

Oakland Civic Orchestra Member Handbook

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Important Info:

Rehearsal Address: 1330 Lakeshore Ave, Oakland

Marty's Cell: 510-812-2080

Important Reminder: Please turn off all cell phones before entering the rehearsal space

Welcome and Introduction

Welcome to the Oakland Civic Orchestra. We are a community-based orchestra comprised of members from the Oakland California region. The Orchestra was founded in 1992 by Enric Zappa through the City of Oakland Department of Parks and Recreation. The orchestra has been under the artistic direction of Martha Stoddard since 1997.

The orchestra draws its repertoire from a broad range of music literature. We have performed works of Brahms, Beethoven, Barber, Bach, Copland, Dvorak, Mendelssohn, Mozart, Stravinsky, Tchaikovsky, as well as works by local and emerging composers. The orchestra is committed to supporting the development of young artists and composers by providing opportunities performances with the orchestra.

Fees and Registration

The Oakland Civic Orchestra runs on a small but essential budget. In order to continue free performances, rent rehearsal space, rent sheet music, and pay other essential budgetary items, the orchestra requires that its members register through the Oakland Department of Parks and Rec. and fee of \$60 per set for Oakland residents and \$72 for non-Oakland residents. Those unable to pay the fee should contact the artistic director to discuss scholarships or donating volunteer services as an alternative. We greatly appreciate those who are willing to donate more than \$60 per set to help defray the expenses of players who are unable to pay. (Please see the "Other Ways You Can Help" section.)

To download City of Oakland Parks and Recreation registration forms please visit: www.oaklandnet.com/parks/registration/

Alternatively you may complete the registration form at the end of this document and mail it with a \$60 check made out to: City of Oakland (with Oakland Civic Orchestra in the memo line) or turn it in at rehearsal. If you like, it is possible to pay for the whole year in advance.

E-mail Group and Calendar

The best way to keep up to date with the orchestra is through its yahoo group – an e-mail group. To sign up for the group send an e-mail with the word "subscribe" in the subject line to: oaklandcivicorchestra-
subscribe@yahoogroups.com or visit:

subscribe & yarloogroups.com or visit.

http://launch.groups.yahoo.com/group/oaklandcivicorchestra/join

If you need assistance, contact Marty at ococonductor@yahho.com

To unsubscribe from the group send an e-mail with the word "unsubscribe" in the subject line to: oaklandcivicorchestra-unsubscribe@yahoogroups.com

Additionally you may access member files such as the calendar of events, directions, concert information, and rehearsal schedules from the Yahoo Group, or by visiting http://launch.groups.yahoo.com/group/oaklandcivicorchestra/cal.

Rehearsal

Rehearsals are held at Lake Merritt United Methodist Church, 1330 Lakeshore Avenue every Wednesday from 7:30pm to 9:45 pm. (For Directions see "Directions" section.) It is important that players arrive 15 minutes early to allow for warm-up.

There are several important policies to observe during rehearsals and performances.

- Please turn all cell phones off or entering the rehearsal space. In silence is a medical necessity for a orchestra. Failure to observe this result in our member suffering a realize you have left your cell phone rehearsal space to turn it off, as the can have the same effect.
- 2. There is no food or drink allowed space. The church has graciously for a nominal fee. Capped, bottled the space.
- 3. Please leave the rehearsal space
- 4. Late arrivals and building access: church doors will be locked after the

set to silent BEFORE this orchestra, cell phone long term member of the cell phone policy may gran mal seizure. If you on, please exit the "off" noise from the phone

inside the rehearsal allowed us to rent space water only is allowed in

as you found it.
For security reasons, the rehearsal break period

(8:30-8:45 ish). If you must return from break late, be sure to arrange for another player to let you back in.

Absences and Late Arrivals

The orchestra presents public concerts and maintains a high performance standard. Regular attendance is essential to achieve this goal and is expected of all members. Recognizing that some absences are unavoidable, we ask all members to commit to missing no more than two rehearsals per set. If you need to miss more than two

rehearsals, please contact the music director to discuss options for participation. Wind and brass players needing to miss rehearsals should make reasonable efforts to arrange for coverage of all parts, from within the membership if possible.

Should you have to miss or be late for a rehearsal, it is essential to give as much notice as possible. At the end of each set there is an attendance roster where you may indicate anticipated absences. If you have an unexpected absence due to emergency or sickness please contact the artistic director (Marty's cell is 510-812-2080) as soon as possible. If it is after 7:30pm, please call our assistant conductor, Kate, 510-295-9569.

If you must arrive late, please try to enter as quietly as possible.

