

2019-20 SEASON

STUDENT AND PARENT
HANDBOOK



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WELCOME!

Dear TRYPO Family,

We are so excited to welcome you to another terrific season with the Three Rivers Young Peoples Orchestras! After a highly successful 2018-2019 season that included some stellar performances and additions to our program, we look forward to a thrilling year of music making with all of our programs.

As a member of the Three Rivers Young Peoples Orchestras you have access to some of the finest musicians in the United States. They come from The Pittsburgh Symphony, Opera, Ballet and from leading institutions like Carnegie Mellon and Duquesne Universities. The commitment of these musicians toward music education is what makes our program special.

Our ensembles have some great music planned for our 2019-2020 theme The Elements (Earth, Wind, Fire, and Water.) Our theme was chosen to reflect our next generation and the care they have in our planet and natural resources. Now more than ever, music making can serve as an expression of love and concern as we pay close attention to our planet and look to our next generation to help preserve it.

Our large ensemble offerings continue to flourish as we expand our wind symphony to a full year. The apprentice conducting program will add an advanced track to continue the musical progress of our students. Our chamber music continues to reach out to the greater Pittsburgh area with pop-up concerts and special performances that allow us to expand our audience base, bringing the joy of music to so many.

In this handbook, you have a cornucopia of information at your disposal. From rehearsal venues and schedules, to policies regarding attendance and concert attire, all you need to know is located in the following pages. But most importantly, we want your experience at Three Rivers Young Peoples Orchestras to be enriching, engaging and most of all FUN!

Have a great season!



Brian Worsdale
Music Director

ABOUT THREE RIVERS YOUNG PEOPLES ORCHESTRAS

Three Rivers Young Peoples Orchestras (TRYPO) was founded in 1974 to provide music education and performance opportunities to talented young musicians from Pennsylvania, West Virginia and Ohio. TRYPO provides the best possible orchestral experience and education through the quality of its conducting and coaching staff whose outstanding teaching techniques and musicianship afford members a first-class learning environment. There are five key components to the TRYPO organization:

- 1) TRYPO Programs: Young Peoples Orchestra (advanced full symphonic orchestra), Symphonette (intermediate string ensemble), Youth Chamber Connection (small ensembles such as quartets and quintets), Wind Symphony (advanced and intermediate wind ensemble), Percussion Ensemble, and Apprentice Conducting Program.
- 2) TRYPO Artistic Staff: Large Ensemble Conductors (lead weekly rehearsals), Sectional coaches (lead periodic sessions for large ensemble sections), YC² Coaches (lead weekly coachings for small ensembles).
- 3) The Well-Rounded Musician: A well-balanced, artistically minded student is achieved through exposure to a wide variety of experiences and professionals, not just participation in an ensemble. Other opportunities include concerts, masterclasses, competitions, and visiting guests.
- 4) TRYPO Retreats and Travel: Immersion opportunities catapult students into quick results. Some of these opportunities include retreats, travel opportunities, and summer programs.
- 5) TRYPO Community Engagement: TRYPO works hard to ensure that if a family has limited resources, that is not a barrier to participation in TRYPO programs, whether as an audience member or as a student musician. We accomplish that both within our program itself through our Scholarship Program as well as in the community through access to performance opportunities.

To get a sense of a typical TRYPO season, here are some of the statistics of the 2018-19 season:

- 264 unique students, ages 7-22 (YPO-full orchestra: 92; SYM-string orchestra: 52.; WS-wind symphony: 24; YC²-small ensembles: 82; YC² in Chautauqua-summer program: 53; PE-Percussion Ensemble: 6; Apprentice Conductor Program: 6. Some students enrolled in multiple programs.
- 98 large ensemble rehearsals (32 YPO rehearsals, 30 SYM rehearsals, 16 WS rehearsals, 20 PE rehearsals)
- 3 Pittsburgh-based large ensemble concerts (*2 regular season concerts, 1 Collaborative Concert*)
- 400 Youth Chamber Connection coachings by YC² artistic staff (20 groups, 20 coaching weeks)
- 8100 Youth Chamber Connection performances (20 groups, 4 performances each on average)
- 100 YPO sectionals by YPO Coaching Staff (*8 sections, 9 occurrences; 14 sections, 2 occurrences*)
- 40 Symphonette sectionals by Symphonette Coaching Staff (*5 sections, 8 occurrences*)
- 13 “Play-and-Coach” Rehearsals (*TRYPO Coaching Staff in rehearsals with students*)
- 1 2-Day YPO Mini-Camp Retreat, Mary Pappert School of Music at Duquesne University
- 1 Symphonette Day Camp, Mary Pappert School of Music at Duquesne University
- 1 week-long Residency Summer Program in Chautauqua, NY
- 56,427 estimated total audience reach (*4,452 large ens; 9,875 YC² live, 35,500 YC² radio/tv; 6,600 Chautauqua*)
- 31 Students receive need and/or merit-based scholarships and/or lesson assistance (Totaling around \$20,000)

2018-19 Regular Season Budget:	\$619,184	
Artistic and Program Expenses:	\$452,740	(73%)
General Administration:	\$139,301	(22%)
Development:	\$27,143	(4%)

STAYING INFORMED

ARTISTIC STAFF

Brian Worsdale	TRYPO Music Director, Conductor of YPO, Conductor of Wind Symphony
Jeremy Black	YPO Violin I Coach, 2018-19 YC ² Coach
Dennis O'Boyle	YPO Violin II Coach,
Marylène Gingras-Roy	YPO Viola Coach
David Premo	YPO Cello Coach
Aaron White	YPO Bass Coach
Gretchen Van Hoesen	YPO Harp Coach
James Rodgers	YPO Woodwind Coach
James Nova	YPO Brass Coach
Paul Evans	YPO Percussion Coach, Director of Percussion Ensemble
Andrew Wickesberg	Symphonette Conductor
Irene Cheng	Symphonette Violin I Coach, 2018-19 YC ² Coach
Rachel Stegeman	Symphonette Violin II Coach
Katelyn Piroth	Symphonette Viola Coach
Kathy Melucci	Symphonette Cello Coach, 2018-19 YC ² Coach
Amanda Rice-Johnston	Symphonette Bass Coach
Max Blair	2018-19 YC ² Coach
Michael DeBruyn	2018-19 YC ² Coach
Jack Howell	2018-19 YC ² Coach
Rhian Kenny	2018-19 YC ² Coach
Robert Lauver	2018-19 YC ² Coach
Michael Lipman	2018-19 YC ² Coach
Charlie Powers	2018-19 YC ² Coach
Karissa Shivone	2018-19 YC ² Coach
Stephanie Tretick	2018-19 YC ² Coach
Katie Wickesberg	2018-19 YC ² Coach

ADMINISTRATIVE STAFF

Lindsey Nova	Executive Director
Ana María Díaz	Program Manager
Laurie Cunningham	YC ² Manager
Rachel Howard	Marketing and Communications Manager *
Rana Jurjus	Member and Community Relations Coordinator *
Kathleen Caine	Program Coordinator and Librarian
TBA	Program Assistant

** (These positions are shared with the Pittsburgh Youth Chorus, and UniSound.)*

HOW TO REACH US

Address: 212 Ninth Street, Suite 601, Pittsburgh, PA 15222

Phone: 412-391-0526 (calls only – see page 4 for info on how to text with TRYPO staff)

E-mail: staff@trypo.org

Website: www.trypo.org

Season General Office Hours: Tuesday-Friday, 10:00am-6:00pm

Season Weekend Rehearsal Hours: Saturdays, 9:00am-5:00pm

During all TRYPO activities, calls to the downtown office are forwarded to staff members on site, so you may continue to dial the regular office number to reach us or your child. You may also continue to e-mail or text on rehearsal weekends as we have access to e-mail at the rehearsal site.

