

2018 MEMBERSHIP INFORMATION



INTRODUCTION

Before you respond to your membership offer, please read the following information and consider the time and commitment involved in accepting a position with QYO. Further information about QYO is available from www.qyo.org.au

ATTENDANCE

Regular attendance at rehearsals, tutorials, concerts and other activities is essential. QYO membership is a serious commitment for the whole year. If you are absent on more than three occasions during the year, QYO will re-evaluate your membership. You must always notify your ensemble's Administrator by phone or email in advance if you are absent due to illness, a compulsory school/uni activity or another serious reason. Attendance and behaviour records are considered alongside musical standards in the annual auditions.

FEES & PAYMENTS

- The Membership Fee covers the cost of rehearsals, tutorials, concerts and, where applicable, music camp (QYS and Big Band do not have a music camp).
- The Membership Fee for QYS and JSE members also covers the hire cost of QYS concert shirts and JSE neckties/cummerbunds.
- Additional payments may be required during the year for tour levies, day trip levies, damaged music and music folders, merchandise and fundraising activities.

MEMBERSHIP FEES

To accept and secure your position, the Membership, Medical and, if applicable, Camp forms must be returned with either full payment or a deposit (\$150 or \$300) by **Monday 20 November 2017**, with the balance to be paid by **Thursday 18 January 2018**.

	1 st member	2 nd & subsequent family members
QYO2, QYO3, JSE, WS, WE	\$620	\$550
QYS	\$550	\$480
Big Band	\$500	\$430

Payment can be made by internet banking transfer (preferred method), cash, cheque/money order or credit card via "Seat Advisor", the QYO/Old Museum venue's online ticketing system, accessible via the QYO website. A surcharge applies to credit card payments. Due to the large volume of processing, QYO does not issue receipts for membership fees unless requested.

SCHOLARSHIPS

Please refer to www.qyo.org.au/downloads for information on scholarships available, including possible assistance for members from regional Qld.

REFUND OF MEMBERSHIP FEES

Membership fees will be refunded on a pro-rata basis less a \$50 administration fee for cancellations of membership notified by email to the QYO office before Easter. Fees will not be refunded for cancellations of membership notified after Easter.

LATE PAYMENTS

The balance of fees is due by Thursday 18 January 2018. Late payments may attract penalties and members whose fees are not paid in full by Easter will be asked to cease membership and their positions will be offered to Reserve Members. Members with financial difficulties should email info@qyo.org.au by Monday 20 November for consideration by the QYO Executive Committee.

RESERVE MEMBERS

If a player declines a position or leaves during the year, the QYO office sends written notification of a new offer to the first Reserve Member. Upon acceptance of this offer, full or pro-rata fees will be payable. If a full-time position does not become available, Reserve Members remain on the waiting list. They do not receive music or uniforms and do not attend rehearsals or pay fees. Reserve Members may be asked to play as an augmenting or substitute player as required.

QYO VOLUNTEERS

Each orchestra has a team of official volunteers including Administrators, Librarians & Stage Managers, plus parents who assist with concerts, auditions, fundraising, camps, tours and maintenance. The work of all volunteers is greatly appreciated and is essential to QYO's operations.

REHEARSALS & TUTORIALS

All orchestras rehearse during school/university terms at the Old Museum Building (OMB), 480 Gregory Terrace, Bowen Hills. Members must bring their instrument, music and folder (supplied at first rehearsal), pencil and eraser to all activities. Sectional tutorials are scheduled during normal rehearsal times, except for QYS which has additional tutorials on some weekends. QYS also has several Sunday morning rehearsals during the year.

