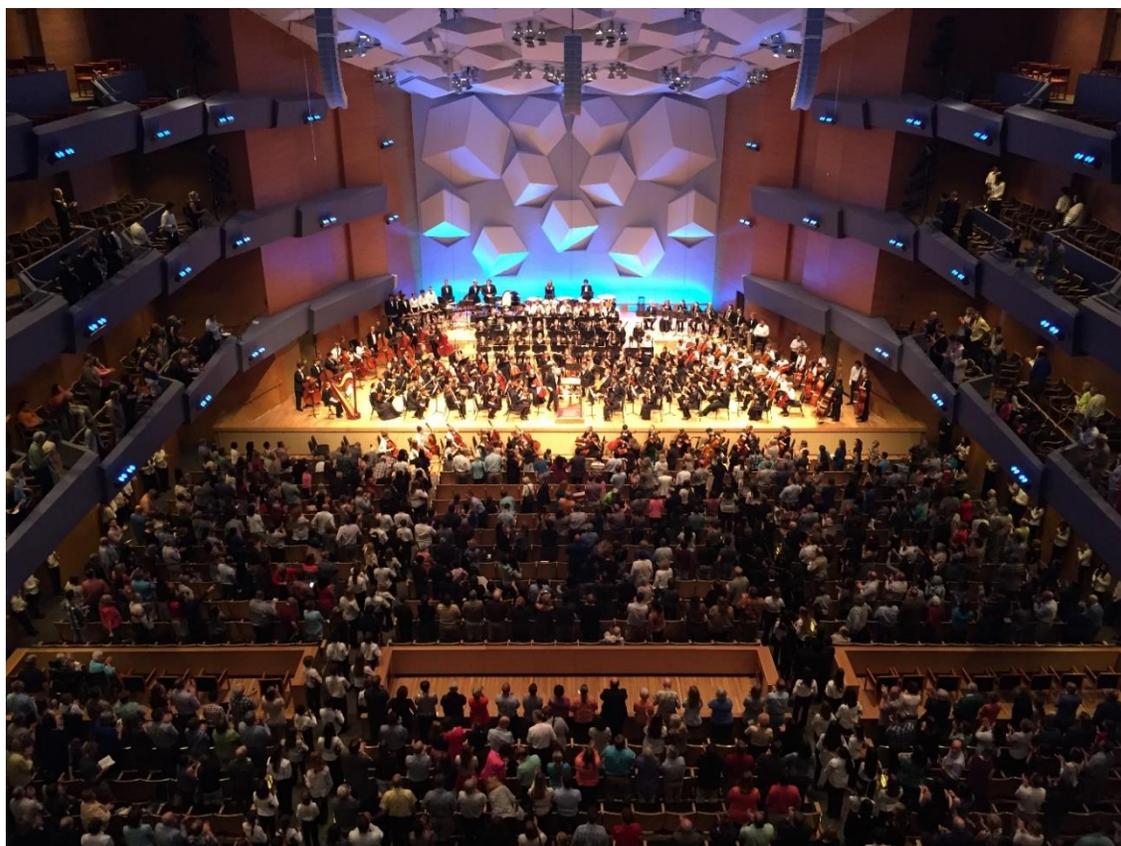


greater twin cities youth symphonies



## 2020 – 21 Musician Handbook

408 St. Peter Street, Suite 300

Saint Paul, MN 55102

Phone 651.602.6800 | Fax 651.292.3281

[mail@gtcys.org](mailto:mail@gtcys.org) | [www.gtcys.org](http://www.gtcys.org)



# WELCOME

Dear GTCYS Musicians,

Welcome to the GTCYS family! You are now part of GTCYS' wonderful legacy of transforming young people through music. We are delighted and grateful to have you involved!

Life looks a lot different right now. Like you, we wish things were back to normal and that we could have our typical program activities. This season will be different than past seasons, and that's okay. What won't change is the quality and richness of your GTCYS experience. You'll still have a fantastic season! Whether this is your first year in GTCYS or your tenth, we're here to support you.

Being a GTCYS member is rewarding and enjoyable, and we know you will create lifelong memories with us. It is also an honor and a responsibility. We ask that students and parents thoroughly read this handbook. Our expectations and policies are designed with students in mind to help them achieve their individual and collective best. They are also designed to create a supportive culture where all students are welcomed and valued. This handbook should answer most of your questions about GTCYS, and you can count on us to communicate closely with you throughout the year. Should you have any questions or suggestions along the way, please contact a member of our staff.

Thank you for your participation in GTCYS. We look forward to a wonderful year with your family!

Sincerely,

Megen Balda  
Executive Director

Mark Russell Smith  
Artistic Director

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# ADMINISTRATIVE & ARTISTIC STAFF

## GTCYS Office

408 St. Peter Street, Suite 300, Saint Paul, MN 55102

Tel 651.602.6800 | Fax 651.292.3281

Email [mail@gtcys.org](mailto:mail@gtcys.org)

[www.gtcys.org](http://www.gtcys.org)

## GTCYS Administrative Team

Megen Balda, Executive Director	651.602.6802	<a href="mailto:megen@gtcys.org">megen@gtcys.org</a>
Miranda Bryan, Program Director	651.602.6807	<a href="mailto:miranda@gtcys.org">miranda@gtcys.org</a>
Katie Heilman, Program Assistant	651.602.6803	<a href="mailto:katie@gtcys.org">katie@gtcys.org</a>
Paul Schimming, Librarian	651.602.6804	<a href="mailto:paul@gtcys.org">paul@gtcys.org</a>
Morgan May, Communications & Marketing Manager	651.602.6816	<a href="mailto:morgan@gtcys.org">morgan@gtcys.org</a>
Samuel Phillips, Harmony Manager	651.602.6806	<a href="mailto:samuel@gtcys.org">samuel@gtcys.org</a>
Naomi Schroeter, Harmony Assistant	651.602.6809	<a href="mailto:naomi@gtcys.org">naomi@gtcys.org</a>

## GTCYS Artistic Team

Each of GTCYS' nine conductors is a member of the Artistic Team and plays an integral role in artistic planning, auditioning, placement, and recruiting. Conductors are responsible for leading rehearsals and performances of the orchestra and selecting repertoire.

Mark Russell Smith, Artistic Director & Symphony conductor	<a href="mailto:mark@gtcys.org">mark@gtcys.org</a>
Mary Sorlie, Philharmonia East & West conductor & Harmony Director	<a href="mailto:mary@gtcys.org">mary@gtcys.org</a>
Ernesto Estigarribia, Sinfonia East conductor	<a href="mailto:ernesto@gtcys.org">ernesto@gtcys.org</a>
Laura Hebert, Sinfonia West conductor	<a href="mailto:laura@gtcys.org">laura@gtcys.org</a>
Dan Mollick, Concertino West conductor	<a href="mailto:dan@gtcys.org">dan@gtcys.org</a>
Tamara Gonzalez, Concertino East conductor	<a href="mailto:tamara@gtcys.org">tamara@gtcys.org</a>
Kent Musser, Camerata conductor	<a href="mailto:kent@gtcys.org">kent@gtcys.org</a>
Mark Gitch, Concert Orchestra conductor	<a href="mailto:mgitch@gtcys.org">mgitch@gtcys.org</a>
Gary Wolfman, Philharmonic conductor	<a href="mailto:gary@gtcys.org">gary@gtcys.org</a>

## Rehearsal Assistants

Rehearsal Assistants (RAs) are the primary point of contact between students, parents, and the staff at GTCYS events. The RA functions as the personnel manager and assistant for each orchestra, undertaking administrative tasks so that the conductor may focus on the orchestra. RAs set up the chairs for the orchestra, take attendance and monitor absences, distribute and collect music, help members with musical needs, and assist the conductor during rehearsals. GTCYS does not provide contact information for our Rehearsal Assistants.

## How do I contact my conductor or RA?

Conductors and RAs do not have offices or voicemails at GTCYS. If you need to relay info to an RA, do so in person at rehearsal. You may also speak with your conductor at rehearsal or email. If you have a question for your RA between rehearsals, you may relay it through the Program Assistant (Katie Heilman) or Program Director (Miranda Bryan).

## How do I contact the office staff?

GTCYS' office hours are Monday through Friday, 9:00am – 5:00pm. If you have questions or concerns, contact us at 651.602.6800 or [mail@gtcys.org](mailto:mail@gtcys.org). While most of the staff will continue to work remotely in Fall 2020, they continue to be available for you!

<b>If you have questions or ideas about:</b>	<b>Talk to:</b>
Attendance _____	Rehearsal Assistant (RA) or Program Assistant
Schedule or events _____	RA or Program Assistant
Placement/seating within the orchestra _____	Conductor
Tuition payments and student records _____	Program Assistant
Scholarships _____	Program Director
Lost music _____	RA or Librarian
Student or Parent concerns _____	Program Director or Executive Director
Auditions _____	Program Assistant
Fundraising ideas/events _____	Executive Director
Donations, sponsorships or grants _____	Executive Director
Advertising _____	Communications and Marketing Manager
Touring _____	Program Director or Executive Director
Student leadership opportunities _____	Program Director
Volunteering _____	Program Assistant
Board membership _____	Executive Director
Alumni _____	Executive Director
Ticketing _____	Communications and Marketing Manager
Student & Alumni News _____	Communications and Marketing Manager

**Engage with GTCYS on Social Media!**

Stay in touch and follow along for photos, stories, videos, and other unique content throughout the year. We're on [Facebook](#), [Twitter](#), [Instagram](#), [YouTube](#) and [LinkedIn](#).

