



THE
EL PASO
YOUTH JAZZ
ENSEMBLE

MEMBER HANDBOOK

2022-2023

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WELCOME FROM THE ARTISTIC DIRECTOR

Congratulations on being selected as a member of the El Paso Youth Jazz Ensemble (EPYJE) for 2022-2023. I feel that you possess the TALENT to be a member of the EPYJE. What we expect from you is COMMITMENT, DESIRE, DRIVE and the HEART & SOUL to be a member of the Ensemble. Many would like to be a part of the EPYJE, but only a select few have been chosen.

Your membership is both a privilege and a responsibility. You are being given a great opportunity to create fantastic jazz music with other young and highly talented El Paso student musicians who have the same musical interests. What we ask of you is to maintain high standards, always come prepared, be on time, comply with the policies and procedures that are outlined in this handbook, maintain a great attitude and PRACTICE, PRACTICE, PRACTICE.

I ask that you and your parents/guardians read this handbook together. It will answer most of the questions that you might have about the journey on which you are about to embark. I, one of the Assistant Directors, or the Administrative Director will always be available to answer your questions or address your concerns.

We are all looking forward to working together to learn, grow and create some beautiful music during the 2022-2023 season. Welcome to the EPYJE family!

Congratulations & best wishes,
Carlos Barba
Artistic Director

MISSION STATEMENT

The El Paso Youth Jazz Ensemble (EPYJE) is an independent 501(c)3 non-profit corporation that was founded by jazz musician and music educator, Marty Olivas, to promote and preserve America's Jazz heritage. Our aim is to foster a love of jazz music in young people and to enhance the musical education of these high school-aged musicians by teaching them the foundations of jazz and how to play the classic jazz repertoire. These talented young musicians from throughout El Paso will meet to rehearse on a weekly basis, they will be challenged to strive for musical excellence, and they will experience the pride of achieving that goal through teamwork, dedication and individual practice. A professional commitment and attitude will be expected from each participant. These students will have the opportunity to work with and learn from professional jazz musicians and educators, guest artists, and sectional coaches. In turn, the EPYJE will engage in community outreach that will enrich the cultural foundation of the El Paso community.

ELIGIBILITY

Membership will be open only to high-school aged students (9th-12th grade). Membership in the El Paso Youth Jazz Ensemble is by audition. The Artistic Director, along with the Assistant Directors, will choose the members based on various criteria including aptitude, attitude, commitment and recommendations by the students' music and band teachers. The Artistic Director reserves the right to hold additional auditions when necessary, and such scheduling is at the discretion of the Artistic Director.

PLACEMENT AND SEATING

Placement and Seating auditions will be held at the start of the season and throughout the year for all members at the discretion of the Artistic Director. Seating will be subject to change and/or rotated at the discretion of the Artistic Director or Assistant Directors throughout the season. All decisions by the Artistic Director or Assistant Directors will be final.

ATTENDANCE AT REHEARSALS

It is of paramount importance that you attend rehearsals every week. Attendance will be taken at each weekly rehearsal. Thorough preparation for rehearsals is the vital component for a great performance. A strict attendance policy is necessary to build the strength of the EPYJE. Attendance at rehearsals affects the preparation of individual members as well as the overall preparation of the Ensemble. There is no substitute for practice and rehearsals!

ATTENDANCE AT CONCERTS & PERFORMANCES

It is mandatory that each member attend all EPYJE concerts and performances. Failure to attend will result in a possible suspension or dismissal from the Ensemble.

