

# WELCOME

Congratulations on your selection as a member of the Queensland Youth Choir.

We look forward to sharing with you our love of choral singing.

## STATEMENT OF PURPOSE

The Queensland Youth Choir exists to provide quality choral training and performance experience for children and young adults resident in south-east Queensland.

## VISION AND VALUES

Our vision is excellence in choral training and performance achieved through:

- a focus on choral presentation;
- high quality training and learning;
- inclusion of a wide range of musical styles;
- provision for continuous involvement of the individual from young child to young adult;
- partnerships with parents and other organisations to assist us to achieve our goals; and
- responsible and effective management.

## COMMITMENT

The Queensland Youth Choir is committed to

- children and young adults with an interest in choral music;
- excellence in all that we do; and
- development of positive personal attributes and attitudes.

The Queensland Youth Choir provides a caring and supportive environment in which children and young adults can strive to achieve choral and performance excellence through the development of musical knowledge, singing and performance technique, self-confidence, teamwork, personal friendships and a sense of commitment to the community.

## THIS HANDBOOK

Please store this handbook in a safe place for future reference. You will be issued with a new handbook when either:

- a new edition is produced; or
- you move to another QYC ensemble



## WHAT OTHERS HAD TO SAY

"Federation Song, presented by the Queensland Youth Choir, ought to have been among the [4MBS Festival of Classics] fare with its exhilarating celebration of Australian song by young Australians whose singing was very moving, and whose remarkable pizzazz in Australian bush songs and *The Boy from OZ Medley* was dazzling."

**Patricia Kelly**, Reviewer, *The Courier Mail*

"What a mature performance. Their personality and presentation in which each individual was able to make their contribution to a beautifully integrated presentation was a pleasure to listen to."

**Ken G Pope**, audience member

"VoiceWorks not only provided me with some of the best times of my life, it's given me some wonderful life-long friendships."

**Glenys Power** (nee Tristram), past member

"Please extend to all those who participated in *Gloria a Dios* my heartfelt thanks and congratulations for an afternoon of sheer delight. My friends and I were thrilled to the point of exhaustion"

**Tess Hall**, audience member,  
"Cathedral's Week 2002"

"The Carols was a resounding success. Your assistance and the enthusiasm of the many talented members of the choir significantly contributed to the event. The inspirational performance by the choir was an unforgettable part of the evening's program."

**Bob Atkinson**, Commissioner of Police.

"I would like to take this opportunity to sincerely thank members of the Queensland Youth Choir for your performances during the Christmas celebrations. We were most impressed with the quality of the performances and the professionalism of the performers."

**Katrina George**, Events Coordinator, South Bank Corporation.

# INTRODUCTION

## COMMITMENT

Members of the Queensland Youth Choir have been accepted, through an audition process, on the basis of their demonstrated performance ability and their potential to make a valued contribution to their ensemble.

In order to get the most out of their time with QYC, it is important that members appreciate that a place in a QYC ensemble is a serious commitment for the whole year. Members must demonstrate a firm commitment to complying with the compulsory attendance at rehearsals, camps and concerts, as well as the need to give high priority to all other performance calls.

Members also need to be willing to comply with the various policies and procedures that are outlined later in this handbook.

## PARENT INVOLVEMENT

To ensure the smooth and efficient running of the organisation, it is important that members and parents take the time to read and, as required, respond to the weekly newsletters and other communication items that may be provided from time to time.

The Queensland Youth Choir relies on the assistance of volunteers, who are an integral part of the successful management and operations of the organisation. QYC is dependent on, and deeply appreciative of, the generous assistance of parents and friends who are able to offer their time and skills to ensure that QYC provides the very best opportunities for its members.

Assistance is required with billeting, canteen, uniforms, concerts, promotions, office work and any other skills which may be of value.

From time to time there is also a necessity to conduct fundraising activities, either in support of specific activities or simply to enhance the opportunities for the organisation as a whole. QYC looks forward to and appreciates, your enthusiastic support of these activities.