# ORGANIZATIONAL INFORMATION

## Our Mission

In the conviction that music nourishes the mind, body, and spirit of the individual and enriches the community, the Greater Twin Cities Youth Symphonies provides a rigorous and inspiring orchestral experience for young musicians.

## About Us

Greater Twin Cities Youth Symphonies (GTCYS) transforms young musicians of all ages, abilities, and backgrounds by breaking down barriers to music instruction and providing exceptional year-round orchestral experiences. Led by Artistic Director Mark Russell Smith, outstanding conductors, and coaches from the Saint Paul Chamber Orchestra (SPCO) and Minnesota Orchestra, GTCYS serves more than 1,000 students ages 8-18 through ten school-year orchestras, two summer programs, and Harmony. Launched in 2016, Harmony provides before-school beginning violin, cello, and bass instruction to students at Riverview West Side School of Excellence in St. Paul's West Side neighborhood.

Each year, GTCYS shares more than 30 concerts with 13,000 audience members at locations across the region, including Orchestra Hall, The Ordway, Ted Mann Concert Hall, plus free community concerts at local schools, homeless shelters, and care centers. Renowned for its rich international touring history, GTCYS' Symphony tours biennially, most recently to Eastern Europe (2018), Argentina (2016), and Spain (2014). In June 2021, Symphony will embark on a much-anticipated tour to Italy. In total, GTCYS inspires more than 17,000 children and adults through our educational programs, free community activities, concerts, and special events each year.

Founded in 1972, GTCYS' 16,000 alumni include leaders in every field who developed lifelong values of teamwork, discipline, and community engagement during their GTCYS experience. With the help of generous donors, GTCYS will award \$100,000 in need-based scholarships for tuition and sponsored lessons this season. Through a unique partnership since 2011, GTCYS and the SPCO work together to strengthen our community, build audiences, provide educational opportunities for students, and promote the value of classical music. For more information, visit [www.gtcys.org](http://www.gtcys.org).

## BOARD OF DIRECTORS

GTCYS' Board of Directors comprises 15–20 individuals who volunteer their time, provide expertise, and share financial resources in support of the organization, while providing sound governance, strategic planning and financial oversight. Trustees include representatives from Minnesota's leading corporations, some of whom are GTCYS alumni or parents of current or past GTCYS students. For a current list of directors, please visit [www.gtcys.org/about/staff](http://www.gtcys.org/about/staff).

## ALUMNI ASSOCIATION

Launched in 2012, the [Alumni Association](#) is free and open to anyone who participated in any GTCYS orchestra for a year or more and provides ways for alumni to stay engaged with each other and with GTCYS.

## EQUITY & INCLUSION

GTCYS strives to create an equitable and inclusive program for all students. To drive equity within GTCYS, we are pursuing strategies that seek to reduce barriers and broaden access, recruit and retain students from underrepresented populations, and cultivate an inclusive culture.

In response to the murder of George Floyd, we shared the following public statement in June 2020, and are more committed than ever to pursue equity and anti-racism to lift up the BIPOC community and others who have been discriminated against.

“GTCYS sees and shares the community's pain in mourning George Floyd. We are outraged by the senseless and callous murder of George Floyd which is yet another sign of the persistent and systemic racism that exists here in the Twin Cities and across our nation. Our hearts go out to all who have been affected by racial inequalities and those who have been directly impacted by the civil unrest.

GTCYS believes that Black lives matter.

We believe in equitable opportunities and justice. We see the humanity of Black people and recognize the valuable and long-standing contributions they have made in society and to the arts. We acknowledge the deep oppression that the Black community and people of color have experienced due to systemic racism.

GTCYS acknowledges that we are complicit and have not done enough to lift up our Black neighbors and people of color.

Beliefs are not enough. Seeing and acknowledging are not enough.

GTCYS can and will do better.

Building on our existing equity, diversity, and inclusion (EDI) work started in 2016 – in tandem with our ongoing commitment to increasing access – we will partner with the community to:

- Listen and learn from additional and ongoing sessions with GTCYS families and communities of color
- Provide first-time students of color with instruments and scholarships for private lessons
- Expand our Harmony strings instruction program and support students as they advance through GTCYS' orchestras
- Create a student council so young voices from different backgrounds across the Twin Cities are represented
- Augment repertoire choices and programming to lift up more composers and artists of color
- Expand the racial diversity of our board of directors, conductors, and staff
- Learn from anti-racism training and continued EDI work
- Revamp our student policies and scholarship process so inclusion is at the forefront
- Prioritize the equity, diversity, and inclusion goals in our strategic plan to ensure that equity is a lens for all of our actions

We invite your input as we strive to create a more equitable and inclusive community through our work with young people. What would you like to see? What should we do differently? Please email executive director Megen Balda at [megen@gtcys.org](mailto:megen@gtcys.org) or call 651-602-6802.

This moment is an opportunity for a movement. We are ready to do all we can to eliminate systems that have stripped Black people of their rights, power, and opportunity – and to create true and lasting equity and inclusion. We hope you will partner with us on the journey.”

# REHEARSALS

Every student must bring the following items to every rehearsal:

- Face mask
- Music stand
- Instrument
- Music & Folding nametag (in folder)
- Any necessary accessories (bow, strings, rosin, mute, rock stop, mouthpieces, reeds, bell covers, etc.)
- Sharpened pencil with a good eraser

**Note for 2020-2021:** Any items brought to rehearsal must not be shared with other students, so it is especially important that each student brings everything they will need to each rehearsal. GTCYS will not provide music stands, accessories, mallets, etc. to students who do not bring their own supplies.

## Sheet Music

GTCYS members are required to bring their own pencil and eraser to every rehearsal. It is an important part of the orchestral experience to learn how to mark orchestra parts (bowing, breathing marks, articulations, fingerings, tempo changes, etc.). **Lightly mark music with plain pencil only, and never use ink or colored pencils.** Any marks in the music other than plain pencil will result in replacement fees.

GTCYS' music library is a valuable asset. Orchestra parts are reused in future seasons, and many original parts are out of print and irreplaceable. Each student has a responsibility to return their music at the end of the year in the same condition it began. All members are responsible for the condition of their music and folder and will be charged a minimum of \$5 per part (the maximum cost may be as high as \$30 per part) if the music is lost or willfully damaged. GTCYS' librarian will assess damage and determine replacement costs as necessary. If parts are damaged during the season through normal usage (broken spine, loose pages) please contact your Rehearsal Assistant or GTCYS' librarian directly so that the part can be properly repaired or replaced if necessary. All music distributed throughout the season is the property of GTCYS and must be returned at the end of the season – no exceptions.

## For Percussionists in All Orchestras

**All percussionists** must bring the following equipment to the first rehearsal of the semester. Percussion equipment for subsequent rehearsals and concerts will be determined by you and your conductor.

- Snare Drum with case and stand
- Snare Drum sticks
- Timpani mallets (1 pair, felt: general purpose)
- Bell/Xylophone mallets (1 pair: plastic)
- A-440 Tuning fork or pitch pipe (Philharmonic and Symphony percussionists should use tuning fork)
- Small black hand towel (for holding mallets on metal stands at rehearsal)

**Philharmonic and Symphony percussionists** should bring the items above, plus:

- Timpani mallets (at least 2 pairs, including general purpose and staccato)
- Yarn mallets (1 pair, general purpose)
- Triangle beaters
- Wire brushes (if needed)

Additionally, all percussionists will need to bring their own bell set (glockenspiel) with stand for the Spring Festival. If you have questions about any of the items on this list, please ask your private teacher, school music director, or email

# SUMMARY OF GTCYS' COVID-19 PROTOCOLS

Updated August 27, 2020 with future updates likely

Given the unique circumstances of the COVID-19 pandemic, GTCYS has developed principles and protocols to aid in mitigating the risk of virus transmission at GTCYS activities. A true spirit of community solidarity is necessary for these policies to be effective: we are all in this together and each student, parent/guardian, and staff has an important part to play to create the safest possible environment for each other. However, no policy can eliminate all risk or guarantee complete safety.

Given that every family's health circumstances are unique, and families' comfort level with attending GTCYS activities may change throughout the season, GTCYS will provide a high level of communication, flexibility, and extra care to families as they work to navigate these new protocols.

Sincere thanks to all of our families for understanding the challenges, entrusting us to provide a music experience for students, and complying with these protocols.

## GTCYS' Guiding Principles for Planning

- Protect the health and safety of our students, staff, and the GTCYS community
- Sustain our mission to provide accessible, high-quality music education through ensemble experiences
- Support students, parents, and staff with clear policies and transparent communication, and a commitment to adapt with changing circumstances

The following sections summarize GTCYS' protocols which follow industry guidance developed by the State of Minnesota, which is based upon Centers for Disease Control and Prevention (CDC) and the Minnesota Department of Health (MDH) recommendations for COVID-19 with specific consideration to MDH's recommendations for Music Activities and Performances, and Minnesota's relevant and current executive orders. GTCYS will continue to refine and adjust these protocols as needed, keeping families informed along the way. For full details, refer to GTCYS' formal [Program Preparedness Plan](#).

