



**University
of Dayton**



Handbook 2022 - 2023

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Welcome:

Welcome to the University of Dayton New Horizons Music Program (UD NHMP), which is a partnership of the University of Dayton's Office of Special Programs and Continuing Education and the University of Dayton Department of Music. You are a valuable new addition, and we are delighted to share this musical learning endeavor with you. We come together to play music and follow the motto of the New Horizons International Music Association (NHIMA) — "Your best is good enough." So, relax, ask questions, learn from your mistakes and the mistakes of others, practice, and have fun!

Core Values:

- Promote social interaction for adults in a musical environment.
- Promote a musical environment that is fun, enjoyable, nurturing, respectful and non-threatening.
- Encourage music making as an opportunity for entry and re-entry levels.
- Provide educational, emotional, and physical stimulation for adult music making.
- Encourage membership diversity.
- Encourage intergenerational opportunities for making music.
- Remain associated with the University of Dayton.
- Provide instructional opportunities for making music.

New Horizons Philosophy:

The New Horizons Music Program is an exciting opportunity for adults to play a musical instrument or to rediscover long-forgotten skills. This program provides a combination of music education, meeting new friends and participating in a variety of rehearsals and events as an important part of a group, all while learning to play an instrument.

This program is unique, as it emphasizes the learning (or re-learning) of active music making. While the typical community band tends to cater to those who are accomplished on their instruments, the NHMP accommodates those who want to try something new or begin polishing skills that might be a bit rusty. We believe it is never too late to start! Our teaching philosophy is based on the fundamentals of playing with a good tone, enjoying playing while learning to read music, and developing a solid sense of ensemble rhythmic feeling.

The UD NHMP emphasizes the connections that music draws to the past, present, and future, and provides opportunities to interact with individuals

from other cultures. Playing an instrument also has positive health benefits such as the manipulation of fingers, hand and arm movements, breathing, rhythmic feeling, utilization of both sides of the brain and strengthening of facial muscles.

Instruction is given during rehearsals and sectionals. While private lessons are encouraged, they are not regularly provided by New Horizons. Rising Stars and Concert Band II will receive more direct instruction due the smaller size of the groups.

New Horizons at the University of Dayton

Method books are required for some UD NHMP groups, as follows:

- Rising Stars – Essential Elements Book 1 (Hal Leonard Corp.)
- Concert Band 2 – Essential Elements Book 2 (Hal Leonard Corp.)
- Jazz Band 2 – First Place for Jazz (KJOS publishing)
- Rising Stars Strings – Artistry in Strings Book 1 (KJOS publishing) & I Can Read Music Volume1 (Joanne Martin)
- Intermediate Strings – Artistry in Strings Book 2 (KJOS publishing)

These books may be purchased through most local music dealers. Instruments may be rented or purchased from local music dealers. For suggested local music stores or online vendor information, please see the useful links section of this handbook.

Where two or more parts exist for a music section, these parts may be rotated among the players from piece to piece as determined by the Section Representative for each section. It is important for each player to have the opportunity to play all parts, as all parts contribute to the piece. The opportunity to play solos will also be shared. Any player will always have the option to decline a higher numbered part or a solo.

During one or both semesters, UD music education students may attend rehearsals and work with our members in small groups, for individual lessons or as rehearsal conductors. We encourage interaction among students and New Horizons members.

We will communicate to you via email about various things, including music to be printed, weekly rehearsal plans, details about upcoming performances, information about social opportunities and general updates about the program.

We also have an endowment fund, Hartley University of Dayton New Horizons Music Endowment. The earnings from which greatly assist in sustaining and cultivating our program. Members are asked to consider a tax-deductible contribution to help us achieve our goal. To contribute, go to the UD donations website: <https://alumnicommunity.udayton.edu/donations> In the list of Funds, click on "other" and type "Hartley University of Dayton New Horizons Music Program Endowment".

UD New Horizons Music Program Ensembles

Rising Stars

For those learning to play an instrument, and those needing a refresher. Group and individual instruction will include beginning music-reading skills, tone and technique development, and ensemble performance skills.

Concert Band I

For those who are able to read music comfortably, have developed an acceptable tone quality, and have learned most of the required technique to perform. No ensemble experience is necessary to play in this concert band. We emphasize ensemble performance techniques during each rehearsal. Music selections will be comprised of intermediate to advanced difficulty.

Concert Band II

For those who find themselves between the beginner and intermediate levels (beginner level too easy, advanced concert band music too challenging). This group will focus on the continued development of music-reading skills, instrument technique, and tone production. Music selections will be comprised of easy to intermediate difficulty.

Jazz Band I

For those who play at least at the intermediate level and are comfortable performing various jazz styles. Membership must be approved by the director, with consideration given to membership seniority and instrumentation needs. Instrumentation is limited to saxophone, trombone, trumpet, drum set/percussion, keyboard, bass, and guitar.

