



LETTER OF AGREEMENT

NAME: _____
(Please print)

In joining the CYO, students and their families assume a number of responsibilities and obligations. Please read the following carefully and sign as required.

1. Rehearsals –

Rehearsals or sectionals start promptly at 9:30 am each Saturday morning. Students are expected to **arrive at 9:15 am** in order to be on stage, tuned and ready to play by 9:30 am.

2. Preparation of parts and practice –

Music will be distributed to each student and must be kept in the music folder provided. **Students are expected to bring their music, a pencil and an eraser to each rehearsal. Members are expected to have prepared their parts prior to each rehearsal.** Also, please bring earplugs, in case they are needed.

3. Attendance –

Members are expected to attend and be on time for all rehearsals, concerts and workshops. Full participation in rehearsals and concerts is essential for the overall growth and success of the orchestra. Notification of all absences should be e-mailed to: gfenwick@mtroyal.ca, or cyo@mtroyal.ca or phoned: 403-440-5978 prior to the missed rehearsal.

A maximum of three (3) unexcused absences throughout the year will be permitted. Excused absences would include sickness, school commitments, or other musical commitments, i.e. direct conflicts with competitions, exams, festivals, etc. Any member who exceeds three unexcused absences will become ineligible for scholarship consideration and participation in the CYO Concerto Competition. At the discretion of the conductor, in consultation with the Orchestra Manager, the Board and the Conservatory, members may be asked to leave the orchestra due to poor attendance.

4. Fees –

All players are asked to register with the Conservatory office prior to August 31st. MRC tuition fee is \$550.00. The **CYO Society yearly fee** is \$500.00. Parents may choose to pay this fee by

credit card (Visa and Mastercard only) by contacting the Conservatory office (403-440-6821). Alternatively, post-dated cheques may be presented to the Orchestra Manager at the September Annual General Meeting which represents payment over the period from September to December, with the final payment due on December 14, 2019. CYO members who fail to pay their Society fees will not be allowed to participate in the Youth Orchestra Symposium in Banff, and may be asked to leave the orchestra.

Each member is required to provide one (1) music deposit cheque in the amount of \$75.00 (cheque post-dated **June 30, 2020**). **This cheque is due at the second Saturday morning rehearsal on September 21, 2019.** Please note that the music deposit cheque will be returned to you or shredded (your choice) after all music and folders are returned in good condition at the end of the season.

Please speak to the orchestra manager if you would like information regarding the procedure to reduce or waive CYO Society fees.

5. Volunteer Responsibilities –

Acceptance to the CYO is an honour and a privilege. With “honour and privilege” comes responsibility. Because volunteers are an important resource for the CYO, their contribution to all aspects of organizational operations is essential. Parents and/or members meet their responsibility to the Society Board by **fundraising** and **volunteering** to assist with CYO activities.

The CYO Society Board requires that each member of the orchestra, or their parent/guardian, contribute at least four (4) hours of volunteer time each year.

6. Behavior -

Over the past six decades, the CYO has cultivated a reputation as an excellent ensemble, and as a community leader.

On stage and off, CYO members are expected to behave in a manner that enhances the orchestra’s reputation, and its image.

I/we acknowledge that I/we have read the above list of responsibilities and obligations and agree to meet them.

Orchestra Member

Print name

Parent/Guardian (if member is under 18 yrs)

Print name



CODE OF CONDUCT

NAME: _____
(please print clearly)

The Calgary Youth Orchestra is privileged to be a part of the Banff Centre's Youth Orchestra Symposium each year, along with the Edmonton Youth Orchestra, and South Saskatchewan Youth Orchestra. Please conduct yourself in a manner that will be a credit to you, your parents/guardians, Mount Royal University Conservatory and the Calgary Youth Orchestra. To this end, **all CYO members (and parents) must sign this agreement and return to George Fenwick by Saturday, October 26, 2019 at the latest. You will not be allowed to participate in the Banff workshop unless we have this signed copy.**

CYO members **who choose not to follow** the code of conduct guidelines will be disciplined appropriately, which may include being returned to Calgary at the member's expense, and may jeopardize his or her membership in the CYO.

