



2024-2025

**MEMBERSHIP
HANDBOOK**

UPDATED July 29, 2024

Our Mission

The YYSO creates a unique opportunity for elite youth musicians to learn a challenging repertoire with peers, perform in a variety of venues and expand their perspectives of what it means to be a musician.

Our Vision

The YYSO is strongly focused on creating a inclusive environment for all students and members to help increase the overall music education in York and the surrounding counties in PA.

Our Community

Our Community is made of of all the teachers, musicians, artists, and parents in York and the surrounding counties. If you are interested in volunteering, donating, or working with our members, please [contact us](#).

Our Members

Our members will receive various opportunities in music performance and other great benefits such as college and summer music camp scholarships.

MEMBERSHIP IN THE YORK YOUTH SYMPHONY ORCHESTRA

The York Youth Symphony Orchestra (YYSO) operates based on having dedicated and highly motivated membership. Because this orchestra is committed to excellence, each member must contribute their best. An important part of the YYSO experience is the satisfaction of creating fine music through the combined efforts of **all** members of the orchestra.

Members of the YYSO must be active and in good standing with their school's music organization(s). In cases where extenuating circumstances prevent student musicians from being active in their school's ensembles, a written letter of permission from the school's orchestra (or band director, if no orchestra) must be submitted to the YYSO in order to be considered for admission. Should a student and their school director not be able to resolve this issue, the YYSO Music Director should be contacted.

CONTACT INFORMATION

Mailing Address

The Appell Center for the Performing Arts
50 N. George Street, 3rd Floor
York, PA 17401

YYSO Staff

Brian Buterbaugh, Brian.Buterbaugh@yorkyouthsymphony.org
Music Director & Conductor

Bethany Favolise, info@yorkyouthsymphony.org
Operations & Personnel Manager

Website: www.yorkyouthsymphony.org

Like us on Facebook: [York Youth Symphony Orchestra](#)

Follow us on Instagram: [@yorkyouthsymphony](#)

POLICIES AND EXPECTATIONS

When rehearsing or performing with the YYSO, you are responsible for the following:

1. Complete Member Information forms and pay all fees promptly.
2. Regularly attend rehearsals and performances.
3. Notify Operations & Personnel Manager in advance of any absences.
4. Students should be on stage NO LATER than 8:25 am and should be thoroughly warmed up before rehearsal begins. Formal rehearsal begins with the concertmaster leading the tuning process.
5. Stop playing when the Music Director/Conductor indicates and listen carefully.
6. Be courteous when the Music Director/Conductor is working with others by not talking.
7. Except for tuners, NO electronic devices are permitted on stage. Use of electronic devices during the rehearsal dishonors the rehearsal process. Even if not playing, members are to remain mentally involved and engaged. **Absolutely no cell phones on stands during rehearsal; there is zero tolerance for this.**
8. Maintain YYSO property with care, including return of music and folders. Students are responsible for the loss or damage of YYSO property, including music.
9. Follow the official Concert Dress Code for the orchestra's performances.
10. The stage/rehearsal space should be clear of all food and beverages, except water.
11. It is expected that students come prepared for rehearsals. This includes string players acquiring updated bowings from any missed rehearsals. Failure to consistently prepare for rehearsals may result in seat demotion at the full discretion of the Music Director/Conductor, with the consultation of the board.
12. Accept dismissal if, after consultation with the Music Director/Conductor, these requirements are not met.

BULLYING AND HARASSMENT

The YYSO is dedicated to creating a safe, secure, and inclusive space for all of our members at our rehearsals, concerts, and events. Bullying may be a repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived characteristic, such as, but not limited to: age; nation of origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

POLICY

The YYSO does not tolerate any inappropriate behavior or contact towards its students, conductors, staff, or any other individuals associated with the organization. Inappropriate behavior or contact includes, but is not limited to, physical, mental, verbal (including cyberbullying), or sexual harassment of any kind.

REPORTING

If you believe you have been subjected to conduct that violates this policy, witnessed any such conduct, or otherwise have reason to believe any such conduct has occurred, you must report the incident(s) to the Music Director/Conductor, another member of the staff, or any member of the Board as soon as possible. The YYSO will promptly investigate all allegations of harassment and take appropriate corrective action where

warranted. To the extent possible, the YYSO will maintain the confidentiality of all information related to the complaint and investigation.

