

**Welcome to the 2016-2017
Richmond Youth Concert Band Season**

September 1, 2016

Welcome everybody to the 2016-2017 season of RYCB. All the information that you will need for registration can be found [here](#).

Please take the time to read each item carefully. Print them and keep them handy for reference throughout the year (especially the timeline). You can also access the website throughout the year to see what's new or what has been updated.

Fill out the Registration and Fall Retreat Consent forms, sign and date them as well as the Standards of Conduct and Behaviour form, and **BRING THEM (ALONG WITH YOUR FEES) TO REGISTRATION NIGHT ON SEPTEMBER 19th, 6:00 pm @ PALMER SECONDARY SCHOOL.**

September 19th is also the first Parent Meeting. Parents - please do your best to attend these meetings so that you and your son/daughter are well informed and are helping to keep this band successful.

RYCB has always relied on parent volunteers to help with all areas of the band. They play a key role in the organization and help to keep fees at an affordable level and to providing funding for such things as scholarships and bursaries, instrument, and music purchases. It is an excellent way to get to know the other parents and students as well as understand and influence the future of the RYCB program. Please see more information regarding our PARENT PARTICIPATION PROGRAM.

I look forward to meeting you or seeing you again on September 19th.

Peter James
President
Richmond Youth Concert Band Association



Richmond Youth Concert Band Information Kit

September 1, 2016

Registration Night is Monday, September 19th, at 6:00 p.m. at Palmer Secondary, 8160 St. Albans Rd. YOU MUST REGISTER IN PERSON. Please bring all signed forms and fees.

FEES:

Membership fees for the RYCB season are \$700. This fee also covers the Fall Retreat weekend and also includes one adult ticket and one band member ticket to the Musical Gala. **First year members receive a 25% discount on membership fees.**

Additional Costs:

- (a) Annual Family Membership (\$10) to the Richmond Youth Concert Band Association (the parent group of the band)
- (b) New members must order a music folder (\$22.50).
- (b) Tuxedo Shirt / Tie (Shirt = \$28.35; Tie = \$5.25) for all new members and any returning members requiring new items.
- (c) Jazz Ensemble (\$50) - optional.

Music Deposit:

A post-dated cheque for \$25 (dated June 15, 2017) is required by all band members (including mentors). Your cheque will be destroyed when all music issued to you is returned.

Parent Participation Program Deposit:

A post-dated cheque for \$200 (dated June 15, 2017) is required by each family. Your cheque will be destroyed at the end of the year if your family reaches the participation level required (see Parent Participation Program for more information).

Fees are due and payable on Registration Night. If necessary, membership fees can be paid in two instalments: \$350 on Registration Night, and one post-dated cheque for \$350 dated October 15, 2016 (please submit **ALL** cheques on Registration Night). *Make cheques payable to the Richmond Youth Concert Band Association.* **Returning Members: If you have received a bursary and are using it for fees, please attach the bursary letter to your registration form.**

If you believe you cannot afford to join the Band, alternate arrangements for fee payment can be made. Please contact President, Peter James at 604-618-5626 or president@rycb.org. Any discussions or arrangements will be kept in strict confidence.

Mentor Members: You are not required to pay the membership fee. However, you would be required to pay for the Fall Retreat and your Gala ticket (please contact the President for more information re: cost).

Registration fees cover: approximately 50 hours of instruction/rehearsal time (Jazz Ensemble will receive an additional 25 hours (approximately) of instruction/rehearsal time), a minimum of 3 concerts, the three-day two-night Fall Retreat, and a Winter Workshop with professional musicians. **Attendance to the Fall Retreat and the Winter Workshop is considered mandatory.** **There will be NO REFUNDS of Retreat-related fees, regardless of the reason for absence.**

Rehearsals:

Rehearsals are Monday nights from 7pm-9pm, September to May (Jazz Ensemble 6pm-7pm – except for registration night). Please refer to the Timeline document for excluded dates. All rehearsals are at Palmer Secondary Music Room. **BE ON TIME.**

Attendance will be taken for consideration of scholarships and bursaries at the end of the year.



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Richmond Youth Concert Band Information Kit

BRIEF CALENDAR OF EVENTS AND CONCERT INFORMATION

Please read the following information carefully.

Make sure your parents also read this information.