1. The orchestra schedule is posted daily. Know where you are supposed to be and when. Each member is responsible for being on time for all scheduled activities – bring your own alarm clock. You are responsible for your personal items and particularly your instrument, music and music stand. Every player is responsible for his/her own instrument insurance.
2. Orchestra members will each be allocated to a chaperone, who will help you with any problems or concerns you may have. **All members will be required to sign-in/sign-out with your chaperone if you wish to engage in activities off campus from the Banff Centre.** When walking to the townsite, go in minimum groups of 3 and return by supper. **After sunset, always walk with at least one other person on campus.**
3. **NO alcohol or cannabis** may be consumed at any time by orchestra members. There will be no alcohol or cannabis allowed in the residence or bus.
4. **NO non-prescription drugs** may be carried, purchased or consumed. This is a zero tolerance policy and you will be sent home at your own expense if you break this rule.
5. Doors will be left **fully open** when there are visitors in the room. As per fire regulations, a maximum of **8 people/room** is tolerated. Lounge/meeting areas are provided for larger groups.
6. Residence curfew is to be observed rigorously. This weekend is demanding and top priority must be given to rehearsals and the concert performance. Curfew for all members is **11:30 pm.**
7. Hiking up mountains, including Tunnel Mountain, is not allowed.
8. **If, for any reason, an orchestra member has to be sent home as a result of misbehavior, all additional expenses incurred will be the responsibility of parents/guardians.**

I have read, and will observe the above Code of Conduct.

Signature of Parent

Signature of CYO Member

Conservatory Model Release

Thank you for your support of Mount Royal University. By sharing your Mount Royal experience through allowing the use of your photo or audiovisual recording of yourself as a champion of the institution, you will help increase the value of our ongoing work to promote the quality of Mount Royal and its strengths to key audiences.

Please review and fill out applicable sections on the following two pages, ensuring to sign and date the form on page 2. Students under the age of 18 years must have this form signed by a Parent or Guardian.

Name of STUDENT (please print): _____

Telephone: Daytime: _____ Evening: _____ Cell: _____

Address: _____ City: _____ Prov.: _____ Postal Code: _____

Model Release: (to be filled out if providing photo and/or audiovisual recording)

I (OR Parent/Guardian), _____, hereby consent to and authorize Mount Royal University (MRU) to the usage and reproduction of any and all audio and video recordings and still photography of my likeness and sound in all media and formats now known or devised in the future, in perpetuity. I agree that the copyright and all other rights in respect to my contribution are assigned to Mount Royal University, and I waive any and all moral rights in the material.

I agree that my voluntary contribution is not for payment or deferred payment.

I agree to release Mount Royal University from any and all claims, demands or causes of action that I may now have or may have in future for libel, defamation, invasion of privacy, right of publicity or infringement of copyright.

I acknowledge by signing below that I have read and understood the contents of this form.

My relationship to Mount Royal University is: (please check one)

Parent Parent name _____

Legal Guardian Guardian name _____

Student (over 18 yrs) Program name _____

Please sign on reverse.

I acknowledge by signing below that I have read and understood the contents of this form:

Signature (Student): _____

Date: _____

Parent/guardian signature if person is under 18 years-of-age:

Signature: _____

Date: _____

Freedom of Information and Protection of Privacy

The information that you provide on this release is collected under the authority of the Post-secondary Learning Act of Alberta and Freedom of Information and Protection of Privacy Act section 33(c). It will be used to confirm authorization of the use and reproduction by Mount Royal University of testimonial(s), photograph(s) and/or audio-visual recording(s). Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have further questions about the collection or use of this information, contact Mount Royal's Office of Marketing and Communications at (403) 440-6004.



FOIP Notification Statement

Freedom of Information and Protection of Privacy

The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and the Freedom of Information and Protection of Privacy (FOIP) Act – Section 33(c). The information will be used for the purpose of ensuring the health and safety of students participating in the Calgary Youth Orchestra program. This includes, but is not limited to, student participation in concerts, rehearsals, and workshops.

Collected personal information is protected from unauthorized access, collection, use, and disclosure in accordance with the FOIP Act and can be reviewed upon request subject to the provisions under the Act.

Questions regarding the collection of personal information can be directed to:

Operations Manager, General and Orchestral Programs, MRU Conservatory, 403-440-8956
Mount Royal University 4825 Mount Royal Gate SW – Calgary, Alberta – T3E 6K6

Admission into the Calgary Youth Orchestra is contingent on your acceptance of the above.

Date

Orchestra Member

Print name

Parent/Guardian (if member is under 18 yrs)

Print name



MEDICAL FORM 2019 (4 pages)

All information on this form is considered to be confidential, and will be treated accordingly. The form must be completed by the parent or guardian, or by participants if they are eighteen years of age or older.

~ Please *print* all information.

