



Canberra  
Symphony  
Orchestra

# **Kingsland Brass 2024 Handbook**



# Welcome

Welcome to the Kingsland Pathways program Kingsland Brass, an exciting performance enrichment program for advanced musicians aged 12 to 19, led by CSO musicians Greg Stenning and Bjorn Pfeiffer. This program will take your individual, chamber ensemble playing to the next level and help you develop key musicianship and professional skills for success.

*This handbook outlines expectations and information to help you get the most out of Kingsland Brass.*

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# Enrolment

## Acceptance of offer

Participants must complete the participant information form **by COB Monday 8 January 2024** to secure their place in the Kingsland Brass program.

## Fees

The Kingsland Brass participation fee in 2024 is **\$605.00 plus GST**, payable to the CSO.

Participants will receive an invoice via email once they have submitted the completed participant information form. Invoices must be paid **within 14 days**, prior to rehearsals commencing.

The participation fee is **non-refundable** in the event that a participant withdraws from the program. In extenuating circumstances, the CSO may consider a full or partial refund at its discretion, on a case-by-case basis.

### *Financial support*

Kingsland Brass scholarships are available to assist musicians facing financial barriers to participation. Each scholarship covers the Kingsland Brass fee for one participant, for one year.

To apply for a scholarship, complete the relevant section of the participant information form. Applicants will be notified of the results of their application **by Friday 09 February 2024**.

# Rehearsals, performance classes and concerts

## Venue, dates and times

Rehearsals and performance classes will run weekly during the school term, on Thursdays. Rehearsals and performance classes will take place at the ANU School of Music (William Herbert Place, Canberra).

Kingsland Brass will perform **once per Term** in either open rehearsal or public concerts. Additional, ad hoc opportunities may arise throughout the year as part of the broader Kingsland Pathways Program and other CSO events. Participant availability will be considered prior to scheduling of additional projects or performances.

### *Rehearsal / performance class schedule*

	<b><i>Weekday</i></b>	<b><i>Rehearsal time</i></b>	<b><i>Performance class time</i></b>
<b>Kingsland Brass</b>	Thursday	5pm–6pm	6.00pm–6:30pm (30 minutes)

### *2024 term dates / concert schedule*

<b>Term 1</b>	Thursday 22 February – April 11	Open rehearsal in the week commencing 8 April
<b>Term 2</b>	Thursday 2 May – 13 June	Concert in the week commencing 10 June
<b>Term 3</b>	Thursday 25 July – 26 September	Open rehearsal in the week commencing 23 September
<b>Term 4</b>	Thursday 17 October – 7 November	Concert in the week commencing 4 November

## Attendance

**Rehearsal and Performance class attendance is mandatory unless leave has been granted by the Kingsland Team.**

Participants must also perform in performance class **at least once per term**.

**Concerts and open rehearsals are compulsory for all Kingsland Brass participants.** Participants unable to attend a performance should notify the Kingsland Team as soon as possible.

*See also Policies: Absences*

## Access

Rehearsals are closed to all non-participants, including parents and guardians. Parents and guardians are asked to wait outside rehearsal rooms when collecting participants.

## Equipment

All participants must bring the following equipment to rehearsals:

- Music stand and parts – *music will be provided three weeks before the first rehearsal*
- 2B pencils and eraser – *music must not be marked with anything other than pencil*

Brass players must also bring:

- Mutes – *if applicable*

All personal belongings should be clearly labelled with the participant's name. *The CSO is unable to provide spare equipment to participants.*

## Rehearsal etiquette and expectations

**A successful ensemble is a team effort.** A key focus of the Kingsland Brass program is learning to contribute fully to the ensemble and its goals through dedicated home practice, preparation, attendance, and consideration for fellow musicians.