CONCERT UNIFORMS:

Girls: White tuxedo shirt, black bow tie, long black skirt or loose-fitting black dress pants; black socks or nylons; black dress shoes.

Boys: White tuxedo shirt, black bow tie, black dress pants; black socks; black dress shoes.

Each member is required to have a white tuxedo shirt and black bow tie purchased through the RYCB to ensure uniformity. *More information on the shirts will be available at rehearsals.* Fitters will be on hand early in the year to measure you for your shirt to ensure the correct size selection. If you miss the fitters, you will be directed to the tuxedo shop to purchase your shirt. All members are responsible for their own tie and shirt. Please don't lose your tie. Jeans, tight-fitting pants, untucked, unbuttoned or ill-fitting shirts and running shoes are not appropriate concert dress. If you are unsure if an item of clothing is suitable, please contact either the Band Director or a board member for guidance.

PLANNED CONCERT DATES:

| | | |
|---------------------------|-----------------------------|--------------------------------|
| Fall Retreat: | Saturday, October 22, 2016 | Pacific Inn & Suites, Surrey |
| Annual Food Bank Concert: | Monday, December 5, 2016 | Palmer Secondary (Lounge) |
| District Jazz Night: | Thursday, February 23, 2017 | Gateway Theatre |
| Musical Gala: | Sunday March 5, 2017 | Continental Seafood Restaurant |
| Gateway Concert: | Monday, May 15, 2017 | Gateway Theatre |

RETREATS AND CLINICS:

| | | |
|-----------------------|------------------------------|------------------------------|
| Fall Retreat Weekend: | Friday October 21 - 23, 2017 | Pacific Inn & Suites, Surrey |
| Winter Workshop: | Saturday, January 23, 2017 | Palmer Secondary |

FUND RAISING ACTIVITIES:

| | | |
|--------------|----------------------|--------------------------------|
| Musical Gala | Sunday March 5, 2017 | Continental Seafood Restaurant |
|--------------|----------------------|--------------------------------|

RYCB ASSOCIATION (PARENT GROUP):

RYCB Association meetings are typically held on the first Monday of every month (September to May) at 7:00 p.m. in the Palmer Secondary School Choral Music Room. Please do your best to attend these meetings so that you and your son/daughter are well informed and helping to keep this band successful. If you hold a position on the Board of Directors, you are required to attend the parent meetings. The RYCB has always relied on volunteers to help with all areas of the band. Volunteers play a key role in the organization and help to keep fees at an affordable level and to providing funding for such things as scholarships and bursaries, instrument and music purchases. It is an excellent way to get to know the other parents and students as well as understand and influence the future of the RYCB program.

FIRST PARENTS MEETING: Monday, September 19, 2016 – 7:00 p.m. in the Palmer Choral Music Room

ANNUAL GENERAL MEETING: Monday, October 3, 2016 – 7:00 p.m. in the Palmer Choral Music Room

