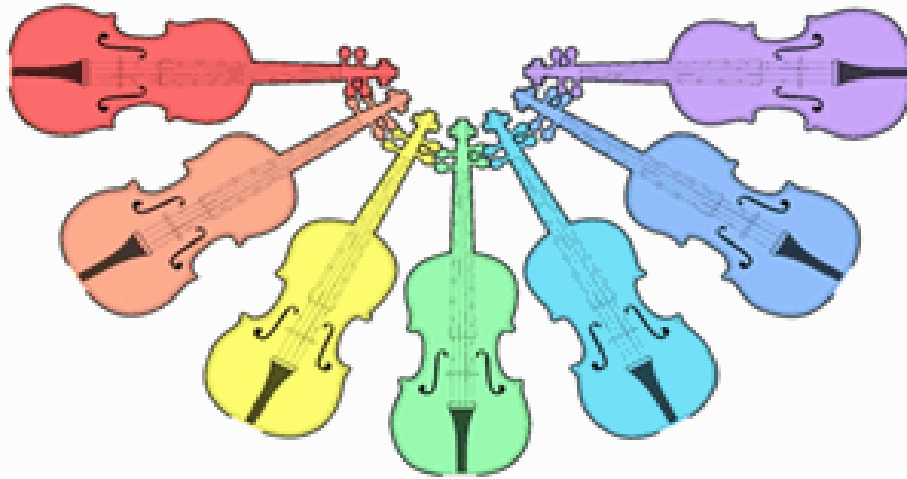


ALL SEASONS ORCHESTRA



Musicians Handbook
(Including Mission Statement and
Bylaws)

September 2019

Mission Statement

Approved by a vote of the membership, October 2017

All Seasons Orchestra, an activity of the City of Arcata, serves the North Coast community by enriching the experience of musicians of all ages and abilities through friendly, supportive, mentored rehearsal, and by promoting the enjoyment of music through free, public performance.

Bylaws

Approved by a vote of the membership, October 2017

(Revised November 2018, Revision in compliance with City of Arcata Directive January 2019, Dates and names updated September, 2019)

Organization:

1. All Seasons Orchestra exists as an activity of the City of Arcata Department of Parks and Recreation. Everything is done in coordination and collaboration with it.
2. The membership of All Seasons Orchestra consists of all those who are registered for All Seasons Orchestra with the City of Arcata.
3. All Seasons Orchestra is guided and run through active participation of the members of the Working Group which may include: Manager(s), Conductor(s), Musical Director, Section Leaders, Concert Master, Librarian(s), Publicity Coordinator, Recruitment Coordinator, Flier and Program Editor, Web Master, Equipment Wrangler, Liaison to Friends of the All Seasons Orchestra, Welcoming Committee, and others who have interest and commitment. Individuals may hold multiple positions.
4. The Working Group meets as appropriate at the discretion of the Manager(s). In addition, any two members of the WG may call on the Manager(s) to hold a meeting for any specific purpose.
5. Members of the Working Group consult widely among the members of the orchestra as appropriate.
6. Artistic decisions are the purview of the Conductor in consultation with the Assistant Conductor and the Musical Director. Artistic issues include:
 - Selection of music
 - Organization of rehearsals
 - Setting the concert order
 - Auditioning small ensembles to supplement our concert programs
 - Disposition and availability of musical resources such as instruments and music owned by the orchestra
7. Operational decisions are the purview of the Manager(s) in consultation with the Working Group. Either the Manager(s) or 4 members of the WG may call for a vote of the membership on any issue at any time. Operational issues include:
 - Scheduling of timing and location of concerts

Transportation of instruments to off-site concert locations

Relations with the City of Arcata

Relations with our concert venues

Financial issues

8. Policy decisions and election of the Manager(s) are subject to membership ratification. Policy issues include:

Adoption of and changes to the mission statement

Adoption of and changes to bylaws

Adoption of and major changes to Musician's Handbook

Membership ratification is by simple majority vote of all of the members voting. Votes may be cast at any regular rehearsal or special meeting called for that purpose, or they may be cast via email. Email votes must be received by the manager 24 hours prior to the rehearsal or meeting scheduled for the vote. Policy issues will be distributed in writing via email to the membership at least 2 weeks before voting.

