

ANCHORAGE YOUTH SYMPHONY

ATTENDANCE POLICY

2011 - 2012

Members must:

1. ATTEND ALL REHEARSALS AND PERFORMANCES
2. REPORT ALL ABSENCES

The Anchorage Youth Symphony is dedicated to professional-level performance. Failure to comply with the Attendance Policy is a basis for resignation from the Anchorage Youth Symphony.

Attendance is Mandatory

Rehearsals: The need for rehearsal attendance cannot be stressed enough. Absences, when they occur, are counted during each rehearsal/concert cycle. The following are the maximum number of absences that are allowed during the period before each concert:

Concert #1	2
Concert #2	1
Concert #3	2

Arriving late for or leaving before the end of a rehearsal is an absence that counts one-half (1/2) toward the member's absence count.

Sign In: AYS Members are responsible to sign-in and sign-out at each rehearsal!
Signing another AYS member in or out is not permitted.

Know your attendance record: Members should review their attendance record to verify the accuracy of the attendance record.

Orchestra Secretary: The AYS Orchestra Secretary assists members by keeping track of attendance and is available to help members resolve potential attendance problems.

Concerts and Tours: Members are expected to attend all regularly scheduled concerts and make a good-faith effort to attend concerts, tours and special events added after the season start. Participation in tours outside the regular concert season is strongly encouraged.

Two months advance notice of an expected absence from a concert or tour is needed to allow AYS time for tour planning (music, transportation, room & board) and concert preparation.

Members who must be absent from a regularly scheduled concert or tour because of emergency, illness or unforeseen schedule conflict may be granted an excused absence. Members must:

1. Notify the Executive Director by using the link on the AYS web site before noon on dress rehearsal day or concert day; and
2. Provide a valid reason that meets the required criteria.

Members who foresee ongoing schedule conflicts should reconsider whether they can meet AYS attendance requirements.

Reporting Absences: Notice is Always Required

The Board recognizes that **emergencies, illness and unforeseen schedule conflicts** may prevent members from attending a rehearsal, concert, or tour. All rehearsal absences must be reported in advance of the rehearsal at the link provided:
www.anchorageyouthsymphony.org/members.html.

Leaves of absence for extraordinary circumstances: Members in good standing who will miss rehearsals and concerts for an extended time should request a **leave of absence**. Members must send a written request for a leave of absence to the Executive Director, who will respond to the request in consultation with the Music Director and the AYS Board.

Consequences

The consequences for members who do not adhere to the attendance policy include: not being allowed to participate in a concert or tour, being re-seated for a concert tour, and/or being asked to withdraw from AYS. These decisions will be made by the Executive Director in consultation with the Music Director and the AYS Board.

AYS reserves the right to re-seat members who are absent for a concert or tour, including those members whose absence is excused.

Re-Audition

Members who are asked to withdraw under this attendance policy may request to formally re-audition to rejoin the symphony. Requests to re-audition must be made in writing and addressed to the Executive Director. In addition to satisfactory musicianship, members who re-audition must demonstrate a commitment to full attendance at rehearsals and regularly scheduled concerts. Members who satisfactorily re-audition will not be required to pay additional membership dues for the season.

Appeals

Members asked to withdraw under this attendance policy may appeal to the AYS Board. Appeals must be in writing and addressed to the AYS Board President.

I have read and understand the 2011-2012 AYS attendance policy.

Member's signature _____ Date _____

Parent's signature _____ Date _____