

Kitchener Waterloo Community  
*Orchestra*

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[www.kwco.org](http://www.kwco.org)

Updated October 2023

**Mission Statement** - The KWCO is dedicated to providing an environment for amateur musicians to practice and perform orchestral music for the community. The KWCO provides a welcoming, enriching musical experience by creating a place to play music and improve musicianship for all levels of musician. We serve the community by providing an accessible source of live orchestral music performance.

**Values** - The KWCO is an incorporated, non-profit, registered charitable organization catering to amateur musicians. We are committed to providing access to music for musicians of moderate to advanced levels through weekly group instruction and performance opportunities.

**Objectives** - The objectives for all members include on-time attendance, preparation for rehearsals & concerts, support & encouragement towards other members, enhancing the orchestra's growth & development, fundraising, & enhancing musical skills & abilities while creating a relaxed atmosphere and having fun.

**Membership** - Auditions are not required, but players must read music and have their own instrument. It is each person's responsibility to provide contact information upon registration. Attending all rehearsals and concerts is the expectation. If you are unable to participate in a majority of the rehearsals or unable to play the concert, please let your section leader and the personnel manager know ASAP so we can make sure we have enough players to cover all the parts.

**New Members** - While we welcome new members, most sections have limited seating or are at capacity. A written request to join should be sent to personnel ([kwcopersonnel@gmail.com](mailto:kwcopersonnel@gmail.com)) indicating the referral from a member. They will be placed on a waiting list.

**Guests** - If you wish to invite a friend to attend a rehearsal as a player or visitor, please advise personnel ([kwcopersonnel@gmail.com](mailto:kwcopersonnel@gmail.com)) to obtain approval.

**Fees** - The present cost (2023-2024) is \$225 for the full year, \$75 per concert, \$150 for 2 concerts, or \$113 per term. Fees are payable in full at the first rehearsal of the season or each term's first rehearsal. Fees can be paid by cheque, e-transfer ([kwcotreasurer@gmail.com](mailto:kwcotreasurer@gmail.com)), Credit Card (\$5 fee), or [CanadaHelps](#). As the KWCO is a non-profit organization, member fees are classified as charitable donations, tax receipts are issued, and any additional donations are gratefully accepted.

**Music/Library** - Original & photocopied music must be kept in good condition. No holes or permanent markings, please. All markings are to be made in pencil only. Original markings from rented music are NOT to be erased. Always bring a pencil and eraser to all rehearsals. You are responsible for ensuring your music is available at the rehearsal if required. If music is lost or damaged, the individual will be responsible for its replacement or replacement value.

**Locations** - Rehearsals are held on Tuesdays at the Waterloo Memorial Recreation Centre Pavillion. Concerts are performed at Knox Presbyterian Church unless otherwise specified.

**Pandemic Planning** - KWCO has an ongoing COVID-19 response policy that is reviewed and adapted on a regular basis in accordance with public health guidelines and membership consultation. As it changes regularly, please refer to the most up-to-date version on the website.

**Attendance** - Rehearsals begin at 7:00 pm – sharp! – and end by 9:30 p.m. You are expected to stay for the full rehearsal for the benefit of you and those around you. If circumstances prevent this, please discuss it with your section leader and the personnel manager.

**Information for missing Rehearsals and/or Concerts** - If you cannot attend a rehearsal or dress rehearsal, please notify the personnel manager [attendance.KWCO@gmail.com](mailto:attendance.KWCO@gmail.com) and your section leader in advance. If you will not be playing the concert, please also notify the music director as

soon as possible and ensure your music is returned to the Librarian before the dress rehearsal.

**Setup/Teardown** - Please come early to assist in setting up the chairs and stands and to stay for a few minutes after each rehearsal, dress rehearsal, and concert to help put things away. At the very least, set up and take down your own music stand.

**Rehearsal Cancellation** - In the event of bad weather or other such event, rehearsal notification will be emailed by 6 pm on the day of the rehearsal. Please check your email before heading out.

**Seating** - Seating in your section is at the discretion of the music director and your section leader. Factors considered in decision making: playing and leadership ability, strength throughout the section, the opportunity to play with different stand partners and in other places in the section, demonstrated commitment, and long-term contributions to the orchestra. Latecomers need to sit at the back of the section until the mid-rehearsal break to not disrupt the rehearsal.

**Sectional Rehearsals** - Sectional rehearsals typically occur once per concert. You will find sectionals extremely helpful as they give you the opportunity to solve technical problems unique to your part. Strings, please ensure you mark and follow your section leader's bowing (in pencil).

**Dress Rehearsals**- Dress Rehearsals are usually the morning of the concert unless otherwise specified. All members are strongly encouraged to attend Dress Rehearsals.

**Concert, Dress & Etiquette** - Concert Dress is all black: black dress/dress pants, black top, black socks, and black shoes. Follow the concertmaster's lead for standing and sitting cues. Turn to the audience to acknowledge the applause. Follow the concertmaster's lead off-stage.

**Recordings**- A recording of each concert is sometimes available and at a reasonable cost.

**Tickets** - Because we are a non-profit organization, everyone is encouraged to support the orchestra by selling *AT LEAST* four (4) tickets per concert. (Refer to current newsletters, website, brochure, and current poster for more information.)

**Fundraising** - Fundraising is an expectation as well as a condition of membership. Taking part in fundraising will ultimately help to keep the membership costs down. Ongoing programs are the Fundscrip Online Gift Card Program, Vincenzo's gift card, and the 50/50 draws.

**Board of Directors** - You are encouraged to join the Board of Directors or a sub-committee to have your say in orchestra issues. Please see the website [www.kwco.org](http://www.kwco.org) for a listing of our current board and sub-committees.

**Social Events** - You are encouraged to participate in the orchestra's social events. The KWCO is intended to be a place to have fun and enjoy music! Annual social events include chamber nights, potluck dinners, BBQs, Christmas party, and pub nights – to name a few. Refer to newsletters and general announcements at rehearsals to keep up to date on the social events.

**Gifts** - Any personal gifts for an orchestra member (weddings, babies, etc.) must be purchased by funds raised by voluntary contributions by members and organized by a volunteer from the orchestra.

### **KWCO Code of Conduct**

**Arrival and Breaks** - Arrive approximately 15 minutes early to be ready to play at 7:00 pm. Breaks are fifteen minutes. Return to your seat before the completion of the break, ready for tuning.

**Tuning** - When an 'A' is being given, listen-only – don't play for the first five seconds so that everybody can get the pitch. Then tune only while your section is tuning. Please refrain from tuning or talking while other sections are tuning.

**Listen** - Out of courtesy to others, keep talking to a minimum during rehearsals. Talking, even whispering, distracts and keeps others from getting the most benefit from the rehearsal.

**Scents/Perfumes/Odours** - There are members of the orchestra who are sensitive to various scented products. Scented products can trigger reactions such as respiratory distress and headaches or migraines. We ask for everyone's consideration in our efforts to accommodate everyone's health concerns on Tuesday evenings and concert days.