**RYCB Rehearsal/Concert Schedule
2016-2017**

| # | Date | Event |
|----|---------------|---|
| 1 | Sep 19 | Registration & Parent Meeting |
| 2 | Sep 26 | Rehearsal |
| 3 | Oct 3 | Rehearsal & Parent Annual General Meeting |
| | Oct 10 | THANKSGIVING – No rehearsal |
| 4 | Oct 17 | Rehearsal |
| | Oct 21-23 | FALL RETREAT @ Pacific Inn & Suites, Surrey |
| 5 | Oct 24 | Rehearsal & Pizza Party / Surveys |
| | Oct 31 | HALLOWEEN – No rehearsal |
| 6 | Nov 7 | Rehearsal & Parent Meeting |
| 7 | Nov 14 | Rehearsal |
| 8 | Nov 21 | Rehearsal |
| 9 | Nov 28 | Rehearsal |
| | Dec 5 | MONDAY - CONCERT @ Palmer Secondary 7:00 pm (Food Bank Benefit Concert) |
| 10 | Dec 12 | Rehearsal & Parent Meeting |
| | Dec 19 | WINTER BREAK – No rehearsal |
| | Dec 26 | WINTER BREAK – No rehearsal |
| 11 | Jan 9 | Rehearsal & Parent Meeting |
| 12 | Jan 16 | Rehearsal |
| | Jan 21 | SATURDAY - WINTER WORKSHOP @ Palmer – 2:00-4:00 |
| 13 | Jan 23 | Rehearsal |
| 14 | Jan 30 | Rehearsal |
| 15 | Feb 6 | Rehearsal & Parent Meeting |
| | Feb 13 | FAMILY DAY – No rehearsal |
| 16 | Feb 20 | Rehearsal |
| | Feb 23 | DISTRICT JAZZ NIGHT @ Gateway Theatre |
| 17 | Feb 27 | Rehearsal |
| | Mar 5 | SUNDAY GALA DINNER CONCERT & SILENT AUCTION @ Continental Seafood Restaurant |
| 18 | Mar 6 | Rehearsal & Parent Meeting |
| | Mar 13 | SPRING BREAK – No rehearsal |
| | Mar 20 | SPRING BREAK – No rehearsal |
| 19 | Mar 27 | Rehearsal |
| 20 | Apr 3 | Rehearsal & Parent Meeting |
| 21 | Apr 10 | Rehearsal |
| | Apr 17 | EASTER MONDAY – No rehearsal |
| 22 | Apr 24 | Rehearsal |
| 23 | May 1 | Rehearsal & Parent meeting |
| 24 | May 8 | Rehearsal |
| | May 15 | MONDAY - MUSIC FOR MOMS CONCERT @ Gateway Theatre |
| | May 22 | VICTORIA DAY – No rehearsal |
| | May 29 | Final rehearsal – Pizza Party / Surveys |
| | June | AUDITIONS for 2017-18 |

Standards of Conduct and Behaviour

As a member of the Richmond Youth Concert Band you are a special musician. You are part of a city-wide community youth band and represent your school and your community. By choosing to be part of the RYCB you have shown that you are committed to making music.

The RYCB has standards of conduct and behaviour which are all about RESPECT: for yourself, your fellow band members; the conductor; the music; and the parent association. Please read the Rules of Conduct and Behaviour listed below and sign at the bottom. You will be expected to abide by them.

Rules of Conduct and Behaviour

1. **Be on time.** It's better to be 5 minutes early than 2 minutes late. If you are late, wait for a break in the music before entering rehearsal. Set up quietly and quickly. If you are disruptive, you may be asked to leave.
2. **Come prepared.** Ensure you have both your music and your instrument. For concerts, concert dress is mandatory.
3. **Return from break on time.**
4. **Take care of your music.** It is on loan to you. You are responsible for its return and if you lose it you must pay to replace it.
5. Food and drink do not belong in the rehearsal room. Finish your snacks before coming in the room. The only exception is water.
6. **Keep your hands to your self.** Do not touch other peoples' instruments or other people.
7. **Horseplay is not allowed.** Running in the music room or any other kind of foolish behaviour before, during and after rehearsals is not permitted.
8. Name-calling, swearing and other inappropriate language is not allowed.
9. **Cell phones must be turned off** and put away during rehearsal.
10. All headphones and earphones must be put away during rehearsal.
11. **Pay attention to the Music Director.** Do not talk while the Music Director is talking to the entire group, giving general instructions or conducting. If the Music Director is working with a small group or section you may chat quietly amongst yourselves, but you must stop when the Music Director returns to the entire group.
12. **Focus on the music.** Homework is not to be done during rehearsal.

I have read the RYCB Rules of Conduct and Behaviour and agree to abide by them. My failure to follow the Rules of Conduct and Behaviour could result in my removal from rehearsal, my parent(s) being contacted or dismissal from the RYCB.

Date

Signature

Name: (please print)

Rules to Play By

Much of the constitution deals with membership in the association, executive, financial and legal issues. However, one section is of interest to both parents and band members, and we urge you to become familiar with this section, as it clearly states both the privileges and the responsibilities of being a member of the Richmond Youth Concert Band.

"Part XI – Standing Rules

43. The Band Director shall have the responsibility for the musical activities of the Band, including the auditioning and selection of members of the band and the establishment and maintenance of rules of conduct. ***The Band Director shall have the authority to dismiss band members not meeting the musical standard set and/or the required standard of conduct and behaviour. All new members shall be considered to be on probation for the first four (4) rehearsals.***
44. Membership to the band shall be open to Richmond students from Grades 8 to 12, with continuation permitted at the discretion of the Band Director. At the Band Director's discretion, a younger student may be accepted if deemed to be an asset to the band. ***Annual membership fees*** shall be established by the directors and officers of the Society and shall be reviewed annually and ***shall be due and payable on the first rehearsal evening in each year.***
45. (a) The band members are expected to ***attend all rehearsals and performances and to maintain a standard of performance*** acceptable to the Band Director, and to support their own school's music program through active involvement in a course or courses provided by the school's music department. If such involvement is not possible due to conflicts with required courses, active involvement in extra-curricular activities provided by the school's music program will be acceptable at the discretion of the Band Director.