Additionally, any person having cause to believe that a student's physical or mental health or welfare has been adversely affected by abuse or neglect by any person must immediately make a report of such conduct to appropriate law enforcement and other governmental agencies. No one will be subjected to any form of adverse action for good faith reporting of incidents of harassment or otherwise inappropriate behavior that may violate this policy, or for pursuing any claim in connection with such conduct, or for cooperating in any related investigation. Additionally, no employee will be terminated, or otherwise discriminated against for: (1) making a good faith report of child abuse or neglect through appropriate channels (including to the person's supervisor, the Music Director/Conductor, another member of the staff, any member of the Board of Directors, a state regulatory agency, or a law enforcement agency); or (2) initiating or cooperating with an investigation or proceeding by a governmental entity relating to an allegation of child abuse or neglect.

SOCIAL MEDIA POLICY

High ethical and professional standards should be upheld by students everywhere they go, especially on platforms such as Facebook, X, YouTube, Snapchat, Instagram, TikTok, etc. Students are to refrain from utilizing words, images, recordings, or other media that could be construed as bullying, harassment, or threats towards YYSO employees, students, families, or schools. Examples of this type of behavior include offensive posts that actively foster a hostile environment or posts that are aimed to purposefully damage someone's reputation.

The YYSO reserves the right to take appropriate action to protect the reputation of the YYSO by considering a student's online behavior.

ATTENDANCE

The YYSO Rehearsal and Concert Schedule is posted to our [website](#) and can also be found below:



Please note that this schedule is subject to change.

The very nature of participation in a performance group means that members shall attend all rehearsals and concerts, prepare adequately during the week, and cooperate in the group effort to achieve superior musical results.

If you are unable to attend a rehearsal for any reason you must submit an Absence Report Form with the reason for your absence at least one week prior to your anticipated absence, or as soon as you are aware of the conflict. This also includes arriving late, or leaving early.

Failure to provide this information will result in the absence being considered unexcused. Unexcused absences will not be tolerated and will be handled on a case-by-case basis by having the Music Conductor/Director evaluate the student's position in the orchestra.

Students may have two (2) excused absences per concert cycle (fall/winter/spring). Arriving late to rehearsal counts as 1/2 an absence; leaving early counts as 1/2 an absence. Late arrivals and early departures must also be reported in advance to the Operations & Personnel Manager. Failure to do so will result in the 1/2 absence being considered unexcused. Whenever possible, please schedule college visits or other extra-curricular activities outside of rehearsal time.

Excused absences include:

- School music and sports activities
- Music festivals
- Illness or related family emergencies
- Emergency family issue
- College visits (Please note: It is expected that college visits be scheduled during weekends when the YYSO does not rehearse, whenever possible.)

Attendance will be recorded at every rehearsal and performance. All absences should be reported to the Operations & Personnel Manager using the [Absence Report Form](#). If you fail to report your absence, regardless of the reason, it will be marked as unexcused.

If there is a circumstance outside of the reasons listed above, please send an email to info@yorkyouthsymphony.org and brian.buterbaugh@yorkyouthsymphony.org.

ACTION & CONSEQUENCES

Failure to follow the YYSO Code of Conduct or Attendance Policy, or consistently failing to prepare for rehearsals, may result in the following:

- Seat demotion at the full discretion of the Music Director/Conductor, with the consultation of the Board
- Ineligibility for applying/auditioning for Scholarships, Concerto competition, or chamber orchestra
- Written warning from the YYSO Music Director and Board President, addressed to musician and parents
- If issue persists, probation and possible dismissal from the YYSO

Immediate dismissal from the YYSO could result from any of the following reasons:

- Bullying

- Abuse or improper proper care of any instrument, equipment, or property owned or controlled by the YYSO
- Engaging in undisciplined behavior or illegal activities while participating in YYSO functions. This includes, but is not limited to, vandalism, theft, or the use of illegal substances, including alcohol or tobacco products.
- The possession of a weapon
- Expulsion from local school district
- Missing a concert without properly notifying the conductor or administrative staff

If a complaint regarding bullying or harassment of any kind is found to have merit, appropriate corrective action will be taken. Such action may include immediate discipline, including termination of employment or removal of the individual from YYSO. If warranted, including where required by law, information will be turned over to the appropriate authorities.