### *Expectations*

- Know your rehearsal and concert schedule. Keep an accurate diary and attend all Kingsland Brass commitments except where leave has been granted.
- Know your repertoire and practise throughout the week.
- Be punctual – be seated and ready to play five minutes minimum **before the rehearsal start time.**
- Bring all the required equipment, including stand, pencil and instrument accessories / spares.
- Turn off phones and other electronic devices before rehearsals and performances.
- If you are experiencing any COVID-19 symptoms or you are otherwise unwell, notify the CSO as soon as possible and do not attend rehearsals, performances or other events.
- For known absences, request leave **at least 10 days in advance.** *If you're unwell and unable to attend, or running late on the day, notify the CSO at the earliest opportunity.*

Participants are expected to commit to the Kingsland Brass program for the full calendar year and participate fully in all rehearsals, performances and other activities (except in the event that participants are unwell or where leave has been granted).

Kingsland Brass is an extension program designed to build on existing learning. **Students already participating in school and community-based ensemble / orchestral programs are expected to continue in these programs.**

College and tertiary students are asked to consider examination periods and discuss potential leave well in advance with the Kingsland Team.

## Content

Kingsland Brass rehearsals will explore the vast repertoire for brass ensemble.

Performance classes will give participants the opportunity to present 'work in progress' or 'performance ready' pieces and receive constructive feedback from peers and the Kingsland Brass Team.

## Concert attire

Participants are expected to dress professionally in 'concert blacks' for all performances. Attire should not be faded or damaged. Concert wear should be plain, with no visible branding or logos.

Participants who are not appropriately attired may be asked to change their attire. or may be seated in an alternate position or excluded from the performance.

### *Concert blacks*

#### **Option A**

Black shirt / blouse  
Black trousers  
Black socks  
Black dress shoes

#### **Option B**

Black shirt / blouse  
Black skirt  
Black stockings  
Black dress shoes

#### **Option C**

Black dress  
Black stockings  
Black dress shoes

Skirts and dresses should **cover the knee when seated**. Dress trousers only – no jeans.

Shirts and blouses should cover the shoulder; sleeveless, strapless, low-cut or 'midriff' shirts are not appropriate.

Dress shoes only – no running shoes, thongs or Doc Martens.

# Sheet music and practice

## Expectations

Participants are expected to learn their parts in advance, practise regularly throughout the week and come prepared to each rehearsal.

Participants are responsible for bringing their music to and from each rehearsal, in hard copy or on a tablet or other appropriate device.

## Format

Music will be available digitally and in hard copy **three weeks prior** to the first rehearsal. Participants are invited to collect hard copies from the CSO office and meet the CSO team, during business hours.

## Copyright

For copyright reasons, participants must not share music with non-participants or otherwise copy or disseminate parts.

# Policies

## Child Protection Policy and Code of Conduct

Participants are expected to treat staff and fellow participants with respect at all times and conduct themselves professionally as ambassadors of the CSO. Participants must not use language that is sexist, racist, homophobic or otherwise demeaning or offensive.

**Bullying or abuse of any kind, physical or verbal, will not be tolerated.**

Participants are expected to respect each other's property and the property and facilities of the CSO, the ANU School of Music and other performance and rehearsal venues. Participants will be held financially responsible for any loss or damage caused by deliberate or negligible behaviour.

All participants and parents / guardians are expected to abide by the CSO Child Protection Policy. The CSO reserves the right to remove any participant from the Kingsland Brass program if their behaviour is consistently and deliberately disruptive, detrimental to their wellbeing or the wellbeing of staff and fellow participants, or otherwise contravenes the Child Protection Policy.

## Health and Safety

Participants are required to provide relevant medical information in the participant information form, including any pre-existing medical conditions. Information will be kept confidential and will only be disclosed to First Aid or professional medical personnel in the event of a medical emergency. The CSO must be notified immediately of any new medical conditions or changes to the information provided in the participant information form.

By enrolling in the Kingsland Brass program, participants (or their parents or guardians, for participants aged under 18) authorise the CSO to seek medical attention on the participant's behalf and at their expense, as the CSO deems appropriate, in the event of injury or illness during a Kingsland Brass activity.

