



MELBOURNE
YOUTH
ORCHESTRAS

Melbourne Youth Orchestras
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2024 SUMMER SCHOOL STUDENT HANDBOOK

MONDAY 8 JANUARY - SATURDAY 13 JANUARY





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2024 Summer School Venue

The University of Melbourne, Southbank Campus*
234 St Kilda Rd, Southbank, Victoria
Formerly known as The Victorian College of the Arts

** Specific locations for each ensemble will be listed further in the handbook.*

Daily Rehearsals



Monday 8 to Friday 12 January 2024
9:00am to 3:30pm*

** Concert and schedule information as listed further in the handbook.*

Summer School Administration

The Main Summer School Administration Desk will be located in the Level 2 foyer of the Melbourne Conservatorium of Music Building (St Kilda Road entry).

The Secondary desk will be located in the Performing Arts Building (879) on Dodds St.

Both desks and contact phone numbers will be open from **8:30am to 4:00pm**, Monday to Friday during Summer School.

- If you are in the following ensembles, please use the **0417 124 486** phone number for all enquiries during the week:

Lamb Jazz Orchestra, Horbelt Jazz Orchestra, Ball Jazz Orchestra, Trewartha Symphonic Band, Morrison Symphonic Band, Little Symphonic Band, Rogers String Orchestra, Tsyrlin String Orchestra, Bonnici String Orchestra, Schellhorn String Orchestra

- If you are in the following ensembles, please use the **0493 666 967** phone number for all enquiries during the week:

Ellison String Orchestra, Paterson String Orchestra, Black String Orchestra, Cameron Symphonic Band, Philharmonic Orchestra, or Symphony Orchestra

For notifying MYO staff of absences or lateness, please text or call your specific number before rehearsals commence.

Please note that the MYO office will close on Thursday 21 December 2023 and will re-open on Tuesday 2 January 2024. MYO staff will endeavour to answer any phone or email messages as soon as possible upon our return.

On the First Day

On the first day of the MYO Summer School, you should go directly to your designated ensemble rehearsal room. You do not need to register anywhere beforehand.

The Ensemble Coordinator of each ensemble will check attendance, distribute student identification lanyards and provide any relevant information before activities commence.

To ensure rehearsals commence on time, **please arrive no later than 8:45am**, ensuring you allow enough time to locate your ensemble room.

Please note that the buildings will open at **8:30am** and supervision will not be available prior to this time nor after **4:00pm** each day. Please see the campus map to locate the relevant university buildings. Rooms will be clearly marked on the day.

Transport and Parking Information

The traffic around the Southbank Campus, the University of Melbourne (UoM) is busy and parking is limited. We strongly recommend using public transport whenever possible. There are numerous tram and bus routes that pass the campus. Flinders Street Railway Station is also a short distance from the campus. Please also allow enough time for traffic conditions.

There are various parking options nearby to the UoM Southbank Campus:

- Grant Street and Dodds St (on the Grant St end) - metered street parking
- St Kilda Road – very limited metered street parking
- Sturt Street Car Parks – two commercial car parks operate a short walk from the campus

No parking is permitted within the Southbank campus.

What to Bring

All personal belongings including music stands, instrument cases, accessories, water bottles, clothing etc. should be clearly labelled with the participant's name. MYO is unable to provide any equipment listed below and it is the responsibility of the participant to provide the equipment they require (including spares where appropriate).

Essential

- Everyone must bring **their own music stand!**
- 2B pencil and eraser (music should not be marked with anything other than pencil)
- Bring your own water bottle and lunch (or money for available food outlets)
- Bring a hat or sunscreen - it is often very hot during Summer School

Section-specific

- WOODWINDS: spare reeds
- BRASS: mutes (where applicable) and valve oil
- STRINGS: mutes (where applicable), spare string, your own rosin
- CELLO: endpin stops/donuts
- DOUBLE BASS: your own stool
- PERCUSSION: your own sticks and mallets as required
- JAZZ DRUMMERS: your own cymbals, clutch, and sticks

Personal Belongings

Participants should limit the number of valuable items brought to rehearsals to a minimum and anything of value should not be left unattended. **MYO can take no responsibility for any lost or stolen items. All personal items should be clearly named, including music stands.**

Instruments, Equipment & Insurance

With the exception of percussionists and pianists, participants are expected to provide their own instruments and are solely responsible for ensuring the care of these instruments during Summer School activities. **It is the strong advice of MYO that all instrument/s are insured against loss and damage.**

MYO does not accept responsibility for loss or damage to your instrument/s or belongings at MYO activities or during transport to and from MYO activities. Music and equipment are obtained from various sources. Irrespective of origin, everything must be treated with respect and should be returned in the condition in which they were found.