SCHOOL ENSEMBLE PARTICIPATION

As a YYSO member, you are required to remain an active participant and role model in your school music ensemble(s). By the same token, the YYSO maintains a policy of allowing first priority to each local school district’s music ensembles in the event of unavoidable conflict.

Every attempt is made to avoid scheduling conflicts with school events and other music organizations in York County and beyond. Please compare the rehearsal and concert schedule with your school events calendar *immediately* and note all conflicts by filling out our [Absence Report Form](#) and e-mailing info@yorkyouthsymphony.org immediately if there is a *concert* conflict.

INSTRUMENTS

Musicians are solely responsible for their instruments. Lost, stolen, or damaged instruments (or instrument accessories) are not the responsibility of the YYSO, its leadership, volunteers, or any venue where the YYSO performs or rehearses. The YYSO strongly suggests that instruments be adequately insured and that care is taken to safeguard your instruments at all times.

PRIVATE LESSONS

YYSO members are expected to take private music lessons. The YYSO is able to provide a list of teachers in the York County area to our current members. These lists are a courtesy and the YYSO does not endorse or vouch for one private teacher over another and is not responsible for the quality of instruction, qualifications of teachers, determination of fee structure, or any behaviors of teachers working outside of the YYSO. The YYSO maintains a list of private teachers; please update the YYSO by emailing info@yorkyouthsymphony.org if you change teachers, so that we may keep our records current.

CHALLENGES

Challenges will be allowed at the discretion of the Music Director/Conductor. Challenges will NOT be allowed in the two weeks prior to a concert AND not before the 3rd rehearsal of any concert series. One week's notice must be given to the member being challenged. The Music Director/Conductor will preside over the challenge. The members will abide by the Music Director/Conductor's decision.

SHEET MUSIC

Each player is responsible for the care of their music and for bringing it, in the folder provided, to all rehearsals. Music is distributed at the beginning of each concert period and collected following the conclusion of each concert. As the YYSO will be using borrowed and rented music that does not belong to the organization, it is vital that student musicians take extra care to retain their music. Replacements will be the financial responsibility of the student musician and may be costly, with a minimum charge of \$10 per piece.

TUITION

The YYSO is committed to providing all students in our community with the same exceptional experience regardless of their financial means. To continue to create a more accessible orchestra and community, we will continue to offer students the chance to pay what they can afford. Tuition covers venue costs, sectionals, rehearsals, concerts, and masterclasses.

Parents and students will be able to decide the suitable way to pay the YYSO's suggested tuition cost:

1. Suggested YYSO Tuition Rate - This option will allow you to pay the full suggested tuition rate of \$200.00.
2. "Pay what you can" – You can choose the amount you can contribute. It can be greater or less than the YYSO's suggested tuition price. If additional tuition assistance is needed, please contact info@yorkyouthsymphony.org to inquire about a scholarship.
3. Beginning in the '24 – '25 season, tuition fees must be paid by September 14, 2024.

PAYMENT METHODS

Tuition payments may be submitted online through PayPal, or in the form of check or credit card (MasterCard, Visa, American Express, and Discover). Please be sure to include the YYSO member's full name (first and last) on a check or Paypal payment. Any bank fees resulting from a returned check are the responsibility of the paying party.

Full tuition payments must be submitted by the second rehearsal. If this presents a hardship, payment plans, and tuition assistance are available. Please contact info@yorkyouthsymphony.org for details.

CONCERT DRESS

The YYSO adheres to an "all black" concert dress code, with the following guidelines:

1. All black
 1. Can be skirt (must not rise above the knee when seating), blouse, or black dress pants
 2. No halters, tank tops, spaghetti straps, t-shirts, polo shirts, short sleeve dress shirts

3. Black shoes or dress sandals
4. If wearing black dress pants, must be accompanied by a black blouse or black dress shirt
5. If applicable, black belt and black socks; tie is optional, but if worn, must be BLACK

FAMILY INFORMATION

FAMILY MEETINGS

Family meetings are scheduled at the beginning of every YYSO season. Please refer to your YYSO Ensemble Schedule for your specific meeting date and time. These meetings are an opportunity to get to know your YYSO Staff, learn more about the season, and ask questions.

