not want to remain in full uniform after the performance.)

### **BEGINNER AND JUNIOR BANDS**

Students are required to provide:

1. Beginner and Junior Students are required to have a new or used, burgundy, summer golf shirt with NVYB logo, **purchased from the band at a cost of approximately \$20.00.**
2. long black socks
3. black pants or skirt (**no cords or jeans**)
4. black shoes (or running shoes with all coloured logos or stripes covered)

## **SENIOR/PERFORMANCE BAND**

A summer and winter uniform is required; most pieces are provided by the Band, except the following items that students must provide:

- a) man's long or short-sleeved white dress shirt with a collar
- b) long white socks
- c) white band shoes provided by the band, if available, or by the student member
- d) summer shirt with NVYB logo, issued before a tour and returned to the Band at the end of the tour.

Upon joining the Senior or Performance Bands, a uniform is issued upon receipt of a deposit of \$75.00. If a student resigns from the Band, the student member must advise the band in writing. Once the uniform is returned in a complete, dry-cleaned and good condition, then \$50.00 is refunded.

Students must not swap uniform pieces as they are issued individually, numbered and recorded under each student's name. The student is responsible to return each piece for exchange when it no longer fits, or upon leaving the Band. Label every item (with non-permanent ink).

NOTE: During marching season, long white socks and white running shoes with the any colour or stripes covered are required. Shirts are available for sale at fall Band Camp, so that band members can wear them for their first concert prior to Christmas. Check registration materials or got to the website [www.nvyb.ca](http://www.nvyb.ca) for the date.

## ***Dues and Other Costs***

Dues and other fees are determined by a vote of the members present at an Annual General Meeting or Semi-Annual General Meeting of the Band Society. Annual fees are due by October 1<sup>st</sup> of every year (payable in full, semi-annually, or by 10 post-dated cheques that are submitted with the registration form).

NOTE: See the most current registration package/fee schedule for program cost.

Other Costs:

- A refundable Parent Participation Fee based on 10 volunteer hours for junior, intermediate and senior band and 5 volunteer hours for beginner band.
- A one-time music fee (non-refundable), payable upon joining the Band.
- Instrument purchase or rental (instrument purchases or rentals can sometimes be arranged through the Band)
- One-time only senior uniform charge, payable upon joining the Senior Band.
- Personal uniform items as outlined under UNIFORMS
- Each member must provide a music stand for performances.

Dues continue to be payable until a written letter of resignation is received. As Band dues are used to cover the general monthly operating expenses of the Band; therefore, it is important that a letter of resignation be sent to the Board at the time of withdrawing from the Band. Dues continue to be payable until this letter is received regardless of lack of attendance.

**Arrears:** See By-law 6.1

A student showing dedication and commitment to the Band through participation in fund-raising projects may, if necessary, be eligible for financial assistance for Band fees or tour subsidies.

## **INTERMEDIATE AND SENIOR BANDS TRAVEL FUND ASSESSMENT:**

In the past, a portion of Band dues was allocated to the student's travel fund, to be used on Major Senior Tours (about every three years). In addition, students were awarded travel points for any fund-raising activity in which they participate and these points are added to the student's travel fund. Students have the option of using travel points from personal fund raising for any tour costing more than \$500.00.

As of November 2005, the travel fund assessment and travel points assessments are discontinued. Pre-existing travel funds and points were retained for the use of the student who collected them prior to the 2005-2006 season (or their sibling if the student has retired from the Band). In future, each major tour will be funded separately.