REHEARSAL RULES

1. Arrive at rehearsals with plenty of time to set up (**at least 15 minutes prior to meeting time**), warm up, and review your music. **LEAD ALTO** gets a tuning pitch from the piano and tunes the rest of the band prior to the start of rehearsal.
You should be seated and ready to play at the designated rehearsal time.
2. Always bring your instrument(s), music and a pencil to rehearsal! When a director gives you any information, be sure to mark it so that he/she does not have to repeat him/herself at a later time.
3. Do not use your cell phone during rehearsal. If you must bring a cell phone, **turn it off** when you come into the rehearsal hall.
4. When a Director gives you a cut off, stop playing promptly and listen for instructions. This is an important time to receive rehearsal feedback, rather than talking to those around you.
5. Please refrain from wearing any strong perfumes or colognes to rehearsals.
6. If someone has a solo, do not look at him/her – remain looking forward. Having people turn around to look at you can be very distracting! HOWEVER, it is encouraged to cheer on a soloist when he/she plays something that deserves praise during a rehearsal/performance.
7. While you are warming up for rehearsal, play your own ensemble parts only. This is not the time to practice your solo repertoire, anyone else's parts, etc.
8. When you go on break, do not leave your instrument in any precarious position. It is suggested that you purchase an instrument stand and bring it to rehearsals and performances.
9. Practice your music at home! Rehearsals are intended for you to learn how your individual part fits into the piece as a whole. If you know your music in advance, you will be able to fully participate in the ensemble rehearsal.
10. Show RESPECT for other members of the EPYJE, Directors, staff, volunteers and YOURSELF. Members should not talk, act, or dress in a disruptive manner. Any disruptive, rude, or illegal behavior, including hazing or bullying, will not be tolerated and may result in dismissal from the program.

It is also expected that you will support and encourage all your fellow Ensemble members, so collectively, we will be the best Ensemble that we can be. There is no room for ego or jealousy as a member of the EPYJE.
11. Be respectful of the rehearsal or performance facility. Leave the space cleaner than you found it.
12. There will be no eating, gum chewing, smoking or the use of any other tobacco product during EPYJE rehearsals. Only water will be permitted during the rehearsals.

TARDINESS

Tardiness is disruptive and disrespectful to the entire Ensemble. Members will be considered tardy if they are not at their seat and ready to play when the Director begins the rehearsal. Two (2) tardies will be considered an absence. Leaving the rehearsal before being excused will also count as a tardy. Tardiness will not be tolerated and can result in dismissal from the Ensemble.

ABSENCES

Members will be allowed two (2) absences from rehearsals. More than two (2) absences will result in a review of the member's status up to and including possible dismissal from the Ensemble. Dress rehearsals are mandatory. Performances are mandatory. Any absences from Dress Rehearsals or Performances may result in immediate dismissal from the Ensemble.

The EPYJE does take into account school-related activities that are in conflict with rehearsals, illness, as well as religious holidays and obligations.

The Artistic Director will evaluate a student's conflicts and determine if continued absences based on school-related or religious activities will hinder the progress of the EPYJE and require further action.

Absences shall be reported to the Artistic Director as far in advance of the absence as possible. Failure to report the absence can result in suspension or dismissal from the EPYJE.

SCHEDULING, VACATIONS & HOLIDAYS

Please make sure that you note all rehearsals and performances on your personal and family calendars. It is very important that you make every effort to keep EPYJE events listed, both rehearsals and performances, as to avoid any conflicts.

TUITION

The annual tuition to be a member of the El Paso Youth Jazz Ensemble is \$300.00. Tuition is due in full at the first rehearsal on September 3rd, 2022. Those students paying their tuition in full on September will receive a \$50.00 discount, thus total tuition will be \$250.00.

A PAYMENT PLAN of \$50.00 per month is available. The payment schedule will be provided to those who prefer this option.

Checks can be made payable to EPYJE. Students accepted as members of the EPYJE will not be excluded because of financial need or inability to pay tuition. Financial assistance and fund raising opportunities will be made available. Please see the EPYJE Administrator, Victor Salas, to discuss financial issues.

WITHDRAWALS & TUITION REFUNDS

A withdrawal request must be made in writing to the Board Chair who will determine the tuition

refund based on when the request is made and according to the following schedule:

Request received before the rehearsal on September 8, 2019: 100% refund
Request received before the rehearsal on September 22, 2019: 50% refund
Request received after the fourth rehearsal: NO