Jazz Band II

For those who may be new to playing jazz music. It is required that participants have played their instrument for at least one year. Instruction and rehearsals will include various jazz styles, improvisation and ensemble techniques. ALL brass, woodwind, keyboard, guitar, and percussion instruments are welcome.

Small Groups

Small ensembles (such as quartets, trios, etc.) are also available to play in at no extra cost. Participants must belong to at least one of the above ensembles. Contact Linda Hartley for more information: lhartley@udayton.edu

Rehearsal Information:

We rehearse at Temple Beth Or at 5275 Marshall Road, Kettering, OH 45429. This is a convenient location with ample parking and handicap accessibility. This facility contains areas for group rehearsal, small group instruction, sectionals, and socializing. Rehearsals are held on Thursday mornings and follow the UD semester schedule. Our typical schedule is provided in the table below:

Ensemble	Times
Concert bands I and II and Rising Stars	9:00 to 10:15 a.m.
Social Break	10:15 to 10:45
Jazz Bands I and II	10:45 to Noon

Rehearsal Courtesy:

Please wear your name tag! Name tags help us get acquainted and are important to colleagues and medical personnel in case of an emergency. Your emergency information can be written on the back of your name tag or on a medical information card inserted behind your name tag. Please place your name card on your music stand as well (this helps our conductors know your name).

Have your instrument tuned and be ready to play when the conductor is on the podium. If you arrive late, please wait for the end of the piece to be seated. Remember to bring your instrument and needed accessories, method book(s), a pencil, a music stand, and your music ready and in rehearsal order. Instrument cases and coats may be placed in the coat closet or along the sides of the rehearsal room.

When on the podium, our conductors and mentors deserve our full attention. Save conversation for the break. If you need help, ask the conductor rather than your neighbor.

Instruments that have a spit valve should bring a cloth or puppy pad to put on the floor to collect any valve discharge.

Please don't "noodle." Playing your instrument when the conductor or mentor has stopped is discourteous to the conductor and those around you. Practice your part at home. Rehearsal time is the time for us to come together and improve as an ensemble.

At the end of rehearsal, please vacate your chair as quickly as possible so you are not delaying the start of a subsequent rehearsal or closure of the room.

Do not come to rehearsal or concerts if you have symptoms of any illness, including COVID-19.

Rehearsal Cancellations:

The UD NHMP will NOT meet if the Kettering City Schools are closed due to weather conditions, however if Kettering schools are simply on a delay, our rehearsal will proceed as planned without any delay. Check local media for announcements.

Performances:

There will be at least one concert band performance scheduled per semester. Members are expected to participate.

Performance Attire:

Unless otherwise specified, the following attire is expected for band performances:

Indoor concerts: Red UD NHMP shirt. Black below the waist including black shoes and socks. Red performance shirts with the UD NHMP logo are provided free to new band members with registration. Additional shirts, including long-sleeve shirts, are available for purchase.

Outdoor concerts: Red UD NHMP shirt. Khaki below the waist. Comfortable shoes. Optional red or khaki colored hat.

Small ensembles determine their own performance attire.

Concert Decorum:

All players should arrive at a concert venue with their instrument, music stand, and music sheets placed in performance order in a provided black concert folder.

For outside performances, bring accessories, such as close pins, to secure and protect sheet music and your stand from the weather. A stand light may also be useful for low light venues.

Courtesy demands that all remain quiet when conductors are addressing an audience. Private conversations are distracting to the speaker and may be easily heard by some in the audience.

Just prior to the start of a piece, raise your instrument to playing position at the director's signal (unless you will not be playing the first several measures). It has been said that the few seconds just before and just after a piece belong to the piece. At the conclusion of a piece, hold your playing position until the conductor lowers his or her hands.

When invited to stand, face the front (not the conductor), don't fiddle with music, talk, etc. This is your "bow" and "thank you" to the audience for coming and applauding.

Section Representatives:

Each instrumental section has a designated representative whose roles include:

- Act as a liaison between the Membership committee and section members
- Facilitate section coverage of music pieces with more than one part and ensure parts are rotated among the players from piece to piece as appropriate.
- Maintain section contact data in case of an emergency.
- Serve as the contact person for section members to ask questions and to report illness or anticipated absences.

Leadership:

The UD NHMP is under the direction of our Music Director and supported by our Program Director. The governing body of the Organization consists of volunteer officers, including an Executive Committee and Board, which is comprised of Committee Chairpersons.

Committees:

The smooth operation of our organization depends on volunteers. If you are interested in participating in one of the following committees, please contact the committee chair. (See Leadership Directory)

Band Aides: Works to identify and recruit non-band member volunteers to support performances and other needs. The volunteers help distribute programs, welcome attendees to UD NHMP events, and provide other help as needed.