OTHER COMMUNICATION

E-MAIL: TRYPO stays as paperless as possible. The majority of our communication will take place via e-mail. We ask that you keep us informed about current e-mail addresses for you that you will check frequently. Generally, on the Wednesday of each week, we will send reminder e-mails about the rehearsal schedule for the next two weekends, as well as other information about membership and opportunities. Please note: *The weekly e-mail is a reminder e-mail of the schedule that is available online. It is your responsibility to look ahead at the schedule for any unusual scheduled events.*

TEXTING:

- In the event of an emergency situation, **TEXTING will be the primary form of communication** (because in an emergency we may not have access to a laptop to do a mass e-mail).
- Texting will also be used for helpful reminders and last-minute schedule changes.
- The parent/guardian who is designated “Primary Parent/Guardian” on your Registration Form will be automatically signed up for Remind.com messages for the 2019-20 season for all applicable ensembles.
- YPO Families: To add additional parents/guardians or students to TRYPO’s texting service, please send a text that says @YPOrocks to the phone number [81010](tel:81010).
- SYM Families: To add additional parents/guardians or students to TRYPO’s texting service, please send a text that says @SYMrocks to the phone number [81010](tel:81010).
- Percussion Ensemble Families: To add additional parents/guardians or students to TRYPO’s texting service, please send a text that says @PERCrocks to the phone number [81010](tel:81010).
- Wind Symphony Families: To add additional parents/guardians or students to TRYPO’s texting service, please send a text that says @WSrocks to the phone number [81010](tel:81010).
- **Pro-Tip:** Families can use this service to message TRYPO staff directly in one-on-one conversations as well!

ANNOUNCEMENTS: Announcements are often made during rehearsals regarding upcoming events. Please listen carefully as they often contain important information that is pertinent to your ensemble.

WEBSITE: The TRYPO website is a tool for you during your membership. In the Members Section, you can find any information you need pertaining to your membership throughout the year.

FEEDBACK: Communication goes both ways! Have a comment or suggestion? Parents can always e-mail staff@trypo.org or call 412-391-0526. Want to talk in person? Ask to set up an appointment with a member of artistic and/or administration staff. Students will also have monthly opportunities to provide comments/questions/feedback to ensemble conductors at rehearsals.

CANCELLATION OF REHEARSAL

- In case of inclement weather or other situation where a rehearsal/event might be cancelled, notification will be:
 - texted to the ensemble through Remind.com (see above for information on how to sign up for texts),
 - e-mailed to the TRYPO weekly notification database,
 - posted on TRYPO’s Facebook page and Twitter accounts,
 - posted on TRYPO’s website homepage,
 - posted through WPXI Channel 11 and KDKA Storm Trackers.
- TRYPO will make best efforts to post notifications by 8:00 a.m. on the morning of the cancelled rehearsal for Symphonette, Wind Symphony and Percussion Ensemble, and by 10:30 a.m. for YPO.
- Please note that TRYPO will make its decision about cancelled rehearsals independently from City Music Center, government entities, and schools.
- TRYPO recognizes that students come from many different areas. We can only make cancellation decisions based on the weather in Pittsburgh itself, but all families should of course make their own decisions about whether or not it is safe to travel to a rehearsal or concert based on the conditions in their respective area.
- Please note! We make our initial cancellation call based on weather from the windows of TRYPO staff residences and tv/online weather reports. When TRYPO staff arrives on campus at Duquesne University or any other venue, there could be an update if we find unsafe conditions on sidewalks or roads. Please continue to monitor text messages, e-mails, Facebook, etc. for updates as we make the best decisions we can to keep you safe!

ORCHESTRA INFORMATION

THE ENSEMBLES AND REHEARSAL SCHEDULES

Please see posted calendar and calendar updates and make arrangements for private lessons and family needs ahead of time. While TRYPO staff makes every effort to communicate schedule reminders and schedule changes in a timely manner, ultimately it is each individual member's responsibility to stay on top of the schedule and make plans and arrangements accordingly.

YOUNG PEOPLES ORCHESTRA (YPO) is an advanced full symphonic orchestra that performs masterpieces from the standard orchestral repertoire to a highly proficient level. YPO has monthly sectionals with the members of our artistic staff, and also enjoys a mandatory two-day retreat at the Johnstown Convention Center in Johnstown, PA. Members are typically between 14-18 years old. YPO rehearses September-May on Saturday afternoons from 1:00-4:00pm in room 322 at the Mary Pappert School of Music, Duquesne University. Throughout the season, there are occasionally schedule changes such as a Sunday evening rehearsal. **

SYMPHONETTE (SYM) is an intermediate string orchestra. SYM has monthly sectionals with members of our artistic staff and enjoys a mandatory season kick-off day camp. Members are typically between 11-16 years old. SYM rehearses September-May on Saturdays from 10:00am-12:30pm in room 322 at the Mary Pappert School of Music, Duquesne University. Rehearsals may also occur in PNC Recital Hall. **

WIND SYMPHONY (WS) is an advanced wind ensemble (woodwinds, brass, and percussion). Members are typically between 14-18 years old. WS rehearses September-May on Saturdays from 10:00am-11:30am in room 307 at the Mary Pappert School of Music, Duquesne University. **

PERCUSSION ENSEMBLE (PE) is an advanced and intermediate percussion group (woodwinds, brass, and percussion). Members are typically between 14-18 years old. PE rehearses October-May on some Saturdays from 11:45am-12:45pm in room 307 at the Mary Pappert School of Music, Duquesne University. **

YOUTH CHAMBER CONNECTION (YC²): YC² is the combined chamber music program of TRYPO and the Pittsburgh Youth Symphony Orchestra, with administration provided by TRYPO. YC² provides students of all levels with chamber music education and community-service performance opportunities in small ensembles, such as quartets, and quintets. Students are matched according to age, playing level, and schedule availability. Most groups with Symphonette members meet Saturday afternoon; groups with YPO members meet Saturday morning; and groups with PYSO members meet Sunday afternoon. For more information about YC² see www.youthchamberconnection.org or e-mail staff@youthchamberconnection.org.

