



MEMBERS HANDBOOK

2021 - 2022



Welcome to The Canadian Celtic Choir

BIOGRAPHY:

You are part of a SATB choir of more than forty voices that was founded in 1996. Our stated purpose is to sing and promote Celtic choral music and culture in Southwestern Ontario and beyond.

The Choir's repertoire features songs primarily inspired by Ireland, Scotland, England, Wales, and the Canadian Maritimes. Our songs range from the traditional to a more contemporary style (including a few songs sung in Irish, Gaelic, Welsh, and Latin).

The Choir has provided the city of London and surrounding communities with high quality choral music for more than 20 years. The Canadian Celtic Choir (CCC) is conducted by Paul Grambo, who may also serve as our M. C. Our accompanist is Jean Willadsen.

The CCC has performed at the following venues: The Canada Summer Games, Windsor Celtic Festival, Goderich Celtic Roots Festival, Owen Sound Celtic Festival, Fergus Highland Games, Home County Music & Art Festival (London, ON), Canterbury Folk Festival (Ingersoll), Fieldcote Summer Music Series (Ancaster), Lighthouse Theatre (Port Dover), Wolf Performance Hall (London, ON), with Orchestra London Canada (now known as London Symphonia). We have sung with the Men of The Deeps, The Irish Descendants, John McDermott, Lighthouse, Denise Pelley, Rant, Maggie Rant, Jeans 'n' Classics, John Tesh, James Gordon, North Sea Gas, Shane Cook and various other well-known Celtic performers.

In March 2007, the CCC was the first choral group to be selected from outside of the Ottawa area to sing at a National Ceremony of Remembrance. We were honored to sing at the 90th Anniversary of the Battle of Vimy Ridge Service at the National War Memorial in Ottawa (it was broadcast nationally on CBC television/radio & CTV). In 2017 the Choir sang for the Citizenship Ceremony at Pier 21 in Halifax as part of Canada's 150th anniversary.

In March 2008, the Choir travelled to Maui, Hawaii for our first international tour. In July 2014, we toured Scotland and England for 10 days singing in historic venues such as Stirling Castle, St. Giles Cathedral in Edinburgh, the Robert Burns Museum in Ayr, and at the Church of the Holy Trinity, Stratford-upon-Avon where Shakespeare is buried. In June of 2017 the Choir toured the Canadian Maritimes with stops in Moncton, Norton, Charlottetown, Cornwall, Baddeck and Halifax. During this tour the choir sang for the Citizenship Ceremony at Pier 21 in Halifax as part of Canada's 150th anniversary. Our next tour is planned for 2020 when we will visit Ireland.

The CCC won the Best Classical Vocal Group category of the London Music Awards in 2008, 2009, and 2010. In 2010 the CCC was inducted into the London Music Awards Hall of Fame. In 2012 we were nominated for the Most Popular Classical Choir at the 2012 Jack Richardson London Music Awards and won the award in 2015. Also, we received the Mayor's Award from the City of London for our cultural contributions.

The CCC is a registered Ontario non-profit organization based in London, Ontario.

MISSION:

Our mission is to delight audiences with our unique Celtic repertoire and sound through engaging, innovative, and impassioned performances and recordings.

VISION:

Our vision is for the Choir to be widely recognized and sought after because of our excellence in the performance of Celtic and Canadian cultural music.

OUR VALUES:

We value: Excellence -- Innovation -- Integrity -- Inclusivity -- Collegiality

CONDUCTOR:**Paul Grambo**

Paul is an active soloist, Conductor and voice teacher based in London, Ontario. He has been the conductor of The Broadway Singers since 2017 and is the Assistant Music Director of St. James Westminster Church. He became the voice coach of the Canadian Celtic choir in 2011, and in 2019 moved into the position of Co-Conductor in 2019 and Conductor in 2020. He is currently a member and soloist with the Elora Singers. Opera credits include UWO Opera, Pacific Opera Victoria, Edmonton Opera, and locally, Village Opera, and Alvego Root Theatre. Paul has a Bachelor of Music degree from Brandon University and a Masters of Music degree in performance and literature from Western University. As a teacher, Paul maintains an active private studio and conducts workshops for ensembles across Canada.

