



The Littleton Symphony Orchestra

Members' Handbook

Approved by LSO Board of Directors 2024-10-10

I Preface

The purpose of the Orchestra Handbook is to acquaint orchestra members with the history, policies and procedures of the Littleton Symphony Orchestra (LSO) and to specify expectations for membership. The information contained in this booklet will be reviewed periodically by the Personnel Committee with the LSO management. Input from all players is encouraged and will be considered by the Personnel Committee during times of review.

II History

The Littleton Symphony Orchestra (LSO) was first organized in 1984 as the Littleton Chamber Orchestra to bring live performances of classical and popular music to the residents of Littleton, the south suburban and metropolitan Denver areas. In addition, the LSO strives to include qualified amateur and professional musicians and performers in our area to work and perform as a member of a symphony orchestra.

Reorganized in 1995 as The Littleton Symphony, LSO is a non-profit organization operated by its Board of Directors, Officers, members and volunteers. The Board of Directors is chosen by the Membership to handle the business, public relations, promotions and various contracts for the LSO. The Board also works with the orchestra members as well as the Littleton business community to plan and stage performances throughout the year. With only a few exceptions, all of the symphony's Members volunteer their time and efforts for rehearsals, performances and other LSO activities.

The members of the Board of Directors and Executive Director welcome you to our family. The Board hopes that your membership with the LSO will be enjoyable and rewarding.

III Our Mission Statement:

To perform varied orchestral music that attracts and engages diverse audiences

Vision

Performances that elevate the human spirit

Core Values

- *Engage and educate musicians and audiences with exceptional performances*
- *Inspire and challenge dedicated, talented musicians*
- *Embrace and promote diversity and inclusivity within our community and programs*



IV Membership Policies and Responsibilities

A. Terms of Membership

Musicians wishing to join LSO must audition before an audition panel, which may consist of the Music Director, one or more of the section principals, and others at the invitation of the Music Director. After a successful audition, the player is accepted for a one-year probationary period.

After the probationary period, the Music Director, in consultation with the principal player and Personnel Manager, will decide if the new member has been accepted to membership. The new member shall then be informed in writing by the personnel manager of their status with the orchestra. Individuals who are not accepted following probation may re-audition for orchestra membership at any time, but will be subject to fulfilling a new probationary period. Once membership is granted, that member remains until they voluntarily resign, or membership is revoked by actions of the Board.

Membership Dues:

Currently, members of the Orchestra are not required to pay membership dues. However, the Board suggests an annual donation of at least \$100. The Board reserves the right to institute membership dues to fund necessary budget items if deemed necessary.

B. Auditions and Seating

Auditions

A musician auditions for an open seat within the Orchestra. If a seat becomes open, all musicians are given the opportunity to audition for the vacancy.

Upon the vacancy of a section Principal or other titled position (Section Principal, Assistant Principal), the Personnel Manager, at the discretion of the music director, will call for auditions through advertising and invitation. Requirements for the audition will be sent to all candidates prior to the date of the audition.

Sabbaticals

Sabbatical leave requests must be submitted in writing to the Personnel Manager for approval by the Board and Music Director. A sabbatical can be no longer than 12 months. Members wishing to return after more than 12 months will have to re-audition for the Music Director and section principal. A Member returning for a Titled position (e.g. section principal, assistant principal) may be required to re-audition at the end of their sabbatical.

Rotation of Seats

Rotation of seats in the string sections is at the discretion of the Music Director or Section Principal. Rotations between first and second violin sections will normally not be approved. Other sections may rotate parts at the discretion of the Music Director and Section Principals.



C. Paid Positions

Due to the nature and responsibilities of certain positions, the Board has approved remuneration for persons holding these positions. These positions include, but are not limited to:

- Music Director
- Executive Director
- Concertmaster
- Soloists and Performers
- Librarian
- Personnel Manager
- Stage Manager
- House Manager

Job descriptions and contracts are specific for some positions and are not covered in this document. These can be provided upon request.