Name _____

Address: _____

Birth Date: _____

Parent or Guardian Information:

	Mother	Father
Name		
Address		
Phone (home)		
Phone (work)		

Alternate contact in event of emergency:

Name _____ Relationship: _____

Phone: Home: _____ Work: _____

Health Insurance Information:

Alberta Health Care Number (optional): _____

Family Physician: Name: _____ Phone: _____

Allergies

List **ALL** known allergies (including medication, food, inhalants, etc.)

ALLERGY	REACTION	TREATMENT

Do you carry an EpiPen or other epinephrine autoinjector? _____

If so, please ensure it has not expired.

Medication

Please list all current medications (prescription and over the counter)

MEDICATION	DOSAGE & TIMES TAKEN	REASON

All prescription medication must be in the *original, labeled* container. Please ensure you have enough medication for the entire time away with the orchestra.

Medical history

Does the participant have any of the following:

Diabetes	Yes ___ No ___	Chronic Bronchitis	Yes ___ No ___
Epilepsy	Yes ___ No ___	Rheumatic Fever	Yes ___ No ___
Asthma	Yes ___ No ___	Stomach or Bowel Disease	Yes ___ No ___
Arthritis	Yes ___ No ___	Glandular Problems	Yes ___ No ___
Convulsions	Yes ___ No ___	Emotional Illness	Yes ___ No ___
Heart Disease	Yes ___ No ___	Fainting Spells	Yes ___ No ___
Kidney Disease	Yes ___ No ___	Other (provide details)	Yes ___ No ___

If yes, remarks _____

Does, or has, the participant had any difficulties with any of the following:

Eyes	Yes ___ No ___	Remarks _____
Wear Contact Lenses	Yes ___ No ___	Remarks _____
Ears	Yes ___ No ___	Remarks _____
Nose	Yes ___ No ___	Remarks _____
Throat	Yes ___ No ___	Remarks _____
Digestion	Yes ___ No ___	Remarks _____

Is the participant presently undergoing any treatment for an illness or injury incurred within the past year?

Yes ___ No ___

If yes, please describe _____

Does the participant have any medical concerns that would influence his/her participation in any activities? Yes ___ No ___

If yes, please explain _____

Will you permit chaperones to administer light remedies, specifically for headaches, colds or upset stomach (such as Tylenol, Gravol, cold medication, etc.)?

Yes ___ No ___

If any exceptions, please specify _____

Will you allow a chaperone or other responsible person to administer emergency first aid?

Yes ___ No ___

Does the participant have any Medical Treatment Restrictions, e.g. blood transfusions:

Yes ___ No ___

Does the participant have any personal problems of which the chaperones should be aware?

Yes ___ No ___

If so, please specify _____

Are there any foods the student cannot eat because of health reasons or because of religious or other beliefs? Yes ___ No ___

If yes, please specify _____

Other Information or Comments about the general health of the participant:

Full Name of Person completing the form: _____

(Parent/Guardian signature or participant if over 18)

(Date)

Please note: This form must be completed and will be kept on file and used during the Banff Workshop as well as during concerts and other activities. It is your responsibility to notify the Orchestra Manager and update this form. The care of your child while away or off-site depends on accurate, up-to-date information.

Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP (Freedom of Information and Protection of Privacy) Act and can be reviewed upon request subject to the provisions under the Act.



NAME: _____
(Please print clearly)

RELEASE AND INDEMNITY

Ensemble CALGARY YOUTH ORCHESTRA SOCIETY
Event **Banff Workshop (Youth Orchestra Symposium)**
Place Banff Centre for the Performing Arts, Banff, Alberta
Date November 8 - 10, 2019

IN CONSIDERATION of the above-named Ensemble Member being allowed to participate in the Ensemble's event described above, I/we, being the undersigned, being the parent(s) or guardian(s) of the Ensemble Member, in the Province of Alberta recognizing that there may be an element of risk of injury arising from participation in the event, and arrangements related thereto, do hereby release the Ensemble, as hereinafter defined, and the Board of Governors of Mount Royal University, from any and all actions, suits, claims and demands whatsoever, unless such loss or damages are due to gross negligence of the Ensemble or any of its supervisors.

In the event it becomes necessary in the judgement and discretion of the Ensemble or the Ensemble Member to receive medical or surgical treatment or attention, the Ensemble and supervisors of the trip may authorize the rendering of medical or surgical treatment or attention by or as recommended or directed by a duly licensed physician. In such event, I/we hereby release the Ensemble, as hereinafter defined, and the Board of Governors of Mount Royal University, from any and all actions, suits, claims and demands whatsoever, which may arise as a result of the said treatment or attention and further indemnify and save harmless the Ensemble and the Board of Governors of Mount Royal University from all claims, demands, suits, or actions which may be brought as a result of such treatment or attention.