ACCOMPANIST:**Jean Willadsen**

Prior to her retirement in 2006, Jean taught elementary school in the London area for over 29 years, including 22 years teaching music at Eckoe Central School in Glencoe. She had a private piano studio for 11 years. Jean joined the alto section of the CCC in 1997. She became our Accompanist in 2010.

WEBSITE:

The CCC is very fortunate in that we have a very informative website, put together by our Web Master Eric Duggan. www.celticchoir.ca. Please contact Eric, webmaster@celticchoir.ca to make sure that you can key into the "Members" section of the web site. When you do, you will gain access to the following: Choir Calendar, Choir Roster, Sectionals, our previously recorded CD's, Choir Documents, and member photos. Please take note of the "*Choir Documents*" tab in the "*Members*" Section, as it contains information that is extremely informative and helpful to you as a member of the CCC.

APPENDIX:

Canadian Celtic Choir policies are appended at the back of this handbook.

FACEBOOK:

The Canadian Celtic Choir has a Facebook page. Just type the name and then "friend" the Choir.

COVID IMMUNIZATION STATUS:

All members of the Canadian Celtic Choir must be fully vaccinated against the Sars Covid Virus, and they must present proof of full vaccination upon the start of the Fall 2021 season, and when joining the choir.

HOW THIS CHOIR WORKS:

The Canadian Celtic Choir considers itself a “choir family”. We welcome newcomers, and endeavor to be supportive to all of our members. We contract with our conductor and accompanist, but have no employees, as such. The Choir functions because the members contribute their time and talents to make sure it does. There are many ways to help our Choir to operate in a seamless way.

Most of our members sell concert tickets to friends, family and neighbors, and after every concert we find that a large proportion of our audience came to the performance because of the actions of our Choir members.

There are other ways to help the Choir. You may want to volunteer to be on the Board of Directors, (BOD). Every year one or more positions come open on the BOD, and we welcome new and long-term members to volunteer.

There are many other volunteer positions within the Choir. These include the following: Registrar, Wardrobe Officer, Section Leaders (SATB), Steward, Librarian, Promotions Manager, Market Research Director, Ticket Manager, Safety Officer, Web Master, Equipment Manager, Assistant Treasurer, C.D. Inventory Manager, Recording Coordinator, Archivist, Communications Manager, and 50-50 Ticket Booster. Also, our Social Committee is always looking for volunteers. While most of these positions are currently filled, some of the people doing the work are ready for a break or could use some help with their jobs. If you are interested in helping out, please talk to one of the officers on the BOD.

REHEARSALS:

The usual rehearsal/performance year for the CCC is September to July. There is normally a break of about two weeks around the Christmas-New Year’s holidays. Choir summer vacation is scheduled during July and August; however, schedules may be changed in order to allow the choir to participate in summer festivals and tours.

The success and reputation of the Choir depends on maintaining a high standard of performance. The aesthetic quality of the Choir’s music relies on members’ preparedness, and on having proper balance among parts (sections) at any given performance. **Regular, reliable attendance at rehearsal and performance is essential to both of these goals.**

Though the Choir has traditionally rehearsed Tuesday evenings from 7:00 to 9:00, in the Music Room at South Secondary School, because of Covid restrictions, we will be practicing for the time being at Lambeth United Church at 4268 Colonel Talbot Rd., London, ON. All practices will be available for members to participate on ZOOM. The number of members allowed to be present for in-person rehearsal may be limited because of Provincial policies related to Covid. In that case, members not participating in-person can rehearse with the choir via ZOOM. Bear in

mind that circumstances having to do with the Covid pandemic may preclude in-person rehearsal and may dictate that we all must practice on ZOOM.

From time to time there may be a need for extra rehearsals or longer rehearsals, to prepare for concerts and/or recording sessions. Schedule changes are announced at least one week in advance. **You are expected to attend every rehearsal on time and stay for the duration, if possible.**

Depending on the situation with Covid, rehearsals have been scheduled on ZOOM in the past choir term and may have to be scheduled via this mechanism in the future.

