

## **MALAYSIAN PHILHARMONIC YOUTH ORCHESTRA (MPYO)**

### **MEMBER HANDBOOK**

The Malaysian Philharmonic Youth Orchestra (MPYO) aims to:

- Nurture and encourage young musicians in their passion and appreciation of all genres of symphonic music and integrate them into a highly skilled ensemble thereby offer life-long skills and experiences;
- Support Malaysia in the provision of well-trained professional and amateur musicians, inspiring and experienced teachers and well-informed audiences;
- Nurture aspiring Malaysian composers and conductors and provide valuable work experience for individuals interested in all aspects of arts and events management.

## **Terms & Conditions**

### **1. Eligibility of Membership**

- 1.1 Membership shall be decided through an audition.
- 1.2 Membership shall be for a fixed period of 2 seasons (24 months).  
**(Each season runs from 16 September to 15 September the following year.)**
- 1.3 All orchestra members are encouraged to participate in their school music programs.
- 1.4 All orchestra members are encouraged to continue taking private lessons with a professional music teacher.

### **2. Registration Fee**

- 2.1 Each member is required to pay a one-time non-refundable registration fee of RM250.00 per season.
- 2.2 The registration fee is payable upon your acceptance of MPYO's offer.

### **3. Schedule**

- 3.1 The MPYO Management will issue a written Schedule as much in advance as possible, and not less than six weeks prior to the first occasion on which the Member is required to attend for that period. The Schedule will specify the dates, times, places and other particulars of work sessions, including tours, if any.
- 3.2 Always check the MPYO website for updates and changes.
- 3.3 The MPYO Management will give as much notice as possible of any changes to the schedule.

### **4. Attendance Policy**

It is the responsibility of each member to:

- 4.1 Attend all rehearsals and performances.
- 4.2 Arrive at all rehearsals in time to warm up.
- 4.3 Have prepared the music before each rehearsal.
- 4.4 Any inexcusable absence shall be deemed to be reasonable ground for termination of membership of MPYO.

### **5. Orchestra Seating**

The Principal Conductor shall have sole discretion as to the seating layout for the orchestra and may change such seating layout at anytime.

## 6. Dress Code

### 6.1 Rehearsals/Music camps

Smart casual, slippers are not allowed at any time.

### 6.2 Concert Attire

#### 6.2.1 Formal Dress

##### Men

Black pants and long sleeve white shirt, black socks and black shoes.

##### Ladies

Long black skirt or long black dress pants and white blouse, black shoes. In all cases, ladies' blouse should have sleeves to the elbow or longer. Designs should take into account the sensitivities of local culture.

Ladies should not wear sandals or open-toed shoes.

**(No skirts with slits)**

#### 6.2.2 Informal Dress

##### Men & Ladies

Designated MPYO T-shirt with black pants or black skirt/pants for ladies. **(No skirts with slits)**

## 7. Responsibilities

### 7.1 Music Scores

7.1.1 Each member will be issued a folder and music. It is the member's responsibilities to have the folder and music available on every rehearsal and concert.

7.1.2 It is the member's responsibility to report missing music to the Administrator immediately. Members will be charged for lost copies.

7.1.3 Members are **not allowed** to make copies of the music for use other than MPYO purpose only.

7.1.4 Members are required to have their own stationery at all rehearsals.

### 7.2 General Responsibilities

7.2.1 Members shall be responsible for carrying their own personal belongings including concert attire, instrument(s) and accessories.

7.2.2 All members are required to assist in the moving of equipment.

## 8. Travel Expenses

### 8.1 Rehearsals and Concerts

MPYO will provide the following travel assistance:

- 8.1.1 RM15.00 per member per day.  
**(Note: MPYO reserves the right to amend the travel assistance, as it deems fit.)**
- 8.1.2 Return bus fare (air-cond express) or equivalent if travelling more than 40km radius from KLCC.
- 8.1.3 Return airfare (economy special fare) if travelling from East Malaysia. An additional RM100.00 will be given to cover other travelling cost.
- 8.1.4 Members are to pay for their accommodation in Kuala Lumpur.

### 8.2 Music Camps/Tours

- 8.2.1 The MPYO will cover cost of travel, accommodation and meals.
- 8.2.2 The following shall apply in relation to transportation:
  - i) Any member, who misses orchestra transportation without reasonable justification, shall be responsible for making alternative transportation arrangement at his/her own cost.
  - ii) Where instrument are transported by road they will be transported in official orchestra transportation.
  - iii) Orchestra flight cases will be provided for the transportation of instruments by air. The placing of instruments in the aircraft cabin shall be at the discretion of the relevant airline, and in accordance with international safety guidelines and regulations.
  - iv) The orchestra will provide travel insurance for members and their instruments for the duration of all music camps/tours. The member will provide all information in connection with insurance required by the orchestra and will comply with the orchestra's reasonable requirements in relation to such insurance.
- 8.2.3 For members residing more than 40km radius from KLCC, MPYO will provide hotel accommodation one day before and one day after the music camps/tours.

- 8.2.4 The orchestra may, in its absolute discretion, elect not to include a member on any tour music camps, or include a member in only part of a tour (in which case the orchestra will arrange independent transportation).

## **9. PRESS AND PR ACTIVITIES**

Members shall not, without the express prior authorisation of the Management, undertake interviews or make any media announcements or statements (whether written or oral) pertaining to the MPYO.

## **10. Code of Conduct**

- 10.1 Display an attitude of respect towards all MPYO tutors and staff.
- 10.2 Food and drinks are strictly not allowed at all times during rehearsals and concerts.
- 10.3 Smoking as well as alcohol or drug use is not permitted at anytime during MPYO activities. These are grounds of termination of membership.
- 10.4 Members are expected to refrain from inappropriate public displays of affection as defined by accepted social and legal standards at any time during MPYO activities.
- 10.5 Members may not leave the activity site(s) at anytime during stated activity and/or event.
- 10.6 MPYO declines liability for any violation of the above.

**These terms and conditions are not intended to create any contractual obligation on behalf of MPYO, but rather as requirements for participation in the MPYO. MPYO reserves the right to amend its policies and guidelines at any time.**

## **MPYO Administration**

Name	Designation	Email	Telephone	Fax
Kevin Field	Principal Conductor	<a href="mailto:mpyouthorch@petronas.com.my">mpyouthorch@petronas.com.my</a>	03-2051 7008	03-2051 7599
Beh Kah Peh	Orchestra Administrator	<a href="mailto:beh_kahpeh@petronas.com.my">beh_kahpeh@petronas.com.my</a>	03-2051 7748	03-2051 7599
Norman Bin Ismail	Administrative Assistant	<a href="mailto:normani@petronas.com.my">normani@petronas.com.my</a>	03-2051 3243	03-2051 7599

### **Malaysian Philharmonic Youth Orchestra**

Level 2, Tower 2, PETRONAS Twin Towers,  
Kuala Lumpur City Centre,  
50088 Kuala Lumpur, Malaysia  
Email: [mpyouthorch@petronas.com.my](mailto:mpyouthorch@petronas.com.my)  
Web: [www.mpyo.com.my](http://www.mpyo.com.my)