

**University of Delaware  
Master Players Festival & School**

6-28-2018

## **Student Handbook**

**All participants of MPF (students/parents/observers) are responsible for all information contained in this Student Handbook. Your participation in MPF includes your consent and agreement to follow all rules, regulations and policies set forth in this Handbook and by MPF directors. You must read this document prior to arriving MPF.**

For those not living in the U.S, MPF Student Services Team is well acquainted with the challenges of studying abroad and is equipped to help you make your plans. Please contact us for assistance at [masterplayersfestival@gmail.com](mailto:masterplayersfestival@gmail.com).

### **Registration Deadline**

All accepted participants must register and pay MPF tuition in full by July 5. International participants will need proof of bank wire transfer of fees, U.S. visa and confirmed flight information to finish registration.

Please provide complete health status, a current medication list, and allergy (medication and food) information on the registration form.

### **Communication**

Email is the official method of communication for MPF. Please be sure to check your email with reasonable frequency before the festival and daily during the festival for important news or updates.

All written correspondence must be in English. During MPF, all instruction, rehearsals, and master classes are conducted in English. Bi-lingual staff will be available for some events upon request. Several of the MPF faculty artists and staff members are bi-lingual.

### **Consent and Liability Forms**

All MPF participants must have signed MPF consent and liability forms on file with the Festival to participate in all activities. These forms will be emailed to you in July, and they should be returned to us via email as soon as possible. In addition, hard copies with signature should be brought with you to MPF. No participation will be possible without these signed forms. For MPF participants under 18, these forms must be signed by a parent or legal guardian.

## **Participation Requirement**

All festival participants are expected to be in Newark, Delaware, for the full session. (**July 24-August 5**)

All “American Musical Journey” participants are expected to be with the group **July 20-24, and August 5-6**.

## **Insurance rate and deposit**

MPF will help purchasing basic travel health insurance to all international participants with a group discounted price. Insurance rates vary depending on age and medical condition and must be paid in cash to MPF upon arrival. **Domestic participants must provide their own insurance coverage.**

While in the United States, the medical coverage for international MPF participants is up to **\$50,000** and includes a **\$250 deductible**.

All international participants must bring the \$250 deductible in cash and deposited with MPF staff on the day of arrival.

Coverage will start on July 24, and go through August 5. For “American Musical Journey” participants, the coverage will start on July 20 and end on August 6. In the event medical service is sought by or on behalf of an international student, the \$250 deposit in cash will be held until the medical claim is resolved. If the medical cost is determined to be less than the \$250 deductible, the remainder will be sent back to the participant via wire transfer.

It is recommended that participants purchase additional medical insurance coverage. Obtaining additional coverage is optional and is the sole responsibility of the participant. Insurance rates vary depending on age and medical condition.

Travel Insurance, which can cover trip cancellation, trip delays, lost baggage and other travel issues, is also recommended by festival directors. MPF is not responsible for the purchase of travel insurance and is not liable for any travel issues or participant cancellation that is beyond our control and out of the scope of the festival.

## **Visa Application and International travel requirements**

MPF will assist all accepted international participants with their U.S. B-1/B-2 visa applications.

All passports will be collected at arrival by MPF staff and stored in a secure safe for the duration of the festival. We will return them to participants prior to departure or any other personal reasons a passport is needed.

International participants who receive a U.S. visa with the invitation offered by MPF and later decide to withdraw from MPF must notify MPF by July 10, as MPF must notify the U.S. Border Control to cancel your entry of the U.S. as required by law.

International participants who plan to stay in the U.S. beyond the festival for other personal

excursions at their own expense must also notify MPF by July 10, as MPF must notify the U.S. Border Control as required by law.

### **Travel Arrangements for American Music Journey (AMJ) Participants**

All participants of “MPF American Musical Journey” (AMJ) **MUST** arrive at JFK (John F Kennedy Airport, New York) international airport before 15:00 on July 20, and **MUST** depart from JFK after 14:00 on August 6. **NO EXCEPTIONS CAN BE MADE.**

We will have staff members with an “MPF” sign at JFK airport’s international arrival area (All terminals). More detailed information about airport pick up and the daily AMJ itinerary will be shared in mid-July by our AMJ coordinator.

Please read the information listed on the “flights” page on the MPF website (under Registration) for the MPF suggested flights.

### **Travel on Your Own to MPF Campus**

All MPF participants not engaged in the American Musical Journey (AMJ) are required to make their own arrangements for travel to and from the University of Delaware (UD) campus in Newark, Delaware, for the Festival at their own expense.