It is important to come to every Choir rehearsal prepared. This means that **you must practice at home**. You may have a piano, and be able to play and sing the music, and that is a great option. However, our web master has put all of the parts for every piece we sing on the web site. *Please see "Members", "Sectionals"*. You can listen to your parts and sing them along with the music using this format. We hope that you rarely, *if ever*, miss a rehearsal, but if you cannot come for some reason, please practice with the help of the Choir website. However, if you do miss rehearsals, please be aware that you will lose out on necessary instruction and guidance from the conductor.

As necessary, brief business meetings may be conducted, or announcements made, during rehearsals so that you can be apprised of the Choir's business.

Each section of the Choir has a Section Leader. If you anticipate taking holidays during the regular performance season you should discuss your plans with the conductor and your section leaders well in advance. If you are planning to take an extended absence (i.e., more than one month), from the Choir, a leave of absence may be arranged by speaking to the conductor and the registrar, (Jennifer Paul O'Donnell: (226)-268-7524, j.paul@rogers.com.)

Current Section Leaders are:

Alto:

Tenor:	Rob McGuire,	(226)-663-5309,	robmcg60@rogers.com
Soprano I:	Shelly Mason,	(519)-272-3586,	dragonboat1812@gmail.com
Soprano II:	Bonnie Black	(519)-657-0263,	theblackcrew@sympatico.ca

Baritone/Base:

DUES

Dues are quite important in meeting the choir's financial obligations. The dues are currently \$225.00 a year for members who are not students. The student fee is \$75.00 a year. Please note that the dues have not increased in the last 10 years, although expenses have increased markedly. We have been able to keep the dues this affordable because the number of concerts that the CCC does every year has increased. Please review the dues policy on our website. *See: "Members", "Choir Documents", then "Dues Policy"*.

MUSIC

The Choir Librarian will provide new members with a binder and the current music. Additional music will be handed out, as needed, each season. All of the music that we use is copywritten,

and because of this, it is unlawful for you to make copies, or use the music outside of the auspices of the CCC. Damaged music should be returned to the Librarian.

The CCC owns the music that you use, therefore if you resign from the Choir you must return all music to the Librarian.

A few days before each rehearsal, the music being rehearsed that night is posted to each member via e-mail. This gives you a heads up for practice and assures that you bring the correct music to rehearsal. Arrange your binders according to the current list, and carefully remove and store the music not being presently used. Eventually, you will build up quite a personal library.

Our entire repertoire is available in a SATB format on the CCC website. The repertoire is updated promptly when new pieces are added. *(Please go to the CCC Website and see: "Members" section and go to "Sectionals")* to find your part of each piece of music. It may be helpful to listen to your part using headphones.

PERFORMANCES:

This current year the choir is planning to perform two Christmas/holiday concerts and two Spring concerts, however the Covid situation may interfere with our planned schedule. We will not know for sure about our venues until later on in the Fall. In any given season, we may perform in three or four concerts depending on available venues and requests for our participation in various events.

The Registrar will poll Choir members in advance of every scheduled performance so that we know how many members will be participating. You are asked to make every effort to attend performances. Please notify the Registrar as soon as possible if there is a change in your availability or ability to perform.

The Steward is charged with organizing the Choir immediately before and during performances. Please pay attention and follow instructions from the Steward and his/her assistants during these times.

For local performances, you are usually responsible for your own transportation. For out-of-town performances, depending on the distance, a bus may be arranged by the Choir. If a bus is provided, you are expected to travel to the venue on the bus. This is important as it is vital that you arrive at the designated departure point, and at the venue at the time announced.

WARDROBE:

Review the Canadian Celtic Choir Wardrobe Policy located on our website. Please familiarize yourself with this policy as the wardrobe may vary depending on the type of venue. *(See the appendix, "Wardrobe Policy")*.

CODE OF CONDUCT:

Upon joining, and after a short trial period, you will be asked to sign a "Letter of Commitment" which affirms your responsibility to attend regular rehearsals and to abide by other guidelines contained in this handbook. Failure to abide by the obligations stated in the Letter of Commitment may require action by the Executive Committee or the Conductor.