In the event the Ensemble determines, in its sole judgement and discretion, that disciplinary action is warranted against the Ensemble Member, the Ensemble may at any time prior to the end of the event return the Ensemble Member to Calgary by appropriate transportation of the

Ensemble's choice, in which case, I/we agree to indemnify and hold harmless the Ensemble, and the Board of Governors of Mount Royal University, for all expenses of such return.

In the event of the Ensemble Member causing any injury to the person and/or damage to the property of any other person during the Ensemble's event and travel to and from event, I/we agree to indemnify and save harmless the Ensemble and the Board of Governors of Mount Royal University for any damages, costs or expenses the Ensemble and/or the Board of Governors of Mount Royal University might incur or be ordered to pay as a result of such injury or damage.

The expression "Ensemble" used in this document shall include the Calgary Youth Orchestra, the Calgary Youth Orchestra Society, Mount Royal University, the Board of Governors of Mount Royal University, any of their respective officers, directors, employees, volunteers and chaperones.

DATED at the City of Calgary, this _____ day of _____, 2019.

ENSEMBLE MEMBER

PARENT/GUARDIAN

****** If the Ensemble Member will not be travelling to or from the event in the transportation provided, or will otherwise be separating from the group at any time during the event, indicate alternative travel or other arrangements below:***

(Complete this section only if applicable)

DATE

PARENT/GUARDIAN

**Calgary Youth Orchestra
CALENDAR 2019-20**

*Please note that this schedule is subject to change.
We will notify you during weekly email updates and during rehearsals if changes will occur.*

September 2019

Sat. 14	first rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 14	Parents' Meeting and AGM	Atelier room	9:30 am
Sat. 21	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 28	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm

October

Sat. 5	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 12	NO REHEARSAL	(Thanksgiving)	
Sat. 19	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 26	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm

November

Sat. 2	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Fri. 8	Travel to Banff Centre for Youth Orchestra Symposium	Leave MRU	9:30 am
Sat. 9	In Banff		
Sun. 10	Concert in Banff	Eric Harvie Theatre	2:00 pm
	Travel to Calgary	Arrival at MRU 6:30 pm (approx.)	
Sat. 16	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sun. 17	dress rehearsal	Bella Concert Hall	2:00-4:30
	Concert	Bella Concert Hall	7:30 pm
Sat. 23	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 30	rehearsal w. choirs	Leacock Theatre	9:30 am – 12:30 pm

December

Sat. 7	rehearsal w. choirs	Leacock Theatre	9:30 am – 12:30 pm
Fri. 13	tech rehearsal	Bella concert hall	approx. 7:00 pm - 9:30 pm
Sat. 14	Sounds of the Season concerts	Bella concert hall	1:30 pm call, 2:00 concert
		Bella concert hall	7:00 pm call, 7:30 concert

HOLIDAYS! (no rehearsals until Jan.11)

January 2020

Sat. 11	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 18	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 25	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm

February

Sat. 1	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Fri. 7	Concerto competition	ED 2009, Conservatory	4:00 pm – 9:00 pm
Sat. 8	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Fri. 14	Concerto competition	ED 2009, Conservatory	4:00 pm – 9:00 pm
Sat. 15	NO REHEARSAL (Family Day)		
Sat. 22	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 29	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm

March

Sat. 7	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 14	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 21	NO REHEARSAL (Spring Break)		
Sat. 28	NO REHEARSAL (Spring Break)		

April

Sat. 4	rehearsal with Fretless	TransAlta Pavillion	9:30 am – 12:30 pm
Sun. 5	dress rehearsal	Bella Concert Hall	2:00-4:30
	Concert	Bella Concert Hall	7:00 call, 7:30 pm concert
Sat. 11	NO REHEARSAL (Easter)		
Sat. 18	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 25	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm

May

Sat. 2	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 9	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sat. 16	NO REHEARSAL (Victoria Day)		
Mon. 18	Dress Rehearsal	Bella Concert Hall	5:00 – 6:30
	MusicFest concert	Bella Concert Hall	8:00
Sat. 23	regular rehearsal	TransAlta Pavillion	9:30 am – 12:30 pm
Sun. 24	Dress rehearsal	Bella Concert Hall	4:30 – 6:00
	Concert	Bella Concert Hall	8:00 pm concert

END OF REGULAR SEASON

Late July/early August – potential tour to Belgium and the Netherlands