

University of Arkansas – Fort Smith
2008 National Brass Academy featuring the Apex Brass
GENERAL POLICIES AND PROCEDURES

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UA Fort Smith Music Department
www.uafortsmith.edu/Music/

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 Fort Smith, AR 72913-3649

University of Arkansas - Fort Smith

2008 NATIONAL BRASS ACADEMY

PARTICIPANT POLICIES

REGISTRATION

Registration for the Brass Academy will be held in the Breedlove Building, Rm. 105. Please register for the Brass Academy before you check in to the Sebastian Commons Apartments (if you are on-campus). Please make sure your application, health form, and tuition have been received before you register. Once the Academy has received these materials you will be given an information and activities packet for the week.

- **Students will not be allowed to register for the Brass Academy until the application and health form have been received and the tuition has been paid in full.** Please make sure you allow ample time for all materials to be received by the Brass Academy office. **All fees must be paid in full for students to attend the Brass Academy.**

AUDITIONS

Each instrument will be required to perform:

1. Two contrasting pieces (one lyrical, one technical) of your choice (All-State and college audition music is encouraged).
2. Sight-reading
3. Scales could be asked to demonstrate range and tone

Auditions will take place June 22nd, Sunday evening in the Breedlove Building. You will sign up for an audition time and be given more instructions when you check-in for the Brass Academy.

APEX BRASS, GUEST ARTIST, STUDENT CONCERTS

The week will contain performances by the Apex Brass, River Valley Community Band, participant chamber groups, brass choirs, and our guest artists Pat Sheridan and Sam Pilafian!

- All students are required to attend the guest artist concerts and participate in the student concerts

CAMP MEMORABILIA

After the final Brass Choir concert on Sunday, June 28th parents and students will be able to order the following:

- CDs of the student performances (concerto competition, chamber concert, brass choir concert)
- DVDs of the student performances (concerto competition, chamber concert, brass choir concert)
- Official 8x10 Camp Photo of all 2008 participants with the Apex Brass and Pat Sheridan and Sam Pilafian
- 2008 National Brass Academy T-shirts

PRIVATE LESSONS

Private lessons can be taken with members of the Apex Brass for \$20 per ½ hour or \$40 per hour. A sign-up sheet will be available at check-in. Payment **must** be made at check-in. Only a certain amount of time during the seminar will be designated for private lessons. Scheduled private lessons will be based on first come first serve.

CONCERTO COMPETITION

The National Brass Academy will hold a concerto competition with High School and College Divisions for participants early in the week. Recommended repertoire should be a solo with piano accompaniment that best demonstrates your musical and technical abilities. An accompanist will be provided by the Brass Academy. Members of the Apex Brass will select a winner and a runner-up for the high school and college divisions.

The High School Division winner will be awarded \$150.

The College Division winner will be awarded \$250.

To apply for the concerto competition:

1. Register to compete in your Division on your Brass Academy application (\$25 fee for high school and \$35 fee for college)
2. Mail your **original** piano score to UA Fort Smith (the same address you mail your application to). Your piano score **must** be received by the National Brass Academy **by June 1st**. All original piano scores will be returned to you immediately after the competition.

Competition Rules:

- Students who have graduated high school and will be entering college in the Fall must compete in the College Division.
- If you are playing a multi-movement concerto you should choose **one** movement to perform for the competition.
- You will be given one rehearsal with the accompanist before the competition.
- The competition will take place in Breedlove Auditorium and is open to the public and National Brass Academy participants.
- Memorization is not required.
- Comment sheets will be available from all of the judges and given to all participants after the competition.

For questions about the eligibility of your repertoire, suggested repertoire or questions about the concerto competition please contact Kevin Sanders at ksanders@uafortsmith.edu

WHAT TO BRING

Your instrument and any musical material you use to practice with (solos, etudes, etc...), an umbrella, "Sunday" dress outfit for the Friday and Saturday student concerts. With the exception of the student concerts, the dress for the National Brass Academy will be casual school clothes. Bring comfortable tennis shoes and clothes.

OFF-CAMPUS STUDENTS

Please be aware that because you are staying off campus, your daily schedule may be somewhat different than that of the other participants, especially with regard to free time. Parents, the pick-up and drop-off point should be in front of the Breedlove Building (small circular parking lot area). Students, please let your parents know when to be there to pick you up at the end of the day and also after the evening activities. For off-campus students who will be driving themselves to the Academy please make sure you do not park in one-hour or handicap spots.

- Off-campus students can purchase a meal plan or bring their own lunch. It is recommended to use a cooler if you bring your own meals. Off-Campus students will not have access to a refrigerator or microwave

- Transporting on-campus students anywhere in your vehicle is strictly prohibited.

