www.tidewaterwinds.org phone number

2022 Musicians Handbook

Jan 1, 2022

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 **1. Mission Statement and Strategic Goals**

# A. Mission Statement

1. The mission of the Tidewater Winds (TW) is to foster and maintain an organization dedicated to the making of music within the highest aspirations of musical art, creating performances, and providing educational training programs at the highest level of excellence.
2. Founded in 1985 as a 501(c)3 non-profit organization, the TW present an average of over 25 annual performances throughout the Hampton Roads community. Education is integral to our mission and comprises two primary components: the training of young musicians with professional guidance; and intern opportunities to provide students a background in arts management. The TW presents programs to perpetuate the experience of superb musical performances, to entertain and cultivate the broadest of audiences, to include all demographics inclusive of the elderly, the disabled, and lower income families, within and beyond our region.

#  B. Strategic Goals

1. To serve the community with live performances promoting the appreciation of musical artistry with a unique blend of concert band instrumentation.
2. To enrich, inspire, and create uplifting joy and patriotism in the lives of our audiences with fresh interpretations of a variety of musical compositions.
3. To bring quality entertainment to the community while maintaining the integrity to sustain a working community of local musical artists.
4. To provide opportunities to educate and mold young musicians, providing the future artistic excellence.

 **2. Contacts and Communications**

## A. Staff and Ensemble Contact Lists

1. See the back cover for a list of key TW staff members. The Personnel Manager (PM) is the primary liaison between management and musicians and is the best person to contact when you have a question or problem.
2. The PM maintains a contact list of band members. Availability forms are the best way to ensure your contact information is updated. It is your responsibility to keep the PM informed of your current address, phone

number, and e-mail on the Availability form. TW staff names, phone numbers, and e-mail are listed on the TW website.

# B. Methods of Communication

 1. Management will communicate by the following methods:

1. A **Run Board** will be backstage at Concert Band rehearsals and performances whenever possible with current schedules, repertoire, rosters, rehearsal orders, and other announcements. Other items are allowed, space permitting.
2. **E-mail** – The PM and other TW staff will communicate by e-mail as a primary method and of convenience to let you know of relevant information. Ensure your e-mail is correct on your Availability form.
3. **Phone** – The PM’s phone number is available to all musicians and crew. Check the PM’s e-mail signature for the current phone number. Section phone trees may be established for last minute communications, i.e., weather cancellation, time changes, etc.

 **3. Membership in the Tidewater Winds**

# A. Membership Defined

1. Professional – A member who has taken an audition with the TW audition committee and has been accepted. Professional members have the priority over non-professional members.
2. Substitute – A person who has not taken an audition with the Tidewater Winds audition committee but possess the skill and ability to perform with the Tidewater Winds. Subs will not take the place of a professional, but rather be called upon when a professional is not available.
3. College Intern – A person who is currently enrolled in a college music program at the time of the performance. For example, if you have graduated high school (in June) and your college program starts in August, you are considered a high school intern for any July performances. Furthermore, if you have graduated college (in May) you must audition for a professional spot because you have graduated college.
4. High School Intern – A person who is currently enrolled in high school. For example, a student who completes, or will complete, 8th grade (in June) may audition as a high school intern for July performances. A student who has completed, or will complete, 12th grade (in June) will be classified as a high school intern for July performances if their college music program does not start until August.

# B. Auditions and Membership

1. New members of the TW will be accepted with the approval of an Auditions Committee. The Auditions Committee will be at the Music Director and a member of the section in which the person would perform. The Music Director will make the final decision.
2. In the event of an open position, an audition will be held. If none of the candidates meet the desired artistic level of the TW, the position may be filled with substitutes until a suitable permanent player can be found. Auditions will also be held when there is not an open position, and a prospective player will be placed on the sub-list. This list will be maintained by the PM.
3. A leave of absence may be granted for members at the discretion of the Music Director. A substitute will be informed of the leave, and the time the leave is authorized.
4. Prospective high school and college interns will be accepted by audition and must reaudition every year.
5. Professional members will only need to audition once. Upon approval, your membership is permanent unless a leave of absence is requested or a reason for dismissal.