*** NOTE: TRYPO's schedules are all online! Please see online schedule link for most up to date scheduling information! Link is available through the Members Section of the TRYPO website.*

PARKING

Parking at Duquesne University is available at the Forbes Avenue garage or metered street parking. On Saturdays, the Forbes Garage is \$6.00 for the day. On event days (such as a Penguins game), the garage will post special event parking rates. If event rate parking is posted, please see the TRYPO desk to pick up an Affiliated Rate ticket which will bring the cost back down to \$6.00. Most meters are two-hour parking. Both the Forbes Garage and street meters take credit cards. See <https://www.duq.edu/about/campus/parking/visitors> for a campus map with location of surface, metered and garage parking. (Please note that the spots immediately around the Mary Pappert School of Music are by permit only as posted and the cars are inspected and ticketed on Saturdays.)

MUSIC AND MUSIC FOLDER CARE

Sheet music and music folders are property of TRYPO on loan to you during your membership in TRYPO. It is your responsibility to take care of TRYPO's property and to return it at the end of each season in good condition.

- Music Care: Keep the folders and music intact. Bring all torn music to the librarian so that it may be repaired or replaced. When marking parts, print clearly and concisely so that others will understand. Never write in ink or over the top of the printed music. Sheet music should not be doodled on or used to write notes to your friends!

- Lost Music and/or Music Folder: Students may be charged for lost or damaged music or folders. Charges will not exceed the cost of replacement.

INSTRUMENTS


TRYPO has a limited number of instruments available for students to borrow during their membership in TRYPO: such as three violins, four violas, two double basses, an English Horn, two A clarinets, an E flat clarinet, a bass clarinet, a harp and percussion. The opportunity to play the violins is competition-based from seating audition results and the other instruments are available first come first served for students who need to play them in TRYPO. All instruments are loaned free of charge, however the family member assumes all responsibility for the instrument(s) during the loan period. The instruments are expected to be professionally cleaned and tuned up before being returned to TRYPO. (Do you have a good quality instrument you would like to donate for a future student to use? Contact us for more information!)


ATTENDANCE POLICY

An orchestra is a unique team requiring faithful attendance by every one of its members. Any absence has an adverse impact on the quality of preparation and performance. Check your calendar **before** the first rehearsal of each concert cycle and notify the office if you are unable to meet these requirements. Not adhering to the attendance policy may cause a member to be dismissed from the organization without a tuition refund. Therefore, please abide by the following policies:

- Attendance at rehearsals is required. However, illness, school activities or other extenuating circumstances do allow for a member to miss up to a total of **four** excused absences over the year, which should generally be considered as **two absences in the first semester and two absences in the second semester**.
- **NEW this season:** Absences due to a student's participation in PMEA events do *not* count towards the 4 allowed excused absences per year, if the absence is communicated outside of the two-week notification window. We do request that students notify TRYPO staff via the Anticipated Absence Form as soon as they are aware of the conflict.
- Missing a full rehearsal will count as one full absence.
- Arrive at least 15 minutes before rehearsal and/or sectional start time to warm up and tune. Arriving late, leaving early, or returning late after the break will be counted as one-half of an absence and is counted as of the start of the tuning note.
- All absence requests, early dismissal requests, and late arrival requests must be submitted to the administrative staff by completing and submitting an Anticipated Absence Form. Anticipated Absence Forms are available online via downloadable pdf. Forms will be distributed at the beginning of the year and are also available at rehearsals.
 - **NEW this season:** Absences due to long-planned activities (i.e. school band/orchestra trips, family vacations, college auditions, etc.) should be submitted **at the beginning of the season**. (Semester attendance planner available in August.) All other Anticipated Absence Forms are due as soon as the musician becomes aware of a conflict with the schedule, **but no later than two weeks prior to the absence**.
 - **NEW this season:** Absences #1 and 2 must be submitted via the Anticipated Absence Form but do not require the conductor's signature. Absences # 3 and 4, require an in-person check-in with the ensemble's conductor and a member of TRYPO staff at rehearsal, and we request that the family outline their attendance plan for the remainder of the season at that time.
- We need you to plan ahead with your schedule, however we understand sometimes conflicts arise that are outside your control. An absence submitted under two weeks' notice *can be* an excused absence if accompanied by proof of the last-minute notification (for example, give us a copy of the email from your coach notifying you of the last-minute swimmeet you are being required to attend).
- Last minute illnesses and family emergencies can be excused absences, but we still need to know about them as soon as you can tell us. If you are ill or have an emergency on a rehearsal day, please call the office number 412-391-0526 or send an e-mail to staff@trypo.org prior to the start of rehearsal. Calls are always forwarded to us on site on rehearsal days and we are always checking e-mail and voicemails. In the case of excessive illnesses, TRYPO may request a note from a doctor.
- It is the responsibility of the musician who is absent to contact their stand partner, or another member of the section regarding the missed rehearsal or sectional. *Wind/brass/percussion players should arrange with another member of the section to cover their part*. Additionally, it is the student's responsibility to find out if any important announcements concerning upcoming rehearsals, concerts, events, etc. were made by contacting TRYPO staff and reading weekly e-mails.
- **NEW this season:** While all TRYPO activities are important, full attendance at target rehearsals, sectional coachings and other special events is crucial to the development of the ensemble. To help you navigate your schedule when you have a choice of which weekends you need to be absent, we have marked certain rehearsals with a Gold or Red Target.

All excused absences, early dismissals, and late arrivals which conflict with a gold or red target rehearsal, sectional coaching and/or a special event must be pre-approved and signed by the ensemble's conductor via the Anticipated Absence Form, **regardless of the number of absences the student has incurred**. Target rehearsals, coachings and events will be identified on the season schedule with a color-coded bull's eye icon:

-  A gold bull's eye icon means: **Please do your best to avoid absences on this date - It's a special day where we can make lots of progress together!**

-  A red bull's eye icon means: **This is a day where we need all hands on deck! No absences!**

- YPO Mini-Camp: **Mini-Camp is a Red Target mandatory event** and has become an important and crucial component of the YPO experience. The intense two-day rehearsal period is essential to the development of the YPO sections. 2019-20 Mini-Camp will be at the Frank J. Pasquerilla Conference Center in Johnstown, PA, from Saturday, August 31, through Sunday, September 1, 2019.
- Symphonette Day: **Symphonette Day is a Red Target mandatory event**. Attendance at Symphonette Day is essential to the development of Symphonette as a cohesive group. Symphonette Day will be held Saturday, September 7, 2019 from 9 AM-4 PM
- Attendance at all dress rehearsals, sound checks and concerts is required. Do not ask to be excused from a dress rehearsal or sound check for reasons other than a required school performance or other critical activity. You may be dismissed from performing in a concert if you are absent from a dress rehearsal or sound check. It is your responsibility to look over your season schedule and reconcile the concert dates with your other activities.
- The following may count as UNEXCUSED ABSENCES: a no-show without notification to any rehearsal or other event or concert where attendance is required; any absence past your fourth absence; an absence submitted with less than two weeks' notice without proof of emergency or illness or proof of last-minute notification. Unexcused absences may result in loss of leadership positions, re-audition requirement, dismissal from participation in concerts, and possibly dismissal from the program.
- Any student unable to meet the attendance requirement could be asked not to play the remaining rehearsals or the corresponding performance. Disregard of the Attendance Policy constitutes grounds for dismissal from the organization without a tuition refund.