## MEDICAL INFORMATION

Members and/or parents are requested to ensure that QYC is provided with all relevant health and medical information, which may assist QYC to ensure the well-being of members while in our care.

Comprehensive medical information will be collected/updated at the beginning of each year. Choristers participating in interstate or overseas tours may be required to provide additional medical information.

If medication is required to be administered to members while in QYC care, it must be given to the assistant administrator with a note from a parent/guardian detailing the dosage and frequency/circumstances of administration.

## PRIVACY

The Queensland Youth Choir collects information only for the purposes of:

- maintaining a membership list as required under the rules of incorporation and in relation to public liability insurance;
- maintaining efficient and effective communication links with members and parents; and
- fulfilling its duty of care obligations with respect to the well being of members and volunteers.

The Queensland Youth Choir does not knowingly disclose member or parent/guardian details to any third party, without consent, except in the case of a medical or police emergency.

To facilitate contact between members of QYC (eg. for the purpose of arranging car pooling), QYC may publish and distribute to members only, a *Contact List* detailing the name, suburb and home/mobile telephone number

of each member of the group.

Details provided on Medical Information Forms will remain confidential to QYC administration. In the case of a medical emergency, this information will be made available, on request, to medical, paramedical, nursing and/or ambulance staff to assist them in providing appropriate treatment.

From time to time, the Queensland Youth Choir may take photographs, make video recordings or make sound recordings of QYC performances and other activities (eg. camps, tours and workshops). These may be used by QYC for promotion and advertising, media releases, in publications and/or for commercial purposes. QYC may also wish to use works created by members, as part of their direct involvement with QYC, for similar purposes.

The *Release Consent Form* (see opposite) gives the Queensland Youth Choir permission to use sound and/or vision of members, or to use works created by members in the course of their involvement with QYC, for purposes associated with the promotion of the Queensland Youth Choir.

## DUTY OF CARE

All members have a right to protection from harm. The QYC management committee, contracted staff and volunteer workers act at all times to ensure that members are provided with a secure and nurturing environment.

Choristers are considered to be under the care of QYC while at rehearsal and performance venues during advertised call times. The duty of care also extends to arranged group transport to and from a performance venue and any group activity conducted by QYC.

## INQUIRIES

All queries or concerns should be communicated to the Administrator. Our contact details are listed on the front cover of this handbook and office hours are listed on our website on the 'Contact' page.

If, during advertised office hours, the answering machine picks up your call it may be that the Administrator is taking another call, is on the Internet or is temporarily out of the office. Please leave a message and you will be contacted as soon as possible.



### SPOTLIGHT ON VOICEWORKS and VIVACE VOICES

December 2003	<b>Riverside Christmas Carols.</b> Riverside Centre. <b>Broadbeach Carols by Candlelight.</b> Broadbeach foreshore.
November 2003	<b>Conservatorium Choral Spectacular</b> – Qld Conservatorium of Music
July 2003	<b>Festival 500—Sharing the Voices.</b> St John's, Newfoundland, Canada
April 2003	<b>Rising Song Down Under.</b> Joint concert with the Kashiwara City Junior Chorus (Japan), St Paul's School and Albany Creek State High School. Concert Hall, OMB.
December 2002	<b>South Bank International Christmas Carols.</b> South Bank Parklands. <b>Police Commissioner's Christmas Carols.</b> South Bank Piazza.
October 2002	<b>Official Launch—Disney's "The Lion King".</b> Qld Performing Arts Theatre
September 2002	<b>ANCA Choralfest Prelude.</b> St Stephen's Cathedral.
May 2002	<b>Gloria a Dios Concert—</b> Cathedrals Week 2002. St Paul's Presbyterian Church

# ACKNOWLEDGEMENT AND RELEASE CONSENT FORM

This copy of the form is to remain in the handbook for your records.  
Please complete and return the enclosed copy of this form at your next rehearsal.