(b) Participation in Jazz Band is contingent upon participation in Concert Band.
46. ***The band members are expected to actively participate in fund raising activities.***
47. **The band members are expected to take care of all music and musical instruments that are the property of the band and the Richmond School Board, and to be responsible for replacement thereof in the event of loss or unreasonable wear and tear.**
48. The parents are responsible for generating funds necessary for the operation of the band program, to support the Band Director and Executive Board, and to encourage full participation in and support of the band by their son or daughter.
49. The Band Director will endeavour to share scheduling information with other secondary schools' music teachers in order to avoid conflicting performance dates."

ATTENDANCE

Attendance is especially important. Our concerts dates are already scheduled, and there is the possibility of more to come. With only one rehearsal per week, balance, blend and unanimity can only be achieved if everyone attends every rehearsal. (*Practising at home is needed to learn the music, rehearsals are where the band learns to play together.*)

Attendance at rehearsals, performances and your overall participation in the program will influence your applications for bursaries and scholarships at the end of the year, and will also determine whether you will be asked to re-audition for admission to the band next year.

The correct procedure for absences:

- If you know in advance you will have to miss a rehearsal, you must notify the Band Director ahead-of-time.
- In the case of sudden illness, you can contact the President or the Band Director.

Attendance will be taken at the beginning of each rehearsal. Band members must sign in, or they will be presumed absent. (If you have followed the correct procedure for absences, you will be excused).



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Richmond Youth Concert Band Registration Form, Students

2016/2017 Season MEMBER INFORMATION

I am a New Member Returning Member Mentor Member

Name _____ Phone No. _____

Male Female

Address: _____

Postal Code _____

Band member Email address: _____ Birthdate: _____

Name of Secondary School _____ Grade in Sept: _____

Which school music program(s) are you participating in **AT SCHOOL**? _____

Instrument(s) for RYCB: _____

Other Instrument(s) _____

Private Lessons? yes no If yes, on what instrument(s): _____

Instructor's name: _____

I have a brother or sister playing in the band. yes no

I will attend all scheduled rehearsals, concerts and workshops. I understand that all music supplied remains the property of the Richmond Youth Concert Band Association and is returnable on demand. I understand that if any of my music is not returned I will forfeit my Music Deposit. I understand that I am expected to actively participate in funding raising activities. I have read, signed and will abide by the Standards of Conduct and Behaviour.

Signed: _____ Date _____

Member

Date

| SCHEDULE OF FEES (information only) | |
|---|-----------|
| Member Registration Fee | \$700.00 |
| First Year Discount (new members only) | -\$175.00 |
| RYCBA Membership (mandatory, 1 per family) | \$10.00 |
| Jazz Ensemble (optional, non-refundable) | \$50.00 |
| Folder (new members or replacement) | \$22.50 |
| Tuxedo Shirt (new members or replacement) | \$28.35 |
| Bow Tie (new members or replacement) | \$5.25 |
| Music Deposit (separate, post-dated cheque) | \$25.00 |
| PPP Deposit (separate, post-dated cheque) | \$200.00 |

| FEE CALCULATION (please complete) | |
|---|-----------------|
| Concert Band Registration Fee | \$ 700.00 |
| First Year Member Discount | -\$ _____ |
| RYCBA Membership | \$ _____ |
| Jazz Ensemble | \$ _____ |
| Folder | \$ _____ |
| Tuxedo Shirt | \$ _____ |
| Bow Tie | \$ _____ |
| RYCB Bursary used for fees (if applicable) | -\$ _____ |
| TOTAL FEE | \$ _____ |
| Music Deposit (separate, post-dated cheque) | \$25.00 |
| PPP Deposit (separate, post-dated cheque) | \$200.00 |

PARENTS: Please complete page 2 of this form.



