



Player & Parent

Policies and Procedures

Vision:

Begun in 2006, the Reno Youth Jazz Orchestra was created to assemble a youth jazz band of highly motivated Middle School and High School Students from the Reno/Sparks and surrounding areas. The experience will prepare and aid students in attaining college scholarship opportunities.

In the 2011-2012, the Reno Youth Jazz Orchestra's vision to begin a second band to allow younger and/or less experienced student musicians the opportunity to learn the core basics of jazz music, as well as provide them with some performance experience was accomplished.

The 2017-2018 RYJO season saw our vision broaden with the addition of the RYJO Combo. This is a small group of RYJO's top players. Through the RYJO Combo, students can play in small group settings throughout the community. The Combo is optional and will be added at the discretion of the RYJO Directors.

Mission:

Provide community based, student focused, Middle and High School jazz education through rehearsal and performance, while cultivating an understanding of the history, literature and creative aspects of jazz.

Objectives:

Present positive images of young jazz musicians to the community by taking a considered and professional approach to artistic content and overall presentation.

Perform newly composed arrangements, as well as standard jazz literature, for ensembles and big bands in live performance venues. Travel outside of the Reno/Tahoe area for national and international performance experiences and competitions.

RYJO UNIFORMS

RYJO standard uniform is:

- * RYJO shirt (one long-sleeved, one Short-sleeved)
- * RYJO tie-- with long sleeved shirt only
- * Black dress pants or skirt
- * Black belt
- * Black dress socks or tights
- * Black dress shoes

RYJO will purchase the student's long and short-sleeved shirts, as well as their tie. All other uniform items will be the responsibility of the player and his/her parents. If this creates a financial hardship, please notify Karen.

POLICIES AND EXPECTATIONS

The Reno Youth Jazz Orchestra consists of the Reno Youth Jazz Orchestra I, the Reno Youth Jazz Orchestra II, and the Reno Youth Jazz Orchestra Combo.

Any rehearsal, performance, gig, or function that is scheduled through the Reno Youth Jazz Orchestra, its website, its e-mail address, its text messaging, its Remind, or by the Band Director and/or Director of Programs and Development constitutes an official Reno Youth Jazz Orchestra event. These rehearsals, performances, gigs, functions, and events are all subject to the following policies.

Behavior Policy

1. We expect that all musicians will be on time to all rehearsals, gigs, events, and performances. "On time" is defined as being in your chair, warmed up, and ready to play.
2. All cell/mobile phones **MUST** be put away during rehearsals, gigs, events, or performances. Cell/mobile phones may not be on the bandstand at any time. Musicians may check their phones at break time only. Should an emergency arise, parents may call or text Karen at 775-250-5884 and she will relay the message to the musician.
3. There will be no malicious gossip or behavior amongst the musicians or parents of the RYJO. The Reno Youth Jazz Orchestra's groups are ensembles of players who come together for the common goal of learning and creating jazz music.

In the event a behavior problem arises, the following process will be followed:

Minor Occurrence: Verbal warning from the Band Director, Assistant Band Director or Director of Programs and Development.

Severe Occurrence or Ongoing Minor Occurrences: Parent or Guardian of the RYJO member will be notified about the behavior by phone or email from the Band Director or the Director of Programs and Development.

Excessive Misbehavior: At the discretion of the Band Director(s) and the Director of Programs and Development a RYJO member may be suspended or dismissed from the Reno Youth Jazz Orchestra.

ATTENDANCE POLICY

It is important that each member of the Reno Youth Jazz Orchestra attends and is on time to all rehearsals, gigs, events, and performances.

Tardy Policy: A RYJO member is considered tardy when he/she is not in his/her chair, warmed up and prepared to play at the beginning of the stated rehearsal, gig, or performance time.

NOTIFICATION: The RYJO member must personally communicate about the tardy by **E-MAIL!** The e-mail should be sent as soon as the member is aware that he/she must be tardy, with a **MINIMUM 24-HOUR NOTICE***. The communication e-mail must include the reason for the tardy. The member may also call or text RYJO at 775-250-5884 in **ADDITION** to the e-mail. *Exceptions include illness and emergency

Excused Absence Policy

NOTIFICATION: The RYJO member must personally communicate about the absence by **E-MAIL!** The e-mail should be sent as soon as the member is aware that he/she must be absent, with a **MINIMUM ONE WEEK NOTICE***. The communication e-mail must include the reason for the absence. The member may also call or text RYJO at 775-250-5884 in **ADDITION** to the e-mail. *Exceptions include illness and emergency. Absence from a **GIG or PERFORMANCE** require **TWO** weeks' notice!

Excused Absences Include: 1. Illness 2. Emergency 3. WCSD/School Sanctioned/Private Study concerts or performances. 4. WCSD/School Sanctioned Honor Band, Honor Choir, All State Band, or All State Choir events. 5. WCSD/School Sanctioned/Private Study dress rehearsal (1,) technical rehearsal (1,) and performances. 6. WCSD/School Sanctioned/Private sporting games. 7. Prearranged vacations.