## Key areas of adaption GTCYS program operations include:

- Limiting participant group sizes
- Utilizing larger rehearsal spaces with significant square footage and ceiling height and sufficient ventilation
- Reducing length of rehearsals
- Maintaining social distancing
- Requiring face masks for all individuals and coverings for wind/brass instruments
- Requiring health screening steps for all staff and participants

## Health Screening

- **Employees, volunteers, and parents/guardians (on behalf of their children) will be required to complete an online health screening survey prior to every GTCYS activity**, including weekly rehearsals.
- **No one may attend in-person activities if they are ill or have symptoms of any kind, COVID-19-related or otherwise** (fever of 100° F or above, sore throat, cough, shortness of breath, new loss of taste or smell, etc.), or if they have a suspected or confirmed active case of COVID-19.
- No one may attend in-person activities if they have been in contact with someone who has a suspected or confirmed active case of COVID-19.

- If an individual experiences COVID-19 symptoms during a GTCYS activity, they will immediately report to onsite staff who will direct that individual to a pre-determined isolated space until transportation home can be arranged.
- Employees, volunteers, and parents/guardians (on behalf of their children) will notify GTCYS program director Miranda Bryan ([miranda@gtcys.org](mailto:miranda@gtcys.org)) immediately if they develop COVID-19-like symptoms and/or has a suspected or confirmed case of COVID-19.
- GTCYS will support contact tracing efforts through clear and prompt reporting of known COVID-19 to parents/guardians, staff, and program venues, while respecting the privacy of individuals and applicable HIPAA requirements.
- In the event of a confirmed case of COVID-19 within a GTCYS sub-orchestra, rehearsals for that group may temporarily move online depending on the timeline of possible transmission and incubation periods. These decisions will be further informed by MDH and CDC guidance and will be taken on a case by case basis.
- **GTCYS has waived the attendance policy** to encourage participants to stay home when ill; students will not be penalized for absences this year. See the full attendance policy for details.
- **Each rehearsal will be livestreamed** so vulnerable or symptomatic students can learn at home.
- GTCYS' leave policies promote employees staying at home when they are sick.

### Social Distancing Measures

- GTCYS will uphold strict social distancing measures at in-person activities to ensure a minimum of 6 feet is maintained between all individuals.
- Upon arrival at the program site and before entering the dedicated activity space, each individual must check in at the welcome table to sanitize hands, verify that a health screening survey was submitted in advance, and have a temperature check.
- After checking in, students must carry all of their own belongings and proceed directly to their pre-assigned seat.
- Signage will mark entrances, spacing, and directional flow to limit contact and minimize congregating.
- Individuals must maintain a 6-foot distance between each other at all times.
- Orchestra layouts will be configured to ensure at least 6 feet between string participants and 9 – 12 feet between woodwind and brass players. There will be no stand partners sharing stands.
- Music folders will be distributed at the first rehearsal and left in each student's designated spot. Students are required to take and bring their own folders to each activity thereafter.
- To minimize the number of individuals at activities, only GTCYS students and a limited number of staff and volunteers will be allowed inside program facilities. Parents/guardians and all others will wait outside in vehicles, or drop off and pick up.
- Large group breaks will be replaced by short, stand-in-place stretch breaks.
- Individuals are prohibited from gathering in groups in any areas.
- Individuals are prohibited from using each other's personal protective equipment, phones, or rehearsal equipment such as music stands, music, pencils, instruments, and accessories.
- Students are asked to use bathrooms at home beforehand, but may use restrooms one at a time if needed during a program activity.
- Equipment (music stands, music, pencils, instruments) may not be shared between individuals.

### Hygiene Protocols

- Employees and participants are instructed to wash their hands frequently throughout the day, and especially prior to attending a GTCYS activity.
- Upon arrival and before entering the activity space, each individual must:
  - Sanitize hands (sanitizer provided by GTCYS)

- Check-in at the welcome table for a temperature check; anyone with a fever of 100° F or higher will not be allowed into the activity space and will be asked to go home. The individual will wait in a pre-determined isolated space until transportation home can be arranged.
- In accordance with MN executive order 20-81, all individuals attending any in-person GTCYS activity will be required to bring and [properly wear a mask](#) indoors at all times, even while playing.
- Students will be asked to provide their own masks, but GTCYS will have extra disposable masks on hand if needed.
- Woodwind and brass players will be required to wear specially designed face masks that will be left on while playing, and instrument coverings (bell covers, bags) will be required for their instruments.
- GTCYS' mask policy will be enforced by staff. Those not abiding by the guidelines will be removed from the GTCYS activity and asked to leave. Failure to consistently comply may lead to dismissal from the program.
- All employees and participants are instructed to practice proper respiratory etiquette (cover nose and mouth when coughing or sneezing).
- The use of disposable pads to collect condensation water will be required for all brass players. GTCYS will provide the pads and require students to dispose of the pads at the end of the activity and sanitize their hands immediately thereafter.
- Food and beverages will not be allowed at program sites, except for bottled water which individuals may bring on their own.

#### **Ventilation protocols**

- Ventilation protocols vary and will be determined by each independent program site rented by GTCYS. GTCYS will partner with each venue in pursuing optimal conditions for sufficient ventilation.
- These efforts will be supported by the fact that program locations have been moved to venues with extra-large rehearsal rooms (average 3,000 square feet) with tall ceilings, allowing for greater air flow and space.

#### **Cleaning Measures**

- Regular housekeeping practices are being implemented by program venues rented by GTCYS and will include daily cleaning and disinfecting of high-touch surfaces, activity spaces, and restrooms.
- All shared orchestra equipment (chairs, percussion instruments, etc.) and high touch points will be disinfected between each use.
- Appropriate and effective cleaning and disinfecting supplies will be provided by program venues, with additional supplies purchased by GTCYS for use during program activities.

To read GTCYS' formal Program Preparedness Plan in its entirety, [click here](#).

# Rehearsal Schedule & Locations

**Note for 2020-2021:** all rehearsal times are subject to slight change depending on social distancing procedures

## Philharmonia East - Tuesdays

A: 5:30 – 6:30pm

B: 7:15 – 8:15pm

St. Matthew's Catholic Church, 510 Hall Ave, St Paul

## Philharmonia West - Mondays

A: 5:30 – 6:30pm

B: 7:15 – 8:15pm

Good Samaritan Church, 5730 Grove Street, Edina

## Sinfonia East - Tuesdays

A: 5:30 – 6:30pm

B: 7:15 – 8:15pm

Gustavus Adolphus Lutheran, 1669 Arcade Street, Saint Paul

## Sinfonia West - Mondays

Week 1:

A: 5:30 – 6:30pm

B: 7:15 – 8:15pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

Week 2:

C: 7:15 – 8:15pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

## Concertino East - Thursdays

Week 1:

A: 5:30 – 6:30pm

B: 7:15 – 8:15pm

Gustavus Adolphus Lutheran, 1669 Arcade Street, Saint Paul

Week 2:

C: 7:15 – 8:15pm

Gustavus Adolphus Lutheran, 1669 Arcade Street, Saint Paul

## Concertino West - Mondays

Week 1:

A: 6:00 – 7:00pm

B: 7:45 – 8:45pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

Week 2:

C: 6:00 – 7:00pm

D: 7:45 – 8:45pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

## Camerata - Tuesdays

Week 1:

A: 5:45 – 7:00pm

B: 7:45 – 9:00pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

Week 2:

C: 5:45 – 7:00pm

D: 7:45 – 9:00pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

## Concert Orchestra – Mondays

Week 1:

A: 5:45 – 7:00pm

B: 7:45 – 9:00pm

Saint Paul RiverCentre, 175 W Kellogg Blvd, St Paul

Week 2:

C: 5:45 – 7:00pm

Saint Paul RiverCentre, 175 W Kellogg Blvd, St Paul

D: 7:45 – 9:00pm

**Philharmonic - Tuesdays**

Week 1:

A: 6:00 – 7:15pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

B: 8:00 – 9:15pm

Week 2:

C: 6:00 – 7:15pm

DoubleTree Bloomington, 7800 Normandale Blvd, Bloomington

D: 8:00 – 9:15pm

**Symphony - Mondays**

Week 1:

A: 6:00 – 7:15pm

Saint Paul RiverCentre, 175 W Kellogg Blvd, St Paul

B: 8:00 – 9:15pm

Week 2:

C: 6:00 – 7:15pm

Saint Paul RiverCentre, 175 W Kellogg Blvd, St Paul

D: 8:00 – 9:15pm

# GETTING TO REHEARSALS

## Directions

Families are encouraged to get their own directions to rehearsals using a website such as <http://www.google.com/maps> and check traffic conditions and possible construction or detours on <https://hb.511mn.org>. Please contact GTCYS if you need additional driving directions.