Behaviour

- All new members must be fully vaccinated against Covid 19
- While representing the choir you must uphold the highest standards of conduct.
- Do not partake of alcoholic beverages or other intoxicants when representing the choir.
- At Performances, follow the directions of the Conductor and/or Steward.
- Remain quiet and orderly during the period before, during, and after going on stage.
- There is to be no talking within the ranks during performances.
- As a member, you are an ambassador of the Canadian Celtic Choir. As such, we ask that any actions that you may take would not be in conflict with the interests of the Canadian Celtic Choir.

Attendance

- You are expected to attend every rehearsal except in the case of illness or other special circumstances. Lack of attendance at rehearsals may prevent you from participating in performances.
- Please advise your Section Leader if you are unable to attend a performance.

Punctuality

- It is important that you arrive punctually for rehearsals, ready to sing, at 7:00 p.m., unless another time is indicated by the conductor.
- For performances, the Conductor will let you know what time you are expected to be at the venue, and you must arrive promptly.

Dress Code

- You must adhere to the dress code, as defined in the Wardrobe Policy.
- Please wear your name tag at rehearsals.

Property

- All music and clothing **issued** to you remains the property of the choir and is to be returned in good condition if you resign from the Choir. Obviously, any articles of clothing that you have purchased yourself belong to you.

Communication & Media

- Please direct all issues relating to choir publicity or activity to a BOD member.

Payment issues

- You are required to pay your dues as per the Dues Policy unless a rare, special arrangement has been made by the BOD.
- You will not be paid for choir performances or management roles unless specifically stated and agreed upon.
- As a Choir member, you waive any right or claim to receive royalties on any audiovisual materials produced by the choir unless specifically stated and agreed upon.

Breach of Code of Conduct

- If you are found to be in breach of the code of conduct, the Conductor has the right to refuse participation in a performance.
- Any breach of the code of conduct by you will be reviewed by the BOD as soon as possible.

Dispute Procedures

- If you are unhappy with decisions made by the Conductor you have the right to appeal to the BOD.
- After the review of any breach of the code of conduct, a BOD member may consult with you, counsel you as to the inappropriateness of the conduct and support you in making changes.
- Following three warnings, if you have made no appropriate change, then the BOD has the right to ask you to leave the choir.

GOVERNANCE:

The CCC is governed by a Board of Directors that must function under specific Bylaws, approved by the membership. The BOD consists of a President, Vice President, Immediate Past President, Treasurer, Secretary, and four Directors at Large. The BOD meets once a month while the Choir is in session, and may also meet, as needed, when the Choir is on vacation during the Summer. (See: "Members", "Choir Documents", "Bylaws")

The Executive Committee of the BOD consists of the President, Vice President, Immediate Past President, and the Treasurer. The Executive Committee meets only if an emergency arises and the BOD cannot be called for a meeting. Any decisions or actions taken by them will be reviewed at the next BOD Meeting.

You are welcome to attend any BOD Meeting. The time and place of the BOD meeting will be announced. Minutes of BOD Meeting are posted on the website. (On the CCC Website, See: "Members", "Choir Documents", "BOD Minutes").

Your current BOD Directors are:

President: Wendy Valhoff
(519)-868-6293, wendycdn@gmail.com

Vice-President: Sharon Miller
(519)-870-0544, grandmasharon.sm@gmail.com

Past President: Peter O'Donnell
(519)-933-3986, pcodonnell60@gmail.com

Treasurer:

Secretary: Gail Lewis
(226)-236-6787, gmlewis.lewis085@gmail.com

Directors at Large:

Pamela Johnston
(519)-433-8525 pam.johnston99@gmail.com
Mary Randall
(519)-679-6845, mary@reisers.ca
Ian Davies.
(519)473-2099, idea.concerts@gmail.com

Jennifer Paul-O'Donnell
(226)-268-7524, jpod2153@gmail.com

AGM AND OTHER MEETINGS:

Once a year, in October, the Choir has an Annual General Meeting (AGM). You are expected to attend this meeting, as it is very important. This forum is the cohesive gathering where choir members are invited to run for executive positions. Your willing involvement in managing the business of the Choir is fundamental to our success. During the AGM, the membership will decide who will govern the Choir for the coming two years. Also, the President, Treasurer and the Conductor will give yearly reports, and actions of the BOD will be reviewed.