Do not lift or move heavy equipment (multiple chairs, pianos etc.) where there is a risk of injury or of damage to equipment. Where doubt exists, consult Ensemble Coordinators or other members of MYO staff for assistance.

Large Instruments

Players of the double bass, tuba and similarly large instruments will have access to a secured storage space for their instruments each evening of the Summer School from Monday to Thursday. MYO does not have the facility to transport instruments from the rehearsal venue to the concert venue. To drop off large instruments by car, please contact MYO in advance.



Breaks

There will be a short break for morning tea (11:00am – 11:30am) and an hour for lunch (12:30pm – 1:30pm). Supervision will be provided during these periods and participants under the age of 18 are not permitted to leave the campus unless authorised in advance, in writing, by their parent/guardian or as indicated on the application form. Please see the next section for more details.

Food Outlets

Due to limited capacity for food outlets on the campus, the University of Melbourne will be offering the option to pre-purchase lunch boxes and snacks to be collected from the onsite campus café, Lionel's.

Lunch box options can be viewed and ordered via the link here: <https://www.trybooking.com/CNUAK>

Please submit your order **before Thursday 4th January at 10:00am.**

Lionel's Café will be open Monday-Friday for on-the-spot purchases however we encourage you to either order through the above lunch order or bring your own lunch.

Lanyards & Security

Participant Identification Lanyards

Lanyards will be distributed at the first rehearsal and must be worn at all times when on campus unless playing is directly inhibited or it is a risk to safety. This is to assist with supervision and aid University of Melbourne Security staff in identifying any trespassers.

If you lose or forget your lanyard, please tell your Ensemble Coordinator and they will provide you with a replacement by the next break.

Leaving the Campus

All participants **under 18 years of age** must have prior permission from a parent/guardian to leave the campus by themselves for any reason, either in writing provided to the MYO office or Administration Desk or as indicated on the application/enrolment form.

Participants **over 18 years of age** must sign out with their Ensemble Coordinator if they leave the campus during breaks only, for duty of care purposes.

Leaving during Breaks

Any participant leaving during the break must physically sign out with their Ensemble Coordinator, from their main rehearsal room, within 10 minutes of the session ending. After 10 minutes have elapsed, participants may also sign out at one of the MYO Administration Desks.

It is the responsibility of the participant to ensure that they are present at the recommencement of rehearsals after the breaks.

Upon return to the campus, participants do not need to sign back in and Ensemble Coordinators will notify the MYO Administration Team of any absences when marking the ensemble roll

Participants under 18 years of age who are leaving the campus with a parent/guardian for lunch should also sign out with their Ensemble Coordinator, for duty of care purposes.



Leaving at End of Day

All participants are dismissed at the end of the day at **3:30pm**.

All under-18s must have prior permission from a parent/guardian to leave the campus by themselves for any reason, this must be done in writing provided to the MYO administration team.

A participant is not required to sign out at an Admin Desk or with the Ensemble Coordinator if:

- Aged 18 and above
- Under the age of 18 but collected by a parent/guardian from the designated dismissal point

Ensemble Dismissal Points

Please refer to the table of the following page for the designated dismissal points of each ensemble.

Any participant not picked up within 15 minutes of rehearsal ending will be escorted to the MYO Administration Desk to be picked up.

Ensemble Dismissal Points

Ensemble	Meeting Point	Ensemble	Meeting Point
String Orchestras		Symphonic Bands	
Rogers String Orchestra	Music/Dance Building	Trewartha Symphonic Band	Music/Dance Building
Tsyrlin String Orchestra	Music/Dance Building	Morrison Symphonic Band	Music/Dance Building
Bonnici String Orchestra	Grant St/Wilin Park	Little Symphonic Band	Music/Dance Building
Ellison String Orchestra	Ian Potter / Performing Arts	Cameron Symphonic Band	Ian Potter / Performing Arts
Schellhorn String Orchestra	Grant St/Wilin Park	Jazz Orchestras	
Paterson String Orchestra	Ian Potter / Performing Arts	Lamb Jazz Orchestra	Music/Dance Building
Black String Orchestra	Ian Potter / Performing Arts	Horbelt Jazz Orchestra	Music/Dance Building
		Ball Jazz Orchestra	Music/Dance Building
Symphony Orchestras			
Philharmonic Orchestra	Ian Potter / Performing Arts	Symphony Orchestra	Iwaki Auditorium

Please refer to the next page for detailed pick-up points for each location.