MEDICAL EMERGENCIES

In the event of an accident or sudden onset of illness, the YYSO will seek proper care for the student. An immediate attempt will be made to contact the responsible parent or designee. In extreme cases, paramedics will be called. The medical release form parents/guardians have signed will be available with Symphony staff so that treatment can be given immediately in the absence of a parent/guardian. It is the responsibility of the parent/guardian to keep medical forms up to date by notifying Symphony staff.

FAMILY SUPPORT

For our members to benefit from everything the YYSO has to offer, we need our families to assist with their children's participation as follows.

- Read all emails and materials from the YYSO and respond in a timely manner when requested
- Plan for your family to attend each of your child's YYSO concerts
- Volunteer at least once for a rehearsal during the concert season
 - Consider joining the Engagement committee
 - Stay informed through our website and social media channels
- Ensure prompt arrival and departures from rehearsals and concerts
 - Members are expected to arrive at least 10 minutes prior to the start time for each rehearsal
 - Members must be picked up no later than 15 minutes following the end of rehearsal or performance (except if you have another child in the York Junior Symphony Orchestra)
- Support full attendance of your child at all rehearsal and events by avoiding conflicts between family plans and YYSO activities whenever possible
- Support your child's private lesson, practice routine, and participation in school music activities
- Provide a nut-free snack and water when requested at the start of each concert cycle
- Introduce people to the YYSO, including families of prospective students, and help grow our audience base by bringing friends to your child's concerts
- Speak to the YYSO Staff regarding any concerns surrounding your child's participation. The sooner we are aware of your concerns, the better chance we have of resolving them successfully

FUNDRAISING AND DONATIONS

YYSO tuition fees are not enough to cover our operational costs. We rely on individual donations, concert program advertisements, and YYSO concert ticket and merchandise sales to help pay our excellent staff, to support our outstanding performances, and continue building our music library.

You can support the YYSO by:

- Advertising your place of business in our concert program during the 2024-2025 season
- Considering a matching gift with your employer
- Making a personal donation, naming a senior scholarship, or considering a commemorative giving opportunity as outlined on our website
- Making your contribution go farther by donating during Give Local York in May, when there are matching opportunities

YYSO is a certified 501(c)(3) charitable organization, and as such, all contributed donations are tax deductible as prescribed by law.

EMERGENCY CANCELLATIONS

Please check our website, email, Facebook, and Instagram for emergency cancellations of a rehearsal or performance due to inclement weather or other circumstances beyond our control. The YYSO will make every effort to schedule make-up rehearsals as needed.

At the latest, the YYSO Staff will announce a cancellation of rehearsal by 6:30 a.m. on the scheduled rehearsal date.

ENRICHMENT

Applications for scholarships and competitions are available on our website, www.yorkyouthsymphony.org under “Programs.”

STANLEY L. GLATFELTER SCHOLARSHIP

This scholarship will be presented to one deserving senior member of the YYSO who intends to major in music in college. It will be given for outstanding effort and dedication towards promoting music to others, as well as devotion and hard work in developing personal musical skills. It will not necessarily be given based on financial need or excellence in performance.

Application Requirements:

To apply for the Stanley L. Glatfelter College Scholarship, you must be a high school senior planning to pursue a course of study in a music-related field. These scholarships are a one-time gift issued for the fall semester following the recipient's final year of high school. *Application Due Date: Saturday, March 22, 2025*

SUMMER CAMP SCHOLARSHIP

Scholarships are granted for summer music camp attendance for the purpose of improving the student's ability, with the goal being the improvement of the York Youth Symphony. All YYSO members are encouraged to apply.

Application Due Date: Saturday, March 22, 2025

CONCERTO COMPETITION

Each year, the YYSO holds a Concert Competition for its members. Winners of the Competition will perform their selection with the full orchestra at the Spring Concert.