PRACTICING

The Brass Academy is an intensive one-week camp. While most of the time the student will be involved in masterclasses and rehearsals, time will be allowed for practicing. Any open practice room or classroom in the Breedlove Building will be available as practice space. Students are strongly encouraged to practice in their rooms at the Sebastian Commons. Practice hours in the Sebastian Commons are from 9:00AM - 10:00PM.

INSTRUMENT STORAGE

You are encouraged to carry your instruments with you at all times. For students with larger instruments (tubas, euphoniums, etc...) arrangements will be made to store your instruments inside the Breedlove Building. Arrangements will be made for a secured storage area during lunch and dinner.

CAMP TUITION, FEES

Registration covers basic tuition for the Brass Academy if your application and tuition is postmarked by May 23, 2008. **Applying by May 23rd SAVES YOU \$25.**

The cost for resident student tuition (this includes staying in the Sebastian Commons Apartments) is \$265. Enrollment in the meal plan is \$70.

*** All applications postmarked after May 23, 2008 are subject to a \$25 late fee.**

The application, health form, tuition, and any fees that apply **MUST** be received before a student will be allowed to participate in the Brass Academy. **All fees must be paid in full for students to attend the Academy.**

- **All payment is made out to the:**

University of Arkansas - Fort Smith
c/o National Brass Academy

- **Mail completed application and full payment to:**

University of Arkansas - Fort Smith
ATTN: Kevin Sanders, Director
National Brass Academy
5210 Grand Avenue, P.O. Box 3649
Fort Smith, AR 72913

CANCELLATIONS

Refunds for tuition will not be granted after June 9th. A \$25 cancellation fee will be charged to those canceling before the June 9th deadline. Payment for on-campus housing and meals cannot be refunded after the student arrives on campus for the Academy. Students leaving camp early or students dismissed from the Academy for any reason will not be refunded in any capacity.

RETURNED CHECK POLICY

There will be a \$25 Returned Check Fee. We will attempt to contact you **ONE TIME**, via phone or mail. After that your check will be turned over to the Prosecuting Attorney for collection.

DAILY MEALS

The Brass Academy will provide lunch and dinner (Monday – Friday) at the Campus dining facilities for those who enrolled in a meal plan (\$70). The dining facilities are open for certain hours through out the day inside the Campus Center. Time will be permitted for participants to eat at certain hours of the day. It is the participant's responsibility to be at the campus center at the appropriate hours to eat. Tables must be cleaned

and trays returned at the end of each meal. Food fights and other disorderly conduct during meals are not tolerated. Each apartment has a refrigerator and oven in it. Participants can eat breakfast on their own in the Sebastian Commons and are welcome to bring snacks and food while they are participating in the Academy. If you do not enroll in the meal plan and choose to cook your own meals you will need pots, plates, utensils, glasses, and a microwave. The first meal provided by the Academy will be lunch on June 25th, Monday.

Lunch options:

- | | |
|--------------------------------|------------------|
| #1. Hamburger/2 Chicken Strips | #2. Meat & bread |
| Fries/chips | 2 vegetables |
| 16 oz. Drink | 16 oz. drink |

Dinner options:

- 1 night of the Academy will be a Pizza Party
- 1 night will be a Subway Party
- The remaining 3 nights of the Academy will be Box Lunches.

IF YOU ARE FLYING OR DRIVING INTO FORT SMITH

If you are driving into Fort Smith, directions can be found online at the Brass Academy website. Visit www.apexbrass.com. If you are flying into Fort Smith arrangements will be made to pick you up at the Fort Smith Regional Airport (FSM). Please contact Kevin Sanders directly to schedule an airport pickup.

GENERAL GUIDELINES

- Students may not wear hats during performances, rehearsals, and masterclasses.
- Students may use the Campus Center during breaks in the daytime schedule.
- Students must attend all scheduled rehearsals, lessons, classes, and meetings.
- **PARTICIPANT DRESS CODE:**
Students should wear clothing that meets school dress codes. Specifically, no bare midriffs or backs are allowed, nor should the student’s undergarments be exposed. Academy faculty and counselors are the final authority on determining whether clothing is appropriate.

LEAVING CAMPUS DURING THE ACADEMY

Brass Academy participants will not be allowed to leave the UA-Fort Smith Campus unless the participant has written permission from the parent and has made arrangements with the Brass Academy Director in advance.

EVENING ACTIVITIES

The evening activities are an important part of the Brass Academy. An activities calendar will be distributed to help you be in the right place at the right time. Brass Academy staff will explain all evening activities. Please check regularly for the evening activities, times, and places.

ILLNESSES AND MEDICAL EMERGENCIES

Any participant that becomes ill needs to contact the Brass Academy staff member and the Director. The students should then come by the Brass Academy office (Breedlove, rm. 116) or Faculty Apartment to get assistance. If a participant’s illness appears to be serious, Brass Academy staff will call one of the student’s medical contacts to come pick up the student.

