

# **The Connecticut Symphonic Winds**

## **Members Handbook**

Congratulations on being a Member of the Connecticut Symphonic **Winds**. We hope the experience of playing with this upper caliber wind ensemble will be an experience that will be an important part of your life. This handbook hopefully will make your transition into the band a little easier. It will also be useful in referencing information during your membership with the ensemble.

### **Membership**

All members of the Connecticut Symphonic Winds (CSW) are required to take an audition as set by the Music Director. The purpose of auditions is encapsulated in two targets.

- 1) That new candidates auditioning are of the level of instrumental expertise that they will be able to properly function in the band, and
- 2) That an assessment can be made on new and existing members to give proper chair placement so sectional balance can be attained.

New candidates to the band may be allowed to ‘sit in’ with the band until an audition can be scheduled as Provisional Members.

Members must maintain the requirements of membership as stated in the current band By-Laws:

(EXCERPT)

#### **BY-LAW 13 – GENERAL MEMBERSHIP**

*A qualified candidate and/or existing member is one who:*

- *1. Makes direct contact with CSW to apply for an audition;*
- *2. Is supportive of the purposes of the organization and conducts and maintains themselves in proper stature that is expected of a CSW Member;*
- *3. Has established a command of his/her instrument and has reached a playing proficiency to pass the entrance audition;*
- *4. Meets the musical requirements of the Music Director;*
- *5. Maintains a favorable attendance record set forth by the Board of Directors;*
- *6. Continues to maintain his/her proficiency of their instrument.*
- *7. Treats the properties of CSW and its used facilities with the utmost respect.*
- *8. Continues to act professionally and personally in the best interest of his/her section and the Connecticut Symphonic Winds.*

### **Rehearsals** –

Currently, CSW rehearses can be in several locations, primarily the Stratford High School Music Room, followed by the Baldwin Center of Stratford and the First congregational Church in Fairfield. These rehearsals are held weekly, on Wednesday evenings from 7:00pm to approximately 9:00pm. Occasionally rehearsals will be extended, but will only be out of necessity or with prior notice.

Attendance and promptness concerning rehearsals is a requirement of membership. You are required to notify the CSW Secretary if you will be late or not attending. In contacting us, you have the option to also notify the Music Director, (which is appreciated) however, that would be in **ADDITION** to notifying the Secretary. In the event you do arrive late, please prepare and get to your seat when the band has stopped, being extra careful of passing seated players instruments and their equipment.

## **Music Folders –**

As a Member of CSW, you will be assigned a numbered folder. These numbered folders correspond consistently with parts that will be put in that folder; however, this number assignment does NOT have any connection with chair placement. What does that mean? Example: You are seated as a third clarinetist with the band. As long as you are in the third clarinet section, you will NOT change your folder, no matter where your chair moves within the third section. You would be assigned a NEW folder number if you were to move to the second or first clarinet sections. Occasionally folder assignments may be changed by the Librarian and/or Music Director to better align the membership.

You should take your folder home with you! Aside from needing your folder to practice, this reduces transportation problems for the Librarian(s).

While folders may be collected at any point in the year if there is a need, the only scheduled collection is after the final performance or rehearsal of the fiscal year. (Fiscal year runs from August 1<sup>st</sup> to July 31<sup>st</sup>.) You MUST make your folder available to the Chief Librarian at this time.

You are responsible for maintaining folders in a conscientious way. Our folders are of the highest quality and should last a minimum of fifteen to twenty years; however abuse can reduce that life expectancy. Do not mar or ‘decorate’ your folder in any way. Stickers of any kind are not allowed outside or inside the folder. As folder costs have increased, abused or lost folders will carry a current replacement fee of **\$25**, (not including the music contents) payable immediately upon discovery. If you cannot attend a rehearsal, please check to be sure your folder is, or is not needed there. If it is needed, you will be responsible to find a way for your folder to be at rehearsal.

## **Music –**

Similar to folders, you are responsible for the conscientious maintenance of your music. Music should always be returned to the folder properly, making sure it is fully in a pocket and not extending out of the folder. When collected, return all music as received, with titles visible, not folded to an internal page and one piece NOT inside the other.

The organization will handle the replacement of music that has received normal wear. Abuse of music includes: rips, unwarranted dirt, severe folding and **marks made by pens, highlighters or markers! In addition, the use of staples, tape and paperclips is not allowed.** You should only use the provided CSB pencils or other #2 pencils to mark music. **If you wish to use colored highlighters, markers or pens, you should prepare your own copies to mark as you wish.** You are responsible to remove personal copies when that music is collected and destroy them per copyright laws.

Page copies should be removed before music or folders are collected. Any extra music copies in any form will be destroyed and not kept by the organization under any circumstances. It is suggested you keep a folder at home with these pages for reference if the music is played again in the future.

You may make minor repairs to music with tape (Do not use glossy tape) or you should notify the Librarian of needed repairs.

