



**2021 – 2022**  
**Parent and Member Handbook**

Website

[www.sso.org.my/ssyo](http://www.sso.org.my/ssyo)

Principal & Conductor:  
Eugene Pook

Orchestra Librarian:  
Calvin Tang

Executive Administrator:  
Alya Sofeea

## ~ Welcome Message from the Principal ~

January, 2021

### **Dear Fellow Parents and SSYO Members:**

Welcome to the new and exciting year of music making with the Selangor Symphony Youth Orchestra (SSYO) where all of our orchestra members shall be ready to make great new friends and create new unforgettable memories together. The SSYO is an ensemble governed by the professional orchestra – the *Selangor Symphony Orchestra (SSO)* - where members of the SSYO will have close collaborations with the SSO. SSYO is committed to performing at the highest level and consists of the very best young musicians who are here to share their talents and aspirations.

One of the highlights of the SSYO is the side-by-side concert with the SSO. At the SSYO, we also offer regular workshops and masterclasses led by guest soloists and conductors of the SSO, as we take full advantage of these wonderful artists to benefit members of the SSYO.

This 2021-2022 Parent and Member Handbook contains policies and guidelines for parents and members to fully utilize the information given regarding their involvement in the orchestra. If you have any questions, please do not hesitate to contact us as our goal is to provide a pleasurable learning experience for you.

We sincerely appreciate the Board and Committee of SSO for their strong support to cultivate the next generation of our home-grown talents and we are looking forward to a full season of making great music, creating lifelong friends and sharing our passion for a better world through music. Whether you are a student musician, an encouraging parent or a family member, we thank you for joining us on this spectacular musical ride and we look forward to seeing all of you shine on stage!

**Eugene Pook**

*Principal*

*Selangor Symphony Youth Orchestra*

## Auditions

Eligible new applicants will be auditioned by a group of fair and qualified audition panels. Orchestra placement will be determined by a member's audition. Auditions shall take place live or by submitting a video.

All members will be re-auditioned on a yearly basis as players' positions may change from year to year as they progress at their own pace.

## Annual Term

There are four (4) terms per year. Each term is 3 months long, inclusive of public holidays. Shall any extra rehearsals incur in each term, there will be no extra charge. Here are the term dates:

Term 1: 1<sup>st</sup> or 2<sup>nd</sup> week of January - last week of March,

Term 2: 1<sup>st</sup> week of April - last week of June,

Term 3: 1<sup>st</sup> week of July - last week of September,

Term 4: 1<sup>st</sup> week of October – middle of December.

## Fees

### Term Fee

Fees are to be paid by terms and each term is RM600.

### Application & Assessment Fee

All new players are required to pay a one-time RM40 Application & Assessment Fee.

This fee will include: 1) your audition videos reviewed by the audition panel, 2) and entrance musical terms assessed by the Principal.

## Payment Method

All fees are to be made via online bank transfer and bank details shall be provided for approved applicants.

## Withdrawal & Refunds

Within the **first three (3) rehearsals**, members who withdraw from the orchestra receive a prorated fee. No refunds will be given after this three-week period. **Please note that the application & assessment fee is non-refundable.**

In extreme cases involving serious illness, death, or relocation, arrangements for credit or refund can be made at the discretion of the SSYO.

SSYO reserves the right to discontinue any member's participation with the SSYO at any time for reasons including, but not limited to poor attendance, non-payment of fees, or disruptive behaviour, and there shall be no refund of fees.

## Communication

Effective communication between members/parents and SSYO is vital. All announcements for members will be announced via **WhatsApp** and members/parents are expected to check these messages on a regular basis. Class assignments will be posted on the Members Page on SSYO website. All members must have a valid email address to log-in to Members Page on SSYO website to access their class assignments.

## Attendance Policy

Commitment is essential for the SSYO to maintain and achieve the highest standards for all its music performances, hence **all members must attend all rehearsals and concerts.** However, extenuating circumstances such as mandatory school events, school auditions and interviews may be approved at the discretion of the SSYO by submitting the online **Absence Request Form at least one week prior to the rehearsal**, except illness or family emergency are last minute unexpected occurrences.