Commuters **MUST** arrive at the Roselle Center for the Arts (120 Amstel Avenue, Newark, Delaware) on the University of Delaware campus on **July 24**, between **15:00 and 17:00**.

Boarders **MUST** arrive at the Christiana Commons on Laird Campus at the University of Delaware on **July 24**, between **12:00 and 14:30**. Departure **MUST** occur August 5, between 9:00 am and 12:00 noon. Early arrivals and late departures cannot be accommodated.

For transportation from local airports to Newark, Delaware, MPF recommends Delaware Express (<https://delexpress.com/>). For specific information, please contact Delaware Express directly for the up-to-date information and reservations. Estimated one-way transportation costs (in a shared van) to Newark are:

<b>AIRPORT</b>	<b>ONE-WAY FARE</b>	<b>TIME TO NEWARK, DE</b>
Philadelphia (PHL)	\$47.00	45 minutes
Baltimore-Washington (BWI)	\$158.00	1 hour 15 minutes
Newark Liberty Airport (EWR)	\$259.00	2 hours
John F. Kennedy (JFK)	\$374.00	2.5 hours
Washington Reagan (DCA)	\$330.00	2.5 hours
Washington Dulles (IAD)	\$356.00	2.5 hours

Please remember to tip the driver online in advance or in person with cash.

More detailed information about checking in at MPF will be shared in mid-July.

### **Dormitory Deposit**

All students living in the dorms are required to provide a deposit at check-in in the form of cash (required for international students) or check (written out to "University of Delaware"). The deposit for domestic students is \$100 and the deposit for international students is \$350 (includes \$100 for dorm and \$250 for health insurance deductible). Checks will not be deposited unless the funds are owed for any of the following reasons: lost keys or access cards, excess room cleaning fees, or minor room damage. All deposits will be returned to the participant at check-out from the festival unless money is owed for any of the above reasons.

## **Getting around town**

### On foot

Newark is a college town, and summer is a very relaxed and beautiful season. We encourage adult participants to walk to and from MPF facilities and activities.

### Bus

Limited festival shuttle bus service between housing and other MPF facilities will be available to faculty and students at peak times. Information will be provided about local bus service at check-in.

### Car

MPF participant parking is not included. The Roselle Center for the Arts (CFA) parking lot near MPF facilities charges \$2.00 per hour with a \$10 maximum per 24 hours. No free parking is available in the area. Unauthorized cars parked on campus will be fined and possibly towed at the owner's expense.

Parking passes will be provided by the Festival for guest artists, teaching faculty and staff.

## **The City of Newark**

The city of Newark is a typical American college town with one of America's most beautiful college campuses (more info at <http://www.cityofnewarkde.us>). The town is easy to get around, whether by foot, bicycle, bus, or car. Artist-faculty, staff, students, and guest artists frequently meet casually after concerts at restaurants or while strolling down the sidewalks in town.

Summer days are generally hot and sunny with temperatures in the upper eighties (Fahrenheit); nights are generally clear and a littler cooler.

## **Daily schedule of MPF and AMJ**

Final daily class/concert schedule and the AMJ daily itinerary will be posted on MPF website by July 15.

## **Instruments and practice rooms**

With the exception of cellists, bassists, percussionists and pianists, all other participants

must provide their own instruments.

Bass and cello players must bring their own strings and bows.

Percussion students must bring their own sticks, mallets and small accessories.

Each string student must bring at least one extra set of **USED** strings so they are stretched and ready to be used.

The practice rooms and piano/percussion practice rooms in the Amy du Pont music building, Gore Hall, Kirkbride Hall and Roselle Center for the Arts will be provided to MPF participants.

### **Music Preparation**

Students should have at least one solo piece prepared for lessons/master classes/competitions/concerts. If you plan to participate in the solo competition with a piece composed for your instrument/voice with piano, please scan and email MPF the piano accompaniment score by July 1, 2018 (masterplayersfestival@gmail.com). Please include your full name, the full title of your piece, duration, and the movement(s) you will perform. Solo/chamber music performances during MPF's open master classes and professional concerts are not guaranteed for all, as performers will be selected to perform based on their ability and preparation.

Students must learn all chamber and symphonic music assigned (and sent by MPF) before arrival at MPF, and be masterclass ready. All parts will be emailed to participants by MPF in June. Sight-reading of chamber or symphonic music parts at the festival is unacceptable.

### **Packing For MPF**

Please see the "packing list" page on MPF website.

### **Concert Attire**

All participants of MPF will be required to adhere to MPF's Concert Dress Code. Students are to be familiar with the required attire prior to arrival. Students who do not meet the Dress Code will not be allowed on the concert stage, without exception.