SEATING AUDITIONS AND ROTATION

YPO, WS, AND SYMPHONETTE SEATING AUDITION ATTENDANCE POLICY

Participation in seating auditions is *mandatory* for all instruments, because not only is audition experience important for all students, but seating auditions are TRYPO artistic staff's opportunity to assess the commitment and ongoing work of each participating member. If you have extenuating circumstances and cannot attend the seating audition date, you must receive permission to record a video audition prior to the audition date. If a student is unprepared for his or her seating audition, TRYPO will discuss the results with the student, and/or his or her parents, and/or private teacher and in some cases, require the student to schedule a re-audition to show the excerpts have been prepared. If there are two unprepared seating auditions in a row, the student may be dismissed from the program.

YPO AND SYMPHONETTE STRING ROTATION POLICY

TRYPO employs a system of string section seating rotation. String players in our orchestras are *not* seated in rank order (with the stronger players seated in order closest to the conductor). Seating auditions determine principal players, frozen stands, and stand partners, as well as the section rotation schedule. String sections are then rotated on a schedule set by the conductor to allow for maximum educational and musical benefits to the members of the orchestra. Rotations are always posted on the wall of rehearsal and concert venues and the stands are labeled accordingly. Weekly adjustments due to absences are marked on the rotations, or communicated via verbal instruction from TRYPO staff.

YPO AND SYMPHONETTE VIOLIN SECTION ASSIGNMENTS AND LEADERSHIP AUDITIONS

Decisions about Violin I and Violin II section assignments are based upon new students' entrance auditions, and returning students' performance in the previous years' seating auditions as well as overall deportment and preparation throughout the previous season. Violin I and Violin II students from both YPO and Symphonette have the opportunity to prepare either a section list or a leadership list seating audition. Students should select the leadership list to especially be considered for concertmaster, principal second, frozen stands, or for potential future section switching. Please note that leadership excerpts are drawn from both Violin I and Violin II parts so be sure and download the part you do not currently have from the google drive link e-mailed to you during the summer. *The audition committee reserves the right to offer the leadership positions to whomever is the best fit for the sections and the ensemble as a whole.*

TRYPO owns three violins, two donated by former TRYPO board member Dr. Cyril H. Wecht and one from the Gerszten family. Based on seating audition results, three current members of TRYPO will receive the opportunity to borrow at no cost one of these violins and accompanying bow under terms set forth by TRYPO.

WYPO WOODWIND AND BRASS ROTATION POLICY

Woodwind and Brass players should sit in rehearsal according to their part assignments, thus allowing the principal players of the movements to be located as close to each other as possible.

In the woodwind section, this seating creates a “quartet” of principal players (bolded in the chart below). This is important for that quartet of students to be able to function together in the most acoustically beneficial setting. Here is an example of what seating should look like in TRYPO’s Woodwind sections:

Woodwind Section Seating Chart

ROW 2	Bass Cl	Cl 2 Asst	Cl 2	Cl 1 Asst	Cl 1	Bsn 1	Bsn 1 Asst	Bsn 2	
ROW 1	Picc	Fl 3	Fl 2 Asst	Fl 2	Fl 1 Asst	Fl 1	Ob 1	Ob 1 Asst	Ob 2/ EH Asst

In the brass section, this seating also creates keeps principal parts as near to each other as possible (bolded in the chart below). Here is an example of what seating should look like in TRYPO’s Brass sections:

Brass Section Seating Chart

ROW 2	Hrn 4	Hrn 3	Hrn 2	Hrn 1	Hrn 1 Asst	Tbn 1	Tbn 2	Tbn 3 (Bass)	Tuba
ROW 1						Tpt 1	Tpt 2	Tpt 3	Tpt 4

Students should look at the rehearsal order prior to arrival or check with TRYPO staff and sit according to their part assignments as outlined below, unless they are covering for an absence or late arrival. Rehearsal order is usually announced via the weekly e-mails and absences are always posted on the wall of rehearsal and concert venues (and TRYPO staff can also help you know if someone is out). When Mr. Worsdale is ready to move onto a movement or piece that has a different seating assignment, your section should then move quickly and quietly to the new seating arrangement, even though it is in the middle of the piece. We will also do this in the concert and Mr. Worsdale will allow enough time for you to get reseated comfortably before beginning the next movement or piece.

Some guidelines about playing first and playing assistant first:

Playing assistant: It can be very tiring to play a lot of principal as a wind player. Many professional orchestras use assistant positions. Here is what it means to assist on a part in TRYPO:

- The principal player will play anything marked “solo” by his or herself, as well as other delicate moments.
- Mr. Worsdale or your sectional coach might designate other moments that should be played only by the principal player.
- Go ahead and double the first part in “tutti” sections and full orchestra moments.
- Use your ears and drop out when something is delicate or exposed. Think about what the best balance for the music and the section will be.
- Cover the first part (including the solos) if the principal player is absent from rehearsal or a concert. (Yes, this means you should prepare the solos at home, but most professional players will advise you not to practice a solo if you are assisting during rehearsal when the principal player is there.)
- If you need to address a question about doubling or where the assistant is playing during a movement, make sure to treat your colleague with respect and kindness. If you’re not sure, talk to Mr. Rodgers, Mr. Worsdale, Mrs. Nova or Ms. Díaz separately and ask for their advice.

Playing principal: It can be very tiring to play a lot of principal as a wind player. Many professional orchestras use assistant positions. Here is what it means to have an assistant on a part in TRYPO:

- The principal player will play anything marked “solo” by his or herself, as well as other delicate moments.
- Mr. Worsdale or your sectional coach might designate other moments that should be played only by the principal player.

- The assistant will generally double the first part in “tutti” sections and full orchestra moments. Use this as an opportunity to rest a bit and allow the assistant to give you a break.
- If you have a solo moment coming up, that’s a great time to lean on the assistant and get your head in the game, or perform some quick instrument maintenance.
- If you need to address a question about doubling or where the assistant is playing during a movement, make sure to treat your colleague with respect and kindness. If you’re not sure, talk to Mr. Rodgers, Mr. Worsdale, Mrs. Nova or Ms. Díaz separately and ask for their advice.

YPO AND WS SEATING AUDITIONS

YPO String seating auditions will be held at least twice over the course of the year, and will take place a few weeks *after* the start of each rehearsal cycle. See the rehearsal/concert schedule and updates for more information. String seating auditions will be held to determine the following:

- String sections of more than seven members: Concertmaster/Principal, Associate Principal, frozen second stand
- String sections with four to six players: Principal and Associate Principal
- String sections with fewer than four members: Principal only
- Violin I/Violin II Future Section Assignments
- Section Stand Partner assignments

YPO and WS Winds, Brass, and Percussion will all receive pdfs of principal parts and audition excerpts will be identified from those parts. YPO Winds, Brass, and Percussion seating auditions will be held at least twice over the course of the year and generally will take place *before or near* the start of each rehearsal cycle. WS seating auditions will be held at the beginning of the rehearsal cycle for a January start.