Dismissal Point Details

Music/Dance Building

234 Saint Kilda Road, Southbank (opposite police memorial tram stop)

<https://maps.app.goo.gl/DtBC93aZgu9zZ8uL6>

Iwaki Auditorium

130 Southbank Blvd, Southbank VIC 3006

<https://maps.app.goo.gl/98mr6szMVsRZowxH6>

Ian Potter / Performing Arts

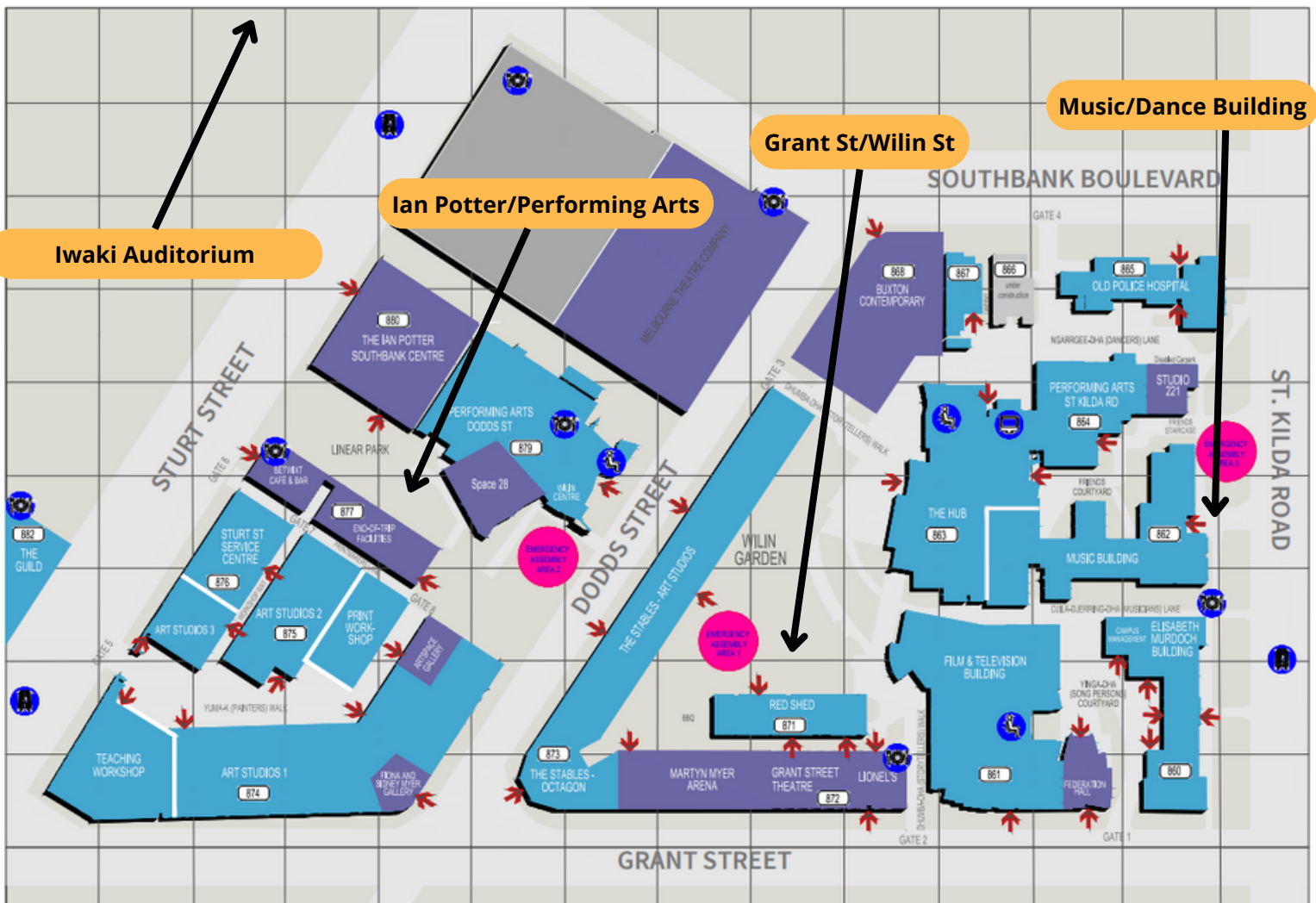
43 Sturt St, Southbank VIC 3006 / DoddsSt

<https://maps.app.goo.gl/xLmvT6th23j9Ypd18>

Grant St/Wilin Park

Grant St, Southbank

<https://maps.app.goo.gl/XGXAti1LQU5m95547>



Daily Schedule



Monday 8 January to Friday 12 January

9:00am – 11:00am

Session 1 and 2

11:00am – 11:30am

Morning Tea

11:30am – 12:30pm

Session 3

12:30pm – 1:30pm

Lunch

1:30pm – 3:30pm

Session 4 and 5

Social Activities

Throughout the week there will be multiple musical and social activities available for Summer School participants to take part in during their rehearsal schedules.