Richmond Youth Concert Band Registration Form, Parents

2016/2017 Season
PARENT/GUARDIAN INFORMATION

PLEASE PRINT CLEARLY

| Father or Guardian | Mother or Guardian |
|---------------------------|---------------------------|
| Name: | Name |
| Address: (if different) | Address (if different) |
| Postal Code | Postal Code |
| Home Phone (if different) | Home Phone (if different) |
| Work Phone No. | Work Phone No. |
| Occupation | Occupation |
| Email address | Email address |

We do our best to accommodate parents who are not fluent in English, although it is not always possible for us to do this. If you would like us to use another language when we contact you, please specify: _____

I/We wish to become a member/members of the Richmond Youth Concert Band Association ("RYCBA") and to fulfill my/our volunteer obligation(s) to the Band through one or more of the tasks or executive positions available within RYCBA. (Parent Participation Program)

I/We understand that all music supplied remains the property of the RYCBA and is returnable on demand. I/We understand that if any of my child/children's music is not returned I/we will forfeit my/our Music Deposit.

I/We consent to the RYCBA representatives collecting, using and disclosing my personal information and my child's personal information, including information obtained in the past and future for the purposes of:

- Processing Grant applications; membership registrations and fees; field trip registration and fees; Membership and Players' List; scholarship and bursary awards; concert programs and promotional materials including photographs for the website or concert posters; providing me with information and complying with the law and regulatory requirements.
- Complying with the law and regulatory requirements, including sending me information about member general meetings and election of directors, collecting and disclosing information in accordance with regulations.
- Providing me with information about RYCBA programs, services and special events; analyzing my information for marketing purposes including developing and enhancing programs and services for our members, ensuring a high standard of programs and services and conducting surveys; and sending me the RYCB minutes and information about the RYCBA.
- Collecting debts owed to the RYCBA; enforcing an agreement between myself and the RYCBA; and to ensure full payment of all membership and field trip fees.
- Protecting me from fraud and error such as identity theft; establishing my identity; ensuring my records are kept separate from others; to verify information collected from you with instructors and others; and to keep confidential your personal phone number, street and email address.

I/We give my/our permission for our child/children to participate in all RYCB activities in the current school year.

Signature of Father or Guardian

Signature of Mother or Guardian

Date

STUDENTS: Please complete page 1 of this form.



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Richmond Youth Concert Band Fall Retreat Consent Form

I hereby permit my son/daughter _____ to participate in the RYCB Fall Retreat Weekend on October 21-23, 2016.

I/We agree to participate and follow the rules and directions of the Band Director and chaperones with regard to rules and safety requirements. I/We understand that failure to follow the rules or directions could result in being sent home OR not attending the next trip.

Band Member signature

Parent signature

EMERGENCY INFORMATION

In case of emergency, please contact:

1) Name: _____

Phone number: _____

Address: _____

2) Name: _____

Phone number: _____

Address: _____

Doctor's name: _____

Phone number: _____

Care Card Number: _____

PERSONAL INFORMATION

Band member cell phone number: _____

Food allergies or diet concerns: _____

Any medical concerns we should know about (i.e. life-threatening allergies, conditions, medication, etc.):

Any additional information we should know about: _____

NOTE: Accommodations at the Fall Retreat are typically arranged around quad-occupancy, meaning that up to four members will share two double beds per room. Girls and boys do not share rooms, and all members sharing a room will be of a similar age.

I would like to room with the following 2 people, however I understand this may not be possible. You can revisit your choice just before the retreat.

Choice #1

Choice #2

Please do not put me in the same room with: _____



Richmond Youth Concert Band

Parent Participation Program 2016 / 2017

RYCB has always relied on parent volunteers to help with all areas of the band. They play a key role in the organization and help to **keep fees at an affordable level** and to providing funding for such things as scholarships and bursaries, instrument and music purchases. It is also an excellent way to get to know the other parents (and students).

Each family needs to complete a **minimum of 20 hours of parent participation** (or equivalent contribution) throughout the year. Failure to do so will result in the cashing of the PPP deposit cheque. There will be many opportunities to contribute throughout the year.

Use the table below to record participation hours. **A board member or the coordinator of the event must sign each entry.** Forms without proper signatures will be returned.

| Event | Date | Activity | # of Hours | Signature |
|-------|------|----------|------------|-----------|
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NOTE: Band members in the family 16 years or older may contribute to this work.