9. Whenever possible, concert dates and rehearsal calendar are set one year in advance through the collaboration of the Manager(s), Musical Director, and Conductor(s), and others as necessary. Wherever possible, conflicts with other major musical events (Eureka Symphony, Humboldt State University, and other major events) should be avoided.

10. Members of the WG are appointed by the Manager. Term of office is one year concluded by reappointment at the mutual agreement of the Manager in consultation with the membership and the individual, annually in September. Consultation with the membership shall include, but not be limited to an annual request to the membership for comments on the performance of individuals in the key positions of Manager, Conductor, Concert Master, Musical Director (if any), Librarian, and Section Leaders (if any). Such request may be informal via email, or may be a more formal survey, but will be conducted in a confidential manner. The Manager shall compile commentary provided for Conductor, Concert Master, Musical Director, Librarian and Section Leaders. Commentary shall be considered confidentially by the Working Group in the absence of the individual under review. The WG shall make recommendations for retention and compensation of these individuals to the Manager. The Manager shall decide on retention and compensation for each individual for the coming year.

11. The Librarian shall compile commentary provided for the Manager. In the absence of the Manager, the WG shall nominate candidates for Manager based upon the review of the commentary. An election of the membership shall be held annually in September for the purpose of electing the Manager. Simple majority shall prevail. If no candidate receives a majority, there shall be a run-

off election of the top two candidates. All key leadership appointments are communicated to the City of Arcata annually in September by the duly elected Manager.

The chronological sequence of events for annual performance reviews shall be as follows:

a. The Manager(s) shall solicit performance review data on Manager(s), Conductor(s), Librarian(s), and Concertmaster, from the membership in July.

b. The Librarian shall compile the performance review data on the manager(s) and share it with the members of the Working Group, exclusive of the manager(s).

c. The Working Group shall consider the performance review data and nominate candidate(s) for manager for the coming year.

d. On or about September 15, the membership shall vote on manager(s) for the coming year.

e. The duly elected manager(s) shares the performance review data on Conductor, Librarian, and Concertmaster with the Working Group in the absence of the individual being evaluated. After appropriate consultation, the manager appoints these positions and any other members to the Working Group. The manager(s) shall formulate constructive review comments to be shared confidentially in writing with each person evaluated.

12. ASO is assisted by Friends of All Seasons Orchestra.

Responsibilities:

Manager(s): Relations with the City of Arcata, enrollment, registration, dues, administering the Rodden Fund and scholarships, developing the concert schedule, relations with our concert venues and partners, personnel issues, leadership.

Conductor(s): Conducting the orchestra, selecting music in collaboration with the Musical Director and the Assistant Conductor, leading the musicians to understand the history and background of the music and the intentions of the composer, planning rehearsals, interpreting musical scores and communicating that interpretation to the musicians.

Musical Director: Orchestra development, assisting the Conductor in developing a musical program for concerts, musician development, mentoring the conductor, working with the librarians to develop the music collection.

Section Leaders: Assessing the needs of the musicians in your section, mentoring the musicians in your section where appropriate, helping to establish mentoring relationships between musicians of diverse abilities as

appropriate, assessing needs for musical instruments or rehearsal and concert set up and communicating them to the manager(s) and/or conductor.

Concert Master: Leadership among the strings, particularly the upper strings, bowing marking of the upper string parts, tuning the orchestra, intonation of the orchestra and appropriate instruction to the orchestra on intonation, mentoring of string players and helping to establish mentoring relationships between string players, and all other Section Leader Duties for the string sections.