A CSO staff member trained in First Aid will attend all Kingsland Brass rehearsals and performances.

**Participants who become aware of a health and safety risk to themselves or other participants during a Kingsland Brass activity are expected to notify a member of CSO staff immediately.**

Given the physically demanding nature of playing a musical instrument, participants must inform the CSO in writing if they develop a physical injury that inhibits their ability to rehearse or perform with Kingsland Brass.

## COVID-19

All Kingsland Brass rehearsals, performances and other activities will be delivered in line with ACT Government COVID-safe requirements.

We request you do not attend Kingsland Brass rehearsals or concerts if you are unwell or experiencing cold, flu or COVID-19 symptoms.



## Supervision

When dropping participants off for rehearsal, parents / guardians of participants under the age of 18 are responsible for ensuring their child is in the care of a CSO staff member before departing.

**Supervision is available 15 minutes prior to a rehearsal or performance and up to 15 minutes after a rehearsal or performance.** The CSO is not responsible for supervision outside these times or in areas other than the rehearsal room and its immediate surrounds.

**If a parent or guardian is running late to collect a participant under the age of 18, they are asked to notify a CSO staff member phone.**

Parents and guardians may wait outside the rehearsal room to collect participants. Parents and guardians are asked not to enter the rehearsal room.

## Absences and leave

### *Known absences*

Participants are expected to organise social activities and other performance commitments around the Kingsland Brass schedule. The CSO will consider leave requests for illness, compulsory school / university commitments, extension opportunities, participation in cultural or religious holidays or activities, and on compassionate grounds.

Leave requests for known absences must be submitted in writing to [kingsland.program@csso.org.au](mailto:kingsland.program@csso.org.au) **at least 10 days in advance.** *This includes instances where a participant must arrive late to a rehearsal or leave early.*

**Leave will not be granted for rehearsals or performances with other ensembles, except where these commitments have been made prior to confirmation of the relevant Kingsland Brass date.**

### *Unforeseen absences*

If a participant is running late or is unwell on the day of a rehearsal or performance, the CSO should be notified by phone as soon as possible. *A mobile number will be provided to participants in advance of rehearsals commencing.*

### *Unexplained absences*

Participants who regularly arrive late or are repeatedly absent without leave may forfeit their position in the Kingsland Brass program. The CSO has a duty of care to participants and will contact parents / guardians if a participant is marked absent without notice.

## Instruments and insurance

Participants are responsible for their own instruments and accessories, and any other personal belongings.

The CSO encourages participants to insure their instruments against loss or damage. The CSO will not accept responsibility for any loss or damage of participants' instruments or other belongings at Kingsland Brass events or during transit to or from Kingsland Brass events.

## Alcohol and illicit substances

The consumption of alcohol or illicit substances is strictly prohibited during any Kingsland Brass activity, formal or informal. Any participant found to be in possession of, or under the influence of, illicit substances or alcohol will be dismissed immediately from the Kingsland Brass program.

The CSO will report any use or possession of illicit substances to relevant authorities, as well as any participants under the age of 18 in possession of, or under the influence of, alcohol or tobacco products.

# Communication

## Kingsland Brass Team

**Donna Parkes**

*Kingsland Pathways Program Coordinator*

**Gregory Stenning**

*Kingsland Brass*

**Bjorn Pfeiffer**

*Kingsland Brass*

All Kingsland Brass communication should be directed to Donna Parkes in the first instance, via [kingsland.program@csso.org.au](mailto:kingsland.program@csso.org.au). For time-sensitive enquiries, Donna is contactable via 0479 085 538.

The CSO is also contactable during business hours via 02 6247 9191.

The CSO office is located at Level Five, 1 Farrell Place, Canberra. CSO staff work flexible hours – please call before visiting to ensure the office is staffed.

## Communication with participants

Email will be the primary method of communication for program information, invoices and rehearsal and performance details. For participants under the age of 18, the email address provided to the CSO must be that of a parent or guardian.

If contact details change, the CSO should be notified immediately.