REFUNDS

REASONS FOR SUSPENSIONS OR DISMISSALS

1. Showing up unprepared for rehearsals.
2. Excessive absences or tardiness.
3. Repeated violations of using cell phones or other prohibited electronic devices during rehearsals or performances.
4. Participating in any rude, disruptive, or illegal behavior during EPYJE rehearsals, concerts, performances or events.
5. Intentionally causing or attempting to cause damage to any property of the EPYJE, any property of any member of the EPYJE, or any property used by the EPYJE for rehearsals, concerts, performances or events.
6. Intentionally stealing any property of the EPYJE, any member of the EPYJE or from any space used by the EPYJE for rehearsals, concerts, performances or events.
7. Causing or attempting to cause any physical or emotional injury to any member of or person involved in the EPYJE, including employees of any space used by the EPYJE for rehearsals, concerts, performances or events. Hazing and/or bullying will not be tolerated and will be cause for immediate suspension or dismissal from the EPYJE.
8. Possessing, using or handling any alcohol, illegal substance or weapons in any space used by the EPYJE for rehearsals, concerts, performances or events.
9. Becoming involved in any situation or occurrence which subjects an EPYJE member to public scandal, disrepute, widespread contempt, public ridicule; or any conduct which is widely deemed by members of the general public to embarrass, offend, insult or denigrate individuals or groups; or any conduct that will tend to shock, insult or offend the community or public morals or decency or prejudice the EPYJE in general. The Artistic Director shall have the right, at his sole discretion, to take any action he deems appropriate, including but not limited to dismissing the member from the EPYJE.
10. Being charged with or convicted of an offense involving moral turpitude, a crime of violence or any other misdemeanor or felony offense under Federal, state or local laws or ordinances. This does not include traffic offenses.
11. Any member who is determined to have engaged in prohibited activities during any EPYJE rehearsal, concert, performance or event:
 - A. will be sent home at the expense of the parent/guardian;
 - B. the parent/guardian will be financially responsible for any damages or expenses that may result from the member's behavior; and/or
 - C. EPYJE will inform local law enforcement if necessary.
12. Any case involving the potential suspension or dismissal of a student will be reviewed by the Artistic Director, Assistant Directors and the EPYJE Board of Directors. All decisions will be final, and refunds will not be given.

CONCERT DRESS

MALES:

Formal: Black dress pants, black long-sleeve dress shirt with black buttons, black socks and black dress shoes.

Casual: Black dress pants, EPYJE t-shirt, black socks and black dress shoes.

FEMALES

Formal: Black dress; or black skirt or pants, black long-sleeve blouse with black buttons, and black shoes.

Casual: Black pants, EPYJE t-shirt and black shoes.

No sandals, sneakers or boots allowed for anyone. * Blazers will be acceptable during winter season *

MUSIC COPIES

Members will receive one copy of his/her part. Replacements of any music will be at \$1.00 per page. It is encouraged that each student scan and save their parts on a home computer.

PRIVATE LESSONS

Every member of the EPYJE is encouraged to seek private music lessons if at all possible, even though they are not required. We suggest that you take the music to your lessons and have your private instructor assist you in learning and perfecting your part. The Artistic Director and/or Assistant Directors can help you identify a private teacher.

FUND-RAISING EVENTS

The EPYJE is a non-profit organization and needs to hold fund raising events throughout the year to support the program. It is expected that each EPYJE student and their parents will need to participate in fund raising programs in order to help defray the costs of the program and to keep tuition cost low.

PARENT AUXILIARY ASSOCIATION

The El Paso Youth Jazz Ensemble requests that all parents and guardians of the selected members of the Ensemble become involved in the EPYJE Parent Auxiliary Association ("Auxiliary"). Parental participation of selected members of the EPYJE is valued and essential to the success of the program.

The EPYJE asks that every parent do the following:

1) **Encourage** your child:

- Diligent practice and maximization of private lessons
- Regular and prompt attendance at rehearsal and concerts
- Support your child's respective school music programs

2) **Contribute:**

- Your time at rehearsals, concerts or on committee work
- Your special skills or talents, which could benefit the EPYJE

3) **Attend:**

- EPYJE parent meetings, concerts and events

4) **Participate:** In EPYJE FUND-RAISING

COMMUNITY OUTREACH CONCERTS

In fulfilling the Mission of the EPYJE, it is planned that the Ensemble will go out to our community to share the experience of jazz music. We will plan outreach concerts throughout the year, and requests for performances from the public and organizations can be made through the Ensemble's Administrative Director. The EPYJE will issue permission slips asking schools to release students from classes on days that concerts are held, if said concerts are during school day hours.

TOURS

A student's musical education is much more than learning to play the notes on a page. The EPYJE has historically traveled outside of El Paso to play at Jazz Festivals and other events.. It is anticipated that the Ensemble will occasionally seek to perform at festivals, events and locations in various cities outside of El Paso giving the EPYJE musicians the opportunity to gain the experience of performing in different cultural settings.