**No Member, except the librarians are allowed to search the music or their carriers!** You must ask a Librarian for any music or folder help. Abuse and /or loss of music will require **replacement costs** from the member for original parts, **not copy replacements!** (Note: Replacement Parts Now average \$7.00 to \$15.00 per part.) You are responsible to know what is currently in the folders. You should request missing music or return extra music to the Librarian **immediately upon receipt of the music.**

If you play a part other than your own, you must exchange copies, yours for the coverage copy! Two or more parts of the same work in one folder is not acceptable and has on more than one occasion left a player with no part during a rehearsal or even a concert.

Note: Be aware, when collected you are responsible for the music  
that goes to your assigned folder!

### **Stand Lighting –**

Any member may request a stand light to use as their own. This request should be made to one of the Librarians. The Member is responsible for batteries and to have it available at all CSW rehearsals or performances. These lights will be returned when the Member leaves CSW.

### **Schedule, Cancellations and Delays –**

The rehearsal schedule for CSW follows the Stratford School System calendar closely, starting in early September, breaking in mid-December for the holiday season, recommencing in early January and continuing to mid to late June. CSW does its best to complete its concert schedule by July 15<sup>th</sup>, allowing for an ample break from all CSW activities, however if an opportunity arises the membership may be requested to accept concert dates during this time. Member will be polled regarding availability to decide if the date is feasible.

Notification of cancellations and delays will be e-mailed to all member supplied e-mails. You can also find information by accessing the CSW Website. You may also call the Music Director for last minute information from 5:00pm – 7:00pm at (203) 522-0193

### **Officer, Committee and Volunteer Actions –**

CSW is controlled and run by its members. Elections for the Executive Board of Directors are held annually in the Spring. Positions are held for a term of two years. If you have an interest in running for a post or as a general board member, please notify the President or Secretary. Current Board Members are listed on the last page of this handbook.

CSW collects no dues from members, however, the organization appreciates involvement in occasional fundraising projects CSW does from time to time. These projects help keep the organization solvent. In addition there is a constant need for volunteers for any of the many jobs needed to run the organization. If you have an interest in a certain type of activity or skill in a certain area, please inquire on how you can help CSW!

The organization welcomes any responsible relatives or friends of members who have an interest in aiding CSW in its various annual duties or special projects.

### **Performances, Participation and Status –**

While we encourage each and every member to attend all rehearsals and performances, it is understood that things happen in each of our lives that make this virtually impossible. The organization recognizes a member's need for 'extended leave' for various personal reasons and will accommodate those that need a reasonable time off from the band. The Music Director and/or President must approve this, or someone appointed by the President. Unfortunately, with leaves of more than one **concert** cycle, (that is the rehearsals that encompass preparation for a concert and that performance) the organization cannot guarantee the same chair to the member upon return as when the member left.

It is the responsibility and duty of each member to be aware of all CSW performances and the CSW general schedule. Absence from any performance without prior notice is grounds for immediate expulsion from CSW.

From time to time, the ensemble will do various special 'road' performances. Any member not wishing to take part in a road event will be excused provided they supply the Music Director and Secretary ample notice that they will not be taking part in the event.

## **Concert Dress**

The Connecticut Symphonic Band presents several different concert ‘looks’ at various performances venues. Below are the current dress codes for Members:

### ***Standard Concert Dress –***

- ❑ Gentlemen AND Ladies, BLACK button down dress shirt (not form fitting) open collar (no tie), black pants. Ladies have the option of a skirt below the knee. All, please wear black hose/socks and black shoes.

### ***Special Afternoon & Evening Concerts –***

- ❑ Men: Black Tuxedo, White Tie for evening performances, Black Tie for afternoon performances, black socks, black shoes
- ❑ Women: Black, no shoulder straps or strapless. Below knee. Long Sleeves with long dresses or skirts with black hose/socks, black shoes.

### ***Outdoor, Morning or Casual Concerts –***

- ❑ Men and Women: Black trousers, slacks or skirts. White CSW logo shirt. This will be the only requirement of purchase for a member, with pricing changing as supplemental funds change from year to year. Additional shirts for members ONLY will be current cost plus \$2.00.

(Holiday concerts will be discussed individually, as the venue will play a role in this.)

## **Concert Arrival to Dismissal**

As normal practice, you are expected to arrive at least 40 minutes prior to start time. If you cannot due to personal conflict, please advise the Music Director and Secretary.

You should immediately check you stage area to make sure all is right, before the doors open to the public 30 minutes prior to performance. You should not return to the stage until 5 minutes before start time, checking your tuning at the tuning station prior to entering the stage. This practice should be also followed returning from intermission.

Concert dismissal from performance can vary depending on the requirements of the hall. You should **at the very least** pack your belongings, removing them as quickly as possible from the stage area and then check to see if anything needs to be done with your stage chair and stand. To be sure, inquire with the Stage Manager or substitute on what is required.

## **Recording, Photos and Videos of Rehearsals and Performances**

**CSW reserves all rights regarding to the reproduction of its performances. Permission for concert reproduction must be received by either the Music Director or President and a copy of that material must be made available to the CSW archives. No performance reproduction may be sold or posted on the internet without permission.**

**If you have further inquiries, please feel free to contact us with any other questions you may have.**