The Online Absence Request Form is available on Members Page on SSYO website.

Family/personal events are allowed to only one (1) absence per Term.

**Please note that due to group class participation, there shall be no replacement classes or credit for any absentee.**

## Absentee

All absentees are responsible to check with the Principal about what was taught during the rehearsal and be there any new markings for what was rehearsed that day.

## Punctuality

Punctuality is of utmost importance. Members are required to arrive at the rehearsal venue at least 15 minutes before rehearsals to unpack, settle-in, tune, and warm up.

## Class Materials

Players are responsible to bring the following during all rehearsals:

- Own instrument
- Sheet music\*
- Music stand
- Music folder
- Accessories i.e. extra strings, reeds, mutes, rockstops, etc.
- Pencil with eraser
- **All string players must have a set of strings in their instrument case in all rehearsals and concerts.**

*\* Members are required to print their own sheet music.*

## Rehearsal Venue

SSYO currently rehearses at the SSYO Space in Oasis Village, Ara Damansara, PJ. All items in the rehearsal space are the property of Mindspace and are not to be removed or altered in any way. Members are expected to treat the rehearsal space with respect and cleanliness. Folders, music, instruments, and personal belongings should never be left behind. Any belongings left there will not be guaranteed it'll still be there when you return. Food is not allowed inside the premises, except beverages in a bottle or tupperware.

## Weekly Assignments and Tests

There will be periodic skills proficiency playing tests throughout the year, and seating may be adjusted following these. Materials for the skills tests will be announced in advance for members to prepare.

## Private Lessons

All members of the SSYO are required to take private lessons with a trained instructor on a weekly basis. Consistent private lessons are essential in developing and maintaining the skills needed to perform as an individual and an orchestra member. The SSYO Principal and Conductor may check in with members' private instructors on their progress.

## Sheet Music

**All sheet music given to members are properties of SSYO.** These sheet music are also under copyright. Members shall not share their music with non-SSYO members and even SSYO members. Members shall not perform these SSYO music at non-SSYO activities.

## Rehearsal Etiquette

In order to have an efficient and pleasurable rehearsal, it is respectfully requested that all members and parents are aware of the following protocol:

### Venue

- Food is not allowed in the rehearsal room and concert venue. Beverage in the tupperware or bottle is allowed.
- No running or rough play.
- We regret to inform, that parents are not allowed to sit in rehearsals.

### Pre-Rehearsal

- Arrive in plenty of time at least 15 minutes before rehearsals to unpack, settle-in, tune, and warm up.
- Be responsible for your own chair and music stand, both at the beginning and end of each rehearsal.
- Before rehearsal begins, use your tuner to tune your instrument first.
- Stop playing or talking when the concertmaster stands to tune the orchestra.

### Tuning

- Tune quietly. Don't practice while others are tuning.
- Before and after tuning, sit quietly until all others are finished tuning.

### String Players

- **All string players must have a set of strings in their instrument case in all rehearsals and concerts.**
- String players sit in pairs between a music stand. They are known as a 'desk' or 'stand'.
- A desk partner, or stand partner, is basically the person you share a music stand with. 2 players sharing one stand is universal.
- The person on the outside plays the top part of the divisi parts. The person on the inside plays the bottom parts.
- Always follow your section leader for bowings, length of notes, style of bowing, entrances, etc.