REHEARSAL LOCATION

First Presbyterian Church Music Room
1340 Murchison Dr.
El Paso, Texas 79902

EPYJE BOARD OF DIRECTORS

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Chairman & EPYJE Administrative Director
Vsalaslaw@gmail.com
(915) 241-601

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The El Paso Youth Jazz Ensemble name, logos and photos are the sole property of the EPYJE, and shall not be used or recreated in any manner by any person without written authorization from the EPYJE.

**EL PASO YOUTH JAZZ ENSEMBLE
PARTICIPANT'S MEDICAL INFORMATION**

NAME OF PARTICIPANT: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ SEX: _____ HEIGHT: _____ WEIGHT: _____

PARENT (or guardian) NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

CELL PHONE: () _____ EMERGENCY PHONE: () _____

EMERGENCY CONTACT NAME: _____ **RELATION:** _____

CELL PHONE: () _____ EMERGENCY PHONE: () _____

PRIMARY CARE PHYSICIAN: _____ **PHONE:** () _____

DO YOU HAVE HEALTH INSURANCE? YES: _____ NO: _____

NAME OF CARRIER & POLICY NUMBER: _____

Name of Primary Insured: _____

PLEASE ATTACH A COPY YOUR INSURANCE CARD (FRONT & BACK) IF AVAILABLE.

Does the Program Participant have any chronic or acute medical problems? YES: _____ NO: _____

Please explain : _____

List any allergies to food, pollen, or medicine: _____

List any medications being taken at present time: _____

List any other conditions we should be aware of : _____

My child has permission to participate in the El Paso Youth Jazz Ensemble. I fully realize that there is a potential that injury or illness to my child may result from or during participation in the program. In case of injury, illness or emergency, I give permission for my child to be given medical treatment as deemed appropriate. I further give permission for the information provided on this form to be shared with appropriate medical personnel. I further give permission for and grant authority to the program representatives to sign on my behalf.

Parent/Guardian Printed Name

Parent/Guardian Signature

Date

PERMISSION TO PUBLISH & RELEASE PHOTOGRAPHS & VIDEO

I hereby **GRANT PERMISSION** to the **EL PASO YOUTH JAZZ ENSEMBLE (“EPYJE”)** and its agents, employees, licensees, or assigns to take and publish the photographs and videos taken of me at all EPYJE rehearsals, events, concerts, performances, and publications, both printed and electronic. I hereby waive any right to inspect or approve the finished photographs, videos or the printed or electronic material(s) created from the photographs or videos prior to its/their publication.

I **RELEASE**, and hereby agree to indemnify, defend, and hold harmless the EPYJE, its agents, employees, licensees, and assigns (the “Released Entities”) from and against any and all claims that I, or any third party, may have now or in the future for invasion of privacy, right of publicity, or defamation arising out of the publication, use, exploitation, reproduction, adaptation, distribution, broadcast, or display of the photographs.

I have read this **PERMISSION TO PUBLISH & RELEASE PHOTOGRAPHS & VIDEO**, and I am fully familiar with its contents and the meaning and impact thereof.

Printed Name: _____

Signed: _____

Date: _____

CONSENT (if under 18)

I am the parent or guardian of the individual named above, and I have the legal authority to execute this Permission, Waiver, and Release on his or her behalf. I understand and agree to the terms and conditions set forth above.

Printed Name: _____

Signed: _____

Relationship: _____

Date: _____

ACKNOWLEDGMENT OF UNDERSTANDING AND COMPLIANCE

By signing below, we acknowledge that we have read the 2019-2020 El Paso Youth Jazz Ensemble Member Handbook, and that we understand its contents. Furthermore, our signatures also signify that we agree to comply with all of the stated policies. We understand that if there are any questions about the content in the Handbook, we can ask the Artistic Director, Assistant Directors or Administrative Director.

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

Please download and print copies of the Medical Information, Permission to Publish Photographs & Release, and the Acknowledgment of Understanding and Compliance forms, and return the signed copies of these forms to the Artistic Director, Assistant Directors or Administrative Director on the first day of rehearsal. The signed forms will be kept in each member's EPYJE file.