	Day	Rehearsal Time	First rehearsal
Junior String Ensemble	Sat	8.45-11.30am	Sat 27 Jan 18
Qld Youth Symphony	Sat	9.00am-12.45pm	Sat 27 Jan 18
Qld Youth Orchestra 2	Sat	1.30-4.30pm	Sat 27 Jan 18
Wind Ensemble	Fri	6.00-8.30pm	Fri 2 Feb 18
Wind Symphony	Fri	7.00-9.30pm	Fri 2 Feb 18
Qld Youth Orchestra 3	Sat	1.15-4.00pm	Sat 3 Feb 18
Big Band	Sun	6.00-8.45pm	Sun 4 Feb 18

CONDUCT

Members are expected to present a positive image of QYO at all times. QYO will suspend any member found using illegal drugs or members aged under 18 found in possession of alcohol or tobacco products. Alcohol, drugs and tobacco are prohibited at all campsites used by QYO. Members and parents are required to report any accidents or incidents of poor behavior (eg. bullying, damage to property) to QYO staff.

INSURANCE

QYO does not provide any insurance cover for QYO members or their instruments and QYO does not accept responsibility for damage to members' instruments at QYO activities or during transport to and from QYO activities.

QYO strongly advises members to:

- Be careful where instruments and cases are left. For rehearsals in the concert hall, it is best to leave small instrument cases on the chairs on the audience seating. Large cases (eg. cellos) are best stored against the walls in the audience area but away from the fire exits. For Studios 1 and 2, please use the floor next to the wall, provided there is adequate space for people to walk past.
- Return instruments to their cases when they are not being used, rather than leave them on an orchestra chair.

QYO has personal accident insurance for official volunteers and public liability insurance for all of its activities.

OLD MUSEUM BUILDING

QYO is grateful to the Queensland Government for its use of the heritage-listed Old Museum Building. Please respect the building and grounds by using the bins provided and obeying parking and safety signs, including speed limits. There are ongoing maintenance works at the Old Museum Building and members must stay away from scaffolding and other areas that are marked out of bounds. Parking within the grounds is limited but it is adequate for most rehearsals during the year. However, there is no guarantee of parking on site and when there are no available parking spaces, QYO advises musicians and staff to look for street parks and observe the Brisbane City Council's parking regulations. Parking by yellow lines or on the grass or gardens of the Old Museum Building is prohibited.

VENDING MACHINES

Snack and drink vending machines are located backstage and outside the QYO Office, and a water dispenser is located in Studio 1. Please bring coins if you wish to use the vending machines as the office is unable to give change. Members should bring bottled water to each activity.

SAFETY

- All members must be collected on time after QYO activities and members must wait for collection within the grounds, or allocated areas, of the OMB. All members must remain within the grounds of the OMB during rehearsals, concerts and tutorials.
- Members must not lift or move heavy equipment (risers, multiple chairs, percussion) where there is a risk of injury. Where doubt exists about safe limits, members must first consult official volunteers or office staff.
- QYO encourages and assists musicians to prevent hearing loss caused by too much loud sound exposure. QYO's rehearsal spaces at the Old Museum incorporate acoustic dampening features such as sound absorptive panels and curtains. QYO has risers to ensure that most brass and woodwind players direct their instruments above the heads of other musicians. QYO owns acoustic shields and ear plugs, available for use during rehearsals, tutorials and concerts to reduce exposure to loud noise.
- Members must not leave cases or other items in front of fire exits or in pathways leading to fire exits. A fire exit is easily identified by the green "EXIT" sign above the doorway.
- The Department of Housing and Public Works continues to perform maintenance works at the OMB. All building users and visitors must follow safety instructions communicated through signage, emails and verbal instructions from staff.

SECURITY

Members should keep valuables (wallets, mobile phones etc) with them at all times. QYO cannot guarantee the security of any personal property during QYO activities.

POLICIES, PROCEDURES AND FORMS

The following policies are available on the QYO website: Child Protection Risk Management Strategy, Privacy Policy, Incident Report Form, Audition Procedures.