Librarian(s): Curation of the music collection, assuring that the music collection will be useful in perpetuity, acquisition of new music in collaboration with the Musical Director and the Conductor, removal of music that is not appropriate for ASO in collaboration with the Musical Director, assuring sheet music is in a playable condition and that adequate copies are available, distributing music to the musicians, collecting the music after a concert set and returning it to archival condition for storage, maintaining the storage facilities and resources, providing support for the conductor and musical director as they select music for concert sets. Developing electronic archives. Maintaining the sheet music data base. Maintaining the archives of ASO including past programs, newspaper articles, player information forms, bylaws, musician's handbook, and standard operating procedures.

Publicity Coordinator: Assuring that the ASO and its activities have an appropriate level of visibility in the community.

Recruitment Coordinator: Assuring that the ASO has a sufficiently large and balanced roster of musicians for the performance of its repertoire.

Flier and Program Editor: Developing a program and a flier for each concert.

Web Master: Developing and maintaining a web presence for ASO, and coordinating with the City of Arcata assuring that our web presence on their pages is accessible, accurate and appropriate.

Equipment Wrangler: Assuring equipment and instruments are present and arranged for all rehearsals and concerts, renting (driving, loading and unloading) a truck if necessary for remote concerts.

Welcoming Committee: Assuring that new musicians to the orchestra are welcomed and oriented. Distributing the Musicians' Handbook. Administering the Player Information Form.

Liaison to Friends of the All Seasons Orchestra (FASO) and Lead Friend: The Liaison to FASO recruits and works with a non-musician person to serve as Lead Friend. They work with the Working Group to develop FASO. They assess needs that can be met by FASO. Needs may include:

Providing refreshments for concerts

Flier distribution and posting
Ushering at concerts, program distribution
Helping with set up and clean up at concerts

Compensation:

Persons holding key positions may be compensated dependent on need and availability of resources. Compensation is facilitated through the City of Arcata and follows the employment practices and policies of the City. This compensation is considered “self-supporting” by the City, and is funded by donations to the Rodden Fund. Decisions regarding compensation are made by the Manager(s) in consultation with the WG. Compensation is commensurate with qualifications and fair employment practices. Compensation practices in general and for each compensated individual are reviewed annually in September.

Finances:

All Seasons Orchestra is supported from private (donations) and public funds, which are both managed by the City of Arcata. The Rodden Fund is an account that is held by the City of Arcata. Donations may be made to the Rodden Fund, specifically to be used by All Seasons Orchestra, and are tax deductible. Payments from the Rodden Fund including compensation as noted above must be authorized by the Manager.

The two principal sources of income for All Seasons Orchestra are donations at the gate at concerts, and other donations by members and friends of the orchestra.

The City of Arcata budgets annually a small amount of money to the orchestra from the revenues generated by registration fees. Expenditure from this fund is facilitated by means of reimbursement which must be requested through the Manager, documented by receipts, approved by the Manager and submitted to the City (Division of Recreation).

Amendments:

These Bylaws shall be reviewed annually in September, and any suggested amendments considered for adoption by a vote of the membership.

Musicians Handbook

Approved by a vote of the members October 2017

Condensed by Dick LaForge, December 2017

Revised November 2018

The purpose of this handbook is to articulate expectations for participation of musicians in All Seasons Orchestra, and to provide information necessary to assure that every musician will have a fulfilling and fun experience.

Membership:

-- All Seasons Orchestra is open to players of all orchestral instruments. Musicians of all ages and skill levels are welcome and are admitted without audition. This is an opportunity to practice playing in an orchestra, but, with rare exceptions, we do not teach how to play the instruments.

-- All Seasons Orchestra is an activity of the Division of Parks and Recreation of the City of Arcata. All musicians must enroll in this activity to participate. Enrollment occurs twice each year: in January for the Winter-Spring Season and in September for Fall Season. There is a fee for each enrollment period: \$25 for Arcata residents, and \$31 for non-residents. Scholarships to pay the fee are available in the case of special need. The City of Arcata provides our rehearsal space, storage for our instruments and music, insurance for our activities, and some publicity.