Participants are also welcome to join in on a **daily scavenger hunt** around campus. There are prizes to be won for the ensemble that scores the most amount of points!



Further Information

Attendance

Due to the intensive nature of the week, participants are expected to attend all scheduled activities. In the event of illness or transport delays, **phone or text the MYO Administration Team on your ensembles dedicated mobile number on page 2 before 9:00am.** MYO administration staff will notify Conductors and Ensemble Coordinators where relevant.

Rehearsal Expectations

Electronic devices such as mobile phones, iPads, cameras, and so on are not to be used during rehearsal. If participants require a mobile, they must ensure it is switched off before rehearsal and that it remains in their bag or instrument case.

Print Music

Students will not be provided parts to take home. They will be provided with a Dropbox link after the first day which they may use to practice their parts at home (Symphony and Philharmonic Orchestras will receive these links prior to the new year).

Lessons

The conductors and tutors employed by MYO are not in a position to offer private lessons during Summer School. MYO and Summer School staff, including tutors and conductors, are unable to provide contact details for any past or present MYO employee during or after Summer School.

Lost Property

Any items lost or left behind will be held at the Administration Desk. Following Summer School, all lost property will be available for collection from our office in Southbank. Please call ahead so that we can confirm we have the item and ensure there is someone onsite to assist you. Any unclaimed items after January will be donated to charity.

CONCERTS

Jazz Showcase Concert

Friday 12 January, 6:30pm

Iwaki Auditorium

Ensembles

Lamb Jazz Orchestra

Horbelt Jazz Orchestra

Ball Jazz Orchestra

Bands Showcase Concert

Saturday 13 January, 10:00am

Melbourne Town Hall

Ensembles

Trewartha Symphonic Band

Morrison Symphonic Band

Little Symphonic Band

Cameron Symphonic Band

Strings Showcase Concert 1

Saturday 13 January, 1:30pm

Melbourne Town Hall

Ensembles

Rogers String Orchestra

Tsyrlin String Orchestra

Bonnici String Orchestra

Strings Showcase Concert 2

Saturday 13 January, 4:30pm

Melbourne Town Hall

Ensembles

Ellison String Orchestra

Schellhorn String Orchestra

Paterson String Orchestra

Orchestra Showcase Concert

Saturday 13 January, 7:30pm

Melbourne Town Hall

Ensembles

Black String Orchestra

Philharmonic Orchestra

Symphony Orchestra

**General Admission tickets for all concerts is available via
Trybooking**

Concert Dress

Rogers String Orchestra, Tsyrlin String Orchestra, Bonnici String Orchestra, Ellison String Orchestra, Trewartha Symphonic Band & Morrison Symphonic Band

Smart casual. Skirts and dresses should cover the knee when seated. Students can also wear MYO t-shirts if they own them.

Schellhorn String Orchestra, Paterson String Orchestra, Black String Orchestra, Little Symphonic Band, Cameron Symphonic Band, Lamb Jazz Orchestra, Horbelt Jazz Orchestra, Ball Jazz Orchestra, Philharmonic Orchestra, Symphony Orchestra

Concert blacks. A black top or shirt with black pants or skirt, with black **closed toe** shoes with black socks are appropriate. Skirts and dresses should cover the knee when seated and be worn with opaque black stockings or footless tights.

Strapless, sleeveless, or midriff tops, jeans and or thongs are not permitted.

Safety, Welfare & Child Protection Policy

First Aid

A first aid officer is on campus throughout the Summer School, residing at the main MYO Administration Desk (Located on Level 2 of the Melbourne Conservatorium of Music Building). In the event of an emergency, notify Ensemble Coordinators, MYO Administration staff at the administration desk or via phone on **0417 124 486**.

Health and Safety

Participants are expected to abide by the instructions of MYO staff at all times. MYO must be notified in writing of any pre-existing medical conditions. This information will be kept confidential and will only be divulged in the event of a medical emergency to First-Aid or professional medical personnel. By enrolling in the 2024 Summer School, participants authorise MYO, in the event of an injury or illness occurring during Summer School, to obtain on behalf of the participant and at the participant's expense, any medical treatment as may be considered appropriate by Melbourne Youth Orchestras.