Minutes of the previous AGM, along with the report from the Nominating Committee, will be sent for your review two weeks before the yearly AGM. If you wish to serve on the BOD, contact the choir President two weeks or more prior to the meeting. (*On the CCC Website, see "Members", "Choir Documents", "AGM Minutes"*).

From time to time the BOD or the conductor may call a short meeting to discuss Choir business. You may be notified to come early for a rehearsal, either the week before at rehearsal or via e-mail.

Twice a year as is necessary, a Town Hall Meeting may be called. This would only happen if the Conductor or BOD feels that important business needs to be discussed at length with the entire Choir, and it is not yet time for the AGM. Should this happen, you will be asked to come early for a rehearsal or meet on a day when the Choir is not rehearsing. This meeting will usually be done on ZOOM.

NON-DISCRIMINATION POLICY:

The Canadian Celtic Choir does not discriminate against individuals on the basis of age, ancestry, citizenship, color, creed, disability, gender-identity, national or ethnic origin, race, religious affiliation, religion, sex, sexual orientation, or any other protected status under the law.

RECORDINGS:

The CCC has released five CDs, *Here's to Song* (2001), *Christmas Remembered* (2004) and *We Rise Again* (2007). These three are out of print. The two most recent CDs are: *A Celtic Noel* (2013), and *Celtic Inspiration* (2014) and these are available for purchase from our website and at our concerts. A new CD is being planned for release in 2020. Choir members can obtain copies at a discounted rate from our CD Inventory Manager, Rob McGuire.

The CCC Strategic Plan includes plans for producing new recordings on a scheduled basis.

SOCIAL EVENTS:

The Canadian Celtic Choir is known to be a very social group, and to that end, we find ways to socialize often. Members are encouraged to bring a spouse or guest to our get-togethers, if desired.

A weekly social gathering is held at a local restaurant/pub following regular rehearsals and performances. All members, and their guests, are invited to attend these sessions, and to attend Choir parties.

Some of the events that you will be invited to attend may include:

- an annual holiday party at a local restaurant in December;
- a Choir picnic potluck in June or maybe in the Fall;

in late Summer a beach-side dinner in Port Stanley. A number of members come early to play a round of golf first



Canadian Celtic Choir on tour, Pier 21, Halifax, NS – July 1, 2017

TOURS:

It is a goal of the CCC to try to tour every few years. Locations are selected by the Board of Directors with input from the Conductor and Choir members.

In selecting our touring locations, we look for anywhere our performances would be appreciated by significant audiences. We consider countries with a Celtic heritage and locations of historic significance to Canada. We may also tour within the Canadian Maritimes and elsewhere in North America. *(Review the "Tour Policy" in the appendix).*

Our tours are not limited to members only. Spouses, significant others, older children, and friends have joined us when we tour.

APPENDIX:

1. Attendance Policy
2. Covid Policy
3. Dues Policy
4. Goodwill Policy
5. Membership Policy
6. New Member Policy
7. Tour Policy
8. Wardrobe Policy

CCC ATTENDANCE POLICY

1. All members are expected to attend rehearsals. In cases of illness or other problems, that will keep a member from going to practice, the Registrar should be advised.
2. If a member misses a third or more rehearsals during a term according to the attendance records kept by the Registrar, or are absent for 4 consecutive rehearsals or more, they will require the conductor's approval in order to sing in a concert. Term one is defined as September to December, and term two is January to March, and term three is April through June.
3. A member in good standing who takes a leave of absence for more than two consecutive terms is considered resigned from the choir.
4. If a prior member indicates that they want to rejoin the choir at a later time, they will be considered for re-instatement to the choir before other prospective applicants.
5. Any member who plans to take a leave of absence greater than three months must discuss their plans with both the Registrar and the Conductor, and sign a promise that they will return both music and wardrobe accessories owned by the choir if they do not return to the choir within a year. If this period extends longer than a year, they must return the above-mentioned items and will be considered as resigned from the choir.