SYMPHONETTE SEATING AUDITIONS

Symphonette Seating auditions will be held at least twice over the course of the year and will take place a few weeks *after* the start of each rehearsal cycle for the following chairs:

- String sections of more than seven members: Concertmaster/Principal, Associate Principal, frozen second stand
- String sections with more than four members: Principal and Associate Principal
- String sections with fewer than four members: Principal only
- Violin I/Violin II/ Future Section Assignments
- Section Stand Partner assignments

REHEARSAL AND CONCERT ETIQUETTE

1. Be ready to begin rehearsing before the conductor steps onto the podium. Students should be ready to play when the conductor raises his arms and should stop playing immediately when the conductor stops to give instructions.
2. The best quality of work is accomplished in a quiet atmosphere. Unnecessary chatter will not be tolerated.
3. Rehearsals and concerts are cell phone free zones. They should not be on your stand, or on your chair, or in front of you on the floor. Cell phones should be silenced and put away during rehearsals and sectionals. It is not appropriate to play on your phone or text during rehearsals unless the orchestra is rehearsing a piece or movement on which you do not play. Any cell phones that are out during a rehearsal in which you are participating may be confiscated for the remainder of rehearsal.
4. Take proper care of TRYPO or Duquesne instruments and other equipment.
5. Food and drink are not allowed in rehearsal rooms or in performance areas, with the exception of bottled water. It is NEVER appropriate to eat during rehearsals. Snacks and beverages may be enjoyed in common rooms and lounges. Any food or drink out in a rehearsal or concert will be confiscated for the remainder of rehearsal.
6. We are guests at the Mary Pappert School of Music, as well as any other rehearsal or concert venue. Please respect the rehearsal rooms and concert venues by picking up after yourself. This includes your belongings and all trash.

BEHAVIOR EXPECTATIONS AND STANDARDS

While we expect that all Members will act as good ambassadors for TRYPO at all times, we have provided the following rules in order to provide clarity for our expectations of members' behavior during the season.

1. All Members should behave in a mature, respectful manner during rehearsals, concerts, and other TRYPO activities.
2. All TRYPO staff and volunteers are in a position of authority and their instructions must be respected and followed. Members are expected to be considerate of TRYPO staff, volunteers and other musicians and refrain from use of any profane language or behavior.
3. TRYPO has a zero-tolerance policy for harassment or threatening behavior by or towards Members.
4. All TRYPO Handbook rules and policies are in effect for the duration of Member's participation in TRYPO.
5. Use or possession of any tobacco products by minors is strictly prohibited.
6. Use or possession of alcoholic beverages by any Member is strictly prohibited.
7. Use or possession of illegal substances will result in immediate referral to local law enforcement and expulsion from the TRYPO program.
8. Use or possession of any weapon or item which might inflict personal injury or property damage is prohibited.
9. Members will treat all TRYPO spaces with respect and clean up after themselves.
10. Members will adhere to attendance requirements and will not be tardy to rehearsal, concerts, or other TRYPO-organized events.

While we are confident that all Members will abide by the above rules, please note that failure to comply with these rules may result in disciplinary actions, up to and including suspension or removal from the TRYPO program. Any such actions will be determined at the sole discretion of TRYPO staff.

ADDITIONAL RESPONSIBILITIES

❖ Preparation and Practice

- Prepare your parts ahead of time at home.
- Be sure to listen to the repertoire at home and in your spare time frequently. Most pieces can be found on YouTube or at your local library.
- Always bring a pencil.

❖ Private Instruction

We encourage all musicians to study with a private teacher and work on their orchestra music with their instructor. Assistance may be available for those with demonstrated financial need, depending on instrument and availability. Please contact TRYPO offices for more information.

❖ Instrument Insurance

Musicians should insure any instruments, rented or owned. TRYPO is not responsible for any damages that occur before, during, or after rehearsals or concerts.

❖ School Music Programs and PMEA

Youth Orchestras and school music programs are essential partners in helping you to develop your skills as a musician. At TRYPO, we are committed to your growth as a whole musician; we value and view school programs as a catalyst for organizations such as TRYPO.

TRYPO expects its members to be involved in their school band and/or orchestra programs. Withdrawing from your school program due to your involvement in TRYPO severs that essential tie between your school instruction and the opportunity to apply that instruction in a setting of your fellow peers from other schools. At all grade levels, when scheduling conflicts arise between TRYPO and school music events (especially performances), participation in those school music events is given precedence, resulting in an excused absence. If you are having scheduling challenges, we will do everything we can to work with you AND your teacher to try to resolve them.

CONCERT INFORMATION

2019-20 CONCERT SCHEDULE *

The following is the concerts & events schedule for the season. This schedule is subject to change and will continue to be updated. Please check the website, or e-mail communication for up-to-date information.

- December, TBA: Wind Symphony and Percussion Ensemble Performance:
 - Performances by WS and PE
- Sunday, December 15, 2019, 7:00 p.m., Carnegie Music Hall of Oakland
 - Performances by SYM, WS, and YPO. (Afternoon soundcheck)
- May, TBA: Wind Symphony and Percussion Ensemble Spring Performance:
 - Performances by WS and PE
- Sunday, May 10, 2020, 7:00 p.m., Carnegie Music Hall of Oakland
 - Performances by SYM, WS, and YPO. (Afternoon soundcheck)

2019-20 OTHER EVENTS SCHEDULE *

- Saturday, August 31 through Sunday, September 1, 2019: YPO Mini-Camp at the Frank J. Pasquerilla Conference Center in Johnstown, PA: This season starter retreat for YPO will be a two-day intensive with TRYPO artistic and administrative staff, as well as TRYPO parent chaperones, where members will dig in on the season's repertoire and spend some time getting to know each other as well! Attendance is mandatory.
- Saturday, September 7, 2019: Symphonette Day Camp at Mary Pappert School of Music: This season starter for Symphonette is an all-day retreat with Symphonette artistic and administrative staff where members will dig in on the season's repertoire, and spend some time getting to know each other as well! Attendance is mandatory.
- FALL 2019 TRYPO Goes to the PSO!, Heinz Hall.
[CONCERT TBA]
- SPRING 2020 TBA TRYPO Goes to the PSO!, Heinz Hall.
[CONCERT TBA]
- YC² in CHAUTAUQUA: TRYPO runs an optional summer program in conjunction with the Chautauqua Music Camps. This program focuses on chamber music and ensemble music in the beautiful setting of Chautauqua, NY. YC² in CHAUTAUQUA will be August 15-22, 2020. Watch for more information during the season. Space is limited!

** NOTE: This information may not be current. TRYPO's season schedule is all online! Please see online schedule link for most up to date scheduling information! Link is available through the Members Section of the TRYPO website.*

CONCERT DRESS CODE

YOUNG PEOPLES ORCHESTRA AND WIND SYMPHONY: Members of YPO and WS can select Concert Dress Option A or B and should follow requested Hair and Grooming Standards.