Endowment Growth: Develops plans to increase donations to the Hartley University of Dayton New Horizons Music Endowment Fund from existing members, UD alumni, and the Greater Dayton community. The committee usually conducts one major fund drive each academic year.

Equipment: Develops and maintains an up-to-date inventory of UD NHMP property in the organization's storage room. Coordinates maintenance and repairs of equipment with the Program Director. Sets up and takes down equipment needed for rehearsals and performances.

Finance: Assists the Music Director and President to prepare the annual UD NHMP budget and track financial transactions throughout the year. Ensures SPCE records accurately reflect UD NHMP financial transactions each budget year. Works closely with the Program Director to share financial transaction information to ensure that the data is consistent with the budget.

Gig: Contacts venues, e.g., community centers and retirement facilities, that might be interested in hosting a performance by one of our various small ensembles. Then, helps match the ensemble with the venue's needs. Assists small ensembles as needed with transportation, setup, and removal activities. Helps as needed with obtaining venues for concert bands, jazz bands, and orchestra performances.

Music Library: Distributes all Concert Band 1 and 2 and Jazz Band 2 sheet music and scores, normally using PDFs via email or shared drives. Maintains hard-copy integrity of music files from the UD Music Library. Small ensembles and other music groups manage their own music library needs.

Membership: Welcomes new members to the organization and provide welcome materials. Assists Program Director in following up with members who have not registered. Organizes and communicates with the section reps. Coordinates weekly absence reporting. Coordinates the band buddies program. Prepares and conducts an annual member survey during the spring semester. Presents results to the UD NHMP Board for consideration and action.

Promotions: Reaches out to the community to recruit new members, including minority populations. Develops and promotes activities designed to expand program membership as well as foster community attendance at UD NHMP performances. These activities include promoting UD NHMP programs and concerts, managing the biannual open houses, and creating and distributing relevant news releases. Responsible for our organization's engagement with the public through social media, primarily Facebook and YouTube. This activity is

focused on posting current information related to upcoming events and providing access to recordings of completed performances.

Small Group Development: Serves as communication liaison between the Board and all UD New Horizons small ensembles. Works to help new and existing groups overcome obstacles that impact successful small group formation and operation. Implements strategies to foster greater participation in small groups from among the UD NHMP membership. Manages the annual Small Group Showcase, usually held during the spring semester.

Social: Organizes weekly snack/coffee times at rehearsals. Also, organizes monthly Lunch Bunch gatherings. Plans and manages the holiday luncheon each December, as well as picnics in both the fall and spring. Arranges a “debriefing” at a nearby restaurant after each concert, if appropriate. Maintains an information-sharing table at each rehearsal.

Executive Committee: Assist the Music Director and the President to oversee and manage the operation of the UD NHMP. These activities include, but are not limited to, analyzing issues, presenting options, and recommending actions to the Board and members of the Organization. Membership includes: President (acts as Chair of the Committee), Music Director, Program Director, President Elect, and Chair of the Finance Committee. The Executive Committee will meet as necessary subject to the call of the Music Director or President.

The New Horizons International Music Association (NHIMA):

When you join UD NHMP, you not only become part of our University of Dayton program, but you have an opportunity to become a member of an international organization as well. There are more than 200 New Horizons Music programs throughout the United States, Canada and beyond. Each year there are opportunities to attend New Horizons music camps at various locations throughout the United States and abroad.

The Roy Ernst Award

The Roy Ernst Award is a very special award that is designed to be given annually to one or two individuals in each New Horizons group. This award is given in honor of Dr. Roy Ernst, the founder and powerhouse behind the international New Horizons organization. The award shines a light on outstanding members of the organization. Some specifics of the award include:

- A non- monetary award, recognizing character and accomplishment.
- Awarded to one or two people in each New Horizons group. The criteria may vary, but the member should exemplify perseverance, a passion for music, and commitment to lifelong learning.
- Honorees will be chosen by the group director(s) or a committee within the group.
- Names shall be submitted to NHIMA by October 1st each year.
- NHIMA Honorees will receive a frameable certificate, and names will be posted on the NHIMA and UD NHMP websites in November of each year.

Useful Links:

- Kettering City Schools closing information: www.wdtn.com/closings
- Local music stores and online sheet music:
 - Hauer Music: www.hauermusic.com 937-222-2815
 - McCutcheon Music: www.mccutcheonmusic.com. 937-435-2900
 - Online sheet music vendor: Stanton's: www.stantons.com. 800-426-8742
- UD NHMP Facebook page: www.facebook.com/UDNHMP
- UD NHMP Website: https://udayton.edu/continuing_education/senior_programs/nhmp/index.php
- NHIMA Website: <https://newhorizonsmusic.org>

Handbook Updates:

- February 6, 2018
- September 29, 2021
- July 15, 2022