Revised 05/2021

CCC COVID POLICY

1. The Canadian Celtic Choir will comply with all public health recommendations as outlined by the Ministry of Health for choir singing.
2. Members and guests will need to provide proof that they have been fully vaccinated at least two weeks prior to attending a live in-person rehearsal.
3. Members and guests are required to wear a mask specific to singers during an in-person rehearsal.
4. Members or guests who are experiencing any symptoms of illness are not to attend choir practices or performances.

O5/2021

CCC MEMBER DUES POLICY

1. Member Dues are required to meet the choir's financial obligations.
2. Dues are set at **\$225 annually** and are paid annually in September
 - Preferably by e-transfer to treasurer@celticchoir.ca or
 - By Cheque or cash
3. A **3-pay option is available** if needed.
 - 3 cheques for \$75 dated Oct. 1, Jan. 1 and Apr. 1 submitted in September, or
 - Three e-transfers for \$75 made before the respective dates.
4. **Other provisions:**
 - Full time students are eligible for reduced dues, set at \$75 annually.
 - No receipts are given unless specifically requested.
 - Dues are not tax deductible.
 - NSF issues should be resolved asap with any bank charges reimbursed
 - Members with temporary financial constraints can contact the Treasurer
5. **New Members** dues will be prorated if starting after September.
6. **Terminating Members** dues treatment:
 - For 3 pay situations, post-dated cheques will be returned or destroyed
 - For Annual pay, refunds will be determined as if the member were 3 pay
 - Any refund is contingent on returning any choir property (music, tie, sash).
 - Donations of refunds will be identified as an option
7. **Leave of Absence (LOA's)**
 - Will be treated equivalently to Terminations
 - As a result, there is no dues action unless LOA is greater than 3 months
 - Any refund will be in the form of a credit to future dues (or a donation)
 - Returning LOA's dues will be prorated if returning after September.

CCC Goodwill Policy

The Canadian Celtic Choir recognizes significant events in its members' lives as follows:

Get Well or Thinking of You

The Social Committee, when notified of an injury, surgery, or ill health of a member, will send an appropriate card on behalf of the Canadian Celtic Choir members.

Condolences

Current member

The Social Committee, when notified of the death of a choir member will send an expression of sympathy on behalf of the Choir in three ways.

1. A donation of \$50.00 to a registered charity that has been requested by the family. If no charity is mentioned, a donation will be given to a charity as determined by the Social Committee.
2. A sympathy card sent to the member's family.
3. Flowers will be sent to the member's family. The amount to be spent is not to exceed \$75.00

Past member

4. A sympathy card sent to the past member's family.

Family members

The Social Committee, when notified of the death of a current choir member's immediate family, will send an expression of sympathy on behalf of the Choir in two ways.

5. A donation of \$50.00 to a registered charity that has been requested by the family. If no charity is mentioned, a donation will be given to a charity as determined by the Social Committee.
6. A sympathy card sent to the choir member's home.
For the purposes of this policy, an immediate family member is defined as a spouse or partner, son or daughter (including stepchildren), sibling, grandchild, or parent.

The Social Committee should be notified as soon as possible when a death has occurred. Choir members need to let the committee chair know the name of the deceased and if there will be an obituary/funeral. This information should be passed on to all choir members through the regular means of communicating.

Congratulations

The Social Committee, when notified of the birth of a child to a choir member or marriage of a choir member, will send congratulations to the choir member on behalf of the Canadian Celtic

Choir in two ways:

1. a card will be given to the choir member at an appropriate choir event
2. an appropriate gift, costing up to \$50.00, will be also be given.

The committee could also choose to recognize the birth of a grandchild with a card.

