

Manawatu Voices Choir

2018 Handbook



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MANAWATU VOICES CHOIR HANDBOOK

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ADMINISTRATION

Manawatu Voices Choir is operated by Saturday Music PN Charitable Trust is a registered charity (# CC29243) and is supported by the Primary School Out-of-Hours Music Scheme of the Ministry of Education. The choir is overseen by the Board of Trustees operating under the regulations of the Ministry of Education.

Saturday Music Board of Trustees (as at the time of publication)

Members of the Saturday Music Board of Trustees are:

Nigel Tongs	Director
Keiko Uchidate	Assistant Director
(Vacant)	Chairperson
Andrew Griffiths	Secretary
Annika McBrearty	Treasurer
Tim Carroll	Parent representative
Mary Kriechbaum	Tutor representative
Barry Jones	PNINS Liaison

Aims

The aims of Manawatu Voices Choir are to:

- provide an opportunity for children from 8 years of age until the end of school year 10 to extend and develop their potential for achieving higher standards of musical performance.
- provide tuition in technical and and vocal musicianship skills.
- provide opportunities for musical performances and collaborations with similar ensembles from around the country, representing the Manawatu region.
- maintain a supportive and affordable community music environment.

Saturday Music requires the parents/caregivers of all students to pay an annual subscription to help provide essential services.

Acceptance into the choir is dependent on a child's physical and/or musical development. Applications should be accompanied by a recommendation from the child's music tutor or school teacher in charge of music. If you have a child with special needs, please contact the Director on **027 825 6927** in the first instance.

Board of Trustees

Parents are invited to contribute to the governance of Saturday Music Charitable trust by serving as an appointed Trustee or as a co-opted Parent Representative. Parent Representatives must have a child enrolled in Saturday Music as a condition of acting in this role. Both roles are necessary for the continuing function of the Board.

The Board meets four times a year, or as needed, to sustain and oversee the operations of the Saturday Music programme.

SELECTION REQUIREMENTS

In the first instance, students must meet the age requirements for the choir, being:

1. Having his or her eighth birthday on or before 31 December in the calendar year of his or her application, and
2. Being no older than 14 years on 1 January in the calendar year of his or her application.

Secondly, students must agree with and abide by the Manawatu Voices Choir Code of conduct. This includes the following requirements:

ATTENDANCE

- Each member is expected to attend all rehearsals
- Parents must inform the choir Administrator via phone or e-mail before being absent from rehearsal, concerts, and all other MVC events.
- Participation in ALL events is expected unless prior notice has been given to the Administrator (please give as much prior notice as possible).
- No more than three rehearsal absences of any type, excused or unexcused, are permitted in a given term. Three or more rehearsal absences may result in the member forfeiting his/her place in the next performance.
- All members must sign in with the Administrator at rehearsals and wear his/her name badge for easy identification.

TIMELINESS

- Each member is expected to be on time to ALL rehearsals, concerts and MVC events.
- On Time = Early and sitting in your seat ready to sing.
- If you are late, be aware that your arrival will be distracting. Enter the room quietly and wait for the most appropriate time to take your seat.
- Singers must be picked up promptly at the end of rehearsal. There is no provision for supervision once rehearsal has ended. Please make sure our staff/volunteers are able to leave the rehearsal at the hour to which they have been contracted.

PREPAREDNESS

- Each member is to bring his/ her music and a pencil to every rehearsal.
- Parents will be invoiced for the cost of any published music that is lost.
- If you miss a rehearsal, please put in extra time at home to catch up on words/music where necessary.

APPEARANCE

- Singers are expected to be neatly groomed and to wear the following attire for public performances:
 - MVC polo shirt (or other shirt, if advised)
 - Black skirt or trousers (no short shorts or skirts with high splits)
 - Clean, black shoes (and if socks are worn, these must also be black)

BEHAVIOUR

- All singers are to pay close attention to instruction during rehearsal and NOT interrupt the Director.
- Singers need to raise their hand to ask a question.
- Do NOT talk amongst yourselves during rehearsals.
- All members are expected to treat the artistic staff, fellow choir members and the extended choir community with dignity and respect.
No bullying or harassment will be tolerated, whether physical, verbal, emotional or sexual.

<h1>PERSONNEL</h1>

Manawatu Voices Choir personnel (as at the time of publication)

Conductor	Nigel Tongs
Assistant Conductor.....	TBC
Accompanist	TBC
Administrator.....	TBC

2018 SCHEDULE

REHEARSALS

Rehearsals are held between 2:30pm and 4:00pm at Palmerston North Intermediate Normal School, Linton St. Classes are held on the following Saturdays: (Please enter these on your calendar)

Term 1	March	3, 10, 17, 24
	April	7
Term 2	May	5, 12, 19, 26
	June	9, 16, 23, 30
	July	1
Term 3	July	28
	August	4, 11, 18, 25
	September	1 (open day), 8, 15, 22
Term 4	October	27
	November	3, 10, 17 (end-of-year concerts)

The end-of-year concerts are on Saturday 17 November. Class concerts are held at 9:30am and 11:30am. The choir class will also be involved in an evening concert at 7:00pm, with the orchestra.

WORKSHOPS AND PERFORMANCES

As a representative performance group, the scheduled workshops and performances are only partially confirmed for 2018. However, the following workshops are intended, as at 2nd September 2017:

Workshop	Megan Finch	March
Performance	Rotary Youth Music Festival	May
Workshop	WYV choir	July (in Wellington)
Performance	NZCF Kids Sing	August

All scheduled dates will be confirmed by 17th February 2018

ENROLMENT

Enrolment forms may be obtained:

- by visiting the Saturday Music website
www.saturdaymusic.org.nz/choir-enrolform (enrolling online is preferred)
- from the foyer of Palmerston North Intermediate Normal School during Saturday Music lesson times.
- by telephoning or texting **027 825 6927**.

Enrolment for 2018 is open between the 2017 open day (2nd September 2017) and the final enrolment day (17 February 2018). Please complete the enrolment form online and follow the instructions for presenting the form and subscription. Enrolments cannot be accepted after 17 February 2018.

Subscriptions

Each subscription * \$75.00 per term

* A \$50.00 discount will apply to the final term in 2018 for regular attendance each term through out the year. ***Enrolments will be processed once subscriptions have been paid in full.*** Parents/caregivers must contact the Director if they need to make special payment arrangements.

Other costs

Other costs include a T-shirt as part of the performance uniform. Details will be provided at the first rehearsal.

A student withdrawing from a class on or before 18 March 2018 is entitled to receive a refund of the subscription fee less an administration charge of \$20.00. After this date, no refunds will be made.

CAR PARKING

Parents/caregivers bringing children to classes by car must enter the Palmerston North Intermediate Normal School grounds through the **South Street entrance** where there is room for parking (please do not park in the grounds in front of the school). When parking your car, please allow plenty of room for other people to get out. Drivers are asked to be watchful for children who are going to and from lessons. **PLEASE KEEP YOUR SPEED DOWN!** Children must be collected promptly at the conclusion of their lesson. Saturday Music accepts no responsibility for children outside their lesson time.

EMERGENCY PROCEDURES

In the event of an emergency, all students, parents/caregivers and siblings must follow the instructions of the class tutors. In the event that the school must be evacuated, the meeting point for everybody is the field beyond the car park.

The information in this handbook was accurate as at August 2017.

MAP OF PALMERSTON NORTH INTERMEDIATE NORMAL SCHOOL

