



Performing Members' Handbook

Welcome to ROCA! This set of guidelines and norms will support your membership in our organization. Thank you for your involvement. ROCA has been a successful, cultural influence in Richmond for over 37 years, due to the dedication and participation of our membership.

MISSION STATEMENT:

The Richmond Orchestra & Chorus Association is a group of dedicated amateur musicians under professional leadership that is committed to musical excellence and building connections through audience engagement, nurturing musical talent, and providing community service.

PHILOSOPHY:

The Richmond Orchestra & Chorus Association, a group of dedicated amateur musicians under professional leadership, believes that:

- a rich cultural scene is essential to building a strong, healthy, and vibrant community.
- music enhances the lives of both performers and audience members.

We are currently in our 37th concert season, with Artistic Directors Brigid Coult (chorus) and James Malmberg (orchestra) in our leadership roles. Our Board of Directors and office administrator work to produce a minimum of six concerts per season, and we strive to work collaboratively with our community partners to educate, support and provide enjoyment for our audiences in Richmond and beyond. We are an inclusive organization, welcoming diverse musicians to rehearse and perform together in safety and with respect.

The Richmond Community Orchestra and Chorus Association (ROCA) was registered as a non-profit organization under the B.C. Society Act in October 1986 and was granted charitable status by the Federal Government in June 1987.

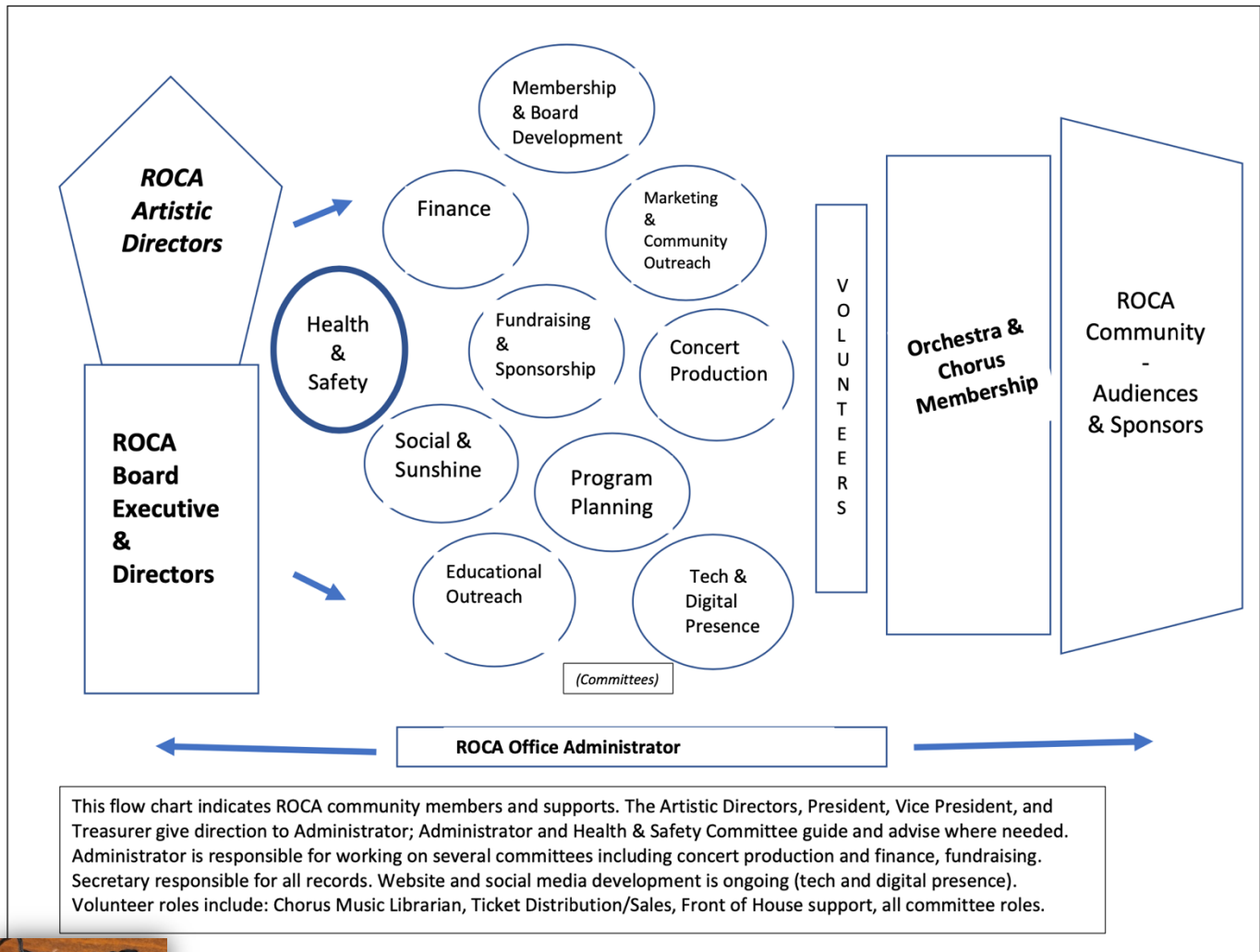
The aims of the Association are to increase participation in the public knowledge of the Arts, with a special emphasis on musical performance. Through the maintenance of responsible training and performance standards, the Association forms part of the continuing music education in the community.