## C. Reasons for Dismissal

1. A member may be dismissed from the band Management will communicate by the following methods:

1. Excessive absences and unexcused tardiness.
2. Failure to meet the desired artistic level of performance.
3. Failure to meet the Tidewater Winds workplace policies, terms, and conditions.

 **4. Scheduling and Attendance**

## A. Performance Notification Deadlines

1. Professional musicians shall receive a contract prior to all rehearsals and performances. Substitute musicians shall be called as needed up until rehearsal downbeat. At its sole and absolute discretion, the TW may unconditionally cancel or reduce the scope of a contract with a musician.

#  B. Summer Calendars

1. Typically, a final monthly calendar is distributed by May 1. Additionally, the calendar will be posted on the run board and website.

## C. Emergency Changes in Schedule

1. The TW may change the schedule under Emergency or “conditions beyond our control” circumstances. Musicians shall comply with such changes unless it conflicts with a prior commitment in which case that musician shall be excused but shall not be paid for that performance.
2. In the event of a cancellation, musicians and crew will be paid if the cancellation occurs within 4 hours of a performance. Cancellations will be communicated via email from the PM and/or text from the PM and/or your section leader.
3. In the event of a delay, musicians and crew will be paid at their normal rate. Overtime pay will be paid according to the normal overtime pay rate and not include the time of delay.

## D. Rehearsal Orders and Rosters

1. The rehearsal order and roster for each program will be posted on the run board in advance of each rehearsal.

# E. Attendance

1. Musicians are required to be on time when attending all rehearsal and performances based upon each individual contract. Musicians performing only part of a program are expected to be at the venue at the start of the performance and remain through the end of a performance unless specifically excused by the PM or Music Director.
2. Lateness is defined as the absence of a musician from his/her chair when the PM calls time.
3. Unexcused Absence is defined as the absence of a required musician from an entire performance without having prior approved leave or extenuating circumstances. Musicians must notify the PM in a timely manner via cell phone of any unexpected, unavoidable absences.
4. Docking of pay for lateness or unexcused absence is based on 15-minute increments according to the pay scale for rehearsal or concert. Unexcused absences and repeated lateness may be subject to additional disciplinary action in addition to pay docking, such as possible dismissal.
5. A sign-in roster will be placed at the run board at each rehearsal and performance. Each musician and crew are responsible for signing the roster. Failure to sign in may result in a delay in your pay.

#  F. Rehearsal Breaks and Concert Intermissions

1. Rehearsal breaks and performance intermissions shall commence no later than 90 minutes after the start time of the performance, unless one musical work exceeds 90 minutes. Breaks and intermissions shall last 15 minutes for either rehearsal or performance. Please return to your seat and be prepared to start playing within 15 minutes from the start of break.

##  **5. Leave Requests**

1. Musicians requiring leave should inform the PM as soon as possible with as much advance notice as possible and should report such leave when practical. Musicians must also ensure that his/her music is delivered to the performance he/she will be missing. Musicians who attend a rehearsal through the break but then leave sick will not be charged sick leave for that performance. Musicians who arrive late because of illness will be excused, but their pay will be docked based on 15-minute increments.
2. A musician may be dismissed from the group if an entire summer season is missed without an approved leave of absence. Musicians are expected to attend all rehearsals and performances based on each individual musician’s contract.

 **6. Working Conditions**

# A. Stage Set Up and Production Crew

1. All stage preparations for rehearsals and performances will be completed no later than 30 minutes prior to the start of the performance. The TW production crew makes its best efforts to provide suitable seating, music stands, lighting, and sound shields. However, one or more members of the TW production crew is available prior to and during all TW rehearsals and performances to assist musicians in adjusting such equipment as needed. To ensure a safe and comfortable working environment, please notify the crew about any staging problem is fixed by the start of the performance. Any requests given less than 5 minutes before start of the performance may have to wait until a break. If a member of the crew is not available, you may notify the PM. Musicians will not take stage until the stage has been released by the crew chief.