INSTRUMENTS

With the exception of percussionists, harpists and players of some woodwind instruments, members are required to provide their own instruments. Cello and bass players must always use their own stoppers, or boards provided by QYO. Under no circumstances may end-pins be placed directly on the polished hardwood floors or dance mats. QYO has some double basses and woodwind instruments available for hire. Percussionists must provide their own sticks and mallets, but QYO provides a full range of percussion instruments.

CONCERTS & RECORDINGS

Each ensemble, except QYS, performs concerts in the *Concerts at Twilight Series* at the Old Museum Concert Hall and members receive a CD of these main three concerts (included in the membership fee). Additional CDs can be ordered through the QYO office. Each ensemble performs in the QYO Finale concert at QPAC on **Saturday 27 October 2018**. Other concerts are scheduled in or near Brisbane and some orchestras are involved in regional tours.

QYO FINALE CONCERT DVD

A DVD will be produced for the QYO Finale concert at QPAC, featuring all orchestras and ensembles. These will be available to QYO families for advance purchase and will be the only professional DVD recording organised by QYO during the year that is available to members. Order information will be available in October 2018.

2018 TOURS

Information for any regional tours will be distributed to members at the earliest opportunity.

INSTRUMENT TEACHERS

All members must be studying regularly with a professional instrumental teacher. Members who were without a teacher at the time of the auditions must advise the office of their current teacher's name and contact details at the earliest opportunity.

RETURN OF MUSIC

Members must sign for and take care of sheet music and folder. Music must be returned immediately after each concert as it is often hired in or required by another orchestra. If parts or the folder are misplaced or damaged, the member will be charged a fee to cover the replacement cost.

PERFORMANCE UNIFORMS

Queensland Youth Symphony

Members wear a shirt provided by QYO and provide their own black pants, black shoes and black socks/stockings. Shirts are issued in first term and must be returned at the end of the QYO Finale concert.

Junior String Ensemble

Female: Black 3/4 length skirt or pants, white blouse, black shoes (supplied by member)

Neck tie & cummerbund provided by QYO, issued before, and returned immediately after each performance

Male: Black trousers, white shirt, black shoes and black socks (supplied by member)

Neck tie & cummerbund provided by QYO, returned after each performance

QYO2, QYO3, WS, WE & BB: All Black

Female: Black skirt (below knee length), dress or pants; black long-sleeved shirt; black shoes, socks or panty-hose.

Male: Black pants, black long-sleeved shirt, black shoes and socks.

CAMPS

QYO2, QYO3, WS, WE and JSE each have a weekend music camp in February or March. It comprises rehearsals, tutorials and some recreation time and it is important that members attend. The camp fee is included in the Membership Fee and detailed information about the camp will be issued by mid-January. Those unable to attend the camp will be eligible for a \$110 refund by providing a request by email or in writing to the QYO office.

Fri 2 to Sun 4 Feb 18	QYO2	Luther Heights, Coolum
Fri 2 to Sun 4 Feb 18	JSE	QCCC Brookfield
Fri 9 to Sun 11 Feb 18	QYO3	QCCC Tamborine
Fri 23 to Sun 25 Feb 18	WE	Watson Park Convention Centre, Dakabin
Fri 2 to Sun 4 March 18	WS	Luther Heights, Coolum

QYO OFFICE

The QYO Office is open Tuesday to Saturday 9am to 5pm during rehearsal weeks and Monday to Friday 9am to 5pm during school holidays. It is closed over the Christmas/New Year period. The office staff includes the General Manager, Administrator, Marketing Officer and Administrative Assistant. QYO also employs a Venue Manager and Venue Administrative Officer.

FEEDBACK & DISPUTE RESOLUTION

QYO encourages feedback about activities and operations. If QYO office staff, conductors or volunteers receive a complaint, it will be responded to in a timely manner. If the complainant considers the response to be unsatisfactory, the complaint should be forwarded to the General Manager. If the complainant is dissatisfied with the response from the General Manager, the complaint should be forwarded to the QYO Executive Committee.