1. Vocalists and pianists may opt to wear any formal conservative concert attire of their choice.
2. For orchestral and chamber performances, all female participants are required to wear:
  - Solid black (no patterns) button-down blouse and black dress slacks
  - OR
  - Modest black dress with below-knee skirt length and modest neckline.
  - Midriff, shoulders and knees must be covered
  - Low-heeled dress black shoes

- Nude or black stockings or black socks
  - Minimal jewelry
3. For orchestral and chamber performances, all male participants are required to wear:
- Black dress pants
  - Black dress shoes (no sneakers of any kind).
  - Black (no patterns) dress or button-down shirt
  - Tall, black socks
  - Black tie is optional
  - Minimal amount of jewelry

### **Concert tickets**

MPF concert tickets (general admission) are free to MPF participants.

Concert tickets are available at-the-door to the general public, friends and relatives for \$10 (adults) and \$5 (full-time students and children). Tickets are cash or check only, and prices are subject to change.

### **Recording of MPF events**

The participants and his/her guardian approve the use of video recording of the participants uploaded to YouTube or other similar websites in the application process. Audition recordings can be deleted by the student and/or his/her guardian on the day the audition result is announced. The University of Delaware Master Players Concert Series and MPF related organizations will not be held responsible for the privacy of videos.

The participants and his/her guardian, and all other participants approve the use of photography, audio recording and video recording of the entire trip and festival by MPCS and MPF for educational, archival and promotional use in any media format/outlet worldwide in perpetuity without a fee.

### **RULES AND REGULATIONS / Code of Conduct for student musicians**

All MPF participants must carry an Emergency Card with them at all times. Emergency Cards will be provided at check in.

All MPF participants are expected to exhibit exemplary behavior at all times including proper concert etiquette, polite use of cell phones, following all rules, regulations and policies established by the Festival.

All MPF participants will attend lessons, masterclasses, excursions and performances. Students will arrive on time and fully prepared. No exceptions unless due to medical reasons confirmed in writing by a physician.

All MPF participants will not behave in any way which endangers, intimidates or interferes with any participant. All participants will use kind words and actions, and language may not include anything offensive, sexist, or racist.

All MPF participants will be respectful to all other participants, faculty, and staff. Aggressive behavior, fighting, or bullying will not be tolerated.

All MPF participants will respect personal and Festival property ensuring that no damage or theft occurs.

All MPF participants shall not have alcohol on University of Delaware property at any time during the Festival. Purchasing or consuming alcohol in the US under the age of 21 is illegal and can involve serious legal consequences.

No MPF participant shall possess any weapon or object that may cause harm to another, or place another in fear of their safety.

Any possession or use of illegal substances will not be tolerated. Police will immediately be contacted.

The University of Delaware is a completely smoke-free environment. All MPF participants shall refrain from using tobacco products anywhere on campus including dorms, grounds, buildings, dining halls, restrooms, etc. There are no areas for smoking on campus. No exceptions.

Any physical intimacy with participants under 18 is illegal and strictly forbidden. Physical intimacy of any kind is discouraged during the Festival. Any physical intimacy that is not fully and clearly consenting is illegal and strictly forbidden.

Anyone involved in MPF can report to MPF general manager at anytime during the festival regarding sexual harassment of any kind as MPF takes these allegations extremely seriously, and will take necessary actions to protect the victims. (Details of **UD Sexual Misconduct Policies** can be found at: <https://sites.udel.edu/sexualmisconduct/policies/>)

All illnesses, injury or other issues must be reported to MPF staff immediately.

All original music used in MPF performances **MUST** be returned in good condition and with all parts intact. Failure to do so will result in monetary penalty.

### **Additional Rules and Regulations for participants under 18**

All MPF participants under 18 shall not consume alcohol or use illegal substances during the Festival or while on the American Musical Journey.

All MPF participants under 18 must not engage in physical intimacy.

All MPF participants under 18 will honor Festival curfew of 11:00 pm and be in their dorm room, without guests by that time. Bed checks will be conducted by the MPF staff nightly.

All MPF participants under 18 are not allowed to visit dorm rooms of the opposite gender.

All MPF participants under 18 will follow directions of their counselor at all times and remain with their assigned group. These minor participants will travel together at all times.

## **CONCLUSION**

Violation of any Festival rule, regulation or policy may lead to the loss of private lesson privileges, revocation of performance opportunities, conference with private teacher, or whatever may be deemed appropriate by the Administration up to expulsion from the Festival. Participating in illegal activity will lead to immediate dismissal from Festival. No refunds will be made.