-- To join the orchestra, please first contact the Managers. You may register and pay the fee either online at

<http://www.cityofarcata.org/385/Registration-Information>, or by filling out a form available at rehearsal.

-- ASO members are encouraged to take leadership and support roles, as described below.

ASO Leadership:

-- The Manager(s) deal with enrollment, concert and rehearsal venues, personnel, scheduling, and overall coordination.

-- The Musical Director is an experienced professional who helps with planning the musical program and mentors the conductor(s).

-- The Conductor is the composer's voice and interpreter. He/She deals with music selection, interpretation, and rehearsal schedule. He/She is the captain of the ship during rehearsals.

-- The Concert Master is the Section Leader for the strings. In addition to mentoring the string musicians, the Concert Master will work with the Librarian to assure that string parts are marked with bowings. The Concert Master can call for and lead string sectional rehearsals when needed.

-- The Librarian organizes and distributes our sheet music, and deals with program selection and archives.

-- ASO cannot run smoothly without the help of volunteers. Some of the roles are Publicity Coordinator, Recruitment Coordinator, Equipment Wrangler, Program and Notes Editors, Web Master, Facebook Page Editor, Welcoming Committee.

Contact Information:

-- Manager: Dick LaForge: email dick.kathy@yahoo.com, phone 443-2626.

-- Conductor: Jeremy Cotton: email jeremycotton@gmail.com, phone 832-8888 (Prefers text messages),

-- Concertmaster: Holly MacDonell: email hollymacdonell@gmail.com , phone 499-1399

-- Treasurer: Don Bicknell: email don.w.bicknell@gmail.com, phone 707-768-1975 cell 599-4691

-- Librarian: Susan Bicknell: email s.h.bicknell@gmail.com, phone 768-1975, cell 599-4692.

-- Our web page is AllSeasonsOrchestra.org. There is a members only protected section that is password protected. Current password is Vivaldi4Seasons. Webmaster is Susan Bicknell (Librarian).

Rehearsals:

We rehearse on Saturdays from 10 am to 12 pm at the D Street Neighborhood Center, 1301 D Street, Arcata.

It is important to the entire orchestra that you attend all the rehearsals you can. If you cannot be at a rehearsal, please email or call the Managers. Players who are students should give priority to their school activities.

Some things players can do to help the orchestra:

-- Rehearsals start exactly at 10:00. Please be ready to play, as being late distracts everyone.

-- If you must miss a rehearsal, please be sure that the sheet music for your part is present at the rehearsal to allow someone else to cover your part.

-- It is expected that players will practice their parts at home, so that rehearsals can focus on coordination and interpretation.

-- Always bring a pencil (not a pen) for making notes on your parts.

-- Please refrain from talking or softly practicing while the conductor is working with a section other than yours.

-- If you are a brass player, please bring a towel to clean up condensation produced by your instrument.

-- Please do not use cologne or perfume.

-- Of course, no food or cell phones during active rehearsal time. Water bottles are OK. There are usually snacks at break. Feel free to bring some to share.

-- Volunteers are needed to arrive early to assist in setting up chairs and stands, assembling the percussion section, and to stay to put away all of these and sweep and clean up after we are done.

Concerts:

-- The concert schedule is developed for the following year each fall.

Schedule for 2019-2020:

September 7 to November 23 Rehearsals
November 30 No rehearsal- Thanksgiving Vacation
December 7, December 14 Rehearsal

CONCERT: December 8 Sunday Fortuna Christmas Festival, Fortuna Riverlodge. 12:30 but might change.

December 14 Rehearsal

CONCERT: December 15 Sunday Winter Christmas / Beethoven's Birthday Concert. D Street, Arcata. 5 PM.

January 4 to March 21 Rehearsals

CONCERT: March 22 Sunday Spring Concert D Street, Arcata 5 PM.