**PHILHARMONIA EAST: Tuesdays (Worship Space)**  
St Matthew's Catholic Church, 510 Hall Ave, St Paul, MN 55107

Parking and Entrance: Limited parking is available in the church parking lot, accessible from West Robie St. Additional free, street parking exists on Hall Ave and W Robie St. Enter through the large double doors (located under the overhang) on the southwest side of the building. The worship space is directly through the entrance doors.

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**PHILHARMONIA WEST: Mondays (Fellowship Hall upstairs)**  
Good Samaritan Methodist Church, 5730 Grove Street, Edina, MN 55436

Parking and Entrance: Park in the upper (west) lot and enter through the double doors. Rehearsals are in the Fellowship Hall on the left.

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**SINFONIA EAST: Tuesdays (Luther Hall)**  
**CONCERTINO EAST: Thursdays (Luther Hall)**  
Gustavus Adolphus Lutheran Church, 1669 Arcade Street, Saint Paul, MN 55106  
The church is located on Arcade Street just south of Larpenteur Avenue.

Parking and Entrance: The church has free parking available on the south side of the church, off Idaho Avenue. Enter the building through the south doors. Luther Hall is on your left as you enter.

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**SINFONIA WEST: Mondays**  
**CONCERTINO WEST: Mondays**  
**CAMERATA: Tuesdays**  
**PHILHARMONIC: Tuesdays**  
DoubleTree by Hilton Hotel Bloomington, 7800 Normandale Blvd, Bloomington, MN 55439

Parking and Entrance: Free parking is available surrounding the building. Please park in the West lot, off W 78<sup>th</sup> St or Edina Industrial Blvd. Enter the building through the west doors. Follow the signs to your designated rehearsal room.

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**CONCERT ORCHESTRA: Mondays**  
**SYMPHONY: Mondays**  
Saint Paul RiverCentre, 175 W Kellogg Blvd, St Paul, MN 55102

Entrance: Enter through the skyway or through the main street level entrance on Kellogg Blvd. If entering from the ground floor, take the escalators up one level to the upper floor. Follow the signs to your designated rehearsal room.

Students may be picked up at the skyway or main street level entrance on Kellogg Blvd.

Parking: there are numerous parking options nearby with varying prices, including:

- [RiverCentre Parking Ramp](#), located directly across from the RiverCentre on the south side of Kellogg Blvd. A heated skyway connects the ramp directly to the RiverCentre for easy access. The evening/weekend rate for the is usually \$10, and the event rate is \$10-25.
  - [Metered Street Parking](#) (zoom in on the map to view individual street parking spots)
  - [Science Museum Parking Ramp](#)
  - [Kellogg Underground Parking Ramp](#)
  - [Landmark Towers Ramp](#)
  - [Wax Lot](#)
-

# 2020–21 GTCYS SEASON SCHEDULE

GTCYS will not hold traditional, in-person concerts in the first semester (September – December) of the 2020-21 season due to COVID-19. The concert schedule for the second semester (January – May) will be adjusted as needed. **These are placeholder dates and will be confirmed in the spring.** Thank you for your patience as we navigate the safest ways to perform together!

## **Symphony Series Concert**

Sunday, February 28, 2021

Ted Mann Concert Hall, Minneapolis

## **Community Concerts (all orchestras)**

February – April, 2021

## **Symphony Series Concert**

Friday, April 23, 2021

Ted Mann Concert Hall, Minneapolis

## **Spring Festival Concerts (all orchestras)**

Sunday, May 30, 2021

Orchestra Hall, Minneapolis

## **2021–22 Auditions**

Spring 2021, dates TBD

Visit [www.gtcys.org/auditions](http://www.gtcys.org/auditions) for details

## **Symphony Concert: Italy Tour Send-Off**

Early June

## **Symphony Tour to Italy**

June 17 – 28

# CONCERT DETAILS

GTCYS will provide driving directions and detailed instructions before each concert.

## CONCERT TICKETS

Most GTCYS concerts are free to attend. Paid ticketed concerts include Festival Concerts at Orchestra Hall, Symphony Series, and a few other performances throughout the season. Reduced ticket prices are available for scholarship families. School music directors and private lesson teachers can reserve complimentary tickets to GTCYS' paid performances. General details of the paid ticketed concerts are below. More details on ticket prices and how to buy tickets will be shared at a later date. Please contact Morgan May at [morgan@gtcys.org](mailto:morgan@gtcys.org) for ticketing questions.

### Festival Concert Tickets (all orchestras)

- Typically held at Orchestra Hall and split into separate back-to-back concerts.
- Prices vary by seating; All seats are reserved.
- Families with students in multiple orchestras who wish to attend two or more concerts can purchase a ticket to multiple concerts for the price of one ticket.

### Symphony Concert Tickets

- Typically held at Ted Mann Concert Hall, University of Minnesota.
- Prices vary by Adult, Student, and Senior pricing; All seats are general admission.
- All non-Symphony GTCYS students receive one free ticket to every Symphony concert.

### Other Paid Concerts

- Held at various venues in the Twin Cities metro area.
- All seats are general admission.

## LIVESTREAMS AND CONCERT RECORDINGS

GTCYS' Festival and Symphony Concerts may be professionally livestreamed on [GTCYS' YouTube channel](#). Some performance excerpts may be reposted and available on YouTube at a later time. Audio recordings of Festival and Symphony concerts are available for purchase at [www.westmarkproductions.com](http://www.westmarkproductions.com).

# CONCERT ATTIRE

Each orchestra has its own required dress code for concerts. The dress code is designed to be affordable, and inclusive with gender-neutral options. Inappropriate attire may lead to dismissal from a concert. Because students grow out of concert clothes quickly, we encourage families to consider second-hand options. Concert memos emailed prior to every performance will indicate whether “Formal Attire” or “Family Attire” is required.

## Formal Attire for Philharmonia East & West, Sinfonia East & West, Concertino East & West, and Camerata

Students wear white on top and black on bottom. Please note that a bowtie is no longer required.

- **Top:** Bright white long-sleeved (at least  $\frac{3}{4}$  length) button-down shirt or bright white long-sleeved blouse
- **Bottom:**
  - Long black dress slacks OR floor- or ankle-length black skirts (not form-fitting)
  - Black socks or tights (at least mid-calf height, no bare legs or feet)
  - Black dress shoes (no open toes, sandals, or sneakers)

## Formal Attire for Concert Orchestra, Philharmonic, and Symphony

Students wear ALL BLACK. Please note changes from previous seasons.

- **Top:** Long-sleeved (at least  $\frac{3}{4}$  length), black dress shirt OR floor- or ankle-length long-sleeved black dress
- **Bottom:**
  - Long black dress slacks OR floor- or ankle-length black skirt (not form-fitting)
  - Black socks or tights (at least mid-calf height, no bare legs or feet)
  - Black dress shoes (no open toes, sandals, or sneakers)

## Family Concert Attire

Students wear the following attire for specified “family concerts” or less formal performances throughout the season. The dress is the same for all students.

- **Top:** Single-color long-sleeve (at least  $\frac{3}{4}$  length sleeves) shirt. Any style is satisfactory: button-down, sweater, turtle-neck, blouse, etc. No patterns, words, or logos. Avoid white or black if possible.
- **Bottom:**
  - Long black dress slacks OR floor or ankle-length black skirt (not form-fitting)Black socks or tights (at least mid-calf height, no bare legs or feet)
  - Black dress shoes (no open toes, sandals, or sneakers)

Please contact GTCYS’ Program Director Miranda Bryan at [miranda@gtcys.org](mailto:miranda@gtcys.org) or 651.602.6807 with questions about concert attire. If purchasing concert attire is financially prohibitive, GTCYS will assist in finding necessary clothing.

## Symphony Tour Attire

Concert attire for the 2021 international tour will be announced in spring 2021.

# PROGRAM ACTIVITIES & EXTRA OPPORTUNITIES

**School-Year Program** In a typical GTCYS year, more than 850 beginning to advanced students ages 8 – 18 from across the region participate in one of GTCYS' ten academic-year orchestras and Harmony strings instruction program and share over 30 concerts throughout the Twin Cities. Taking place at several venues across the Twin Cities, rehearsals are the foundation of students' experience, focusing on the educational process as well as technical and musical skills. GTCYS also provides a social setting where students can feel supported, strive for excellence, and achieve common goals through music. The orchestras, in order of increasing technical proficiency, are:

- Harmony (strings instruction program at Riverview Elementary School, St. Paul)
- Philharmonia East and West (strings only)
- Sinfonia East and West
- Concertino East and West
- Camerata
- Concert Orchestra
- Philharmonic
- Symphony

While the 2020-21 season is different due to COVID-19 restrictions, GTCYS looks forward to returning to more regular programming when possible.

**Retreats** Typically, each orchestra has a day-long retreat in the fall and winter with extended rehearsal time and social activities which help students get to know each other and make musical progress together. The musically immersive experience and social enrichment are essential elements of GTCYS. Retreats are typically required for all GTCYS students. During the pandemic, attendance requirements will be more flexible. The retreat fee is paid along with tuition payments.