1. Concert Dress Option A
 - a. Full-length (to the ankle or 2 inches above the ankle) black dress or two-piece outfit with long or three-quarter length sleeve (below the elbow).
 - i. No low-cut tops or dresses
 - ii. No exposed midriffs or backless tops or dresses
 - iii. Any slits in skirts or dresses should not come past the top of the kneecap
 - b. Black hosiery and black dress shoes with closed toes. No sandals or exposed toes. No sneakers.
 - c. Palazzo pants (wide leg dress pants) rather than a long skirt are also acceptable. Pants must be dress pants. Pants cannot be jeans or leggings. Pants cannot look like jeans or leggings.
2. Concert Dress Option B
 - a. Tuxedo Dress including:
 - i. Very dark navy or black suit
 - ii. White long-sleeved dress shirt
 - iii. Black bow tie
 - iv. Black dress shoes, no sneakers, no sandals
 - v. Black socks
3. Hair and Grooming for all students:
 - a. Hair styles and facial hair should be neatly groomed, no extreme styles or colors.
 - b. Make-up should be simple – no glitter or outrageous colors.
 - c. Jewelry should be simple.

SYMPHONETTE: Members of Symphonette can select Concert Dress Option A or B and should adhere to stated Hair and Grooming Standards.

1. Concert Dress Option A
 - a. Mid-to-full-length (at mid-calf or to the ankle) black skirt and white long-sleeved, or three-quarter sleeve blouse (past the elbow)
 - i. No low-cut tops or dresses
 - ii. No exposed midriffs or backless tops or dresses
 - iii. Any slits in skirts or dresses should not come past the top of the kneecap
 - b. Flesh-colored hosiery and black dress shoes with closed toes. No sandals or exposed toes. No sneakers.
 - c. Hair should be neatly groomed, no extreme styles or colors.
 - d. Make-up should be simple – no glitter or outrageous colors.
 - e. Palazzo pants (wide leg dress pants) rather than a long skirt are also acceptable. Pants must be dress pants. Pants cannot be jeans or leggings. Pants cannot look like jeans or leggings.
2. Concert Dress Option B: Same as YPO.
3. Hair and Grooming for all students:
 - a. Hair styles and facial hair should be neatly groomed, no extreme styles or colors.
 - b. Make-up should be simple – no glitter or outrageous colors.
 - c. Jewelry should be simple.

Members who do not adhere to concert dress code may not be permitted to play at the concert.

ADDITIONAL OPPORTUNITIES

CITY MUSIC CENTER (CMC)

What is City Music Center? **Founded in 1989, City Music Center of Duquesne University (CMC)** has proudly served as the Pittsburgh area's premier provider of musical instruction for students of all ages. As the community outreach division of the Mary Pappert School of Music, CMC strives to educate all who are interested, regardless of musical ability or financial situation. CMC offers a comprehensive program of individual instrumental instruction combined with a sequenced, age-appropriate musicianship curriculum, ensemble and recital opportunities, as well as lessons and educational programs for university-level students and adults of all ages and skill levels. For more information, please visit <https://duq.edu/academics/schools/music/city-music-center>

Beginning with the 2019-20 season, City Music Center will no longer collect tuition on behalf of TRYPO. Fees for participating in TRYPO ensembles and chamber music experiences will be invoiced independently and in addition to the CMC tuition for the Lessons PLUS program. For more information about CMC cross registration options please go to: <https://duq.edu/academics/schools/music/city-music-center/program-options-k-12/cross-registration>. You may also contact cmc@duq.edu or call 412-396-5064

YOUTH CHAMBER CONNECTION (YC²)

YC² is the combined chamber music program for TRYPO and PYSO, and is managed by TRYPO. Chamber music is music for small ensembles, such as string quartets, woodwind quintets, brass ensembles. It is music that is as rewarding for the performer as for the listener. The advantages of performing chamber music are numerous: a chance to be a solo player, the opportunity to hear your intonation and sound more clearly, a setting in which to interact musically with other skilled musicians, and expert coaching and teaching from our coaches on a personal level. *Please note: Members do NOT necessarily need to be members of TRYPO or PYSO to register for YC².* Depending on the average age and experience of the group members, ensembles will be assigned to one of two program tracks:

- **PERFORMANCE TRACK:** this track is for older students, approximately 8th-12th+ grade. Performance Track groups meet 45 minutes with their coach each week, plus another 45 minutes rehearsing on their own, strengthening their skills in leadership, listening, cooperation, and learning to make their own musical decisions. Performance Track ensembles perform in a winter and spring recital, plus are required to complete at least two community-service performances. These may be a Pop-Up Concert in a Carnegie Library (CLP) neighborhood branch, a senior center, the downtown homeless dinner, a community or non-profit organization's special event, or other setting where live music is rarely offered.
- **EDUCATION TRACK:** this track is for younger students, approximately 3rd-8th grade. Education Track groups meet with their coach for 45 minutes each week; and some experienced Education Track groups may have an additional 15-20 minutes of rehearsal-on-own time scheduled each week. Education Track ensembles perform in a winter and spring recital, plus are encouraged to complete at least one community-service performance.

See www.youthchamberconnection.org or email staff@youthchamberconnection.org for more information.

CONCERTO COMPETITION – YPO ONLY

The Concerto Competition is used to select a soloist or soloists to perform with YPO at one of our scheduled concerts. Any YPO member may apply. YPO's Conductor must approve all repertoire beforehand for suitability of performance by their respective orchestras, as well as for the availability of orchestral parts. The number of concerto winners is at the discretion of the committee, and is dependent on the season's repertoire. The Concerto Competition date will take place in November 2019. Concerto Competition Rules and Information:

1. Open to any current member of YPO.
2. There is no application fee to participate.
3. Submit the Concerto Competition Application form by the printed deadline.

4. You may play a single-movement work or one movement of a multi-movement concerto.
5. You must time your piece accurately, including all tutti, and submit the timing with your entry.
6. Movements must be 10 minutes or less.
7. Memorization is encouraged. Please provide the original music and two copies for the adjudicators.
8. Piano accompaniment must be used and provided by the applicant. (If you need assistance with an accompanist or an accompanist's fees, please contact TRYPO staff. Never let this requirement be the reason you don't enter!)
9. For the purposes of the audition, your accompanist should cut long orchestral tutti.
10. The panel may interrupt you if your audition lasts longer than 10 minutes.
11. The audition schedule, once finalized, will be strictly adhered to and you will forfeit your opportunity to play if you are tardy. If you must cancel your audition, please notify TRYPO staff as soon as possible so that we may condense the audition schedule and not waste the audition panel's time.
12. If a student has extenuating circumstances, he or she can request permission to submit a video audition. We do however, prefer a live performance.
13. Winners of the Concerto Competition must wait one full season before applying again and may not audition on the same piece.
14. TRYPO may suggest the winning student perform a piece other than what he or she auditioned on if the repertoire is not appropriate for our orchestra or the concert.

APPRENTICE CONDUCTOR PROGRAM (ACP)

Now in its second year, the Apprentice Conductor Program (ACP) offers students a chance to study and hone their conducting skills. ACP is open to any young musician in grades 9-12 with an interest in orchestral conducting. ACP students will explore the many facets that make a good conductor and leader, including score study and analysis, baton technique, rehearsal strategies and more. Students may be members of a TRYPO large or small ensemble, but membership in a TRYPO large or small ensemble is not required. Application info will be made available in September 2019.