## ACKNOWLEDGEMENT

### For members under 18 years

I acknowledge that I have read and understand the policies and procedures contained in this handbook. As a parent/guardian I undertake to ensure that my child also understands the policies and procedures, and I will encourage my child to adhere to the spirit and intent of these requirements at all times.

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

### For members 18 years and over

I acknowledge that I have read and understand the policies and procedures contained in this handbook, and I agree to adhere to the spirit and intent of these requirements at all times.

Signature of Member \_\_\_\_\_ Date \_\_\_\_\_

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## RELEASE CONSENT

Signing this form gives the Queensland Youth Choir Inc. (QYC Inc.), permission to use sound and/or vision of members, or works created by members of QYC Inc. in the course of their involvement with the organisation, for purposes associated with the promotion of the Queensland Youth Choir Inc.

I understand that:

- QYC Inc. may record sound and/or vision of me whilst I am taking part in QYC Inc. activities or performances.
- During the course of my involvement with QYC Inc., I may create works (e.g. stories, poems, lyrics, drawings, photographs, original music/arrangements) that attract intellectual property rights.
- My name may be used in connection with any works.
- QYC Inc. understands that I own the intellectual property rights for my works, my sound and my vision, and that this consent form is not meant to transfer my ownership.

I give permission to QYC Inc. to use my sound/vision, my works, and/or my name for:

- any media activity that the QYC Management Committee commissions or agrees to;
- promoting and advertising the Queensland Youth Choir, its members and activities;
- Queensland Youth Choir publications; and
- any commercial purpose.

I further understand that:

- by giving this permission, the Queensland Youth Choir can use my works, my sound and/or my vision in any way it chooses, for the purposes described above. It may reproduce them in any form, in whole or in part, and distribute them by any medium including the Internet, CD-ROM, or other multimedia uses;
- my works, my sound and/or my vision may be kept on file for an indefinite period of time and that they may be used in the future by the Queensland Youth Choir for any of the purposes listed above; and
- the Queensland Youth Choir will not pay me for giving this permission.

If I decide to withdraw my permission at any time, it is my responsibility to contact QYC Inc. and inform them, in writing, of my decision.

### For members under 18 years

Signature of Parent/Guardian \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

### For members 18 years and over

Signature of Member \_\_\_\_\_

Signature of Witness \_\_\_\_\_

Date \_\_\_\_\_

# POLICIES AND PROCEDURES

## COMMUNICATION

Clear and timely communication between QYC, its members and their parents/guardians is critical to the smooth and efficient running of the organisation.

Newsletters are produced, as required, that include information concerning future events, changes to rehearsal/performance schedules, additional rehearsals and items of general interest. It is important that members and parents read these newsletters immediately they are received. Some newsletters will include items that require a response. These should be dealt with and returned to QYC as soon as possible.

Newsletters will be forwarded via email. Members without an email facility will be provided with a hard copy of the newsletter, which will be placed in the chorister's pigeon hole prior to the end of rehearsal, or mailed if the chorister is absent from a rehearsal.

## REHEARSALS

Rehearsals are held weekly in the QYC building, which is located at the rear of the Old Museum Building.

Members can help to ensure that maximum benefit is derived from each rehearsal within a pleasant atmosphere by adhering to the following procedures and requirements:

- Arrive by the call time, which is 6:45 pm for a 7:00 pm start. The rehearsal will finish at 9:30 pm.
- Bring your music folder, a 2B pencil and an eraser to each rehearsal. It is also a good idea to have your own bottle of water.
- On arrival, sign the attendance record and place any return notices in the "In Tray".
- Place personal items in your pigeon hole and check your pigeon hole at the beginning and end of each rehearsal for any new music or communications.
- Late arrivals should remain quietly at the side of the group until invited by the Musical Director or Assistant Administrator to join the rehearsal.
- To minimise disruption once rehearsal has commenced, remain in your place unless directed otherwise by the musical director. A break during the rehearsal provides an opportunity to go to the toilet, refill your water bottle and to make purchases from the canteen.
- Keep the rehearsal space clean and tidy at all times by not bringing any food or drink (with the exception of water bottles) into the area.
- QYC is privileged to have its rehearsal space in such a pleasant environment. Please show your respect for the gardens and help to keep the area clean and tidy.
- Demonstrate good manners and your respect for guests, your musical director and other QYC staff by always listening quietly when being spoken to.
- For your personal safety, always remain in or close to the QYC building during breaks.
- Use the time before and after rehearsals, and during break times, to socialise with other choristers.
- Always inform your Assistant Administrator if you are unable to attend any rehearsal or performance. An apology book is available for this purpose.