D. High School Musician Participation

When high school students are recommended to the LSO by their school orchestra director or private instructor, the LSO does not require them to audition. However, the student must attend all scheduled rehearsals for the concert series. After the first three rehearsals, the student is evaluated by the conductor and principal player of their section. If approved, the student is then invited to play the dress rehearsal and the concert.

E. Concerts & Rehearsals: Attendance and Participation

1. Member Participation Expectations

Season Commitment

Members are asked to commit to their level of participation for the upcoming season. Regular seasons run from September through May. Members may opt out of no more than two concerts during the season to remain in good standing and are expected to perform in all concerts to which they have committed unless explicitly excused by their Section Principal and the Music Director. If a Member misses more than one concert series per season to which they have committed, their membership status may be reviewed by the Board and Music Director. If deemed appropriate, the Member may be removed from the Orchestra by a vote of the Board.

Pay the Rent (PTR)

“Pay-the-Rent” concerts are additional concerts performed by LSO members with and for Littleton United Methodist Church in lieu of paying rent for use of our rehearsal space. The LSO’s Pay-the-Rent concerts are scheduled between September and June of each year and usually take place as part of a Sunday morning church service.

- Participation in at least one assigned Pay-the-Rent concert is mandatory. Pay-the-Rent services are essential financial contributions to the LSO which effectively pays for the rehearsal venue



- If circumstances prohibit participation in Pay-the-Rent concerts, a donation of \$75 per missed PTR is suggested to defray sub-player costs if incurred
- Section leaders work with their sections to ensure parts are covered for both the rehearsal(s) and performances
- The personnel manager coordinates rehearsal times, performance times, and personnel requirements with the host conductor

Summer Performances

The LSO often schedules summer concert performances. Summer performances are not considered mandatory for members, but participation is encouraged.

2. Rehearsals

Rehearsal location is at Littleton United Methodist Church, 5894 S. Datura Street, Littleton, Co 80120 in the Grant Fellowship Hall. The Board recognizes that the LSO is a volunteer organization whose members have careers, families, and paid performance opportunities during our season. However, LSO cannot maintain the required quality of its performances without regular consistent participation by all members.

- Attendance is expected at all rehearsals, including sectionals. No more than one rehearsal per concert may be missed during the season without the music director's permission. Dress Rehearsals are mandatory. If dress rehearsals conflict with a player's work schedule, the player must notify the personnel Manager who will inform the music director as soon as possible.
- Absences must be reported to the personnel manager and, if possible, the section principal.
- The Music Director establishes all rehearsal and concert schedules, including rehearsal times. **Schedules are subject to change.** If a rehearsal or performance must be changed or canceled, the Music Director and/or Executive Director will immediately notify the Members of the change by email or other electronic means. The Executive Director or Personnel Manager shall also contact all string section substitutes.
- Rehearsals during the concert season are held Monday with a 7:15pm start time and last approximately two hours 30 minutes, until 9:45 PM, with one 10-minute scheduled break.
- The Personnel Manager records Member attendance at rehearsals.
- Each physically able member is expected to assist in the set-up and breakdown of the chairs and music stands:
 - Set-up and removal of their own chair and stand at rehearsals and concerts
 - Assist in set-up and removal of necessary stage, percussion, and other equipment
 - Clean up around their area any debris that may be present in the rehearsal or concert halls
 - Assist in teardown and resetting of the stage area following concerts
- Dress rehearsals are held during the week of each scheduled concert, usually on Wednesday at 7:15pm, as specified by the Music Director. **Rehearsals are subject to change.**

3. Concert Staffing, Section Leaders, and Substitute Players

The Music Director, in conjunction with the Personnel Manager and Librarian, sets staffing requirements for each concert.