ACP, Level 1: Students will meet twice a month in a full class setting and twice a month in two smaller group settings. Classes will generally be held at the TRYPO Offices (downtown Pittsburgh). Classes will be 90 minutes in length and may include conducting with an accompanist. Score discussions will be on music currently being rehearsed by the TRYPO ensembles as well as other works chosen by the music director. Students will also be encouraged to attend other local performances and see as many performances as possible.

ACP, Level 2: Completion of ACP 1 is required. The ACP 2 Class will meet every 3 weeks in lesson sessions between September and May. Each Participant will be assigned as an apprentice conductor for YPO, Wind Symphony or Symphonette and will complete 20 hours of observation time. ACP 2 participants may be given podium time during full rehearsals which will then be recorded for feedback sessions with the music director. Rehearsals generally take place at the Mary Pappert School of Music at Duquesne University. ACP 2 students may be given further conducting opportunities through other programs in TRYPO.

GENERAL GUIDELINES FOR EACH SECTION

STRING SECTIONS

- Respect your colleagues. The Behavior Expectations and Standards applies at all times.
- Please be sure to read through the Handbook's section on Seating & Rotation (pages 7-8).
- Each player should have a pencil, mute, spare set of strings and rosin. Cellists should bring an end-pin holder.
- In a professional setting, if additional bowings are necessary during a rehearsal, the principal (first chair) shall make the appropriate markings and relays them back in the section, making sure this relay has been completed. In an educational setting like TRYPO, most of the bowings will be communicated by the conductor and/or coach.
- Each stand of strings is composed of an inside player and an outside player. The outside player is the musician closest to the edge of the stage, or as follows in a standard configuration:
 - Violin 1 and 2: Inside player is on left, outside player is on the right.
 - Viola, Cello, Bass: Inside player is on right, outside player is on the left.
- The inside player turns the page for the stand. The outside player continues playing with no break to cover the page turn.
- When a part splits into two voices (a.k.a. *divisi*), the inside player takes the lower voice and the outside player takes the upper voice, unless otherwise directed by your conductor or coach.
- String players should refrain from plucking when the conductor is speaking.
- Most importantly, have fun!

WOODWIND SECTIONS

- Respect your colleagues. The Behavior Expectations and Standards applies at all times.
- Please be sure to read through the Handbook's section on Seating & Rotation (pages 7-8).
- Part assignments are made by the ensemble's conductor and/or coach.
- Section goals are to learn symphonic playing which emphasizes intonation, balance, blending, accompaniment playing and solo playing.
- Correct instruments, reeds, mouthpieces, etc. are the responsibility of the individual member. If there is difficulty obtaining an unusual instrument required by the repertoire, members should speak with TRYPO staff. We will try to assist if possible.
- Most importantly, have fun!

BRASS SECTIONS

- Respect your colleagues. The Behavior Expectations and Standards applies at all times.
- Please be sure to read through the Handbook's section on Seating & Rotation (pages 7-8).
- Part assignments are made by the ensemble's conductor and/or coach.
- Be prepared to purchase or try to find access to any mute required by repertoire.
- An effort should be made by advanced players to learn the transpositions required by repertoire.
- Section goals are to learn symphonic playing which emphasizes intonation, balance, and blending.
- Correct instruments, mouthpieces, and instrument maintenance products such as valve oil, etc. are the responsibility of the individual member. If there is difficulty obtaining an unusual instrument required by the repertoire, members should speak with TRYPO staff. We will try to assist if possible.
- Most importantly, have fun!

PERCUSSIONISTS

- Respect your colleagues. The Behavior Expectations and Standards applies at all times.
- A Duquesne percussion graduate assistant will be assigned to work with TRYPO percussionists at all times. TRYPO percussion members should be respectful of the Duquesne graduate assistant working with them and all Duquesne equipment.
- Setting up the percussion for rehearsals every week is your responsibility. TRYPO percussionists should arrive at rehearsals 30 minutes in advance to help move percussion equipment to the rehearsal room and get it set up before other orchestra members begin arriving.
- If percussion equipment needs to be moved during break, TRYPO percussionists should help with the move prior to taking their break.
- TRYPO percussionists will help return all percussion equipment to where it is stored after rehearsal. If repertoire calls for small instruments or other equipment that TRYPO does not own, or does not have access to, TRYPO percussionists should try to assist in acquiring instruments.
- TRYPO percussionists should always take great care to use the right set of mallets on each piece of equipment. When unsure, check with your coach or the Duquesne percussion graduate assistant working with you!
- TRYPO percussionists should have their own set of mallets and equipment as required by the coach and the repertoire, but a good sampling would be:
 - A pitch pipe or tuning fork (A-440)
 - Snare drum sticks
 - Brushes
 - Medium yarn mallets (1 pair)
 - Hard rubber xylophone mallets (1 pair)
 - 3 pairs of timpani sticks: soft (roll sticks), general purpose, staccato (hard)
 - Tambourine
 - Triangle
- Sticks and mallets can be purchased at Volkwein's or Drumworld – check with your private teacher, coach, or Duquesne University percussion graduate assistant, for advice or more information.
- Most importantly, have fun!

HARPISTS

- Respect your colleagues. The Behavior Expectations and Standards applies at all times.
- TRYPO harpists may use Duquesne and TRYPO instruments respectfully and with great care to the instruments. Duquesne instruments may be used at rehearsals in the Mary Pappert School of Music only and should not be taken out of the building without permission.
- TRYPO harpists must abide by the instrument use policies set for by Duquesne and posted in the harp studio.
- Harpists must arrive at rehearsal in enough time to transport instrument(s) to rehearsal room (unless otherwise directed by TRYPO staff) as well as ensure the instrument is properly tuned and in good repair.
- For rehearsals or performances outside of the Mary Pappert School of Music, TRYPO will transport the TRYPO harp to the concert site, and it will be the responsibility of TRYPO harpists to take turns bringing their instrument to the concert site.
- Most importantly, have fun!