## ATTENDANCE

Regular attendance at rehearsals, the annual camp and the QYC Concert Series performances is regarded as compulsory and is essential to the on-going development of individual members and the organisation as a whole. Dates for these commitments are published early each year so that families can plan ahead and thereby avoid conflict with other activities.

Special activities, such as recording sessions, which require the whole choir to be in attendance for rehearsals and the activity itself, will be advertised well in advance. For these activities, full attendance will be expected.

Additional performances are added to the QYC schedule during each year in response to invitations from, and engagements by, organisations, businesses and event managers. While attendance at these performances is

voluntary, members are asked to give priority to participating in these events as they are a valuable extension to the performance opportunities that QYC is able to provide.

In those circumstances where unavoidable conflicts occur between QYC activities and those of family, school, dance, sport, church activities etc., we ask that a reasonable approach be adopted that ensures the requirements of QYC are given a fair and balanced priority.

Members who will be absent from a rehearsal or a compulsory performance must provide prior advice to the Assistant Administrator. An apology book is available in the QYC office for this purpose.

For a member absent more than twice during a semester without reasonable recorded excuse, the musical director has the right to request the member to demonstrate that he or she is keeping up with the work being covered by the group. Failure to demonstrate this ability, or continued unsatisfactory attendance, may result in the member being requested to terminate his or her membership.

## **CODE OF CONDUCT**

At all times while involved in QYC activities, members should demonstrate a high level of self discipline and should treat fellow choristers and members of staff with respect, courtesy and cooperation.

At all performances, the Queensland Youth Choir is being showcased to a wide cross-section of the community. Over the years, QYC has developed an enviable reputation for the high standard of its performance and presentation. Members are requested to do their part in maintaining these standards by always acting in a professional manner at all times.

Please note that all rehearsal and performance venues are smoke free zones. No QYC member is permitted to smoke while in uniform or at any QYC rehearsal or performance. The consumption of alcohol is not permitted at rehearsals or within the period of twelve hours prior to any performance.

## **PERSONAL SAFETY**

To help ensure their personal safety, members of Vivace Voices should not leave the rehearsal space or performance venues without first notifying the assistant administrator.

Parents should personally collect under-18 members from the nominated collection point. For rehearsals, this is the demountable building behind the Old Museum Building. For external performances, a collection point will be advised in the communication relating to the event.

QYC does not recommend collection of choristers from the front gate of the Old Museum Building, as this location is not supervised by QYC staff.

## **REVISION**

Weekly rehearsals cover all the repertoire and associated aspects of performance. However, the efficiency of rehearsals and the quality of the final performance will be considerably enhanced if all members take on the responsibility of revising their music at home between rehearsals. Revision should include activities such as learning words, vocal exercises, practising parts and consolidating choreography. Two to three short sessions per week would be ideal.

## **CONCERTS, PERFORMANCES AND RECORDING SESSIONS**

Each QYC group (individually and in combination) presents several public concerts during the year at venues around Brisbane. Participation in these concerts, part of QYC's Annual Concert Series, is compulsory. The dates and venues for these concerts are made available in the early part of the year.

QYC groups are also engaged by entertainment agencies, private individuals and corporations to perform at a variety of concerts, functions and events throughout the year. The number and location of these varies from year to year. While participation in these events is not compulsory, members are expected to give a high priority

to attendance at all such engagements. These additional performances add to the experience of members and the performance fees from these events help QYC to keep its fees amongst the lowest in Queensland.