# B. On Stage and Backstage Considerations

1. Due to liability concerns, guests and family members are not allowed on any work site without prior approval.
2. No food or drinks are allowed on stage, in the wings, or in rehearsal areas, except water bottles with a lid. Remove water containers from the stage following the end of all rehearsals and performances.
3. Please ask a production crew member for assistance if you need something moved. Do not move any chairs, stands or other stage equipment in the backstage area.
4. Instrument cases are allowed on stage during rehearsals and performances only if they are necessary to the playing of the instrument, can fit completely under the musician’s chair, and are completely black in color. All other cases should be kept off-stage in designated areas. Cases may be placed in the audience area during rehearsals only.
5. There is no smoking permitted in common areas including but not limited to rehearsal areas, backstage areas, dressing rooms, bathrooms, and hallways.

## C. Temperature and Weather Conditions

1. Musicians will not be required to play their instrument in conditions of rain, dew, mist, snow, or generally inclement weather which might endanger the health of the musician, or the physical playing condition of the musician’s instrument. The determination of inclement conditions shall be made by the Music Director and Management.

## D. Complimentary Tickets

1. Complimentary tickets will be made available whenever possible for ticketed concerts to musicians performing in each concert. Typically, a member of the TW staff or Board of Directors will need to be contacted prior to the concert by a firm deadline. Additionally, musicians will be able to request 1 ticket during a performance.
2. Please keep in mind that complimentary tickets are for your own personal use for your family and friends to share in the music making of the TW. Complimentary tickets are not to be given away as prizes or sold in any manner.

# E. Professional Etiquette

1. Each musician is expected to behave in a professional manner as a member of the TW. Proper professional demeanor conveys a sense of courtesy and commitment to fellow musicians, audiences, and those with whom the members of the band deal while performing their duties. As such, the following behavior is requested:

1. During performances, please do not talk on stage while music is being played or during bows, expect for pressing musical reason or in an emergency.
2. At the end of performances, the TW turns out to face the audience to graciously accept their applause. Musicians should not adjust music while standing for bows.
3. Please do not bring reading materials on stage during concerts. Discreet handling of reading material is allowed during rehearsals.
4. Musicians should not initiate interaction with a member of the audience from the stage unless part of a pre-concert lecture or after the performance is over and the house lights have come up.
5. Cell phones and other electronic communications devices should never be used on stage during performances and only in emergencies during rehearsals. Due to copyright concerns, please do not go “live” with any TW performances on any social media platform.
6. Musicians should not chew gum during rehearsals or performances.
7. Musicians shall minimize the wearing of perfume and cologne.

#  F. Concert Dress Code

1. The purpose of a dress code is to establish a generally homogeneous appearance of the TW. Dress codes will be strictly enforced. In the case of borderline interpretation, the musicians should consult with the PM prior to wearing the apparel. When the house is open, musicians may be on stage only in the below stated concert dress.
2. Musicians in the TW shall provide, at their own expense, articles of clothing to meet the following criteria. The Board of Directors may occasionally purchase TW logo polo shirts for new members. These shirts are on a first come, first served basis. The most used dress codes are listed below.

 **a.** Men:

* + 1. Indoor concerts - Black dress slacks, winged-tip white tux shirt, black bow tie, black cumber bund, black dress socks, black dress shoes.
		2. Outdoor concerts – Khaki shorts, TW logo polo shirt or plain white short-sleeved polo shirt, white socks, and white shoes. No sleeveless shirts or decorative trim or logos, and no sandals or flip-flops.
		3. Holiday concerts – Black tuxedo jacket, white tux shirts, black bow tie (or red as directed), black cumber bund, black dress socks, black dress shoes.

