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*Your Community Theatre*

The Players Theatre Inc.

## Cast and Crew Code of Conduct 2023

Under the  
Associations Incorporation Act 2009 and  
Associations Incorporation Regulation 2016  
Players Theatre Inc - Constitution  
Members Code of Conduct

# Table of Contents

Introduction-----	3
Cast and Crew Agrees-----	3
Abuse-----	3
Alcohol and Drugs-----	3
Box Office-----	3
Complaints Management-----	3
Conduct-----	4
Costumes Set & Props-----	4
Defamation-----	5
Displacement of furniture or items-----	5
Dress Code-----	5
Dressing Rooms-----	5
Equipment-----	6
Food and Drink-----	6
Front of House-----	6
Grievances-----	6
Health, Safety & Accidents-----	7
Light and Sound-----	7
Limit of Authority-----	7
Maintenance Issues-----	7
Make Up / Hair-----	8
Membership-----	8
Performance Nights-----	8
Person In charge-----	10
Photography-----	10
Quality-----	10
Recording of shows-----	11
Rehearsals-----	11
Respect-----	11
Running and Jumping-----	12
Scripts/Musical Scores/Sheet Music/Photos-----	12
Social Media-----	12
Working With Children-----	12

## Introduction

The Players Theatre committee is committed to providing a safe and harmonious environment for the enjoyment of theatre activities and this can only be successfully accomplished if everyone abides by the guidelines.

## Cast and Crew Agrees

They have read and understood and will abide by the conditions in the Constitution and the Members Code of Conduct and furthermore agrees to abide by the conditions in this Code of Conduct whilst engaged in theatre activities, on theatre property and offsite, including but not limited to, Information Days, Auditions, Rehearsals and Performances.

Breaches of this Code of Conduct will be considered grounds for dismissal from a show.

## Abuse

At no time should you feel bullied, harassed, or yelled at. These actions are not acceptable and need to be reported if we are to take action to stop them re-occurring.

## Alcohol and Drugs

No smoking by cast or crew in any part of the theatre at any time.

No alcohol or drugs to be consumed by cast or crew before or during rehearsals and performances.

## Box Office

Box Office, tickets and seating arrangements are the sole responsibility of the Box Office Coordinator. Any special requests regarding these arrangements should be made as early as possible. All complimentary tickets are available only through the box office.

## Complaint Management

The Players Theatre values your opinion, and we want your experience at the Theatre to be as enjoyable as possible. However, if you do encounter issues of concern there is a clear process to follow.

- If the issue is personal between you and another member, please either take it up with that person directly or avoid them where possible.
- If the issue is one of bad conduct, bullying or harassing, the matter needs to be formally reported
  - via the provided QR Code,
  - to the Production Coordinator (PC), or
  - the Director if you are not comfortable reporting to the PC.

This Complaints Management Process will be discussed at production meetings and rehearsals as soon as practical after cast selection.

If we are to resolve the issue, we need all details of the issue. The Complaints Management Process cannot be anonymous.

## Conduct

All cast and crew members must always behave in a professional manner and refrain from inappropriate language or behaviour.

It is the responsibility of each cast or crew member to ensure their language and behavior is not offensive to any other person in eye or ear shot of the language or behavior.

Avoid conduct that could bring the Players Theatre or any of its members into disrepute, including when using social media.

No cast or crew is to bring any material that could be considered offensive or pornographic into any area of the Theatre.

## Costumes Set & Props

Costumes must not be taken from the Theatre without prior authorisation or for cleaning and returned at the earliest possible time.

Ensure your costumes, props, and accessories are kept clean and in good condition.

No part of the set or props may be removed without the consent of the Production Coordinator. Do not touch or move any set or props that are not yours.

## Defamation

It is your responsibility to fact check anything you are contemplating saying about someone else. If you repeat something about someone else that is not true, it is considered defamation and is a serious breach of all our Codes of Conduct. It could also be considered a matter to be reported to the police.

## Displacement of furniture or items

If you change a public area in the theatre, whether it be to move, add or remove items, you will put it back the way it was (before your session) before the end of your session.

## Dress Code

To always dress appropriately, including clean and tidy clothing. Footwear must be worn throughout the theatre. When on stage the footwear must be closed toe unless your character is specifically cast not to be so.

