



# Illawarra Choral Society

Established 1947

## Common Rules for Members

This document was updated and endorsed by ICS Committee in January 2017

This document is available on the Members Page of the ICS website at [www.illawarrachoralsociety.org](http://www.illawarrachoralsociety.org)

### Rehearsal rules

- Please arrive in advance of the rehearsal start time. Members should be in their positions ready to sing by start time.
- Please sign your voice part register at each rehearsal.
- Rehearsals currently run from 7.00pm to 9:30pm. (Depending on the University's requirements, these times may change at times to 7.30pm to 10:00pm.)
- No perfume or perfumed toiletries are to be worn at rehearsals or in concerts (allergy reasons).
- During rehearsals, when your voice part is not involved, DO NOT TALK.
- Member issues should be raised with your voice rep as a first point of call.
- Suggestions are welcomed and can be made verbally or in writing at any time.
- The Musical Director has absolute authority in rehearsals. Please follow instructions promptly.

### Admin rules

- Intending members MUST attend 3 rehearsals to demonstrate suitability before filling in membership forms. Voice reps must hand out and explain joining procedure and common rules to intending members.
- Voice Reps must introduce intending members to Music Director and President.
- Annual fees are due by 31st March.
- It is expected that members attend at least 80% of all rehearsals except where a member has notified a leave of absence.
- Please fill in a leave form or discuss your situation with your voice rep when you know that you will be absent from rehearsals.<sup>1</sup>
- It is expected that members will attend all rehearsals in the last four weeks prior to a concert. If you cannot attend for any reason please discuss this with your voice rep ASAP. The MD will have final authority in deciding whether you can sing in the concert. This requirement is not intended to be punitive but absenteeism, in the final stages of preparation for a concert, impacts upon the MD's achievement of the desired sound balance.

### Dress code

Dress to be worn in concerts will be advised to members at rehearsals well in advance of the performance date. The dress items announced are requirements of participation in the performance. Please understand that the committee does not wish to put members to great expense and your voice rep. as well as the ICS wardrobe mistress (Anne Pallas) will be able to advise you how to meet the dress requirements at little expense. Although details of dress will change for each performance some general rules apply and these are stated in the Policy on Concert Wear. This document can be found on the Members' Page of the website and a hard copy can be provided upon request.

- Please also note that jewellery and hair ornaments should be discreet and not likely to "flare" in the stage lighting.
- Please prepare your attire well before the performance date and give attention to its condition. Please also pay attention to your grooming and presentation – you will be highly visible on-stage.

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<sup>1</sup>The Committee understands that members must take leave from time to time for holidays and in times of sickness and other special circumstances. However, we need to know the status of our membership body and we are also really concerned if our members are absent.



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## Use of music scores

- Music scores will be provided to members by the ICS Librarian as required for each performance.
- Only 2B pencils are to be used to mark up music and all marks **MUST** be erased and paper clips removed before returning scores to Librarian.
- Please advise the librarian of any damage to scores or if your score is falling apart. Please do not try to repair scores yourself.
- Music should be suitably organized with markers and clips to minimize shuffling during the performance. Choristers should not follow the score when soloists are performing but should have their music ready for their next entrance.
- All music **MUST** be covered in black for each performance. It may be placed in a black folder or covered with black cartridge paper, but **NO ADHESIVE** (including Contact) is to be used on the music itself (unless you own it).
- Please return scores to the librarian ASAP after each concert.

## Stage behaviours

Presenting ourselves well on stage creates a favourable first impression with our audience and gets our heads into the right space to perform well. Under stage lights our smallest movements and mannerisms are magnified.

## General etiquette

- The conductor has absolute authority during a performance.
- Please do not instruct stage or technical staff unless specifically requested by conductor.
- The conductor and associate artists must be focused for the performance. Please do not make conversation or otherwise break their concentration.

## Lining up and moving on and off stage

- Please take note of aids such as riser positions diagrams and line-up lists. Follow instructions from Logistics Officer promptly.
- Please wait **silently** in line to go on stage.
- Please carry music **in hand facing audience** when both entering and leaving the stage.
- Please time your movements onto risers so that filling each level on both risers is synchronized.

## While on stage during performance

- When you reach your position on the riser check immediately that you can see the conductor and make minor adjustments to position as necessary.
- Please be considerate of the needs of other choristers. We are one choir performing, not individuals.
- Please be well-prepared for the "stands" and "sits" during performance. The choir should be seen to rise to its feet as one. A riser leader seated at the front of each side may be appointed and choristers should observe this person and synchronise their movements.
- The following behaviours are particularly deprecated:
  - **Do not talk** during the performance.
  - Do not signal to or talk to the audience.
  - Do not chew gum during performance.
  - Do not unwrap lollies and eat them while on stage.
  - Do not shuffle music or fidget.
- Music should be firmly held on lap while sitting. Please do not hold it across your chest or put it onto the floor.
- At the end of a movement continue to watch the Musical Director. Only after she lowers her hands should you lower your music folder or turn pages.
- If on stage for non-choral items, please do not clap between movements even if some of the audience do so.

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