Members will be notified of these performances in the *Important Dates* section of the newsletter, and via an availability form. For some events, only a specific number of choristers will be needed, which means that on these occasions all available choristers may not be required.

It is important that availability forms, when distributed, are returned promptly. This will allow QYC to confirm availability with the client in a timely manner.

The availability forms for external performances will include all relevant detail concerning date(s), venue and location, uniform requirements, rehearsals, pick-up and set-down locations, performance times including approximate finish times and call times.

On arrival at a performance, members should report immediately to the Assistant Administrator and sign-in. Once signed-in, members are under QYC care and should not leave the venue for any reason unless a general permission has been given or individual members have checked first with the assistant administrator.

It is important that, if parents are delayed in delivering or collecting a member, contact is made with the assistant administrator. Similarly, members responsible for their own transport should contact the assistant administrator if delayed.

## CAMPS

Music camps form an integral part of each year's training program. They provide a significant extension of, and an enhancement to, the program covered in the weekly rehearsals.

Members of the VoiceWorks and Vivace Voices attend a joint compulsory weekend residential music camp during March. Held in the early part of the year, the camp provide an opportunity for new members to get to know their fellow choristers, to establish friendships, and to develop a strong sense of cohesion and group identity.

The camps are held at church/youth camps located close to Brisbane, and are fully catered. The full two-day program covers a substantial amount of new repertoire and associated performance skills. As well as repertoire rehearsals, members are involved in sessions with professional choreographers, learn about aspects of stage presentation and performance, and participate in workshop activities conducted by guest specialists. There is also time set aside for social activities.

Each camp concludes with an afternoon concert to which parents are invited.

The cost of the camp is included in the annual fee.

## TOURS

QYC ensembles have toured interstate and overseas, their destinations including Canada, Japan, New Zealand, Adelaide, Melbourne, Canberra, the Northern Territory, provincial Queensland and northern New South Wales.

Touring with the QYC provides young people with experiences that will remain with them for many years to come. Personal friendships are developed and enhanced, and the tour experiences contribute to aspects of personal growth and maturity. The opportunity to travel interstate and overseas, to sing with and for others who share their love of choral performance, to learn about singing through workshop and rehearsal activities, and to form friendships with young people from other parts is a very valuable and rewarding experience.

## UNIFORMS

Presentation at performances, including aspects of dress and deportment, is as important as the choral performance itself. Maintaining a strict uniform dress code enables the Queensland Youth Choir to present as a high quality, well disciplined choral music ensemble. Members are encouraged to ensure that they always adhere to the following dress code, take pride in their appearance and care for their uniforms.

Vivace Voices has a formal performance uniform supplied by QYC Inc. on a hire basis. The hire charge is included in the annual fee. There are also various additional uniform requirements that must be provided by members. These are detailed in the table below.

A uniform/music security fee is charged when joining QYC for the first time. This fee is refundable upon return of all uniform components and sheet music, in good condition, on retirement from QYC.

The Vivace Voices Head of Wardrobe is responsible for coordinating the maintenance, distribution and collection of the uniforms and can answer any queries or concerns with respect to the QCC uniform requirements.

### *Care of Uniform*

The uniform components provided by QYC on a hire basis are distributed in the early part of the year. Once distributed, care of the uniform is the member's responsibility. Members can contribute to achieving and maintaining QYC's high uniform standards by ensuring that they carry out the following:

- Ensure that each item of your uniform is clearly identified with a name or Library Number.
- Prior to each performance, check that your uniform is clean and neatly pressed, and that your shoes are polished.
- Check the information provided about each performance to determine whether members are to come