## Dressing Rooms

The cast and crew are responsible for their personal belongings. The Theatre will not be accountable for the theft of money or personal belongings. The side door of the dressing room MUST be kept always locked once the show has commenced.

The dressing rooms are for the cast of the show. People who are part of the show but not part of the cast, are not to be in the dressing rooms unless instructed to do so or are there in the performance of their crew tasks.

The dressing rooms and all areas of the theatre are places of respect and responsibility.

At no times will the following be tolerated:

- dangerous or unsafe behaviour.
- bad language (even if mild).
- bullying or harassment.
- sharing sexual or pornographic material whether audio, visual, hard copy or digital.

- venturing into the dressing rooms or opening curtains of a dressing room that you have not been designated to occupy.

## Equipment

All theatre equipment must be used only as the manufacturer intended and with safety as the priority.

## Food and Drink

Ensure that there is no food or drink consumed anywhere in the auditorium (water is excluded) and ensure all food scraps and rubbish are disposed of in the bins provided.

If you need a cup or glass for your beverage, please bring your own and take it with you. The theatre cannot guarantee the availability of and/or the sanitation of items stored on site.

Tidy up after yourself and place all rubbish in the garbage bins.

No eating in costume. If you wish to eat, please bring something such as a dressing gown to cover your costume.

## Front of House

The Front of House Manager is the boss of all public areas (Foyer, entrance, bar/kitchen etc.).

## Grievances

Please be aware that the Production Coordinator is the first point of contact in any grievance situation that has arisen or has potential for arising.

Where appropriate, attempt to settle any complaints, disagreements or grievances involving other members themselves in the first instance; or pursue such matters through the Production Coordinator in the 2nd instance.

Please refer to the Complaints Management section of this document.

## Health, Safety & Accidents

All accidents (no matter how minor) must be entered into the Register of Injuries (located in the First Aid Kits in bar, wings, and dressing room) or the electronic form. The President must be notified as soon as possible.

No animals in the theatre unless specifically required and authorised during rehearsals and performances.

Report any unsafe equipment or hazards immediately to the Production Coordinator.

Be familiar with the Emergency and Evacuation Procedures and location of Fire Equipment.

The Stage Manager is responsible for evacuation cast and crew and the Front of House Coordinator handles the evacuation of the patrons.

## Light and Sound

Lights and sound systems may not be rigged, adjusted, or altered without prior permission of the Technical Services Coordinator.

## Limit of Authority

The Cast and Crew will not commit the theatre to anything (financial or otherwise) without authorisation from the Production Coordinator.

Purchase of materials, costumes, or hire of costumes for each production, **MUST** be approved by the Production Coordinator.

## Maintenance Issues

All maintenance issues are to be communicated to the Production Coordinator, in writing (text or email is fine) and logged in to the electronic Building Maintenance Log system immediately.

Production will notify the Back of House Coordinator.

## Make Up / Hair

Please check with the hair and makeup people to ensure they have what the director has decided for your character. If you bring your own consumables, please ensure they are clean and fit for purpose.

## Membership

It is a policy of Players Theatre Inc that everyone involved in a production must be a financial member.

## Performance Nights

### Calls

You may hear calls leading up to the show opening

1 hour call            55 minutes prior to beginners

30-minute call        35 minutes prior to beginners

15-minute call        20 minutes prior to beginners

5-minute call         10 minutes prior to beginners

Beginners             time to be in the wings ready to go onstage

### Prior to Performances

Prior to each performance, routine pre-show checks are done, as follows:

- 1.5 hours · The front door and stage door open for early preparations
- 1 hour · All cast & crew should be present. Enter only through the side stage door. Cast/crew park their cars in the marked bitumen carpark behind the theatre. (Council Car Park) · No cast are to be seen in Front of House areas.
- Cast should conduct stretching exercises and vocal warmups
- 45 mins · Fit microphone headsets and conduct sound checks
- 30 mins · Minimize all unnecessary noise in dressing rooms and backstage. ·
- House is live (auditorium open to public) SILENCE backstage
- 20 mins · Cast check their props and costumes are in correct position if applicable



- 15 mins · Costumes, make-up, and hair should be show-ready
- 5 mins · Stage Manager will call "Beginners to stage" (cast for first scene)
- Start · The Stage Manager and FOH Manager liaise to decide when the show commences.