Directions to Rehearsal

Rehearsals are held at the Lake Merritt United Methodist Church,1330 Lakeshore Ave. in Oakland. The church is accessible best by car but may also be reached by a 10 to 15 minute walk from the Lake Merritt BART. The 1330 Lakeshore address is the front door. The 1255 First Avenue address is the back entrance which has a small parking lot and wheelchair accessibility.

If you'd like to be on a BART carpool list, please sign up at rehearsal.

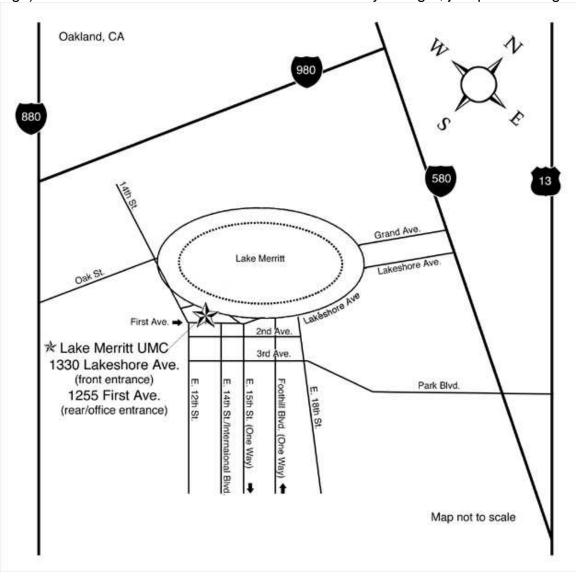
I-580 from San Francisco or the north:

Exit at Grand Ave./Lakeshore, move to the right-hand lane and proceed through the light to the next traffic signal. Turn right onto Lakeshore Avenue and follow around the shore of Lake Merritt approximately 0.8 miles.

To 1330 Lakeshore Ave: after crossing the traffic signal at E. 18th Street and then one at Foothill Blvd (just past the tennis courts on your left), veer to the right, following the Lakeshore Avenue sign. The church will be on your left about 2/3 down the block.

To 1255 First Ave: once on Lakeshore Ave., travel in the left lane. After crossing the traffic signal at E. 18th Street and then one at Foothill Blvd (just past the tennis courts on your left), you will now be in the middle lane. As the street splits, veer to the left, following the sign to E. 15th Street. At the next traffic signal, which comes up immediately, turn right onto First Avenue and continue one block through the traffic signal at E. 14th Street. Just past this signal, turn right into our parking lot, located just before the high-rise apartment building. First Avenue is only two blocks long. If you miss the parking lot, continue to the right, making a sharp right turn (before the stop

sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.



From The South Bay

Exit at Lakeshore Avenue and turn left onto Lakeshore. Follow around the shore of Lake Merritt approximately 0.8 miles.

To 1330 Lakeshore Ave: after crossing the traffic signal at E. 18th Street and then one at Foothill Blvd (just past the tennis courts on your left), veer to the right, following the Lakeshore Avenue sign. The church will be on your left about 2/3 down the block.

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I-880 from San Jose or the south:

Exit at Oak Street. Turn right onto Oak St. to 14th Street (just past County Courthouse), turn right on 14th Street and stay to the far left. Follow around the end of the lake, curving left on to First Avenue to the traffic light, which is the now the intersection of First Ave. and E. 14th Street/International Blvd.

To 1255 First Ave: Make a sharp left into our parking lot. If you miss the parking lot entrance, continue on First Avenue to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

To 1330 Lakeshore Ave: Make a U-turn and veer to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

From downtown Oakland:

Turn onto 14th Street going towards the hills and follow around the south end of Lake Merritt. Follow around the end of the lake, curving left on to First Avenue to the traffic light, which is the now the intersection of First Ave. and E. 14th Street/International Blvd.

To 1255 First Ave: Make a sharp left into our parking lot. If you miss the parking lot entrance, continue on First Avenue to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

To 1330 Lakeshore Ave: Make a U-turn and veer to the right, making a sharp right turn (before the stop sign) onto Lakeshore Avenue. The church will be on your right, just past the high-rise apartment building.

Security And Parking

During rehearsals, parking is available in the basement or behind the church (located at 1255 1st Ave.). There are about 20 spots at this location. Street parking is available on Lakeshore Avenue as well. After 8:30, the basement lot is locked, so if you arrive late, plan to park elsewhere.

Accessibility

Wheelchair access is available through the back entrance at 1255 1st Avenue. There is also a disabled parking spot in that location. If other reasonable accommodations are required please inform the Artistic Director.

Concerts

In addition to announcements on our Yahoo Group Site, paper copies of schedules and concert information will be available at rehearsal.

In general:

Concerts are usually on Sundays at 4pm. Call time is about 2:30.

Dress Rehearsals are usually held the day before the concert (usually Saturday) from 9:45am to 12:30pm.