Funding and Procedures for Goodwill

1. There is no defined budget for Goodwill
2. To avoid many small transactions a Goodwill cash float (\$100) is provided by the Treasurer for purchases of items like greeting cards. Records are supplied to the Treasurer when a new float is needed. The float is immediately expensed.
3. When a donation or gift cheque is required, the committee will request and receive a cheque from the Treasurer before sending it with an appropriate note

05/2021

CCC MEMBERSHIP POLICY

1. All members must be 18 years of age or have parental consent to participate.
2. All members of the Canadian Celtic Choir are required to provide proof that they are fully vaccinated against Covid 19.
3. In order to be a member in good standing choir dues must be paid up-to-date.
4. Membership in the choir is to be determined by the Conductor.
5. Membership is renewed on a yearly basis generally in September.
6. The CCC is a volunteer run choir, and all members are expected to contribute to the success of the choir in some tangible manner. This may include one or more of the following:
 - Promotion of the choir through the sale of tickets.
 - Participation in one or more of the various positions within the choir.
 - Participation on the BOD.

Revised 8/2019
 6/2021

CCC NEW MEMBER POLICY

1. Because the Choir experiences regular turnover, we will welcome prospective new members to audition at any time during the year. We will also recruit as needed.
2. But membership timing may be restricted by:
 - The maximum number of choir members is 56 (including LOA's)
 - The sectional needs of the choir, and the relative quality of approved applicants.
 - The convenience of having new members start in early September or January
3. If the choir is at maximum, approved applicants should check back with the conductor from time to time.
4. A prospective new member must:
 - Contact the Conductor prior to coming to a practice, and either
 - Schedule an audition with the conductor, or, if they wish
 - Attend practice as an observer for at most 2 weeks before auditioning
5. If a prospective new member will be attending practice as an observer:
 - The Conductor informs the President who arranges the logistics/introductions
 - The observer will sit off to the side with no music provided.
6. The Conductor makes the final decision about:
 - Approving the new members
 - Timing of their first practice, section and seating
 - Readiness for their first concert
7. Once the new member is approved:
 - Prior to the new member's first practice, the Conductor informs the Registrar, Librarian, Treasurer, Section leader and President, enabling each to be prepared.
 - The new member will meet with the President and Registrar who will initiate entry processes (Overview, handouts, name tag, member data, music, dues)
8. Once dues are paid, new members will also meet with:
 - The wardrobe officer regarding uniform components
 - The web master to gain access to the website
9. As a precaution, new members will be on probation for four weeks:
 - During which the Conductor may decide that a new member should not remain. If so, dues will be refunded once any choir property has been returned.
10. Virtual Rehearsal Guests: (A virtual guest is a person who only attends on line and who is not planning to join the choir).
 - If a member invites a guest to a virtual rehearsal, that member is required to notify the conductor and the President.

The guest may participate in two rehearsals before making any commitment to the choir.

If that guest elects to participate for a longer time he/she is required to pay the same fee for the term as a regular choir member would have to pay.

02/2020

05/2021

CCC TOUR POLICY

The Canadian Celtic Choir from its onset was conceived as a choir that would tour from time to time. It is recognized that not all members will be able to go on tour with the choir.

We tour in order to:

1. Support our vision to expand our reach and grow our musical artistry.
2. build our local and national reputation as ambassadors of Canada's Celtic heritage.
3. experience and enjoy, as a group, what the destination has to offer.

We will tour to:

1. locations selected by the BOD with input from the conductor and choir members
2. anywhere our performances would be appreciated by significant audiences.
3. countries with a Celtic heritage and locations of historic significance to Canada.
4. the Canadian Maritimes and elsewhere in North America.

Our tours will:

1. include at least 50% of the membership.
2. provide an adequate SATB balance as determined by the Conductor.
3. be planned at least two years in advance to ensure adequate lead time.
4. include several concerts, the number to be determined on an individual basis.

The BOD will:

1. choose a tour company with a solid track record in choir touring.
2. select a Board Member to be the tour chair and chief liaison with the tour company,
3. seek and assess tour options from the tour company.
4. consult with the Conductor regarding the tour options, venues and repertoire.
5. form a tour committee as needed, to do research, administrative tasks and choir communication, and to bring forward recommendations to the BOD as appropriate.
6. regularly review progress and approve any final decisions. The President or Vice President must sign off on any contract made with the tour company.
7. ensure that all meetings with the tour company will occur when at least the President or his/her delegate and one other BOD member is present.