#### During the show

- Do not loiter backstage or in the wings for longer than necessary and BE QUIET!!
- Know your own jobs to do and do them, and do not do others' jobs unless asked.

#### During Interval

- There will be a 20-minute break between Acts I and II.
- No cast should leave the backstage/dressing room area without permission.
- No cast should be seen by the audience to 'maintain the illusion and magic of live theatre'.
- No excessive noise. Be considerate of other cast members' preparations.
- 5 minutes prior to resuming Act II, Stage Manager will again call "Beginners to stage".

#### After The Show

- Ensure all props are returned to their correct positions.
- Ensure all microphones are removed and returned to Sound technician.
- Remove personal costumes and make-up prior to leaving the dressing room area.
- Ensure costumes and other items are hung up and ready for the next show.
- Do not leave personal valuables in the dressing rooms between shows.
- After the final show, ALL personal items, clothes, shoes, and accessories should be taken home. Please follow the instructions, given by the costume coordinator, as to where you need to place any items borrowed from The Payers Theatre inc.

## Person In charge

Until the show opens, take instruction from the Director or when the Director is not present the Assistant Director when the Director and Assistant Director are not present the Directors Assistant and in the case all these people are not present from any other member of the production team or Committee.

After the show has opened, all instructions will be taken from the acting Backstage Manager.

Comply with all lawful and reasonable directions given by the management committee, committee assistants, directors, stage managers and front of house managers authorised to give them.

## Personal Hygiene

Rehearsals and performances require participants to be in proximity with each other. It is important to be mindful of your personal hygiene. If possible, please shower prior to attending rehearsals and performances for the comfort of all involved. Please also be aware of the effect cologne can have on other people and allergies.

## Photography

Photographs of rehearsals or performances on stage are to be taken only by approved photographers. By participating in the show, you are authorising The Players Theatre Inc., To use the photos for promotional purposes in any way they see fit.

Photos will be:

- taken at designated rehearsals only
- the cast and crew will be notified prior to the photos being taken
- approved by the Director AND
- posted / distributed ONLY with the approval of the director

## Quality

The Players Theatre is committed to producing the highest quality show we are capable of. This quality standard will be applied to all aspects of the production.

## Recording of shows

The Director will not record or allow or cause to be recorded, either in part or in whole, their show without approval from the Committee. By default, no recordings are allowed for any show.

## Rehearsals

When you accept a role in a show you agree to be available for all rehearsals. The Director is to be notified as soon as possible of any absences.

When a schedule is distributed, it should be adhered to as much as possible. There are, however, circumstances where a schedule change is required.

The rehearsals need to be safe and professional. The cast must attend as many rehearsals as possible. Absence from three or more consecutive rehearsals without a valid reason, is grounds for removal from the cast of the show.

## Respect

Treat everyone with respect. Treat other people the way you like to be treated.

Be considerate of other cast & crew doing their own things without distractions.

Treat members and patrons with courtesy and respect and with due sensitivity to the needs of people with diverse backgrounds and cultures.

Treat all members in a way that promotes harmonious and productive relationships, and a collaborative teamwork approach.

Do not bully or harass other members or patrons or discriminate against them based on their sex, race, ethnic or ethno-religious background, marital status, pregnancy, disability, age, homosexuality, or transgender.

Do not encourage or support other members in harassing or bullying, or in acting in a way that is contrary to harmonious theatre relationships between members.

## Running and Jumping

No one is allowed to jump off the stage or stairs. All elevated areas are to be accessed and exited via the stairs as provided. No one is permitted to run through any part of the theatre. This is dangerous to the runner as well as other users.

## Scripts/Musical Scores/Sheet Music/Photos

No scores or scripts are to be kept personally by the Cast and Crew.

All scripts, photos, musical scores, sheet, and recorded music remain the property of the Players Theatre.

## Social Media

Discussing Players Theatre business is not recommended on social media, but where it is done, zero tolerance will be afforded to any comments that defame, belittle, or bully any other member or members of the Theatre. Likewise, the Committee will have zero tolerance for any comments that bring the Theatre or its members into disrepute.

## Working With Children

All cast and crew will need to complete the appropriate NSW legislated working with children checks and provide Players Theatre with their current working with children number, DOB, and expiry date.

More information can be found at:

<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>