Section Principal Expectations

- Arrange section augmentation as required to perform a specific piece, and/or arrange the short-term replacement of a member who cannot play a specific performance. Either the Section Principal or the entire section, as agreed between the Section Principal and the members of the Section, may arrange the augmentation or replacement. The Section Principal shall proactively seek out this information.
- The Section Principal shall provide (or have provided by a Section Member) the Personnel Manager with information identifying substitutes/extra players. If a qualified player cannot be located, the Section Principal shall contact the Music Director to determine the appropriate next step. Section leaders work with their sections to ensure parts are covered for both the rehearsal(s) and services.
- Secure players from their section for Pay The Rent (PTR) concerts

Principal Players' Responsibilities

- ***String Principals:***
 - Determine seat rotation
 - Establish bowings and distribute to the section members (See also "Music" below)
 - Arrange for substitute and extra players
 - Consult with Music Director and notify Personnel Manager of section staffing
 - Participate in Audition panels
 - Arrange section rehearsals, as needed
 - Notify the Music Director and Personnel Manager of Principal's absence
 - Secure players from their section for Pay The Rent (PTR) concerts
- ***Winds, Percussion, & Brass Principals:***
 - Provide copies of first chair parts for section when absent
 - Participate in audition panels
 - Arrange for substitute and extra players
 - Consult with Music Director on and notify Personnel Manager of section staffing
 - Consult with and acquires approval from Music Director for seat rotation
 - Notify the Music Director and Personnel Manager of Principal's absence
 - Notify substitutes of any rehearsal cancellations
 - Secure players from their section for Pay The Rent (PTR) concerts

Personnel Manager Expectations

Shall consolidate all information concerning the section staffing of the orchestra in consultation with the Music Director and Section Principals. The Personnel Manager shall provide the consolidated information to the Music Director, the Board, or other designated persons (such as church Music Director for Pay-the-Rent concerts) upon request.

Substitutes may be paid. However, no substitute may be paid for more than three consecutive performances unless reviewed by the Board and given special consideration. After three unpaid substitute performances, a player may audition to become a permanent member of the LSO if there is an identified open position. Substitute players hold no privileges as members of the orchestra.

4. Concert Attire

Dress for all performances (except December Holiday concert) is concert black, meaning ALL BLACK apparel

- Top: covered shoulders and $\frac{3}{4}$ to long sleeves
- Semi-formal mid-calf to ankle length dress or skirt OR Long slacks (no jeans)
- Dress shoes, black socks, dress pants, black belt - if needed
- Black long-sleeved dress shirt (black buttons), Long solid black tie
- Dress shirts should be tucked in, and worn with a black dress belt

December Holiday Concert attire

- Black tuxedo or suit
- White shirt
- Red Bow Tie & Cumberbund
- Black dress shoes with dark socks

ALL players should avoid fragrances of any kind

5. Music

Each Member must obtain and return the music to the librarian for each concert. Music will be handed out during the first rehearsal; however, the Member may obtain the music earlier if available. If music is lost or not returned by the due date, the member shall arrange with the Librarian to return the music, and reimburse the LSO for the music and any additional fees that may occur.

Every attempt is made prior to the first rehearsal for a given concert to have bowings and markings for the string section completed by the section Principal with input from the Music Director. Principal string players should provide bowed copies of their parts, paper or electronic version, to their section members by the first rehearsal. All other players are required to mark their own parts in order to ensure that a bowed part is always available for each stand at all rehearsals and concerts.

Non-string principal players should provide copies of their parts to the rest of their section by the first rehearsal to ensure that all parts are covered in the case of unexpected absences or emergencies.

6. Additional Responsibilities of Members

To ensure the smooth operation of the Orchestra, members are asked to perform the



following activities:

- Set-up and removal of their own chair and stand at rehearsals and concerts
- Assist in set-up and removal of necessary stage, percussion, and other equipment
- Clean up around their area any debris that may be present in the rehearsal or concert halls
- Assist in teardown and resetting of the stage area following concerts

These activities may be performed for the Members, but this shall not be deemed as either ongoing or relieving the Members of their obligations.