Guidelines

1. The Concerto Competition is open to all members of the YYSO in good standing, with all tuition paid.
2. Members may win the Competition one time only.
3. Members shall compete on the instrument they normally play in the YYSO.
4. All contestants must provide their own accompanist.
5. The Concerto Competition is a live competition only. No recorded auditions will be accepted.

Repertoire Guidelines

1. Contestants must audition using the Concerto they would like to perform with the Orchestra.
2. The piece should be no longer than approximately 10 minutes in length. In many cases, this will mean performing only one movement of a standard concerto or a shorter work with orchestral accompaniment playable by the YYSO.

3. Please confirm your music selection with the Music Director/Conductor prior to the Concerto Competition auditions

Application Due Date: Saturday, February 15, 2025, Auditions – March 1, 2025

COPY OF RELEASE OF LIABILITY FOR YYSO PARTICIPANTS

(these were agreed to in the initial YYSO audition application)

IN CONSIDERATION OF my child/ward being allowed to participate in any way in the York Youth Symphony Orchestra related events and activities, the undersigned acknowledges, appreciates, and agrees that:

1. The risks of injury and illness (ex: communicable diseases such as MRSA, influenza, and COVID-19) to my child from the activities involved in these programs are significant, including the potential for permanent disability and death, and while particular rules, equipment, and personal discipline may reduce these risks, the risks of serious injury and illness do exist; and,
2. **FOR MYSELF, SPOUSE, AND CHILD, I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS**, both known and unknown, **EVEN IF ARISING FROM THE NEGLIGENCE OF THE RELEASEES** or others, and assume full responsibility for my child's participation; and,
3. I willingly agree to comply with the program's stated and customary terms and conditions for participation. If I observe any unusual significant concern in my child's readiness for participation and/or in the program itself, I will remove my child from the participation and bring such attention of the nearest official immediately; and,
4. I myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY RELEASE AND HOLD HARMLESS** York Youth Symphony Orchestra its directors, officers, officials, agents, employees, volunteers, other participants, sponsoring agencies, sponsors, advertisers, and if applicable, owners and lessors of premises used to conduct the event ("Releasees"), **WITH RESPECT TO ANY AND ALL INJURY, ILLNESS, DISABILITY, DEATH**, or loss or damage to person or property incident to my child's involvement or participation in these programs, **WHETHER ARISING FROM THE NEGLIGENCE OF THE RELEASEES OR OTHERWISE**, to the fullest extent permitted by law.
5. I, for myself, my spouse, my child, and on behalf of my/our heirs, assigns, personal representatives and next of kin, **HEREBY INDEMNIFY AND HOLD HARMLESS** all the above Releasees from any and all liabilities incident to my involvement or participation in these programs, **EVEN IF ARISING FROM THEIR NEGLIGENCE**, to the fullest extent permitted by law.
6. I, the parent/guardian, assert that I have explained to my child/ward: the risks of the activity, his/her responsibilities for adhering to the rules and regulations, and that my child/ward understands this agreement.

I, FOR MYSELF, MY SPOUSE, AND CHILD/WARD, HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT WE HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND SIGN IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT

UNDERSTANDING OF RISK

I understand the seriousness of the risks involved in participating in this program, my personal responsibilities for adhering to rules and regulation, and accept them as a participant.

STUDENT MEDIA CONSENT AND RELEASE FORM

Throughout the season, students may be highlighted in efforts to promote YYSO activities and achievements. For example, students may be featured in materials to increase public awareness of our programs through newspapers, radio, TV, the web, DVDs, displays, brochures, and other types of media.

I, as the parent or guardian of _____, hereby give YYSO and its employees, representatives, and authorized media organizations permission to print, photograph, and record my child for use in audio, video, film, or any other electronic, digital and printed media.

- a. This is with the understanding that neither YYSO nor its representatives will reproduce said photograph, interview, or likeness for any commercial value or receive monetary gain for use of any reproduction/broadcast of said photograph or likeness. I am also fully aware that I will not receive monetary compensation for my child's participation.
- b. I further release and relieve YYSO, its Board of Directors/Trustees, employees, and other representatives from any liabilities, known or unknown, arising out of the use of this material.

I certify that I have read the Media Consent and Release Liability statement and fully understand its terms and conditions.