**b.** Women:

* + 1. Indoor concerts – Black dress slacks, plain white blouse (3/4 or long sleeves are acceptable, black dress shoes, black dress socks or hose.
		2. Outdoor concerts – Khaki or capri bottoms, TW logo polo shirt or plain white short-sleeved polo shirt, white socks, and white shoes. No sleeveless shirts or decorative trim or logos, and no sandals or flip-flops.
		3. Holiday concerts – Black dress pants, plain white dress blouse (3/4 or long sleeves are acceptable), black dress shoes, and black sock or hose.

 **7. Library and Music Policies**

# A. Music for TW rehearsals and performances

1. All music will be released approximately four weeks prior to the first rehearsal or performance of a program. Music that is not available to the TW either through rental or purchase, such as newly commissioned work or from a private library, is not subject to this guideline; however, every effort will be made to make the parts available two weeks prior.
2. The Librarian will make every effort to keep musicians informed of when and where music will be available to pick up. Musicians are responsible for making their own arrangements for retrieving their folders. While musicians are welcome to have other people pick up their folder for them, the musician assigned to that folder is responsible for the music.
3. Once you receive your folder, carefully examine the folder to ensure you have every piece listed for that week/season. If you are missing a piece, immediately contact the librarian for a replacement part. Replacement parts will not be available during rehearsals.
4. If a musician has not picked up their folder by the first rehearsal of a series, the folder will be available at the first rehearsal. After the rehearsal, it is their responsibility to bring it to all rehearsals and performances until the final performance. The library does not collect parts in between rehearsals and performances due to changing venues.
5. Musicians must bring their music to all rehearsals and performances as there will be no back-up copies available.

# B. Returning Music

1. After the last concert of a series, each musician is responsible for turning in his/her folder to a collection point (generally a black box) designated by the librarian. If the last concert of a series is an outdoor concert and cancelled due to inclement weather, you may bring your folder to the next rehearsal for turn in or

an announcement will be emailed with instructions on how to return the music to the librarian.

1. Checks will be held for any folder not returned with 7 calendar days of the last performance until the folder is returned. Any musician losing music shall be charged the replacement cost.
2. If a musician will miss a performance for any reason, the musician is responsible for returning the music for that performance, also subject to the terms listed above.

 **8. Compensation**

# A. Employment Documentation Requirement

1. I-9 Form – Verification of employment eligibility is mandatory in accordance with federal law. The I-9 form must be completed and submitted before your first performance.

2. Direct Deposit Form – All payments will be processed via direct deposit. Musicians must complete and submit a direct deposit authorization form to receive compensation.

3. Failure to submit these forms will result in ineligibility to perform with the ensemble until the documentation is received and processed.

# B. Pay Rates

1. Pay rates are as follows for Professional and Sub musicians, College Interns, High School Interns, and Crew duties, as well as small group rates.

1. Professional and Sub musicians will be paid $70 for a 3-hour rehearsal.
2. Professional and Sub musicians will be paid $65 for a 2-hour performance.
3. College Interns will be paid $30 for a 3-hour rehearsal.
4. College Interns will be paid $25 for a 2-hour performance.
5. High School Interns will not be paid for rehearsal or performance but will receive a free one-hour lesson with their section leader and are eligible for a $500 scholarship awarded each year.
6. Section leaders will receive $40 for each one-hour lesson to a high school intern.
7. Crew members are paid $25 for each load and unload of equipment.
8. Crew members are paid $50 for each rehearsal and performance.
9. Small group (defined as six or fewer) members will be paid $75 for a

3-hour rehearsal

1. Small group (defined as six or fewer) members will be paid $70 for a 2-hour performance.

# B. Pay Dates and Checks

1. Each musician and crew member are considered an independent contracted musician (contractor) rather than an employee of the TW. The TW reserves the right to cancel, with notice, any and all rehearsals and performances due to circumstances beyond control or due to lack of funding. All rehearsal and performances will be paid by check or electronic funds transfer on a Net 60 basis. To ensure payments are correct and issued in a timely manner, the TW must receive all signed contracts prior to the first rehearsal of any concert series. Payment will be sent via EFT if you have provided your bank information, or via check to the address on your contract. No payroll taxes will be withheld. Each musician earning more than the IRS specified minimum will receive a 1099 Misc.

at the end of the tax year.