Though there are Acceptable/Excused Absences, excessive absences are not allowed and will result in the following disciplinary action:

1-2 EXCUSED absences are acceptable.

3rd EXCUSED absence: The Band Director or the Director of Programs and Development will have a phone discussion with the RYJO member's parent or guardian.

4th EXCUSED absence: At the discretion of the Band Director(s) and the Director of Programs and Development a RYJO member may be suspended or dismissed from the Reno Youth Jazz Orchestra.

The absence policy includes all **rehearsals, gigs, concerts, events and performances.**

Unexcused Absence - No Call/No Show Policy

A RYJO member is considered a No Call/No Show when he/she does not attend a rehearsal, performance, event, or gig and does not personally communicate, in advance, with minimum notice, by E-MAIL regarding the absence.

UNEXCUSED ABSENCES INCLUDE but are not limited to: 1. Homework 2. Preparing for tests 3. Mid-term or Finals Week 4. Employment 5. WCSD/School Sanctioned/Private Study rehearsals. 6. WCSD/School Sanctioned/Private sporting practices.

NOTIFICATION: The RYJO member must personally communicate about the absence by E-MAIL!! The e-mail should be sent as soon as the member is aware that he/she must be absent, with a MINIMUM ONE WEEK NOTICE*. The communication e-mail must include the reason for the absence. The member may also call or text RYJO at 775-250-5884 in ADDITION to the e-mail. *Exceptions include illness and emergency.

If this policy is violated, EVEN ONCE, the following action may occur: At the discretion of the Band Director(s) and the Director of Programs and Development, a member

Reimbursement of Sub Cost: At the discretion of the Band Director(s) and the Director of Programs and Development, a member may be asked to pay a fee of \$50.00 to offset the cost of hiring a substitute professional player.

Instrument Policy

1. Reno Youth Jazz Orchestra musicians will not share instruments, mouthpieces, reeds, etc.
2. Each player will use/play ONLY his/her own instrument at all rehearsals, gigs, performances, and events.
3. The only exceptions to the above are piano/keyboards and drums/percussion.

Load In/Load Out Policy

1. The term “Load In” refers to unloading the RYJO equipment from the trailer and setting up the bandstand at gigs, events, and performances.
2. The term “Load Out” refers to breaking down the bandstand and at gigs, events, and performances and loading the equipment into the RYJO trailer.
3. Each instrument section, i.e., saxophones, trumpets, rhythm, etc. will be responsible for the Load In and Load Out of their section of the bandstand at all gigs, events, and performances.
4. For each gig, event, or performance, one instrument section-- i.e., saxophones, trumpets, rhythm, etc.-- will be assigned to be in charge of Load In and Load Out of the trailer and its equipment. The assignment of the section will rotate for each gig, event, and performance. The instrument section leader will have the ultimate responsibility for the Load In and Load Out of that gig, event, or performance.

RYJO FEES

The Reno Youth Jazz Orchestra Season 15 runs from November 16, 2021 through July 17, 2022.

The RYJO Season 15 fee is \$400.00 per player. An equal payment plan is available if necessary. A discount of \$150.00 is given for every additional RYJO student from one household.

OPTIONAL PAYMENT PLAN SCHEDULE:

Payment 1: \$100.00 due at Mandatory Player/
Parent Meeting—1st rehearsal on
Tuesday, November 16, 2021.

Payment 2: \$100.00 due at the beginning of rehearsal on Tuesday, December 14,
2021

Payment 3: \$100.00 due at the beginning of rehearsal on Tuesday, January 4, 2022

Payment 4: \$100.00 due at the beginning of rehearsal on Tuesday February 8, 2022

Donations, Grants and Fundraising

Majority of RYJO funding is obtained through donations and grants. If you or someone you know would like to make a tax-deductible donation it will be joyfully accepted and greatly appreciated. If you know of grant opportunities RYJO might research, please send a brief description and contact information for the grant opportunity by email.

We do participate in a few fundraising opportunities, but never anything that would require RYJO members to sell to the public. An ongoing fundraiser is **smile.amazon.com** – simply sign in with your Amazon account through **smile.amazon.com** pick Reno Youth Jazz Orchestra as your charity and 0.5% of all your purchases will go to RYJO

PARENTAL/GUARDIAN CONSENT

PHOTO & VIDEO RELEASE

On occasion, the Reno Youth Jazz Orchestra may use pictures and video of you and/or your minor child during RYJO promos, at other events, online, television broadcasting, etc. With regard to the use of photos and videos for publicity, it is our policy that persons in photos or videos **are not** identified by name. Please note that these photos and videos will be used now and in the future.

You may choose to consent to or decline the use of pictures and video of yourself and your minor child.