<b>UNIFORM DESCRIPTION</b>		
<b>Ladies Formal:</b>	Unisex white shirt, Black pants, Knee-high stockings, Black court shoes.	
<b>Gentlemen Formal:</b>	Unisex white shirt, Black trousers, Black socks, Black shoes	
<b>Casual – Ladies and Gentlemen:</b>	Polo shirt, Black trousers/pants, Flat black shoes.	
<b>UNIFORM DETAILS</b>		
Unisex white shirt	Hired to members, with cost included in the annual fee	Must be returned to QYC when leaving the group
Black pants	Hired to members, with cost included in the annual fee	Must be returned to QYC when leaving the group
Black trousers		Members to purchase retail
Knee-high stockings	Nearly Black (Kolotex)	Purchase from QYC
Black socks	Plain black socks only.	Members to purchase retail
Black court shoes	Polished leather, enclosed toe, with tapered heel. Heel should measure approximately 2 to 4 cm high and 2 cm wide. (No platforms, stilettos or block heels.)	Members to purchase May be available second hand
Black shoes	Flat, lace-up, polished leather dress shoes.	Members to purchase retail
Polo shirt	Grey, with Vivace Voices logo	Purchase from QYC May be available second hand
Flat black shoes	Casual flat black shoes. No joggers or open toes.	Members to purchase retail

dressed or are to arrive in casual clothes.

- Transport your uniform on a hanger and in a garment bag that has your name on it.
- Wear casual shoes to and from performances, and change into performance shoes only for the period of the performance.
- If there is a meal break immediately before or during a performance, bring a spare shirt or other suitable garment to wear over your uniform to protect it from any spills.
- Gentlemen, wash the white shirts after each performance. Wash the black pants regularly as required.
- Lady’s uniforms and men’s jackets and vests are dryclean only. Small surface soiling may be removed by lightly sponging the surface.
- Dry uniform items in the shade or tumble dry using only a cool/delicate cycle.

### *Hair*

Hair must be clean, neat and styled – with no hair over the face, including fringes. Casual or very loose styles are not suitable for performance.

Hair that is below shoulder length must be tied back. Bobby pins and hair ties are the only permitted hair accessories, and should blend with the hair colour.

Hair spray can be useful in maintaining a neat and tidy appearance, but should not be coloured or incorporate glitter.

### *Makeup*

Stage lighting has the effect of making faces look pale and washed-out. Since facial expression is such an important aspect of performance, it is important that all members (both ladies and gentlemen) wear makeup. Appropriate makeup for ladies includes foundation, blush, eye shadow, mascara and lipstick. Gentlemen should wear foundation, blush and lip gloss.

Makeup should not include glitter or nail polish. Gentlemen should be clean shaven.

QYC generally recommends that members come to performances with makeup applied and hair styled. This saves time and helps to avoid backstage congestion. However, in those instances where a performance will be preceded by a lengthy rehearsal, members will be advised to apply their makeup at the performance venue.

Members, including gentlemen, should bring their own makeup kit, tissues and a hand towel to each performance.

The following brands and colours (available from chemists, Target and KMart stores) are the only ones to be used for performances.

<b>Foundation</b>	Use half a shade <u>darker</u> than your skin colour	
<b>Blush</b>	Cover Girl Revlon Australis	<i>Sophisticated Sable</i> <i>Sandlewood Beige</i> or <i>Smokey Rose</i> <i>Rosy Cheeks</i> or <i>Cinnamon Frost</i> or <i>Apricot Burst</i>
<b>Eyeliners</b>	Cover Girl Liquid liner Cover Girl Cover Girl Revlon Australis Maybelline	<i>Onyx</i> <i>Onyx</i> <i>Pencil</i> <i>Black</i> <i>Black</i> <i>Black</i>
<b>Eyeshadow</b>	Cover Girl Revlon - Wet/Dry (4) Revlon - Wet/Dry (2) Australis Maybelline Maybelline	<i>215 Country Woods</i> <i>Sandstorm</i> or <i>Coffee Bean</i> <i>Cocoa Bean</i> or <i>Raisin Rage</i> <i>Nougat Dreams</i> <i>The Suedes</i> <i>Sunbaked Neutrals</i>
<b>Mascara</b>	Cover Girl	<i>Black</i>

	Revlon	<i>Black</i>
	Maybelline	<i>Black</i>
<b>Lipliner</b>	Cover Girl	<i>Burgundy Velvet or Heather Satin</i>
	Australis	<i>Deep Raisin or Vibe</i>
	Maybelline	Wear 'n Go Brick (best match with lipstick)
	Revlon - Lipstick/liner defining duo	<i>Winey Brown or Merlot</i>
<b>Lipstick</b>	Cover Girl	Outlast All-Day Lip Colour #542 Brazen Raisin

### *Jewellery and glasses*

No visible jewellery, body piercings or watches should be worn. Members who normally wear glasses must perform without them if possible or wear contact lenses instead. This will avoid problems with light reflection on stage and the possibility of the glasses coming off during choreography.