March 28 Rehearsal

CONCERT: March 29 Sunday Spring Concert 5 PM. Eureka Woman's Club (or Trinidad), to be confirmed.

April 4 to June 20 Rehearsals

CONCERT: June 21 Sunday Concert D Street, Arcata 5 PM.

June 27 Rehearsal

CONCERT: June 28 Sunday Concert 5 PM. Trinidad.

July 4 - Aug. 1 No Rehearsals

August 8 - Aug. 29 Rehearsals: Review old repertoire, sight reading, etc.

September 5 No Rehearsals

September 12 First rehearsal of 2020 - 2021 season.

- If you know you will miss a concert, please notify the Managers, and leave your folder in the folder bin after your last rehearsal.
- Musicians should arrive at least one half hour before concert time in concert dress, to have time to warm up and relax.
- Concert dress is usually all black. Any changes or variations will be announced.
- Please leave cases and any personal items “off stage” or in the designated room.
- Sometimes it is necessary to recruit “ringers” to assist with performances. Ringers do need to register with the City of Arcata. At minimum, ringer musicians must attend the dress rehearsal. Ideally, they should attend more rehearsals.
- Volunteers are needed to arrive extra early to assist in setting up chairs, stands, and percussion instruments, and to bring snacks for the audience. We are responsible for putting everything away and for cleaning the facility after the concert. For offsite concerts, volunteers are needed to help to load, unload and transport percussion instruments and music stands.
- Often there is opportunity for small groups to play at our concerts. ASO musicians are encouraged to form small groups for this purpose. If you are in a group that wants to play, talk with the conductor and/or manager.
- Advertising of our concerts by our players is very effective. Please post fliers, put digital copies of our fliers on your social media, encourage people personally, and bring your friends and family.

Sheet Music:

- All Seasons Orchestra owns all of the sheet music we play so that we can provide our players with the most legible, durable sheet music possible. We want each player to play up to her or his potential. For that purpose, we maintain a set of masters for each title, from which under the principle of fair use, new copies are printed for personal study.
- Sheet music will be provided to you free of charge. A vinyl folder embossed with All Seasons Orchestra will also be provided so that you can keep your music in good condition. We expect you to take your folder home with you for practice. We expect you to return your vinyl folder at the end of a concert set if you will not be playing in the next concert set. You may make a voluntary donation to ASO to help us replace lost or unreturned folders.
- Sheet music will be made available for you to pick up at or before the beginning of each rehearsal set. It is your responsibility to assure that you have the sheet music

that you need when scheduled for rehearsals and concerts. Sheet music is distributed by means of accordion files that are available at every rehearsal and concert.

-- If you have extenuating circumstances, a set of sheet music may be compiled for you by the Librarian and mailed to you.

-- If you have issues with vision, the Librarian has the ability to print larger format sheet music. Just ask.

-- You should consider that the sheet music belongs to you, is your personal study copy, as long as it is needed for rehearsals and concerts. You are entitled to make any marks you wish on the music, and to arrange it and tape it in any order you wish to facilitate page turns.

-- We ask that you return your music to the accordion files at the end of each concert set. It is routine to ask that sheet music be returned in the condition it was distributed – that normally means mark only in light pencil and erase your marks before turning in your music. However, if you make extensive marks on the music, marks other than light pencil (ink, colored pencil), and tape music in an order other than the original to facilitate page turns, we ask you to put your name on your copy. As long as it is still in good condition, we will keep it in the file for you for the next time we play it. Only music in good condition will be returned to archives. Sheet music with extra staples or paper clips or other metal fasteners, or that is excessively taped, or that is tattered, torn or soiled will be discarded. It is the sole discretion of the librarian to determine if sheet music is retained or discarded.

-- We maintain a web page at <https://allseasonsorchestra.org>. It has a members only section that is password protected. This section includes digital copies of the music that is currently in rehearsal. Get the password from the Librarian. This will enable you to use your music with an electronic music stand or to print your music in your own preferred format.