Reno Youth Jazz Orchestra

PARENTAL/GUARDIAN CONSENT PHOTO & VIDEO RELEASE FORM

GRANT PERMISSION:

Please fill out and sign the appropriate statement to either **give** or to **decline** permission to use pictures and video of you and/or your minor during RYJO promos, at other events, online, television broadcasting, etc. With regard to the use of photos and videos for publicity, it is our policy that persons in photos **are not** identified by name. Please note that these photos and videos will be used now and in the future.

Each member of the RYJO (minor or adult) MUST have this form filled out completely and signed. Please return completed forms to Karen Scarbrough.

To **GRANT** permission to use you or your minor's pictures & videos:

Participants Name: _____

Birthdate: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

I, _____ (Please print your name) **GRANT** permission to Reno Youth Jazz Orchestra to publish pictures & videos of the person named above on the Reno Youth Jazz Orchestra websites, in promotional videos, press releases, or any other form of public publicity. If signing for a minor, I further state that I have the right to give this permission to the minor named above as I am the minor's parent or legal guardian. I understand that if I give notice to Reno Youth Jazz Orchestra that I object to any particular picture or video on the website, it will be removed as soon as possible.

Signature of Participant: _____ Date: _____

If Under 18, Parent's Signature: _____ Date: _____

Reno Youth Jazz Orchestra

PARENTAL/GUARDIAN CONSENT PHOTO & VIDEO RELEASE FORM

DECLINE PERMISSION

To **DECLINE** permission to use you or your minors' pictures & videos:

Participants Name: _____

Birthdate: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

I, _____ *(Please print your name)* **DECLINE** to grant permission for Reno Youth Jazz Orchestra to publish pictures & videos of myself and/or the minor named above on the Reno Youth Jazz Orchestra website, in promotion videos, press releases, or any other form of public publicity. If signing for a minor, I further state that I have the right to give this permission to the minor named above, as I am the minor's parent or legal guardian

Signature of Participant: _____ Date: _____

If Under 18, Parent's Signature: _____ Date: _____

Reno Youth Jazz Orchestra
Covid 19 Protocols

1. RYJO students, parents and staff will wear a mask covering the nose and mouth upon entering the rehearsal space or gig venue.
2. RYJO students, parents and staff will wear their masks during announcements, discussions, and breaks.
3. RYJO horn players or vocalists may remove their masks during active playing at a rehearsal or gig.
4. RYJO rhythm section, i.e., guitar, piano, bass, and drums, must wear their masks at all times.
5. RYJO horn players must use a bell cover on their instrument.
6. RYJO students, parents and staff will practice social distancing of a minimum of three feet at all times.
7. Please DO NOT attend rehearsal or a gig if you are sick. If a RYJO student, parent or staff comes to rehearsal or a gig while sick, they will be asked to leave immediately.

These protocols are subject to change as warranted

Print student name _____

Student signature _____

Print parent/guardian name _____

Parent/guardian signature _____

AGREEMENT

1. The RYJO player and his/her parents have read, reviewed, and understand the fees, rules, and procedures discussed in this handbook.
2. The RYJO player and his/her parents agree to follow all rules and procedures discussed in this handbook.
3. The RYJO player and his/her parents understand the Reno Youth Jazz Orchestra season runs from Tuesday, November 16, 2021 through July 17, 2022.
4. The RYJO player agrees to attend all rehearsals and performances. All procedures regarding tardies and absences are discussed in this handbook.
5. The RYJO player agrees to be responsible for practicing his/her music at home and come to RYJO rehearsals prepared to play with the ensemble.
6. The RYJO player agrees to bring all items necessary to play—instrument(s), music, mouthpieces, mutes, tuners, pencils, etc.—to all rehearsals, gigs, and performances.
7. The RYJO player will be treated as a professional musician, and therefore, will treat the band and his/her band mates in the same professional manner.
8. The RYJO player and his/her parents will check EMAIL every day, as the RYJO schedule can change quickly.

Print student name _____

Student signature _____

Print parent/guardian name _____

Parent/guardian signature _____

Vernon Scarbrough, Co-Founder & Director RYJO

Colonel (retired) Vernon Scarbrough has spent most of his life in the Reno-Sparks area, attending local schools. It was in the Washoe County School District that he learned his craft as a musician, with an emphasis on the saxophone.

Vern graduated with a Bachelor of Music, with a minor in Music Education from one of the country's most prestigious jazz colleges, the University of North Texas.

He received his Master's Degree in Fine Arts, Music Education from Southern Oregon University.

Vern earned a Master's Degree in Strategic Studies from the United States Army War College in Carlisle, Pennsylvania.

Mr. Scarbrough taught band in the Washoe County School District for twenty-two years and is now retired.

Vernon and his wife, Karen, are Co-Founders of the Reno Youth Jazz Orchestra.