**Open Rehearsals** are a way for GTCYS members to introduce their friends to the GTCYS experience in a play-along setting. Each orchestra typically has an Open Rehearsal in the spring. GTCYS students may bring friends who play orchestral instruments; friends may also attend a different orchestra depending on their ability and comfort level. We will determine in the spring whether Open Rehearsals are possible. Stay tuned for other opportunities to introduce your friends to GTCYS, such as online Q & A's with conductors and staff.

**Concerto Competition** In a typical GTCYS year, the GTCYS' Young Soloists Concerto Competition is an opportunity for any current GTCYS musician to showcase their individual talents. Contestants prepare and memorize a concerto or solo work, perform live with piano accompaniment for professional judges in the preliminary round, and receive educational feedback about their performance. Selected finalists perform in a free public recital with a collaborative pianist. From that round, one or two winners will be selected to perform in concert with GTCYS' flagship orchestra, Symphony, and Artistic Director Mark Russell Smith. More information about the 2020-21 Concerto Competition will be posted at a later date.

**Student Volunteer Opportunities** GTCYS offers optional opportunities for GTCYS students to contribute to their own musical and personal progress and enrich the success of their orchestras and their communities. Volunteer positions typically include:

- **Chamber Musician:** you are a member of a chamber music ensemble which is interested in performing at special events.
- **Student Musicologist** (all students): research a piece your orchestra is working on and share it with audiences at concerts.
- **Audition Aide** (grades 9–12): greet and check-in students at auditions (spring, summer or December).
- **Social Coordinator:** welcome students at first rehearsals, help with new-student orientation, and plan your orchestra's social activities.

- **Donor/Volunteer Recognition Assistant:** write thank you letters and/or make thank you calls to donors and volunteers.
- **Library Aide** (grades 8–12): assist GTCYS' Librarian with music preparation and filing in the office (copying, cleaning, and counting out parts).

Stay tuned for changes to these programs during the 2020-21 season and expanded online volunteer engagement opportunities.

**Ambassadors** (All Orchestras): Student Ambassadors are invited to share a presentation about GTCYS with their school orchestra or band in Spring 2021. This program is an opportunity for any GTCYS student enrolled in school orchestra or band programs to develop communication skills, demonstrate pride as an orchestral musician, and help peers understand the value of GTCYS' programs. Stay tuned for more details about the 2021 Ambassador program as they develop.

**Student Mentors:** In a typical year, Philharmonic and Symphony students can apply to serve as mentors for Philharmonia East & West, Sinfonia East & West, Concertino East & West, and Camerata. More advanced student musicians will build their GTCYS community by sharing their knowledge with less advanced students. In-person mentorship opportunities will not be possible given COVID-19 restrictions, but GTCYS is developing plans for Philharmonic and Symphony students to enhance younger students' music education through online platforms. Stay tuned for more details as they develop.

**Thank-You Activities:** From time to time, students may be asked to write thank-you notes to GTCYS donors. This is an opportunity for students to learn more about giving back, while also developing their writing and interpersonal skills. In addition to writing thank-you notes, Philharmonic and Symphony members may be asked to serve as GTCYS ambassadors and speak to guests about GTCYS at special events, board meetings, and/or open rehearsals.

**Mentors from the University of Minnesota:** Through this partnership between GTCYS' Symphony and the University of Minnesota's School of Music, graduate students provide vital leadership at Symphony rehearsals, serve as role models, enhance students' learning experience, and gain valuable training in the process.

**Summer Orchestras:** GTCYS offers students an opportunity to keep playing in the summer. The non-auditioned program includes three orchestras of different levels (two full orchestras and a chamber orchestra) which rehearse weekly and perform a free concert at Como Park Pavilion in Saint Paul. Program details will be announced online in February 2021.

**GTCYS String Orchestra Camp:** Led by GTCYS conductor Mary Sorlie, this week-long day camp gives string students age 8 – 12 an opportunity to develop their skills, make friends, and explore cultural activities in downtown Saint Paul. Program details will be announced online in February 2021.

**Harmony:** In fall 2016, GTCYS launched Harmony, an after-school violin instruction program for third graders at Riverview Elementary School in St. Paul's West Side neighborhood. Now entering its fifth year in 2020-21, Harmony will provide violin, cello, and bass instruction with third, fourth, and fifth graders three days a week before school. Designed to be highly accessible, Harmony provides small and large group instruction, instruments, and performance opportunities. Harmony creates an entry point and pathway for students to continue their musical journey in GTCYS' orchestras. With continued support for lessons, instruments, and scholarships, Harmony alumni have the opportunity to advance through GTCYS' orchestras, building valuable skills to help them succeed in school and beyond.

# THE SAINT PAUL CHAMBER ORCHESTRA PARTNERSHIP

In 2011, The Saint Paul Chamber Orchestra and GTCYS formed a unique strategic partnership. Our organizations share resources, ideas and creativity to produce an array of audience development initiatives and artistic opportunities for the benefit of GTCYS students and the greater community. On an annual basis, we promote the powerful concept of kids performing for kids by co-producing a GTCYS Free Family Concert for the community. We strive to deepen the relationship between SPCO's professional musicians and GTCYS students through up-close SPCO chamber music performances, question and answer sessions, and meet and greets during GTCYS Night Out events at SPCO concerts. GTCYS and the SPCO recently began to synchronize efforts to partner with and provide musical experiences on Saint Paul's West Side, including GTCYS' Harmony program. Together, we are working to strengthen our community, build future audiences, provide educational opportunities for students and promote the value of classical music. While the pandemic may temporarily limit the extent of in-person partnership activities, we anticipate robust collaborations to resume in the future and will pursue other creative measures in the meantime.

# EXPECTATIONS & CONDUCT

GTCYS' culture welcomes students and celebrates families of all backgrounds. With students' and parents/guardians' participation, together we create an environment that is safe, respectful, diverse, equitable, and anti-racist. By understanding and abiding by GTCYS' expectations and upholding high standards of conduct, students help to create a positive experience for themselves and their fellow students and a healthy learning community.

Please read the following carefully and inform your conductor, rehearsal assistant, or GTCYS staff of any concerns or questions. Individual and collective success depend on students' actions and positive contributions.

## **Students are expected to:**

- Be kind and considerate to one another and challenge themselves to be a supportive peer. Think about how your words and actions may be perceived by others. If you have said or done something that may be perceived as hurtful, racist, prejudiced, or discriminatory, apologize and work to be better.
- Be upstanders to help create and support an inclusive and anti-racist community. If you notice others being disrespectful, tell a GTCYS conductor or Rehearsal Assistant.
- Be an engaged member of the musical community: listen and participate attentively during rehearsals and practice your part at home. Ask questions and seek to improve for your sake and the sake of your orchestra.
- Be a good steward of the rehearsal space: Keep food (including gum) and drinks out of rehearsal and performance spaces. Students may eat and drink in designated areas only during rehearsal breaks.

**Inclusivity:** GTCYS prohibits discrimination with regard to race, ethnicity, color, religion, national origin, citizenship status, migrant, immigrant, and refugee status, age, sex, sexual orientation, gender identity or expression, and mental or physical abilities. Each student's gender identify will be respected, and the student's preferred name and pronoun will be used. As we strive to create an equitable and inclusive program for all, we encourage every member of the immediate GTCYS community (students, parents/guardians, staff) to help by identifying and challenging individual or systemic acts of racism and other forms of discrimination if they arise.

**Bullying and Harassment:** GTCYS strictly prohibits bullying or harassment of any kind. GTCYS will investigate, respond to, remediate, and discipline any reported acts of bullying.

Students who have been bullied or harassed, or individuals who have witnessed another member of the GTCYS community being bullied or harassed, should immediately inform the conductor. If the individual does not wish to communicate with the conductor for any reason, the individual should contact GTCYS' Program Director or Executive Director.

**Drugs:** The distribution, possession and/or un-prescribed use of narcotics, alcohol, cigarettes, and other controlled substances by members is unlawful and strictly forbidden. Any violation will lead to disciplinary review, including probation or dismissal.

**Probation and Dismissal:** A musician may be put on probation or dismissed from GTCYS at the discretion of the conductor and/or Executive Director for reasons including, but not limited to: lack of musical preparedness, behavior/conduct concerns such as, but not limited to: non-compliance with COVID-19 risk mitigation protocols, bullying, harassment, vandalism, theft, use of illegal substances, violence, the possession of a weapon, or any behavior that undermines the integrity of the organization.

**Positive ambassadorship:** GTCYS members represent the GTCYS community at all times, whether at rehearsals, retreats, concerts, special events, or on tour. All participating musicians are representatives of the organization, and the behavior of each musician reflects upon the entire group. We are guests at our rehearsal and performance venues.

**Attendance:** Consistent attendance is the cornerstone of GTCYS' orchestras' commitment to excellence; however, taking care of our community's health amidst the pandemic is of greater importance. Prior to every GTCYS activity, students must complete an online health screening survey. In the event of symptoms or illness of any kind, students must stay home. Please see the detailed COVID-19 Protocols and Attendance Policy for more details and bookmark the health screening form for easy access: [GTCYS Attendance and Health Screening Forms](#)

**Musical Preparation:** Coming to rehearsals prepared is essential for you and your fellow musicians' success. This includes bringing your music, a pencil, music stand,\* and all necessary accessories (e.g. reeds, rock stops, mallets) to every GTCYS activity, working with your teacher on difficult passages, and practicing and learning your part outside of rehearsal. Home practice is to learn your own part and rehearsals are for learning everyone else's part. As a general guideline, devote at least 10 minutes of dedicated practice to your GTCYS music daily. Conductors will refer to this concept as the "GTCYS 10" throughout the season.