Instrument and Player Safety

The Littleton Symphony Orchestra is not responsible for claims of loss, theft, or damage to instruments, cases, or other valuables or personal property.

Members assume all risk of any and all such losses or damages. In order to prevent damage and/or injury to personnel and instruments, the rehearsal hall floor and concert stage shall be kept clear of instruments and cases.

Cases should be closed and latched, and stored on the tables, stage, or perimeter floor of the rehearsal hall during rehearsal, or stored in the downstairs rooms during concerts. When not being played, instruments should be placed in a latched case and stored in a safe or secured location.

7. Recording and Videotaping of Concerts

The LSO may authorize the recording of concerts for educational, archival, and publicity purposes. Each member, by signing the Member Commitment Form, indicates understanding that they will receive no remuneration for the recordings

F. Conduct / Performance Standards

1. Musical Performance:

If the Music Director or Section Principal deems a Member's performance unsatisfactory, the Music Director, Personnel Manager, and Section Principal will determine the best course of action.

The process will include:

1. A discussion between the member and the Personnel Manager to establish a written plan for improvement.
2. The plan for improvement will include a reasonable time frame for completion.
3. During the defined timeframe feedback will be given to the Member from the Personnel Manager. The feedback will include input from the Music Director and/or Executive Director, and others they may designate to provide feedback.
4. At the end of the established timeframe, a discussion will be held to determine the outcome.
5. Depending on the results, the plan may be terminated as successful, or the member may be reassigned within the section or removed from the Orchestra.
6. If a Member is reassigned within the Orchestra, the member may audition for the



member's former position in an open audition.

2. *Personal Conduct:*

If the Music Director, the Board of Directors and/or the LSO Personnel Committee deem a Members' conduct unsatisfactory, the Member may be removed from the Orchestra.

Reasons for removal include but are not limited to

- violations of the LSO's non-discrimination or sexual harassment policy (see below)
- other unlawful activities
- offensive language
- negative attitude
- excessive absences/missing performance
- any other conduct detrimental to the Orchestra

The Member shall be given written notice of the unacceptable conduct. If the Member is removed from the Orchestra, the Member shall receive written notification from the Board of Directors as to the reason for their removal from the Orchestra.

V . POLICIES and DEFINITIONS

A. Non-discrimination Policy

The Littleton Symphony Orchestra does not discriminate against any employee, volunteer or program participant on the basis of age, race, sex, color, creed, religion, national origin, sexual orientation, transgender status, gender identity, gender expression, pregnancy, ancestry, marital status, veteran status, affiliation or disability.

Complaints about possible discrimination or harassment based on any of the categories in subsection 1 above should be brought to the attention of the Personnel Manager, any member of the Board, or any officer of the LSO, for consideration by the full Board of Directors. The Board may discipline, suspend, or dismiss anyone who has engaged in discrimination or harassment. Retaliation against anyone who has complained about discrimination is also prohibited.

Members or applicants in need of a reasonable accommodation of a disability should contact the personnel manager or an officer of the LSO.

B. Harassment

Harassment means engaging in any unwelcome physical or verbal conduct or any written, pictorial, or visual communication directed at an individual or group of individuals because of their membership or perceived membership in any of the categories in subsection 1 above where the conduct is subjectively offensive to the individual alleging harassment and objectively offensive to a reasonable member of the category, and where submission to the conduct or communication is explicitly or implicitly made a term or condition of the individual's association with the orchestra, or unreasonably interferes with the individual's performance or creates an intimidating, hostile, or offensive environment.

Sexual harassment is a form of discrimination and is a violation of the LSO's nondiscrimination and anti-harassment policy.



Anyone who believes that she or he has been the subject or victim of sexual harassment should promptly report the incident to the Personnel Manager, or any officer of the LSO, so that the Board can investigate the incident.