You can find our presence online at our website: www.roca.ca or on [Facebook \(Richmond Orchestra & Chorus Association\)](#), [Instagram @rocamusicians](#) or on our [YouTube channel, here](#).

Sections in this Handbook:

- 1) About ROCA: governance and ways to be involved
- 2) Guidelines for Performing Members
- 3) Concert Production
- 4) Fundraising & Community Support
- 5) Communications

1) ROCA Governance Model:



The Richmond Orchestra and Chorus Association is managed by a Board of Directors, elected at the Annual General Meeting held in the fall. The Board consists of members of the Orchestra and Chorus, as well as individuals from the community.

ROCA COMMITTEES- BOARD MEMBERS AND VOLUNTEERS:

- **Health & Safety Committee**
Develops protocols for adhering to Public Health Office guidelines. Supports staff and members with all health and/or safety concerns.
- **Finance Committee**
Prepares budgets, projections and reports to the Board.
- **Educational Outreach Committee**
Supervises elementary school outreach program as well as create and promote other outreach programs.
- **Fundraising & Sponsorship Committee**
Develops community partnerships, sponsorships, and fundraisers for special projects.
- **Program Planning Committee**
Plans the yearly program and creates a long-term plan for ROCA goals and projects.
- **Board & Membership Development Committee**
Recruits and nominates Board members based on developed criteria and reviews, updates and ensures adherence to the ROCA Constitution and Bylaws as well as our member's handbook.

- **Marketing & Community Outreach Committee**
Develops and manages all aspects of ROCA's marketing initiatives, social media presence and public relations, including our philanthropic efforts.
- **Concert Production Committee**
Works with our creative leadership to plan for all the aspects of each concert: venue liaison, ticket sales, website information, audience support, recording coordination, sponsorship coordination.
- **Social & Sunshine Committee**
Support and celebration for members of the orchestra and chorus- the ROCA family!
- **E-Presence Committee**
Website management, social media coordination, planning for ROCA's digital strategy.

2) Guidelines for Performing Members

Membership Fees

Membership fees with ROCA follows the Sept. - June calendar. Membership fees are due in full at the first rehearsal of the season. They may be paid in full, or in two installments, with a second cheque (post-dated) to the following January. A student rate is available for members attending secondary school or a recognized post-secondary institution. Members requiring special payment arrangements may apply in writing to the Membership Committee/ROCA Office Administrator. Payments may be made by cheque, cash or e-transfers.

Current membership fees are \$200/year or \$75 for students. Membership fee for those joining the organization on January 1st or later is prorated. These rates are subject to an annual review by the Board, and members will be notified of any changes. Donations further to the \$200 membership fee are gratefully accepted.



Auditions

Performing membership is by audition, and at the discretion of the conductors. After the initial audition, performing members may be required to re-audition from time to time in subsequent seasons. Conductors are responsible for the placement of instrumentalists and singers in the ensembles.

Attendance

A record of attendance is kept by the conductors. Unavoidable absences must be reported to section leaders prior to rehearsal. If there are too many absences, the performing member may be asked to miss the upcoming concert, or may be re-auditioned.

Punctuality is a requirement! Orchestra members must arrive early enough to tune instruments before the rehearsal starts. All performing members should have chairs in position and be ready to start at 7:30pm.

Rehearsals

All rehearsals are on Tuesdays, 7:30-9:30pm. The orchestra rehearses at South Arm United Church. The Chorus rehearses at Fraserview MB Church.