In the event of injury or accident, notify a Brass Academy staff member immediately. Your parent/guardian has signed a medical release form allowing necessary medical treatment. Your family will also be notified in case of such injury or accident. Your parent/guardian will be responsible to pay for any needed medication.

PARTICIPANT CONDUCT (RULES ARE TO ENSURE EVERYONE'S SAFETY)

All Apex Brass Summer Academy participants are expected to comply with the rules and policies set forth by the University and camp administration. Failure to abide by announced regulations might result in expulsion from camp at any time. Fees will not be refunded in such cases. Policy questions should be forwarded to the Academy Director.

Many of the policies are set by University of Arkansas - Fort Smith and therefore must be followed by Apex Brass Summer Academy participants. Not abiding by these rules will be dealt with on a case-by-case basis, at the discretion of the Brass Academy Staff, and may lead to dismissal from the Academy. While it is impossible to address every situation that may occur while a participant is enrolled in the Brass Academy, listed below are types of misconduct that will lead to disciplinary action, including possible dismissal from the program.

- A. Possession of weapons including, but not limited to, guns, knives, clubs or chemical substances
- B. Possession or distribution of drugs, narcotics and/or medicine without prescription or medical supervision.
- C. Possession, use, and/or distribution of alcoholic beverages in any form while on campus or at any Brass Academy function.
- D. Use of tobacco products cannot be allowed at any Brass Academy activity. The UA Fort Smith campus is smoke free and therefore all participants will be also.
- E. Anyone found responsible tampering with or defacing university property will be charged the full cost of repairs incurred and will be subject to disciplinary action, which may include termination from the program. Vandalism of any type will not be tolerated.
- F. Insults that lead to resentment, anger, and hurt feelings that in turn lead to physical violence.
- G. Lewd, obscene, or disorderly conduct while on campus or at an Brass Academy sponsored activity.
- H. Having unauthorized visitors in Sebastian Commons, or at any Brass Academy activity without authorization. (See procedures on visitors on page ***)

TOBACCO

University of Arkansas - Fort Smith is a smoke free campus. Cigarettes and/or other tobacco products are not allowed on the campus and Sebastian Commons at all. The Brass Academy does reserve the right to release you from the program if you choose to use any tobacco products while in the program. Any Brass Academy participant that provides tobacco products to a minor is "contributing to the delinquency of a minor," will be dealt with accordingly, and law enforcement will be notified.

ALCOHOL & CONTROLLED SUBSTANCES

This regulation applies to all students, staff, faculty, and visitors present on property owned, leased, or otherwise under the control of the University of Arkansas - Fort Smith. Sebastian Commons prohibits the possession, use, or influence of alcoholic beverages on Sebastian Commons' property. Anyone violating these policies is subject to administrative and or disciplinary action. In addition, alcoholic beverage containers which are in plain sight and used for decorative purposes are not permitted. Possession of these will result in immediate disciplinary action.

****Any Brass Academy participant or staff member found to be in violation of the alcohol policy will be terminated immediately.****

VISITORS

While on campus, visitors are subject to all UA-Fort Smith, Sebastian Commons, and Brass Academy policies. Other policies for visitors are as followed:

- ◆ Legal parents/guardians may enter the student's apartments only on Move-In and Move-Out days.
- ◆ During the Academy, visitors may only attend masterclasses that are open to the public and scheduled concerts at the designated performance venue. All concerts are open to the public.
- ◆ A visitor may not stay overnight during the Brass Academy program.

- ◆ Any visitor creating a disturbance will be asked to leave and the visitor may also be asked not to visit again. If the problem persists, UA-Fort Smith Security will be called in to handle the problem visitor.
- ◆ Brass Academy Participants may only visit other Brass Academy participant's rooms.

THEFT & PEACE OF MIND

The Apex Brass Summer Academy, UA Fort Smith, or the Sebastian Commons do not assume liability for the loss of, or damage to, your personal property. Students are responsible for their personal items at all times. Keep your room, including the bathroom door, windows, and your vehicles secured and/or locked at all times. Instrument insurance is recommended. This is very important! Report any missing items to Brass Academy staff immediately.

Some tips to remember are:

- ◆ Do not leave money in plain sight for people to see. Do not keep large amounts of money in your room while you are not in the room. Do not brag about the money that you have in your possession. This only invites people to steal or have a reason to steal.
- ◆ Do not leave sheet music or etude books out in the open. These books can easily be stolen and sold.
- ◆ Any items that you bring with you to Sebastian Commons are items that you are responsible for.

****IMPORTANT****

2008 PARTICIPANT POLICIES AND PROCEDURES

If you have read and understand the following information and agree to abide by all the policies and procedures set by the University of Arkansas - Fort Smith National Brass Academy and please sign your name to the National Brass Academy Application form. By signing your name, you are stating you have read and understand that if you violate any of the policies or procedures set by the Brass Academy that you will face the consequences and could be released from the Academy. If at any given time you should have questions regarding the policies or any other matter, please ask the Academy director.