C. Grievance Process

It is the intent of the Personnel Committee to provide a process for resolving conflicts other than alleged violations of the nondiscrimination and anti-harassment policy in an informal and non-confrontational manner as quickly and smoothly as possible.

The following steps should be followed:

- Any player can initiate a grievance or complaint in writing
- The complaint is presented to the section leader to resolve, if possible
- If there is no conciliation, the Personnel Committee will consider the matter. The Committee will meet with all parties to come to a resolution to the satisfaction of all members involved
- The Music Director may be asked to assist in a resolution, especially if the conflict is related to musical performance
- The Music Director and/or Board of Directors may be informed of the conflict and may be asked to assist in the resolution
- Resolutions may range from a warning letter to dismissal from the Orchestra

VI. Governance

A. Board of Directors

The Board of Directors (Board), established under the LSO Bylaws, governs the LSO. The Board oversees the LSO's operations including its financial management, sets its mission, strategy, goals, and policies, and ensures that it complies with legal and ethical standards. The Board and its committees also act as the representatives of the membership to the business community. Board members are generally elected by the membership at its annual meeting. The Board, in turn, selects the LSO's officers. Orchestra Members and other volunteers are encouraged to become Members of the Board. A copy of the current Bylaws may be requested at any time by contacting the Board Secretary or the Executive Director.

B. Music Director

- Conducts concerts
- Programs concerts
- Invites and coordinates soloists for concerts
- Advises and works with the personnel committee regarding member/musician decisions
- Has the final authority on decisions regarding the musical performance of any member
- Answers to the Board
- Plans rehearsals and performances
- Heads audition panels
- Collaborates with the music librarian

C. Committees

Committees are formed and authorized by the Board of Directors to assist the Board in meeting its responsibilities. A committee may be formed at the discretion of the president of the board or by consensus of the board. All Committees are granted authority by the Board to fulfill their objectives.

Committees generally update the Board at its regular meetings.

Committee members need not be Board members. They may be selected from the orchestra and broader community. Anyone wishing to volunteer in any capacity is asked to contact any Board member.

1. The Personnel Committee

Purpose: *The Personnel Committee manages membership issues, tracks personnel information and communicates standards and expectations to the orchestra membership. It consists of 3-7 people and meets monthly or as needed. The chairperson of this committee is the Personnel Manager.*

Responsibilities: *The Personnel Committee and/or Personnel Manager are responsible for the following:*

- Maintaining accurate member information in the orchestra roster
- Maintaining and revising the Member's Handbook as necessary
- Providing copies of the Member's Handbook to all members at the beginning of each concert season
- Taking weekly rehearsal attendance
- Providing a point of contact for members when they cannot attend rehearsal or will be late or cannot play a concert. The Personnel Manager will follow up with members who are absent without prior notification
- Coordinating contracting with substitutes and extra players
 - NOTE: Engaging substitutes and extra players requires prior approval by the Personnel Manager.
- Recommending solutions to conflicts or grievances
- Considering members' requests for exceptions to the provisions outlined in the Member's Handbook, including but not limited to auditions and attendance
- Administering standards of performance and conduct

D. Elections and Annual Meeting

An annual meeting of all members, either in person or virtually, is held in the spring, normally the Monday evening after the last season's concert. The Board determines the exact time and date of this meeting and each member is notified. Members are encouraged to attend this meeting to participate in discussions and elect Board members. Each member is also encouraged to become a member of the Board of Directors or hold any other volunteer position that may become available.



Other issues concerning the LSO are discussed and voted on if necessary. Election and meeting procedures are more completely set forth in the bylaws.

REVISION HISTORY

Revised October 2024

LSO Member Handbook

Signature of Agreement

Unless noted below I acknowledge, understand, and agree to the LSO Policies and my obligations.

Print your name

Signature

Date

Online commitment will act as acceptance of this document.