



PHILADELPHIA YOUTH ORCHESTRA
Louis Scaglione, Music Director & Conductor

PERSONNEL POLICY - 2014-2015 Season
215.545.0502 -- info@pyos.org -- www.pyos.org

MEMBERSHIP (AGE REQUIREMENTS)

- PYO: 14 years of age through 21 years of age.
- Younger or older musicians may be admitted at the discretion of the Music Director based on the musical needs of the orchestras.

TUITION

1. Tuition for the 2014-2015 season is \$1,690.00 for PYO. A deposit in the amount of \$450.00 is due at the time of registration. The deposit will be credited towards final tuition payment. Final tuition payment is due on or before the first rehearsal of the season.
2. TUITION DEPOSIT and ANNUAL TUITION ARE NON-REFUNDABLE.
3. Tuition remission/ financial aid is available and is based on financial need of the applicant. The PYO organization's policy is to provide tuition remission to any student accepted into the orchestra's program who demonstrates financial need. A student's acceptance into the orchestra's program is need-blind, and is based on the student's ability, talent and accomplishment. Annual tuition is never to be a barrier towards participation in the orchestra's program. Therefore, it is part of the PYO organization's mission to assist those accepted students that demonstrate financial need and require financial assistance towards tuition. The applicant must complete an application to be reviewed by the PYO Tuition Remission/Financial Aid Committee. All decisions made by the Committee regarding a student's eligibility for financial assistance, and the amounts awarded are final. Please contact the office to receive an application. All applications and tuition remission/financial aid awards are kept strictly confidential. Applications will be reviewed in the order in which they are received.

REHEARSALS

1. All rehearsals, except where noted on the master calendar, are at Saint Patrick Hall, 240 S. 20th Street (20th & Locust Streets, Philadelphia).
2. PYO: Saturdays from 8:30 a.m. to 12:00 p.m.
3. Rehearsals begin promptly. Please be seated and ready.
4. You will be notified of changes or cancellations by email, phone, or by notice distributed the prior week.
5. You are expected to practice all parts and come to rehearsal prepared to play to the satisfaction of the conductor and/or artistic staff.

ATTENDANCE

1. Regular attendance at full rehearsals, sectionals and master classes (when scheduled) is required.
2. Attendance at every dress rehearsal and concert is mandatory.
3. It is important that you sign-in at each rehearsal or you will be charged with an unexcused absence.
4. Requests to be excused from attendance at rehearsals or for anticipated lateness must be made in writing in advance. At least one week in advance, sign the absence sheet with date and reason. If you have not signed the absence notification form, you must email or call the personnel manager with your name, instrument, and reason for the absence before rehearsal.
5. All emergency notifications should be called in to 215.545.0502 before 8:30 a.m. on Saturdays (PYO). Only illness or family emergencies will be considered an excused absence if the notification is less than one week before rehearsal.
6. Absences from rehearsals are excused for the following reasons ONLY: illness, examinations (e.g. SAT exams), family emergencies, auditions, or mandatory school events. Every effort should be made to reconcile conflicts

with the orchestra schedule. For example, SAT exams should not be scheduled on a concert weekend.

7. A request for a leave of absence (more than two consecutive rehearsals) or for permission to miss a concert must be made in writing to Maestro Scaglione for PYO for his approval at least six (6) weeks in advance. You must submit this written notification to Ms. Hood, General Manager.
8. A warning by the General Manager will be given after a student accumulates two unexcused absences, or has accumulated more than three absences (regardless of reason).
9. More than five accumulated absences (regardless of reason) may be considered grounds for dismissal.
10. Excessive absences or habitual lateness will result in dismissal (subject to the discretion of the Music Director).
11. All of the above rules apply as well to any scheduled PYO organization event to which you have committed.

CONCERT DRESS

- **WOMEN:** Plain, long (ankle-length) black dress with long (wrist-length) sleeves, or plain, long (ankle-length) black skirt and plain, black blouse with long (wrist-length) sleeves. Harpists, cellists and percussionists may wear black pants or culottes and top with long (wrist length) sleeves. All will wear black stockings and black leather shoes (closed toe), not sandals. No colorful accessories or glittery jewelry. No slit skirts, no deep v- or plunging necklines, no bare backs and no form-fitting clothes. No sheer, net, mesh or see-through material.
- **MEN:** Black tuxedo or black suit, white (long-sleeve) shirt, black bow tie, black socks and black leather dress shoes.

MUSIC

1. All PYO music folders must not leave the orchestra center.
2. Necessary markings and bowings must be made with a pencil. Never use ink or colored pencil!
3. You must carry a pencil in your folder at all times.

SECTION LEADERS

1. The conductor appoints section leaders.
2. Section leaders will arrange the rotation and covering of parts under the guidance of the conductor and after discussion with section members. Section leaders are responsible for ensuring that all parts are properly marked. Assignments are made at the discretion of the Music Director and may be changed at any time.
3. Section leaders are expected to act as representatives between their section, the conductors and General Manager.

FACILITIES

1. Everyone is expected to assist with rehearsal set-up and take-down. This includes instruments, stands, chairs and music. Additional assignments may be made as needed by the conductors, personnel managers and operations managers.
2. You may be asked to assist with loading and unloading for concerts, and with concert site set-up and tear-down.
3. Food and drink are permitted on the 1st floor (main rehearsal room) of Saint Patrick Hall only. Please clear the rehearsal area of your personal items and trash before you leave.
4. Food and drink are not permitted on the 2nd or 3rd floors of Saint Patrick Hall.

UNION MEMBERS

- Union musicians who are members of PYO and PYAO perform on an amateur basis only.

DISMISSAL (SUBJECT TO THE DISCRETION OF THE CONDUCTORS)

1. Absent from dress rehearsals or concerts without advance (six weeks) written notice to and written approval from the conductors.
2. Lack of adequate musical preparation or progress.
3. Conduct reflecting unfavorably on the orchestra program.
4. Excessive absences (for any reason) or habitual lateness.
5. Non-fulfillment of financial obligations.
6. Non-compliance with other aspects of the above policies.