PARENT INFORMATION

TUITION AND PAYMENT SCHEDULE

Tuition Rates	
YPO Member	\$995 * (Includes: Mini-Camp: \$295, Tuition: \$700)
SYM Member	\$720 * (Includes: SYM Day: \$20, Tuition: \$700)
WS Member	\$400 *
Apprentice Conducting Program (Fall enrollment)	\$400 *
Percussion Ensemble (Fall enrollment)	\$300 *
Youth Chamber Connection – Performance Track (Fall enrollment)	\$550 **
Youth Chamber Connection – Education Track (Fall enrollment)	\$450 **
YC ² at Chautauqua Music Camps (Summer 2020)	(To be announced in January 2020.) **

*Includes \$100 Non-refundable tuition deposit which confirms your participation and is applied towards tuition. Mini-Camp and SYM Day fees are also non-refundable

** Tuition deposit and payment plan schedule is TBA.

Payment Plan Options								
(Select your payment plan option on your registration form and your invoices will be created according to the payment plan you select. Please select only one type of payment plan per household.)								
Due dates:	8/15/19	9/15/19	10/15/19	11/15/19	1/15/20	2/15/20	3/15/20	
Payment Option A: Pay total balance up front in one payment.								
	YPO	\$995						
	SYM	\$720						
	WS	\$400						
	ACP			\$400				
	PE			\$300				
	YC ² - PT			\$550				
	YC ² - ET			\$450				
Payment Option B: Pay by Semester (First payment is a non-refundable deposit and retreat fees if applicable, remaining balance split ½ between each semester.)								
	YPO	\$395	\$300			\$300		
	SYM	\$120	\$300			\$300		
	WS	\$100	\$150			\$150		
	ACP			\$200		\$200		
	PE			\$150		\$150		
	YC ² - PT	(Payment Plan breakdown to be announced.)						
	YC ² - ET	(Payment Plan breakdown to be announced.)						
Payment Option C: Monthly Payments (First payment is a non-refundable deposit and retreat fees, if applicable – remaining balance split in six total payments, three payments each semester.)								
	YPO	\$395	\$100	\$100	\$100	\$100	\$100	\$100
	SYM	\$120	\$100	\$100	\$100	\$100	\$100	\$100
	WS	\$100	\$50	\$50	\$50	\$50	\$50	\$50
	ACP			\$100	\$75	\$75	\$75	\$75
	PE			\$100	\$50	\$50	\$50	\$50
	YC ² - PT	(Payment Plan breakdown to be announced.)						
	YC ² - ET	(Payment Plan breakdown to be announced.)						
YPO, SYM, WS Families Requesting financial assistance	\$50	Payments due and payment schedule TBA pending notification of award and balance due.						
ACP, PE, YC ² Families Requesting financial assistance			\$50	Payments due and payment schedule TBA pending notification of award and balance due.				

BILLING AND PAYMENT METHODS

TRYPO accepts check, cash, money orders, and credit cards. Each musician in a TRYPO program is responsible for payment of all applicable fees due on the dates established above. All payments must be up to date in order for the musician to participate in each concert or event. Please indicate on your Membership Agreement Form which payment option you would prefer and identify the name and e-mail address for the individual responsible for billing.

New this season: TRYPO will no longer use ClassJuggler to process student payments. In an effort to streamline our accounting systems, program invoices will now be processed through QuickBooks. TRYPO families will receive an invoice via e-mail 1-2 weeks prior to the due dates listed above. Families will be able to make credit card payments by clicking on the “Review and Pay” button in the body of the e-mail. Checks and money orders should be made out to TRYPO and mailed to: 212 9th St. Ste. 601, Pittsburgh, PA 15222.

FAMILY DISCOUNTS

TRYPO offers a family discount for households that have a child or children registered in more than one TRYPO program. program will be charged at full price, but all subsequent programs qualify for \$50 off per semester (\$100/year). Examples:

- One child in YPO and one child in SYM = YPO invoiced at full price, \$100 discount applies to SYM tuition.
- One child who enrolls in both YPO and YC2 = YPO invoiced at full price, \$100 discount applies to YC2 tuition.
- One child enrolled in both YPO and YC2, one child in SYM = YPO invoiced at full price, \$100 discount applies to YC2 tuition, \$100 discount applies to SYM tuition.

FINANCIAL AID:

TRYPO strives to make participation in its ensembles possible for all students regardless of the family’s personal financial circumstances. All families are welcome to apply for financial assistance. The Scholarship Application form is available on the Members portal. Please contact staff@trypo.org or call 412-391-0526 for more information about Financial Aid. Scholarship requests do not affect audition results.

CANCELLATION POLICY

Once you have accepted your position in the orchestra, we commit the resources for the semester for your education and performance opportunities therefore there will be no tuition refunds permitted once the semester has begun.

If a member is dismissed from participation in a TRYPO program for a violation of Attendance Policy, Behavior Expectations and Standards, or poor preparation of seating auditions, as determined by TRYPO staff in their sole discretion, there are no refunds of any kind.

CONCERT TICKETS

Large ensemble concerts are typically at Carnegie Music Hall in Oakland. While concerts are free and open to the public, tickets are required. We ask that all audience members pre-register for tickets at TRYPO’s website: www.trypo.org.

PROGRAM ADVERTISEMENTS AND PROMOTIONAL MATERIALS

If you think your employer may be interested in advertising in our concert programs, please have them contact our office at staff@trypo.org or 412-391-0526 for a rate sheet. This is a great way to support TRYPO! TRYPO flyers are available for special events including master classes, concerts and auditions and can be used to advertise TRYPO activities to friends and families. These flyers are available at rehearsals, or through the TRYPO office. We encourage all TRYPO families to promote TRYPO activities to their circles of contacts.

VOLUNTEER AND FUNDRAISING POLICY

Student tuition accounts for only 42% of TRYPO's total income, and TRYPO works very hard to make up the difference! We need your help in various activities throughout the year! Volunteer opportunities range from helping out at your child's rehearsal, concert, or other special event, to working on special projects with us in the office or in your free time. There are plenty of volunteer opportunities available that match your interests and schedule and this season more than ever, it is really important to have all hands on deck. We look forward to working with you! Families may opt to make a one-time tax-deductible contribution of at least \$150 for full-year programs in lieu of (*or in addition to*) participating in volunteer and fundraising efforts and that you do so by December 31, 2019. [See Fundraising Policy on the Membership Agreement.]

MATCHING GIFTS

Does your employer offer a matching gift program? This is a great way to make your donation go even further! Please ask your employer for the proper form!

SAFETY AND TRANSPORTATION POLICY

TRYPO staff members are only present in the immediate vicinity of the rehearsal or event space. Due to the large number of children involved in our programs, we request your help in monitoring student activities whenever you are present at a rehearsal or other event under the auspices of TRYPO. This includes help in the event of a building evacuation. Fire and building safety procedures will be presented at orientation meetings. Please also notify a TRYPO staff member if you become aware of any students violating any of the behavioral codes as defined in the Handbook. We appreciate your help with these matters.

TRYPO staff are on site for up to 30 minutes after the conclusion of the last event of the day. Please coordinate transportation of your child at the conclusion of rehearsals and concerts in a timely manner (no more than 30 minutes after the conclusion of an event day). TRYPO is happy to be a resource for you to help coordinate transportation and carpooling if you can look ahead to identify upcoming transportation issues. While we will be most successful with advance notice, please do continue to ask for help even with a last-minute transportation issue (car trouble, parent illness, etc.), and we will do our best to assist you. We never want transportation to be the reason a student misses a rehearsal or concert.

TRYPO is committed to creating a safe environment for children at all TRYPO Programs. The TRYPO Board-approved Safe Environment for Children Policy is available upon request through the TRYPO office.

If at any time you have any questions about your membership in TRYPO or anything in this Handbook, please do not hesitate to contact us at 412-391-0526 or staff@trypo.org.

Thank you for being part of the TRYPO family!