In the event of an emergency situation, directions will be given by MYO staff and must be adhered to without hindrance to emergency procedures.

The use of passenger lifts by participants is restricted to those who are required to move instruments or use equipment that is unsafe to carry on stairs, or where mobility impairment requires.

Participants are prohibited from consuming alcohol during any assignment or engagement for MYO, formal or informal. Any participant found to be in possession of or affected by drugs, including alcohol, will be instantly dismissed from MYO programs. MYO will immediately suspend and report to authorities any participant found using illegal drugs or participants under the age of 18 found using alcohol or tobacco products.

Respect, Child Protection Policy & Code of Conduct

Participants are expected to project a positive image of MYO at all times, treating all fellow participants and staff with respect; understanding that bullying, physical or verbal, or other types of abuse are considered unacceptable by MYO.

- Do not use language that is offensive, sexist, demeaning or racist
- Do not fight or use bullying or aggressive behaviour
- Respect each other's property and the property and facilities of MYO and the University of Melbourne. Members will be held financially responsible for damage to or loss of property caused deliberately or by negligence

All participants and parents/guardians of participants in MYO programs are expected to abide by the Child Protection Policy, Code of Conduct and Procedure, viewable via the MYO website: <https://myo.org.au/about/policies-and-procedures/>

MYO reserves the right to remove any participant from Summer School if their behaviour is deliberately and consistently disruptive and/or detrimental to the well-being of themselves or other participants, or if it contravenes the Child Protection Policy, Code of Conduct and Procedure.

Media & Image Consent

MYO will be taking photos throughout the Summer School week. This may involve groups and individuals being photographed and filmed in rehearsals, tutorials or during breaks and lunchtime. This material may be used in a variety of ways, which may include audition brochures, on the MYO website or Facebook page or in concert programs. In addition, these images may also be used to advertise specific MYO events and activities. Participants will not be identified by name.

Participants who do not wish their image to be used for promotion or publicity purposes, should notify the MYO office, in writing, by email (myo@myo.org.au) by Tuesday 2 January 2024.

COVID Safety Guidelines

The health and safety of all members of the MYO community is our highest priority. With the current spike in COVID cases, the following precautions have been established for the duration of Summer School:

- Mask wearing is recommended, particularly in spaces where social distancing is not possible.
- Air purifiers are in all rooms and will always be operational.
- Hand Sanitiser is available in every ensemble room, and all participants are encouraged to sanitise and wash their hands often,
- Social distancing is encouraged where possible.
- MYO also recommends that all students receive an up-to-date vaccination or booster shot seven days prior to attending Summer School.



If a participant is unable to attend Summer School because they are required to isolate, a refund equivalent to the missed days may be issued. Please notify the MYO office via email should this situation occur. A doctor's certificate will be required.

If a participant has symptoms, they must not attend Summer School, and a refund equivalent to the number of days missed may be issued.

Should you wish to discuss specific COVID-19 related concerns, please do not hesitate to contact our team.

Contact MYO

MAIN SUMMER SCHOOL ADMINISTRATION DESK

Located in the Level 2 foyer of the Melbourne Conservatorium of Music Building (St Kilda Road entry).

Open 8:30am to 4:00pm, Monday to Friday during Summer School.

Main Admin desk Mobile : 0417 124 486

The following ensemble should use the Main Admin Desk mobile number: Lamb Jazz Orchestra, Horbelt Jazz Orchestra, Ball Jazz Orchestra, Trewartha Symphonic Band, Morrison Symphonic Band, Little Symphonic Band, Rogers String Orchestra, Tsyrlin String Orchestra, Bonnici String Orchestra, Schellhorn String Orchestra

SECONDARY SUMMER SCHOOL ADMINISTRATION DESK

Located at the entrance of Performing Arts Southbank (Dodds St)

Open 8:30am to 4:00pm, Monday to Friday during Summer School.

Secondary Admin Desk mobile: 0493 666 967

The following ensembles should use the secondary admin desk number: Ellison String Orchestra, Paterson String Orchestra, Black String Orchestra, Cameron Symphonic Band, Philharmonic Orchestra, or Symphony Orchestra

Throughout Summer School, these are the best numbers to call and will connect you to the onsite Administration Desk.

MYO OFFICE DETAILS

Ph: (03) 9376 8988

Email: myo@myo.org.au

Website: www.myo.org.au

The MYO Office is open Tuesday to Friday, 9:00am to 5:00pm

Any questions? Please do not hesitate to contact us at the MYO office on 03 9376 8988. The office will close at 5pm on Thursday 21 December 2023 and will re-open on Tuesday 2 January 2024.