\*Due to the pandemic, students will not share music stands this year. Each student must bring their own music stand to every GTCYS activity. Extra music stands will not be provided.

**Cell Phones:** Cell phones are prohibited during all GTCYS activities except at breaks or if otherwise asked by a GTCYS conductor, such as times where select students may be allowed to use tuning apps on their phones. Cell phones will be confiscated if used at inappropriate times. Repeated violations may lead to probation or dismissal without refund.

**Instrument Liability:** Each GTCYS student/family is responsible for their personal instrument(s) and accessories. Lost, stolen, or damaged instruments/accessories are not GTCYS' responsibility. GTCYS strongly encourages all members to insure their instruments. Students should keep instruments in their cases when they are not rehearsing and maintain great care around other students.

**What happens if instruments are damaged during a GTCYS activity?** Students are responsible for the safety and care of their own instruments during all GTCYS activities. Should any damage occur to a student's instrument during a GTCYS activity, the involved student(s) must notify the Rehearsal Assistant immediately. GTCYS staff will inform the parents/guardians about the incident to the extent of GTCYS' knowledge, and share parents' contact information so they may work together to resolve the issue. The conductor and GTCYS staff may schedule a meeting with the students' parents to determine restorative actions.

**Participation in School Band and Orchestra Programs:** GTCYS and schools share a common goal of educating student musicians; GTCYS supplements and does not replace school music programs. Though we cannot make it mandatory, GTCYS strongly encourages its members to actively participate in school band and orchestra programs. If a school band or orchestra concert conflicts with a GTCYS event, GTCYS students should prioritize their commitment to their school ensemble and notify GTCYS as soon as the conflict is known.

**Payment and Refunds:** GTCYS families must pay all tuition and fees by the deadlines outlined in the enrollment form. Special payment plans can be arranged if flexibility is needed: Contact [katie@gtcys.org](mailto:katie@gtcys.org) with questions about payments.

#### **Refund policy**

- Tuition refunds will not be issued after October 23, 2020 for first semester and January 22, 2021 for second semester.
- A student who withdraws from the program for any reason before the dates listed above will receive a prorated refund for that semester, less a \$75 withdrawal fee and any other non-refundable fees.
- Families who have paid in full for the entire year and withdraw during first semester will receive a refund for second semester, less a \$75 withdrawal fee and other non-refundable fees.

- Sibling discounts will be recalculated for withdrawing siblings.
- Tuition deposit, retreat, processing, and credit card fees are non-refundable.

## ATTENDANCE POLICY AND HEALTH SCREENING

**REVISED POLICY FOR 2020-21:** Please note that this policy has been revised for the 2020-21 season due to the special circumstances of the COVID-19 pandemic. In a typical year, GTCYS students are allowed to miss up to two rehearsals per concert cycle (typically 2-3 cycles per season), and attendance at concerts and retreats is required. We anticipate shifting back to a more structured policy in the future.

Consistent attendance is the cornerstone of GTCYS' orchestras' commitment to excellence; however, taking care of our community's health is of greater importance. Students will not be penalized for absences this year.

Prior to every GTCYS activity, students must complete an online health screening survey. **In the event of symptoms or illness of any kind, students must stay home.** Please bookmark this page and incorporate this screening & reporting step into your GTCYS routine: [GTCYS Attendance and Health Screening Forms](#)

**Any student who has felt ill with symptoms of any kind – COVID-19-related or otherwise – within 48 hours of the GTCYS activity must stay home. Similarly, students must stay home if they have been diagnosed or exposed to someone with a confirmed case of COVID-19 within the last 14 days.** All activities will be livestreamed via YouTube so students may listen, play along, and learn remotely as they are able.

### How to complete the health screening form for eligibility to attend in person activities:

1. Complete a health screening form in advance of every GTCYS activity. Health screening forms are due by 4:00pm for students to be admitted to evening activities.
2. Find your orchestra's health screening form here: [GTCYS Attendance and Health Screening Forms](#)

### What happens when GTCYS students need to be absent?

1. Complete the [GTCYS Absence Form](#) as soon as you are aware that you will miss a GTCYS activity for any reason (vacation, school event, illness, etc.). Knowing who is present and who is absent is important for conductors to effectively plan their rehearsals.
2. If students accrue multiple absences, they may be asked to record and submit short passages from the orchestra's music to demonstrate their progress and musical understanding despite absences. GTCYS staff and conductors will work with each family on case by case basis to address attendance this year.

**WHEN HEALTHY,** GTCYS members should make every effort to participate in all GTCYS activities, including rehearsals, retreats, and concerts. Please do your best to honor your commitment to your orchestra and not to schedule other events on your GTCYS rehearsal night. GTCYS members are all responsible for knowing the time commitment for their orchestra. Subscribe to your orchestra's calendar here: [GTCYS Orchestra Calendars](#)

**Prioritizing School Band and Orchestra Concerts:** When school band or orchestra concerts conflict with GTCYS activities, students should prioritize their school ensemble commitment over GTCYS. Please remember to inform GTCYS of the conflict as soon as possible.

### Promptness and pre-rehearsal details:

- Each student will be assigned an arrival time for their GTCYS rehearsal to facilitate staggered, physically distanced entrances into the rehearsal space. They will proceed through a sanitization and temperature check station, set-up, warm-up, and tune in advance of the rehearsal start time.
- GTCYS' conductors will begin rehearsal promptly by the listed event start time.

**What if there is bad weather?** Cancellations due to weather are very rare—please assume a GTCYS activity will continue unless you hear otherwise. In the event of weather which might result in unsafe conditions, GTCYS will email families and post the notification on [www.gtcys.org](http://www.gtcys.org). Decisions regarding cancellations will be made by noon. It is parents' responsibility to check their email and GTCYS' website for an announcement. Online instruction may replace live instruction in the case of weather cancellations.

Students' health and safety is always our highest priority at GTCYS. We are aware that families come from across the region for GTCYS activities. Families should use their best judgement regarding travel and attendance.

# GTCYS SEATING POLICIES & PART ASSIGNMENTS

“Seating” is the term used to describe the process for determining where a student sits within their orchestra section and sometimes determines part assignments. Where and how students are seated varies by GTCYS orchestra and instrument. Some string sections rotate or use the GTCYS audition as a basis for determining where students sit. Other orchestras have “seating auditions” where string students prepare and play excerpts from their orchestra’s repertoire for outside judges who assess their playing (details below).

Ultimately, seating charts are developed to create a positive learning experience for students and an artistically strong orchestra. Students are typically spread throughout the orchestra to create an ensemble where all students can learn from each other and help create a positive musical learning environment. The conductor reserves the right to change seating at any time and for any reason.

It is important to remember that orchestra is a group experience of musicians (rather than soloists) who each play a part in the greater whole. As Maestro Smith says, every GTCYS musician contributes mightily to the success of the orchestra, no matter where they are sitting.

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## PHILHARMONIA EAST & WEST AND SINFONIA EAST & WEST (No seating auditions in these levels)

### Strings:

- At the beginning of the season, string players will be seated by the conductor based on the GTCYS audition.
- Seating may be adjusted throughout the year. Factors including student behavior and attendance may be taken into consideration.
- It is possible that some violinists may switch between first and second parts during the year.

### Woodwinds, Brass, and Percussion:

- Initial seating and part assignments will be determined by the conductor based on the GTCYS audition.
- Seating and part assignments may be adjusted by the conductor throughout the year based on students’ progress and repertoire requirements. Factors such as behavior and attendance may be taken into consideration.

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## CONCERTINO EAST & WEST, CAMERATA, CONCERT ORCHESTRA, PHILHARMONIC, AND SYMPHONY

In a typical year, these orchestras conduct periodic seating auditions for string players. Auditioning is an important skill and adds to students’ improvement and preparation in GTCYS’ more advanced orchestras. For the current season, students will be required to record seating audition videos and submit via the [Seating Audition Video Submission form](#) according to audition date guidelines. Seating auditions may be waived this fall and specific details will be shared at a later date.

### Strings:

- At the beginning of the season, string players will be seated according to their GTCYS audition scores.
- Two weeks before each seating audition date (listed on the orchestra’s online calendar), the conductor will announce selected excerpts from the repertoire for string students to prepare.
- Students will record these excerpts by the specified seating audition date and submit via the [Seating Audition Video Submission form](#). Detailed instructions on video uploads will be provided in Fall 2020. Seating audition recordings can be submitted at any point before the required submission date.
- Students who do not send a recording on time and in the correct format will not have the opportunity to be assessed again until the next audition.

- Seating audition judges will assess each student and provide brief written feedback which the students will receive at the next rehearsal.
- The conductor will use the judges' assessments to determine specific seating. Other factors including student behavior may be taken into consideration.
- It is possible that some violinists may switch between first and second parts during the year.