Additional rehearsals and sectional rehearsals will be called as needed. Dress rehearsals will usually fall on the Saturday morning of the concert weekend; however, the artistic directors will update members about exact times. Be sure to become familiar with the website "members' section" as it includes a calendar with all relevant information.

For the sake of those with allergies, all members are asked to refrain from using scented products at all gatherings, rehearsals, and performances.

Concerts & Events

The concert season typically consists of a six concert series, plus additional performances as required such as community events, seniors' residences, etc. The full season lasts from September to June.

All members are expected to commit to all concerts, and to make their best effort to participate in any additional performances as they arise. Season dates are announced well in advance and changes will be given as soon as possible.

All members are expected to participate fully in all the Association's functions. These include not only rehearsals, workshops and concerts, but also fundraising and committee work. It is important that our Board and committees have representatives from both the orchestra and chorus.

3) Concert Production

About Music:

All performing members are expected to take responsibility for learning their music at home, in order that rehearsals can focus on the musical dimensions rather than on note-learning. Members are encouraged to co-operate with each other in setting up sectional practices and may bring recording devices to rehearsals. Music is available on loan to each performing member. All music remains the property of ROCA. Lost music will result in replacement or payment of pieces by the member.

Pencil marks ONLY are to be made on the music. Please do not use highlighters or deface the music in any way. Music must be returned promptly to the Librarian/Conductor. If music has been borrowed from another source, it is appreciated if all pencil marks are erased before returning.



About Concert Dress:

Orchestra-

ALL Black; including socks/hose, tuxedo/long skirt, pants and shirt, etc. as preferred.

Chorus-

Black tuxedo; white dress shirt and various colours pocket squares based on seasonal choice; or varied green silk triangle top with black camisole and black dress pants as preferred.

ALL Black bottoms: dress pants or long skirt (not mid-length) and black socks/hose as preferred.



Jewelry: small/discreet; other accents and decorative pieces as needed for particular performances.

Chorus members who choose the green silk or coloured top option, will be supplied with wardrobe items. Costs will be discussed at the time of fitting. Incidental fees may be incurred as costuming decisions are determined depending on the concert event. All wardrobes remain the property of ROCA and must be returned if you leave the chorus. The original fee will be refunded minus a small administration fee. For some concerts, alternative dress could be worn: black dress pants or long black skirt; solid-color shirt/blouse (jewel-tones) or ROCA dress shirt, black hose, and black shoes, or as the concert production committee advises.

4) Fundraising & Community Support

ROCA is a registered non-profit charity. Receipts for income tax purposes will be issued for any amount above \$50 or upon request should you wish to make a contribution, in addition to your membership dues. ROCA welcomes any support from members that may help reduce the amount of fundraising needed throughout the season. Please note that membership dues and ticket purchases are not tax deductible.

Most of our operating costs are covered by fundraising projects in which all our members are expected to participate in some way. The remainder of our income comes from membership fees, grants, corporate and individual donations, and concerts.

Tickets will be available online well in advance of each concert via e-platforms such as Eventbrite or VTIIX. Paper tickets will also be made available. Members are encouraged to attempt to facilitate the sale of at least 2 tickets per concert. Chorus and Orchestra members are encouraged to support and attend each others' concerts.

The Roy Neville Wrigley Endowment Fund provides our organization with permanent sustainable funding. The interest earned from the principal of the Endowment Fund is used to offset some of the costs associated with our performances and outreach programs. Contributions to this fund can be made by donating online through the Richmond Community Foundation. The ROCA Board applies for several grants each year, in order to make enough income to pay our staff, music and venue costs.

5) Communications

ROCA relies heavily on email, social media and the members' website section 'Members' Calendar' for correspondence and communication among its members.

Membership lists will be updated as the need arises. It is crucial that the Office Administrator, Conductors, and Librarians be kept informed of any change in address (email or other), phone number, and membership status. Email is required. Facebook is encouraged!

We will keep you informed by sending emails detailing current events and updating the Membership Calendar on the Members section of the website. It will contain update schedules, concert information, and member news.

ROCA Website

Our website (www.roca.ca) is full of all kinds of useful information for the public and our members. Please check it regularly for updates and new information. We work to include attractive graphics, links and short videos that promote our member recruitment and our upcoming concerts. Watch that space.

Password for Members' access: rocaisgr8

A button to login to the 'Members Only' section is located at the top right of the homepage (ROCA Members Login) as well at bottom of the homepage in small print (Members Login).

Reach out!

If you have questions, contact a Board member, or contact our office administrator.