### *Rehearsal uniform*

There is no rehearsal uniform for QCC. The Queensland Youth Choir does, however, have an expectation that members come to rehearsals, and travel to and from performances, in clothes that are appropriate for the activity.

The following guidelines will assist members in their choice of appropriate clothing:

- Select comfortable, not tightly-fitting, clothes that allow for freedom of movement.
- Wear shoes (not thongs) that are suitable for choreography – comfortable, flat-heeled and enclosed.
- Avoid extremes of fashion (eg. Mini skirts/shorts, midriff tops).
- For safety, particularly during choreography sessions, avoid large earrings and bulky jewellery.

Please note that, at all external performance venues, it is a workplace health and safety requirement that enclosed shoes be worn at all times.

## **MUSIC**

At the beginning of each year, each member will be provided with a music folder and set of sheet music. The folder will be labelled with the member's name and Library Number. Each piece of sheet music in the folder will be stamped with the same library number. Each member will also be allocated a pigeon hole, the number of which corresponds to the library number.

The folders and sheet music are valuable resources. They will be in good condition when distributed, and it is important that members care for these resources and ensure that they are returned at the end of the year in equally good condition.

The following guidelines will assist in ensuring that music sheets and folders are well cared for:

- Always keep all of your music in the folder.
- Use only a soft (eg. 2B) pencil to make marks on your music. The only marks should be those indicating musical expression, breath marks, pronunciation guides etc. as directed during rehearsals by the Musical Director. (*Remember to bring a pencil.*) Please do not write or scribble on your music as it will be used by other members in later years.
- Take only the music with your number on it from the pigeon-hole - *if it does not have your number on it, please return it to the correct pigeon-hole.*
- If your music becomes damaged, bring it to the attention of the assistant administrator and it will be repaired or replaced for you as soon as possible.
- There will be music collected throughout the year and new music distributed. All new music will be distributed via the pigeon-holes.

Members must bring the music folder, all sheet music, a soft pencil and an eraser to every rehearsal.

Once distributed, the music and music folder become the responsibility of the member. Costs associated with

the replacement of a lost or damaged music folder (\$27.50) will be the member's responsibility.

## FEES

The Queensland Youth Choir is a non-profit, community-based organisation funded through tuition fees paid by parents and members, performance fees, concert profits and limited fund-raising activities.

All choristers must be financial members of QYC Inc. The annual fee (which includes membership, uniform hire, tuition and the annual three-day camp) is payable in two instalments – the first by the third week of February and the second by the first week of the second semester.

Invoices are issued approximately one month in advance of the due date.

Semester fees are not refunded should a member leave the organisation during the course of that semester.

The security fee will be refunded provided all uniform items and sheet music are returned in good condition.

## AUDITIONS

There is one round of formal auditions for all QYC ensembles that is held in late October or early November each year for membership in the following calendar year.

However, QYC is pleased to hear from interested young singers at any time and potential choristers may be auditioned and admitted during the year at the discretion of the musical directors. Such admissions may be subject to certain conditions with respect to participation in performances.

Inquiries regarding auditions should be directed to the Administrator.

## CONTACT LIST

General contact details are included on the cover of this handbook.

Current contact details for QYC's management committee, artistic staff, administrators and heads of wardrobe can be obtained from our web site [www.qldyouthchoir.com.au](http://www.qldyouthchoir.com.au). Simply click the *Contact Us* or *Personnel* links on the home page.