### **During Rehearsal**

- Mobile phones are not allowed in the rehearsals. If you wish to text message your parents, you must notify us and we will contact your parents.
- Be courteous and respectful to conductors.
- Members should always bring their sheet music, music stand, pencil, and eraser to every rehearsal.
- Sheet music should only be marked with light pencil markings, do not use ink or coloured pencils
- All tutti players should be able to see their leader.
- Players are to be able to clearly see the conductor. Make sure that you are not blocking other players' sightlines.
- Don't place pencils or erasers in front of the music as it will make page turning difficult.
- Pass on the information to the desk behind you and around you
- Be respectful of other people's space. Never touch another player's instrument, or step over it. If a cello is in the way, find the player and explain the problem. Cellists should always retract the end-pin when putting the instrument down by your side, even if it's only for a few minutes.
- Do not turn around and look at the people behind you, or when the winds and brass players are playing as it's disconcerting.
- Do not wear perfume, or at least limit the amount. Some people are allergic to it.
- Do not yawn or "buzz" your lips audibly if you are tired.

### **Members Conduct**

Members of the SSYO represent not only the SSYO, but also the SSO and communities. Members are expected to act as good ambassadors of the orchestra at all times. Any member engaging in outside activity that damages the reputation of the SSYO as well as lack of respect for SSYO staff, guests, parents, fellow musicians, or property at any events may result in dismissal from the orchestra.

### **Orchestra Rotation (Orchestra Seating)**

SSYO has the discretion to decide on the rotation of seats during rehearsals and/or concerts as the decision shall be based solely on artistic discretion and for the best interest for the members. Seating arrangement for rehearsals and concerts may change throughout each concert's preparation. Seating is determined by the following factors:

- Auditions
- Leadership skills
- Experience as a player
- Attendance
- Age

### **Small Ensemble Program**

We encourage all members to participate in a small chamber music ensembles program, which is optional and not mandatory. The program will highlight dedicated and passionate SSYO members and will challenge their ensemble skills. Small ensembles will rehearse before or after our Saturday rehearsal and will perform in the community and concerts.

### **Masterclasses**

A Masterclass is a workshop setting where a highly proficient artist/teacher works with one student or a small ensemble in front of an audience. The intention is to provide a learning opportunity for both the **Performers** as well as **Observers**. SSYO organizes regular Masterclasses led by guest artistes to benefit our members. SSYO is pleased to offer free of

charge for its members to **Observe** in the Masterclass. Members who wish to **Perform** in the Masterclass will be charged a fee - to perform and to be coached. A Masterclass is usually 1.5 hour – 2 hours long inclusive of Q&A session.

## Concerts

The SSYO provides a variety of unique performance opportunities for members including internal concerts and public concerts held both locally and internationally. In general, SSYO aims to provide three (3) major concerts a year: April, July/August, and late November/early December. The performances are an integral and exciting part of music study for members at the orchestra. Any travelling expenses and other fees for overseas performances are of your own expenses.

## Concert Attire

In order to provide an atmosphere of professionalism and excellence the following attire will be required for concerts:

### Formal Concerts

Male: white top long-sleeve button shirts with black long neck tie, black dress pants, black dress shoes and black socks. Pants must be dress pants – no jeans (not even black jeans). Shoes must be dress shoes – no sport shoes and flip-flops/sandals.

Female: white top shirt, black dress pants or black skirt, black dress shoes. Pants must be dress pants – no jeans (not even black jeans) or leggings. Shoes must be dress shoes – no sport shoes and flip-flops/sandals.

### Shopping Mall or Outreach Concerts

Male and female: SSYO T-shirt with jeans or any color skirts, sport shoes are acceptable but they must be clean. No flip-flops/sandals.

## Recommendation Letter

Members who wish to request a recommendation letter from the conductor must give at least 3 weeks advance notice. In order to get a good recommendation letter, it is important that members stay proactive in the orchestra such as offering tasks or help in the orchestra, display good conduct and attendance.

## Photo/Images Releases

SSYO reserves the right to publish any photographs/images taken during rehearsals and/or concerts and performances. Photos/images will be used anytime in print, electronic or video format, including but not limited to newsletters, brochures, flyers, press releases, websites, social media pages and such other promotional materials for advertising purposes. SSYO will not be liable for any pictures or images or videos taken and/or published in any manner, not limited to websites, social media pages and print media by any third parties.

*Board & Committee,  
Selangor Symphony Orchestra*

----- *The End* -----