**Woodwinds, Brass, and Percussion:**

- Initial seating and part assignments will be determined by the conductor based on the GTCYS audition.
- Seating and part assignments may be adjusted by the conductor throughout the year based on students' progress and repertoire requirements. Factors such as behavior and attendance may be taken into consideration.
- Woodwind, brass, and percussion seating auditions may be scheduled throughout the season at the conductor's discretion.

# TUITION & SCHOLARSHIPS

**Tuition, Payments, and Fees:** Annual tuition varies by orchestra as follows:

Orchestra	Annual Tuition	January Retreat*
Philharmonia East	\$725	\$50
Philharmonia West	\$725	\$50
Sinfonia East	\$785	\$50
Sinfonia West	\$785	\$50
Concertino East	\$845	\$50
Concertino West	\$845	\$50
Camerata	\$865	\$50
Concert Orchestra	\$900	\$50
Philharmonic	\$945	\$50
Symphony	\$1,055	\$50

Families may pay in full or with an eight-month installment plan (August – March). If neither option suits your family’s needs, email GTCYS’ Program Assistant Katie Heilman at [katie@gtcys.org](mailto:katie@gtcys.org) – we are happy to work with you to create a suitable option.

If paying in full with a credit card, there is a \$15 processing fee. If paying in installments, there is a one-time \$30 processing fee.

**Retreat fee:** In a typical year, retreat fees are billed when enrolling. In the 2020-21 season, GTCYS families will be asked to pay the January retreat fee when details and registration materials are shared in December 2020.

**Sibling Discounts:** GTCYS offers a sibling tuition discount in the amount of \$75 per additional child enrolled (second sibling, third, etc.). If paying tuition in full, \$75 will be refunded to you in October. If paying with the installment plan, two \$37.50 deductions will be made in conjunction with your September and January payments. Discount does not apply toward retreat fees. Email [katie@gtcys.org](mailto:katie@gtcys.org) with any questions.

**Tuition and Fees for Students Joining Mid-Year:** Tuition amounts will be adjusted for students starting in January. The retreat fee is \$50.

**Donations:** As a non-profit organization, charitable contributions from GTCYS families, alumni, and the community create meaningful experiences for students and expand access for young musicians from all backgrounds. Unlike many other extracurricular programs, we will never ask families to sell goods or directly fundraise. Going above and beyond with a charitable gift directly supports your own child’s experience and helps provide more than \$100,000 in need-based scholarships so that students can experience the lifelong benefits of a GTCYS education. To make a tax-deductible gift, visit [gtcys.org/donate](http://gtcys.org/donate). Thank you!

## Need-based Scholarships

We are deeply committed to access and equity so all interested students can benefit from the GTCYS experience regardless of ability to pay. Need-based scholarship awards for tuition and private lessons are based on demonstrated financial need using a confidential application process.

Given the impact of COVID-19, GTCYS is expanding scholarship awards to meet increased demand for the 2020-21 season. We encourage all families experiencing financial hardship to apply, especially if cost is a determining factor for participation.

### Need-based scholarships at a glance:

- Scholarships are offered for all of GTCYS' programs including school-year orchestras, summer programs, tours, and special activities; private lesson scholarships are also awarded each year (see below).
- Awards are based on a sliding scale, which considers household income, number of children living at home, and special circumstances such as job loss, health crises, and unexpected expenses.
- **Qualifying scholarship families typically include:**
  - Families who qualify for the Federal Free or Reduced-Price School Meals program may typically pay 3%-10% of GTCYS tuition/fees.
  - Families who report gross adjusted incomes of \$80,000 or less may typically pay 50-75% of GTCYS tuition/fees. Extenuating circumstances are considered even for higher income levels, and award amounts may fluctuate year to year based on demand.
- More than 120 students typically receive need-based scholarships for GTCYS' programs each year.
- We anticipate awarding \$100,000 in scholarships for our 2020-21 programs.
- Families with multiple children in GTCYS may complete one application for all children
- Customized payment plans are available for all GTCYS families upon request, regardless of scholarship status.

### To complete GTCYS' Scholarship Application, you'll need the following items:

- **If possible:** Copy of your last year's Federal income tax return (form 1040). Given the COVID-19 pandemic, we will not require this documentation this year.
- **If applicable:** Written verification from your school district of your Free or Reduced Price School Meals program status.
- **If applicable:** Documentation that verifies unemployment
- **Statement of Financial Need:** A brief letter describing your circumstances and need for a scholarship.
- [Click here to apply for a scholarship](#)

### Accessibility and Inclusivity at GTCYS

To provide more comprehensive support, we also provide:

- **Sponsored Lessons:** GTCYS scholarship students may apply for this program which matches students with a private teacher for weekly half-hour lessons paid by GTCYS.
- **Reduced-Price Concert Tickets:** Although most GTCYS concerts are free, scholarship families can purchase reduced-price tickets to ticketed performances.
- **Concert Attire:** If purchasing concert attire is financially prohibitive, GTCYS will assist in finding necessary clothing.
- **Reduced-Price Audition Fee:** A \$5 option (instead of the regular \$40 fee) is available on the registration form for families who need it.
- **Activity Fees:** Lower priced options are available for extra GTCYS activities, such as orchestra social events, day trips, and special projects.
- **Tour Scholarships:** Need-based scholarships are available for Symphony's biennial international tours using an application process.

# REFUND POLICY

Any student wishing to withdraw from the program must complete all three of the following steps:

1. Inform their conductor and the Program Director in writing via email
2. Return the student's music and folder to GTCYS

## Refund policy

- Tuition refunds will not be issued after October 23, 2020 for first semester and January 22, 2021 for second semester.
- A student who withdraws from the program for any reason before the dates listed above will receive a pro-rated refund for that semester, less a \$75 withdrawal fee and any other non-refundable fees.
- Families who have paid in full for the entire year and withdraw during first semester will receive a refund for second semester, less a \$75 withdrawal fee and other non-refundable fees.
- Sibling discounts will be recalculated for withdrawing siblings.
- Tuition deposit, retreat, processing, and credit card fees are non-refundable.

Please contact the GTCYS' Program Assistant Katie Heilman at [katie@gtcys.org](mailto:katie@gtcys.org) or 651.602.6803 for payment plan details, including amounts, payment dates, and updating your information.

# OTHER

## School Music Programs and Private Lessons

GTCYS' programs are designed to complement – not substitute – other vital forms of music instruction. GTCYS students are strongly encouraged to participate in and serve as leaders in their school music programs where available. Given the need for individualized instruction to further musical growth, students are also strongly encouraged to take private lessons. Students encountering financial challenges are encouraged to contact GTCYS to consult on lower-priced private lessons.

## Sponsored Lessons

Using a confidential application process, GTCYS provides regular private lessons with a high-quality private instructor for a select group of students who have qualified for [need-based tuition scholarships](#). Contact [miranda@gtcys.org](mailto:miranda@gtcys.org) with questions.

## Change of Personal Information

It is each student's responsibility to contact [katie@gtcys.org](mailto:katie@gtcys.org) if their contact information (email, address, phone number) changes. GTCYS' inability to contact a student due to out-of-date or incorrect information is not a valid reason for a student to miss a GTCYS activity, whether regularly scheduled or not.

## Change of Private Teacher or School

Please inform us if you change private music teachers or schools. We recognize private teachers, school names and school music directors in our program books and would like to maintain an accurate list. Send any changes to [katie@gtcys.org](mailto:katie@gtcys.org).

# RELEASE AND INDEMNIFICATION AGREEMENT

GTCYS requires a parent/guardian of every GTCYS student to complete the following release and indemnification agreement, which is embedded in the online enrollment form. The text is included here for families' reference.

## GTCYS Release and Indemnification Agreement 2020-21

RE: \_\_\_\_\_  
FULL NAME OF STUDENT

**THIS RELEASE AND INDEMNIFICATION AGREEMENT** (the "Agreement") is entered into between me and the Greater Twin Cities Youth Symphonies ("GTCYS") in connection with the **2020 – 2021 GTCYS Season**.

I, the parent and/or legal guardian of the student above, wish to have my student participate in GTCYS programs during the 2020 – 2021 academic year. I acknowledge that although GTCYS is taking steps to promote the health and safety of students, there are still risks of having my student participate, including the risk of contracting and spreading COVID19. I have been given sufficient opportunity to ask questions and obtain information about the programs and measures being taken to promote health and safety. I understand that my student is free to withdraw from participation at any time. My contact information is below.

### RELEASE & INDEMNIFICATION AGREEMENT

I, the parent and/or guardian, agree that at my sole cost and expense, I will release and indemnify, protect and hold GTCYS harmless against and from any and all damages, losses, liabilities, obligations, claims, costs and expenses (including, without limitation, attorney fees and court costs) of any kind or any nature whatsoever arising in whole or in part out of my child's participation in GTCYS during the 2020 – 2021 season. I enter into this Agreement without reservation of any kind except for liabilities arising out of any intentional wrongful acts on the part of GTCYS, its directors and employees.