Concert attire is all black (black pants/skirt and black shirt/top). White shirts with long, dark ties, and a black jacket are also acceptable. Tuxedos are not recommended.

Your Contributions

OCO relies on your time, talent, and treasure to sustain its presence in the community. We operate on a shoestring budget with a lot of love and the generosity of a few individuals.

What you can do:

Set-up and break-down: Arrive early for a rehearsal (7pm) to help set up chairs and help with any large instruments.

Stay after rehearsal and help break everything down. Set-Up and Breakdown are especially important on concert days.

Donations: While we rely on everyone to pay their registration fees, this certainly doesn't stop those who can from giving more. Typically, registration fees alone do not cover the entire cost of OCO's operations. It is only through the charity of caring individuals that the orchestra has been able to survive. We ask you to consider making a tax-deductible donation to your orchestra in addition to your dues. Checks should be made out to: Friends of the Oakland Civic Orchestra and given to the orchestra treasurer.

During the fall, the Orchestra Committee will be looking for volunteers to help with specific tasks including:

Concert programs
Flier / Poster distribution / mailing
Concert preparation / Hospitality
Recruitment
Mailing List Maintenance
Carpool management
Bookkeeping
Publicity

Tell your friends about us: The orchestra is often recruiting new members. We have open enrollment for string players and there are sometimes vacancies in other sections.

Important Contacts

Artistic Director
Martha Stoddard

Fundraising

e-maill: ococonductor@yahoo.com

cell: 510-812-2080

Music Librarian: Ayako English fiddlercrab3@yahoo.com



Activity Registration (Please print and use black or blue ink only)

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^{*} Check here if this is a change of address \square

ACCESSIBILITY: The City of Oakland Office of Parks and Recreation (OPR) is fully committed to compliance with provisions of the Americans with Disabilities Act. Please direct all inquiries concerning program and disability accommodation to the OPR Inclusive Recreation Coordinator at (510) 615-5980 or smeans@oaklandnet.com. TDD callers please dial (510) 615-5883. Please describe below special accommodations you or your child need to participate: 5. OTHER EMERGENCY CONTACT Relationship _____ Name __ Last Phones ____ Home Phone Work Phone Cell Phone FOR CHILDREN UNDER THE AGE OF 18: I hereby make the following provisions for the daily pick up or release of my child: ____ Child may walk home. _____ Child may be picked up by parent only. Child may be picked up by one of the following individuals and ONLY those individuals: Relationship ____ 7. RELEASE WAIVER I hereby release and hold harmless the City of Oakland and the Office of Parks and Recreation, its directors, officers, employees, agents and all other persons acting on its behalf, from any and all causes of action, liability, damage, loss, and expense, including attorney fees and court costs, whether based upon causes of action for strict liability, negligence, gross or otherwise, in connection with the participation of me or my child in any activity conducted by the Office of Parks and Recreation, whether on its premises or elsewhere. This release is made in all my legal capacities, including on my own behalf, and on the behalf of my spouse and any other parent or quardian of the enrollee, and as legal representative and quardian of the enrollee. 8. AUTHORIZATION FOR MEDICAL TREATMENT I hereby consent and authorize the City of Oakland and Office of Parks & Recreation staff to obtain emergency medical care for myself or my child for any injury that may result from participation in the activities of the Office of Parks & Recreation or on or about its premises. I understand that the City of Oakland, the Office of Parks and Recreation do not provide medical insurance coverage for participants of this program. This form must be signed by an adult (over age 18), either the enrollee or the legal parent or guardian. Signature of Enrollee or Parent/Guardian REFUND POLICY: Refund amounts are set by the City Council in the City of Oakland Master Fee Schedule. The amount of your refund is determined by how late you requested the refund and the activity enrollment or facility rental for which you paid. You may be charged an administrative fee for cancellations or transfers. If you have any questions, please contact the recreation center or program coordinator. TITLE VI COMPLIANCE AGAINST DISCRIMINATION 43CFR 17.6(b): Federal and City of Oakland regulations strictly prohibit discrimination on the basis of race, color, national origin, age handicap, gender, sexual orientation, AIDS or ARC. 9. PAYMENT INFORMATION: ☐ Check: # _____ Make checks payable to <u>City of Oakland</u> Driver's License No. _____ Please be advised that all returned checks will be subject to an additional \$25 Service Fee and a \$4.64 Certified Mailing Fee. Pursuant to Section 1719 of the California Civil Code, damages equal to three times the amount of the check (subject to a \$100 minimum and a \$1,500 maximum) will be assessed if your check is not redeemed in cash within 30 days.

□ Mastercard/Visa Card # _____- ____ Expiration Date:

Name as it appears on the card:

Cardholders' Signature: