

ABOUT US

The various West Coast Classical ensemble programs have inspired a love for the musical arts and have benefited our community since 1996. Under the dedicated leadership of many accomplished contributors, the program has continued to advance to new levels of excellence and maturity. In 2013, West Coast Classical became a non-profit 501(c)3 entity, and the programs were assembled into a more cohesive community so that our musicians could grow in numbers and experience, and for our expanded platform to reach deeper into the community and beyond. West Coast Classical performs a multitude of concerts throughout their season and has had the distinct privilege to be featured at Disneyland, Carnegie Hall, Walt Disney Concert Hall, and world stages in Prague and Vienna on a European concert tour.

OUR MISSION STATEMENT

The mission of West Coast Classical is to inspire a passion for musical arts and foster the advancement of musicians from all backgrounds who seek to achieve excellence on a pre-professional platform and beyond.

Visit us on our website
www.westcoastclassical.org



WEST COAST CLASSICAL

POLICIES AND PROCEDURES

MEMBER ORIENTATION HANDBOOK

2026—2027 Season



**PATRICIA GRAHAM,
Executive and Artistic Director**

WELCOME to West Coast Classical! We have been making music since 1996, and this is our 30th year! We have an exciting season ahead with holiday concerts in

December, Spring Fling and Pops concerts in March and April, and our season finale concerts in June. We also have some exciting new Fundraisers!

Your membership in West coast Classical means you are a part of our family. I hope your experience with us inspires a passion for the musical arts, and you achieve excellence on a pre-professional platform and beyond!

BOARD OF DIRECTORS

Jeff Kaser, Orchestra Manager

Annie Pagliaro, President

Amy Fischer, Treasurer

Starletta Darbeau, Secretary / School Outreach

Kira Sopp, Web Designer

Debbie Barrientes, Fundraising / Flyers and Programs

Josiah Macy, Home School Outreach

West Coast Classical

CONCERTS 2026 - 2027

Holiday Concerts

December 19, 2026 - Sounds of the Holidays

December 20, 2026 - Magic of the Holidays

December 20, 2026 - Making Spirits Bright

March Concert

March 6, 2027 - Spring Fling

April Concerts

April 17 & 18, 2027 - Pops Concert

June Concerts

June 5, 2027 - Sounds 2 Beautiful

June 6, 2027 - Symphony of Strings

June 6, 2027 - A Little Night Music



Patricia Graham

Executive & Artistic Director

Patricia Graham has been an active professional musician in Southern California for 25 years. She has conducted West Coast Classical formerly known as Palmdale Symphonic Orchestras for 17 years. She studied violin performance with Robert Lipsett at age 14 and continued with him at CSUN. She has a studio of 71 private students. Patricia has played with Antelope Valley Symphony Orchestra, Bakersfield Symphony Orchestra, and Santa Maria Philharmonic Orchestra. She has played in pit orchestras for over 20 shows, also has her own quartet that plays for private venues. She has been music director for over 50 musical stage productions since 2001. She has worked for Desert Opera Theater, Palmdale Repertory Theater, Cedar Street Theater and Santa Clarita Regional Theater Company.

Patricia Graham, as sole proprietor and Executive and Artistic Director of West Coast Classical, is responsible for overseeing and determining all programming, instructors, rehearsals, and concerts. She makes all artistic and administrative decisions, works with a voluntary board of directors, and schedules additional performance opportunities for musicians.

MUSICIAN ETIQUETTE

Our Registration Process and Attendance

· *Registration*

- Most classes require an audition to be admitted. Go to westcoastclassical.org/auditioninformation to find your specific class audition requirements and to submit an audition video. Once submitted, you will receive an email with further instructions on how to register.

· *Signing In*

- Members must sign in and out for every class. This is a City of Palmdale requirement. Those under the age of 12 must have an adult sign them out. If your name is not found on your class sign in sheet, this means either you are not registered, or you are registered in the wrong class.

· *Attendance*

- Each member is permitted up to 3 excused absences per semester. All absences should be communicated to the instructor at least 1 week prior to the absence. Exceeding 3 absences may result in exclusion from a concert. An unexcused absence from a dress rehearsal will result in immediate exclusion from a concert.

· *Punctuality*

- Punctuality is a necessity. Your designated class time is your start time. This means members should be seated with their instruments out and ready to play by that time.

2026 - 2027 FUNDRAISERS

Each member must contribute \$100 minimum during the fiscal year, September 2026 through June 2027. Members who choose to raise this amount are offered a variety of fundraisers to participate in during the year.

FALL SEMESTER

- October: Popcornopolis
- November: Program Business Ads
- December: Holiday See's Candy Sales
Musical Christmas Card

SPRING SEMESTER

- February: TBA
- March: Spring See's Candy
- April: TBA
- May: Program Business Ads

CLASS REGISTRATION

Funds received are used for Palmdale Playhouse facility use, professional music instruction, and sheet music.

FUNDRAISERS/GRANTS/DONORSHIP

Funds received are used for membership scholarships, performance opportunities for resume building (past opportunities have included Disneyland, Walt Disney Concert Hall, Carnegie Hall, Palmdale Amphitheater, and European Tour), purchase of instruments, upkeep and repair of instruments, basic office supplies and brand merchandise.

CONCERT TICKET SALES

Funds received are used for professional hired musicians, production staff, and production expenses.

Rehearsals

• *Preparation*

- Be prepared! All musicians are expected to bring a pencil and their music to rehearsals. It's important to note that even if you share music with a stand partner, you are expected to bring your own music.
- Music must be kept neatly in a black binder. This prevents loss of music as well as pages flying off of music stands.
- Prepare your music before you come to rehearsal. Rehearsals are not the time or place for individual practice, but rather to rehearse all the parts together in an ensemble.

• *Rehearsal Conduct*

- Rehearsal has officially begun as soon as the concertmaster/concertmistress has given the tuning note. All attention must be given to the conductor at this time.
- Cell phones must be put on silent and put away for the duration of rehearsal.
- Questions regarding the music should always be referred to your section principal. Principals that have questions should refer to the conductor.
- Woodwind and brass players must transpose their own parts if needed. Principals are not responsible for transposition of parts.
- String principals decide on the bowings for their sections. Section players are then responsible for transcribing those bowings into their own parts. Note that bowings will often be refined after they're initially written. It is the responsibility of section players to be aware of those changes and adopt them.
- At the conclusion of rehearsals, members will be asked to stay and put chairs and stands away.

· **Concerts**

- *Member Performance Obligation*

Performing is a very important aspect of a musician's training and is an obligation. If a member is unable to participate in a concert for any reason, he/she must communicate this with their instructor.

- *Dress Rehearsal*

This is the very last rehearsal before a concert. As such, it is imperative not to miss it. Missing a dress rehearsal, if not cleared by your instructor, will result in exclusion from the concert. Members do NOT need to dress in concert attire for dress rehearsal.

- *Concert attire*

Note attire requirements can be found on the Members page on westcoastclassical.org and are also sent via email prior to concert week. Members that are dressed in unsuitable attire on concert day will not be allowed to perform until dressed.

- *Call Time*

This term refers to the time at which musicians are expected to be in their seats, instruments out, and ready to play. Musicians should plan on arriving no later than 15 minutes prior to a call time. Tardiness is not tolerated.

- *Backstage*

Musicians are required to remain backstage and are prohibited from going into the lobby and auditorium for the duration of the concert. They must also stay alert and make their stage entrances on time.

WHERE DOES YOUR MONEY GO

West Coast Classical is comprised of a sole proprietor who serves as Executive and Artistic Director, together with a volunteer Board of Directors representing its 501(c)(3) nonprofit organization. Working collaboratively, they provide a platform dedicated to advancing musicians of all backgrounds through pre-professional and professional orchestral performance, ensemble experiences, and educational programs.

Board of Directors:

Volunteer community members who serve to assist with fundraising, donorship, merchandise, and community outreach. The board of directors has no authority over WCC artistic and administrative processes with regards to programming, rehearsals, concerts, activities, and instructors.

The Executive and Artistic Director Patricia Graham may seek advisory council from any or all board of directors' members.

Often Members want to know how their registration money is used. It is important to understand that your registration fee is divided between the City of Palmdale and West Coast Classical. On the next page is a brief description of how our portion of the money received is spent during the fiscal year. Oftentimes there are unexpected expenses that must also be covered not outlined on the following pages.

WHAT ARE THE POSSIBLE OUTCOMES

- If the investigation reveals that your complaint is valid, several actions may be taken, depending on the nature of the complaint. The person against whom the complaint is made may be issued either a written warning, suspension, demotion, membership termination, or even be banned from WCC events and premises.
- If the investigation is inconclusive, i.e. the complaint cannot be proved due to lack of evidence or the conduct is not sufficiently serious to justify disciplinary action, Executive and Artistic Director Patricia Graham may nevertheless take a number of actions. These may include monitoring of involved members.
- If the complaint is found to have been completely fabricated or raised vexatiously, disciplinary actions may be taken against you depending on the seriousness of the circumstances.

- *Dismissal*

Appropriate stage conduct at the conclusion of a concert requires musicians to remain seated until the concertmaster/concertmistress stands up from his/her chair. At that point, the orchestra is dismissed.

MEMBERSHIP POLICY

• **Member Obligations**

Members (Parents/Legal Guardians)...

- Are required to attend 1 **Orientation Meeting** per year.
- Agree to be added to an email list to receive informative emails regarding WCC (email is WCC's primary way of communicating to its members).
- In addition to the registration fee, must contribute a minimum of \$50 each semester by way of participating in WCC hosted fundraisers and/or by donating a tax-deductible, self-contribution.

• **Scholarships**

To apply for a scholarship visit www.westcoastclassical.org and complete the online **Scholarship Application** and submit

· **Members on scholarship**

- Must maintain a good attendance record and exhibit exemplary musician etiquette while attending WCC.
- Are allowed up to 3 excused absences per semester and are required to participate in all relevant concerts.

Any disregardment of this policy may result in having your scholarship revoked.

· **Closed Rehearsal Policy**

All rehearsals and dress rehearsals are closed rehearsals. This means parents, family members, friends, etc., are not allowed to sit in and observe.

ANTI-BULLYING, ANTI HARASSMENT & GRIEVANCE HANDLING POLICY

West Coast Classical (WCC) seeks to provide an environment that is safe and enjoyable for all.

Bullying has a detrimental effect on WCC and its members. It can create an unsafe environment, result in a loss of members, cause the breakdown in relationships, increase absenteeism and reduce efficiency and productivity. Members who are bullied can become distressed, anxious, withdrawn and can lose self-esteem and self-confidence. Bullying is also, in some circumstances, against the law. For these reasons, bullying will not be tolerated by WCC.

INVESTIGATING A GRIEVANCE

- Where a grievance cannot be resolved informally, the matter will be investigated by Executive and Artistic Director Patricia Graham.
- How the investigation is to be conducted is at the complete discretion of Executive and Artistic Director Patricia Graham.
- The investigation may include interviews with all persons involved
- If the complaint is substantiated, appropriate action will be taken (see possible outcomes)
- If the complaint is unsubstantiated you will be given an explanation as to why that finding was made.
- If the complaint is found to have been fabricated or vexatious, appropriate disciplinary action may be taken against you up to and including termination of membership.

FORMAL COMPLAINT

Formal Grievances will be handled in accordance with the following guidelines:

- Formal Grievances will be treated with the upmost confidentiality. It is important that you also maintain confidentiality, and do not discuss your complaint with others.
- All Formal Grievances will be taken seriously, handled impartially, and any steps taken will be in accordance with the principles of procedural fairness.
- Members who raise Formal Grievances will be protected from victimization and retaliation.
- Formal Grievances will be dealt with promptly.
- Members may have a support person with them at any stage of the process.
- Minors must have Parent or Guardian with them at all stages of the process.

Formal Grievances must be submitted in writing to Executive and Artistic Director Patricia Graham in person or by email

WCC recognizes that bullying may involve comments and behaviors that offend some members and not others. WCC accepts that individuals may react differently to certain comments and behavior. That is why a minimum standard of behavior is required of members. This standard aims to be respectful of all members.

WCC recognizes that bullying can take place through a number of different methods of communication including face to face interaction, email, text messaging and social media platforms. As such, this Policy applies to all methods of communication through which bullying can take place.

This Policy applies to behaviors that occur:

- In connection with WCC, even if it occurs outside WCC hours and/or facilities.
- During all rehearsals, concerts, classes, and meetings.
- At WCC related events and functions (i.e. fundraising events, tours, parties, etc.).
- On social media platforms where WCC members interact.

This policy applies to all WCC members including contractors, volunteers, board members, teachers, students, and parents/legal guardians. In so far as this policy imposes any obligations on WCC (i.e. those additional to those set out under legislation), those obligations are not contractual and do not give rise to any contractual rights. WCC may unilaterally introduce, vary, remove or replace this policy at any time.

WHAT IS BULLYING

Bullying occurs when an individual, or a group of individuals, repeatedly behaves unreasonably towards a member, or a group of members, and the behavior creates a risk to health and safety. It includes both physical and psychological abuse.

Bullying behaviors can take many different forms, from the obvious (direct) to the more subtle (indirect). The following are some examples of direct bullying:

- Abusive, insulting or offensive language or comments
- Violent, aggressive or intimidating conduct
- Belittling or humiliating comments; victimization

The following are some examples of indirect bullying:

- Unjustified criticism or complaints
- Deliberately excluding a member from a rehearsal, concert, or WCC activity
- Making changes to the music, parts, or seating arrangements to deliberately inconvenience, humiliate, or exclude a particular member or members
- Showing favoritism, partiality, or bias towards a member or members to spite another member or members.
- Withholding information that is vital for effective performance
- Spreading misinformation or malicious rumors.

The above examples are not an exhaustive list of bullying behaviors. They are indicative of the type of behavior that may constitute bullying and are therefore unacceptable to WCC

· **Grievances during Class, Rehearsal, Performance** – You may bring your grievance directly to your teacher who will attempt to do the following:

· Address your grievance with students involved for possible conflict resolution.

· If the grievance is of a more serious nature, and cannot be resolved immediately, the Executive and Artistic Director Patricia Graham will be notified by the teacher and involved with resolving the grievance.

· If you are an Adult Member and your grievance involves a minor, you may not approach the minor. You must contact Executive and Artistic Director Patricia Graham.

· If your grievance involves or is about your teacher, bring your grievance directly to Executive and Artistic Director Patricia Graham. 805/490-3635, grahamgracenotes@aol.com

HANDLING GRIEVANCES

A grievance can be about any situation or issue, by a teacher or fellow member which you feel affects you unfairly or unjustly. A grievance can also be about discrimination, harassment, bullying or any other related decision or behavior that you think is unfair, unjust or upsetting.

This policy outlines the procedures you should follow to try to resolve a grievance and outlines the steps the WCC Executive/Artistic Director will take to resolve your grievance if you make a formal complaint.

WHAT ARE YOUR OPTIONS IF YOU HAVE A GRIEVANCE?

In general, there are three options to consider if you have a grievance:

Deal with the matter informally— A grievance can be dealt with informally by approaching the person involved in your grievance, if you feel comfortable in doing so. You can tell them that their behavior, decisions, actions, etc. were unfair, offensive, discriminatory etc., and why you believe this to be so. The person may have been totally unaware of the effect of their behavior or decision on you. By communicating directly, misunderstandings could possibly be resolved. This may not be appropriate in some cases, particularly if you do not feel comfortable speaking to the person, or if minors are involved.

WHAT IS NOT BULLYING?

Reasonable action taken by teachers or directors to direct and manage the way a rehearsal is conducted is not considered to be bullying, if the action is taken in a reasonable and lawful way.

The following are some examples of reasonable action:

- Enforcing WCC Musician Etiquette standards
- Assigning parts, seats, or class placement based on the abilities demonstrated by the student and/or by the audition process.
- Giving critiques about a member's or members' performance in an honest, fair and constructive way
- Informing a member about unreasonable behavior in an objective and confidential way
- Taking disciplinary action, including suspension or terminating membership where appropriate or justified in the circumstances.

OTHER UNACCEPTABLE CONDUCT

Single incidents of unreasonable behavior (such as harassment, violence or threatening behavior) can also present a risk to health and safety and will not be tolerated.

Harassment is considered to be any form of behavior that is:

- Unwanted
- Offends, humiliates or intimidates
- Creates a hostile environment

Where such conduct occurs towards a person due to a particular characteristic of that person (such as when based on sex, sexual orientation, pregnancy, marital status, age, disability, ethnicity, religion, or race,) this may be unlawful under discrimination and equal opportunity law, even if it is limited to a single incident. For example, sexual harassment is unlawful even where it is not repeated conduct.

WCC will also not tolerate any form of violence. Violence is any incident where a person is physically attacked or threatened, whether this is directed toward a contractor, volunteer, board member, teacher, student, parent/legal guardian, member, visitor, or colleague.

It includes (but is not limited to):

- Any type of direct physical contact such as punching, pushing, tripping, spitting, or blocking someone's way.
- Any form of unwanted physical contact.

TEACHER AND VOLUNTEER ROLES

Teachers and volunteers have an important role to play in terms of fostering a culture that does not tolerate or encourage harassment, bullying or violence and should ensure that they do not engage in any conduct of this nature themselves.

Teachers and volunteers should also ensure that members understand this Policy and consequences of non-compliance. When teachers and volunteers observe harassment, bullying or violence occurring, they should take steps to prevent this conduct from continuing and warn the person or people involved of the consequences if the behavior continues (including disciplinary measures up to and including termination of membership).

Teachers and volunteers must also treat all grievances raised by members in accordance with WCC's Grievance Handling Policy.

MEMBERS' ROLE

WCC expects members:

- Not to engage in harassment, bullying, or violence.
- Not to aid, abet, or encourage others to engage in harassment, bullying, or violence.
- To behave in a responsible and professional manner.
- Treat others at WCC with courtesy and respect.
- Listen and respond appropriately to the views and concerns of others.
- Be fair and honest in their dealings with others.