Funding for tours:

1. Choir members and their guests will pay for their tour costs.
2. The CCC Surplus Allocation Policy defines whether any subsidy will be provided by the CCC towards the cost of the tour.
3. Any subsidy will be distributed equally and directly to choir members going on the tour, (but not guests).
4. The Conductor and the Accompanist will be reimbursed for a portion of their tour cost, at a minimum of 50%. The final amount is to be determined by the BOD based on the number of concerts planned for the tour and on the funds available to the choir at the time the tour is planned.
5. Medical insurance costs for the Conductor or Accompanist will not be covered by the CC.

8/2019

CCC WARDROBE POLICY

The Wardrobe Policy:

1. Ensures the choir is visually unified
2. Enables choir communication of the specific wardrobe for each event

General:

3. The Wardrobe Officer, after conferring with the Music Director, will announce in advance the wardrobe requirements for an upcoming event.
4. Members are urged to discuss any problems or suggestions regarding individual or Choir wardrobe with the Wardrobe Officer. His/her decisions are final.
5. Members should consult the Wardrobe Officer as soon as possible after joining the Choir so that they are aware of the performance uniform and are given assistance with obtaining the various components.
6. Choir members are expected to purchase their uniform components either from the choir or directly from a retailer specified by the Wardrobe Officer.
7. Any purchases through the choir will be collected by the Wardrobe Officer with any cheques payable to the Canadian Celtic Choir.
8. Some elements of the uniform will be supplied by the choir. Members are expected to provide the remainder of the performance uniforms (i.e. shoes, slacks, etc.) as specified herein.

Basic uniform requirements for men

Formal uniform

1. Black dress shirt and vest
2. Black dress trousers
3. Plain black socks
4. Black dress shoes (no sneakers or boots)
5. Tartan tie provided by Wardrobe Officer.

Informal Uniform

1. Black golf shirt purchased from the Wardrobe Officer
2. Black dress trousers
3. Plain black socks
4. Black dress shoes (no sneakers or boots)
5. Tartan tie provided by Wardrobe Officer.

Casual/Travel Uniform

1. Black Choir T-shirt purchased from the Wardrobe Officer (New Era Grafix)
2. Black jeans or black casual slacks
3. Plain black socks
4. Black casual shoes (black sneakers or boots acceptable)

Basic Uniform Requirements for women

Formal uniform

1. Long black skirt (material and pattern provided by the Wardrobe Officer)
2. White blouse provided by choir funds for existing member.
(New members purchase a blouse from Wardrobe Officer).
3. Black flat or low-heel shoes or sandals
4. Black pantyhose (optional)
5. Tartan sash and Maple Leaf pin as provided by Wardrobe Officer.

Informal Uniform

1. Black golf shirt purchased from the Wardrobe Officer
2. Black dress pants
3. Black flat or low -heel shoes or sandals
4. Tartan Sash and Maple Leaf pin as provided by Wardrobe Officer

Casual/Travel Uniform

1. Choir t-shirt purchased from the Wardrobe Officer.
2. Black jeans or black casual slacks.
3. Black casual shoes (black sneakers or boots acceptable).

All Uniforms

1. No large jewelry. Watches are permitted.
2. White pearl or other small stud earrings, if desired.
3. Blush and lipstick are recommended.
4. Tartan sash is to be worn over right shoulder and attached with the maple leaf pin.

All members:

1. No perfume, cologne or perfumed hair spray to maintain a scent-free environment.

2. Dress shoes (low- heel) and sandals should be free of ornamentation. For example: gold bows or rhinestones etc. Discrete decorations the same color of the shoes are acceptable.
3. Watches are permitted for all members.
4. Tartan ties and sashes and maple leaf pins remain the property of the choir. Please return to wardrobe officer, if you resign from the choir.
5. Members who resign are encouraged to donate their uniforms to the Choir as a means of ensuring that future members can be supplied with uniforms of identical style and colour.
6. For out-of-town performances, please do not wear your uniform to travel. Change facilities will be provided at the venue.
7. While not an official part of the CCC uniform, black fleece jackets may be worn as desired in cold weather

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