1. The following personnel handle issues to paychecks:
	1. Personnel Manager:
		1. Receives musicians contracts and submits them to the Finance Manager.
		2. Responsible for sign-in attendance records and submits them to the Finance Manager.
		3. Follows-up with any pay issues brought up by the musicians.
	2. Finance Manager:
		1. Issues checks based on EFT information or address on file.
		2. Collects attendance records.
		3. Provides records for audit.
		4. Issues 1099 Misc. to address on file
	3. Treasurer:
		1. Provides current financial information at Board Meetings or upon request.
		2. Assists Finance Manager when required.

## C. Overtime

1. Musicians will be compensated in 15-minute intervals according to pay scale for rehearsals and concerts. The Personnel Manager is responsible for recording time and accounting properly on the attendance records for the Finance Manager. Generally, rehearsals are 180 minutes and performances are 120 minutes. The call time is not considered part of rehearsal or performance time.

 **9. Workplace Policies**

# A. Drug, Alcohol, Smoke-Free Workplace

1. The TW is fully committed to integrity in all aspects of our endeavors, including relationships with our fellow musicians, and the communities where we live and work. It is incumbent upon the TW to provide a workplace that is safe, productive, and free of alcohol and drug abuse. With prior approval from management, consumption of alcohol under controlled conditions may be authorized at company social functions. However, it continues to be the policy of the TW to prohibit the use, possession, distribution, and sale of alcoholic beverages and controlled illegal drugs in the workplace and on company premises. The TW also prohibits musicians from working or reporting to work when under the influence of alcohol or illegal drugs.
2. Impairment of work performance due to the use or abuse of these substances can be detrimental to our safety commitment and lessen the respect of our customers and the community. The TW encourages musicians to seek help with any addiction problem, including drug or alcohol dependency, before such problems affect their job performance. While drug or alcohol dependency itself is not grounds for disciplinary action, any on the job problems resulting from such use or dependency, and any violation of this policy may result in disciplinary action up to and including termination.

# B. Discrimination and Harassment

1. The TW is committed to maintaining a work environment that is free from unlawful discrimination and harassment. Discrimination and/or harassment based upon race, color, religion, sex, national origin, disability, age, pregnancy, childbirth or related medical conditions, marital status, and any other legally protected class is prohibited.
2. A workplace that is free from discrimination and harassment is an important part of our organizational values and each musician is expected to comply with our policy. The TW will not tolerate unlawful discrimination or harassment by any musician vendor, supplier, or customer, weather directed toward musicians, staff, vendors, suppliers, or customers.
3. Protection from discrimination and harassment extends to all aspects of work, including but not limited to recruitment, selection, placement, transfers, training and development, promotions, demotions, compensation, workforce reductions, terminations and all conditions and privileges of engagement.
4. Unlawful discrimination and harassment include verbal, visual or physical conduct that relates to another person's race, color, religion, sex, national origin, disability, age, pregnancy, childbirth or related medical conditions, marital status, and any other legally protected class, where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile, or offensive work environment.
5. Prohibited conduct may include, but is not limited to, telling racist or sexist jokes, making offensive or derogatory remarks about another person’s race, color, religion, sex, national origin, disability, age, pregnancy, childbirth or related medical conditions, or marital status. Prohibited conduct may occur not only through personal contact, comments, visual displays, or observation, but also through exposure to email, voicemail, display or Internet sites or other media which contain offensive language or information.