This Agreement shall be binding upon the parent(s) or guardian(s) whose signature(s) appear(s) below and their respective assigns, and inures to the benefit of GTCYS, and its successors and assigns.

This Agreement shall in all respects be governed by, and construed and enforced in accordance with, the laws of the State of Minnesota.

\_\_\_\_\_  
Signature of Parent or Guardian Date

\_\_\_\_\_  
Signature of Parent or Guardian Date

\_\_\_\_\_  
Cell phone of Parent or Guardian

# POLICY FOR CHILD PROTECTION

The Greater Twin Cities Youth Symphonies (“GTCYS”) seeks to ensure that young musicians who participate in any GTCYS programs may do so without fear of abuse. GTCYS seeks to create an environment of awareness and prevention, where those involved in administering GTCYS programs act in a manner that minimizes any opportunities for abuse to occur, and where allegations that may arise are addressed promptly and appropriately.

Therefore, we, the Board of Directors of GTCYS, reaffirm this Policy for Child Protection this 29<sup>th</sup> day of October, 2019.

## Policy for Child Protection

1. Employees, contractors and volunteers of GTCYS who regularly work with children must meet the following qualifications:
  - Successfully clear a criminal background check review upon appointment and approximately every 2 years thereafter; and
  - Review, agree to abide by, and sign this policy; and
  - Be interviewed by the Executive Director.

The Executive Director will review all positions and identify those that must meet some or all of the above qualifications. Those positions that are subject to these prerequisites include, but are not limited to, conductors, regular coaches, specialists, tour chaperones, and interns. GTCYS employees, contractors, and volunteers may also be required to participate in training sessions.

2. Short-term personnel, contractors or volunteers for whom it is not practicable to complete a criminal background check must review and agree to abide by this policy. Any such individuals should be supervised by a GTCYS representative who has met the full qualifications set forth in Section 1 above.
3. For the protection of GTCYS, its students, and its staff, volunteers and contractors, individuals who work with GTCYS students will avoid potentially compromising situations in which abuse could occur and/or an allegation of abuse could arise. GTCYS promotes a “Rule of Three” culture where staff, volunteers and contractors are encouraged to avoid situations where one child is alone with one staff, volunteer or contractor.

When performing work on behalf of GTCYS, staff, contractors and volunteers should avoid situations where they are alone with a single child (unless the GTCYS staff, contractor or volunteer is the child’s parent). If situations arise when this is not possible (e.g., a parent is late to pick up a student after rehearsal and there are no other GTCYS representatives or students present), then the staff, contractor or volunteer should take precautions to remain in an open public area with the child. GTCYS staff, contractors and volunteers should avoid situations where they are alone with a single child behind closed doors or in an isolated and private location.

4. Minors involved in coaching other students will be supervised to confirm they are acting in a manner consistent with this policy including leading any instruction in a rehearsal space or area equipped with a window or open door.
5. With the exception of activities involving their own children or other relatives, or apart from conducting official GTCYS business, employees, contractors and volunteers of GTCYS should not instigate or maintain a personal relationship with any GTCYS student in any form including on any social media platforms. All

contact with GTCYS students outside of rehearsals, performances, tours or other GTCYS' events should be initiated through the student's parent/guardian so that the parent/guardian is aware of the circumstances surrounding the communications.

6. GTCYS staff, volunteers and contractors should examine rehearsal, retreat, concert and other venues for GTCYS programs and activities to address potential areas of concern including areas with doors that lock; doors that do not have windows that would permit individuals outside to view activities inside the room; dark, out-of-the-way places, such as remote staircases; and areas created to promote privacy such as restrooms, bathing facilities, changing rooms and locker rooms. Windows to rooms should remain uncovered. When appropriate, doors should remain propped open. GTCYS staff, volunteers and contractors are encouraged to engage in "drop-ins" to ensure that the letter and spirit of this policy is being observed and promoted.
7. Any GTCYS student, parent, employee, contractor or volunteer who knows or suspects that a student has been subjected to physical or sexual abuse in connection with a GTCYS program or activity should report the incident to the student's conductor, or the Executive Director. GTCYS staff, contractors and volunteers may be required by law to report any known or suspected abuse or neglect of a GTCYS student to law enforcement and/or child protection services, and these GTCYS representatives are strongly encouraged to contact law enforcement and/or child protection services if they become aware of known or suspected abuse or neglect.
8. In the event that GTCYS receives an allegation of abuse of a child or GTCYS becomes aware of any incident in which there is a concern for the safety or well-being of a child under the supervision of GTCYS, GTCYS will conduct an appropriate investigation into the matter and, if appropriate, involve law enforcement and/or child protection services. GTCYS reserves the right to take interim protective measures to ensure the safety of GTCYS' students while an investigation is pending. GTCYS will strive to conduct its investigation in a manner that respects the privacy and confidentiality of the individuals involved in the investigation.
9. In addition to prohibiting abuse of minors, this policy prohibits any retaliation against employees, contractors, volunteers, students and parents/guardians for making a good faith report under this policy and for participating in an investigation into allegations of abuse.
10. This policy will be disseminated to all parents and students in the students' handbooks. It will also be presented to GTCYS employees, contractors and volunteers (including members of GTCYS' Board of Directors) annually.

# PARENT INVOLVEMENT

**Parent etiquette at GTCYS events:** Parents are normally welcome to observe regular rehearsals if space allows. **Due to the need for social distancing and limiting group sizes, parents and guests will not be allowed in rehearsal spaces this fall.** We look forward to relaxing that policy when possible and appreciate everyone's understanding. To create a productive rehearsal environment, parents should not interact with their child or the conductor while the rehearsal is underway. Retreats and dress rehearsals are closed to parents and the public with the exception of volunteers who have signed up to help in advance.

**Parent Captains** Each orchestra has a designated Parent Captain who works with the staff and recruits other parents to coordinate orchestra social activities. In the past, this has included treat nights, food social nights, and other orchestra activities. While we do not anticipate holding any food-related events this fall due to COVID-19, we are working on social opportunities that are safe and socially-distanced. This year, Parent Captains will assist with health screening for rehearsals and safe social distancing practices. There will be one Parent Captain or lead volunteer per cohort to help keep cohorts insular. Parent Captains are also valuable sources of information should you have any questions. Parent Captains are determined throughout the summer. If you are interested in serving as a GTCYS Parent Captain, please contact GTCYS' Program Assistant Katie Heilman at [katie@gtcys.org](mailto:katie@gtcys.org).

**Staying Informed** We rely on parents to help ensure that students fulfill their GTCYS commitment, and it is critical for parents to stay informed. Because GTCYS only uses electronic forms of communication, parents must subscribe to their child's online GTCYS calendar, regularly check and read emails, and visit the website. Please set your spam filter to allow emails from GTCYS' staff and info accounts, as well as MailChimp. Look for weekly emails from your conductor in addition to GTCYS' monthly News Notes for important updates. After rehearsal each week, parents should also ask students for any information that was shared. If you are not receiving regular communications from GTCYS, please contact Katie Heilman at [katie@gtcys.org](mailto:katie@gtcys.org) to ensure that we have the correct contact information on file.

**Volunteering** GTCYS greatly appreciates volunteers, both GTCYS parents and members of the broader community, who provide valuable assistance at concerts, retreats, special events, with day-to-day tasks, special activities, and fundraising. Volunteering will likely look different this year due to COVID-19. In-person volunteer opportunities may involve assistance with health screenings prior to events. We appreciate all our volunteers and will send information on volunteer opportunities as these opportunities arise. It is a meaningful way to be involved, meet other parents, and make a difference for students. Parents may [sign up for Volunteer Opportunities online](#) or contact GTCYS' Program Assistant Katie Heilman at [katie@gtcys.org](mailto:katie@gtcys.org) for more information.

**Be a GTCYS Ambassador and spread the word** Families are our best representatives! Your words of support to friends, family, and colleagues help get the word out about GTCYS. You can spread the word by inviting friends or families to attend concerts, encouraging other families with musical children to consider joining GTCYS, sharing our news on [Facebook](#), [Twitter](#), [Instagram](#), or [LinkedIn](#), and advocating the value of music education to school officials.

**Help us expand our audience** Many of our public concert venues have significant audience capacities. We encourage you to invite friends, family members, and music teachers to hear your student perform with GTCYS this year.

**Parent Gatherings** GTCYS strives to maintain open and ongoing communication with parents and guardians. Once or twice during the year, parents are invited to gather with members of GTCYS' staff and/or Board of Directors to socialize, learn more about what's going on at GTCYS, and ask questions. These gatherings will occur via videoconferencing this fall. Details will be shared separately.

**Your support matters.** As a non-profit organization, GTCYS relies on charitable contributions to create meaningful experiences for students and expand access for young musicians from all backgrounds. Unlike many other extracurricular programs, we will never ask families to sell goods or directly fundraise. Because tuition only covers about half the actual cost of participation, going above and beyond with a charitable gift directly supports your own child's experience. Contributions also help provide more than \$100,000 in need-based scholarships so that all GTCYS students can experience the lifelong benefits of a GTCYS education. To make a tax-deductible gift, visit [www.gtcys.org/donate](http://www.gtcys.org/donate). Thank you!