## C. Harassment

1. The TW takes seriously its responsibility to provide a workplace which is professional and in which musicians staff are trans treated with dignity and respect. Harassment of and/or retaliation against an individual who has complained about harassment or cooperated in an investigation of a harassment complaint are unlawful and will not be tolerated.
2. Sexual harassment includes, but is not limited to, sexual advances, request for sexual favors, and/or verbal or physical conduct of a sexual nature when:
	1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's engagement.
	2. Submission to or rejection of such conduct by an individual is used as the basis for engagement decisions affecting the individual.
	3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, humiliating, or sexually offensive work environment.
3. The TW prohibits any conduct that may lead to or be interpreted as contributing to a harassing workplace, including any sexually oriented conduct, or conduct based on sex, whether intended or not, that is unwelcome and has the effect of creating a work environment that is hostile, offensive, intimidating, or humiliating to male or female musicians, vendors, suppliers, or customers. This includes the conduct of musicians, vendors, suppliers, and customers. This includes communication and actions by voice mail or electronic media (such as email and Internet). While it is impossible to list all the circumstances that the organization would consider to be violations of this policy the following are some examples:
	1. Suggestive sexual comments, gestures, jokes, or innuendo.
	2. Persistent, unwanted flirtation or invitation for or sites other Dale activities.
	3. Unwelcome sexual advances or passes, sexual remarks, or questions about a person's body, clothing, or sexual activities.
	4. Padding, pinching, brushing against the body, or other offensive touching or displays of sexually suggestive pictures or objects.

## D. Reporting and Investigation of Discrimination and Harassment Complaints

1. If you believe you have been discriminated against or harassed in any way or have witnessed discrimination or harassment, you should immediately report it to your Personnel Manager, Music Director, or Management. Failure to report discrimination or harassing behavior does not allow Tidewater Winds’ management and opportunity to be made aware of and thus stop and prevent such behavior. Your report will be handled as follows:

1. If you are a supervisor or manager and you receive a complaint of discrimination or harassment, immediately notify Management. Any supervisor or manager who fails to report allegations of discrimination, harassment, or other prohibited conduct may be subject to discipline up to and including termination.
2. All reports of discrimination or harassment will be kept confidential. Confidential means that the information will be provided only to those who need to know in order to investigate and resolve the issue.
3. As soon as reasonably practical, based upon information provided, a determination will be made as to the necessity and scope of an investigation. If an investigation is necessary, a qualified and experienced investigation team will be assembled.
4. The investigation team will conduct a prompt, thorough and objective investigation, including a private interview with the person filing the complaint, the person against whom the complaint is made, and other persons with relevant information.
5. Upon completion of the investigation, a confidential, factual report will be presented to select members of senior management who will determine appropriate methods of resolution.
6. The TW will not tolerate retaliation or reprisals against any musician who, in good faith, makes a complaint or provides information in an investigation regarding discrimination or harassment.
7. Based upon the investigation findings, the tidewater winds will take action reasonably calculated to end the alleged discrimination or harassment and intend to prevent future incidents.
8. Any musician found to have discriminated or retaliated against, or harassed another individual, or knowingly made false allegations will be subjected to appropriate discipline up to and including termination.

## **10. Tidewater Winds Key Information**

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| --- | --- | --- | --- |
| NAME | TITLE | PHONE | E-MAIL |
| Michael Kerry Williams | Executive Director | 757-214-4649 | executive@tidewaterwinds.org  |
| John Brewington | Music Director | 757-618-7379 | Jbrewington4@gmail.com |
| Chad McGill | Operations Manager | 270-872-8977 | manager@tidewaterwinds.org  |
| Amber Kidd | Personnel Manager | 757-373-0006 | Permanager.tw@gmail.com |
| Alan Brown | Librarian | 757-375-3620 | Alanbrown4404@gmail.com |
| John Brewington Jr. | Finance Manager | 757-282-8977 | controller@tidewaterwinds.org |
| Kara Saboski | Crew Chief | 757-597-8031 | crew@tidewaterwinds.org  |
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