



ATTLEBOROUGH PLAYERS
THE LOCAL THEATRE FAMILY

CODE OF CONDUCT

Last updated: 03.06.2024

Next review: 03.06.2024

OUR MISSION

Attleborough Players is a thriving theatre group that aims to deliver high quality productions while still allowing all abilities to come together and learn in a fun, friendly, supportive and inclusive environment.

Regardless of position, we expect all members to embody this mission and to positively promote this Code of Conduct to create a safe, happy and welcoming space for all.

By joining as a Member of Attleborough Players you agree to this Code of Conduct which will cover you in rehearsals, meetings, performances, social events and online.

You should also familiarise yourself with our other policies found at:

attleboroughplayers.co.uk/policies

If you see something that goes against this code or doesn't seem right, you should report it to either your Production Team, your Committee, your Youth Liaison Officer or to the Designated Safeguarding Lead, depending on who feels the most appropriate person to tell.

You can also anonymously tell us something at:

attleboroughplayers.co.uk/feedback

YOUR RIGHTS

All members and visitors of Attleborough Players have the right to:

- Be treated with respect and courtesy.
- Be spoken to politely.
- Express themselves creatively without fear of ridicule.
- Have their point of view listened to and considered.
- Be safe (especially children and vulnerable adults).
- Have their private life respected.
- Not be harassed, intimidated or discriminated against on any ground.

We will not tolerate any form of discrimination, bullying, sexual harassment or verbal and physical abuse against any member or visitor to Attleborough Players.

REHEARSALS

We ask that you:

- Are committed and make every effort to attend all rehearsals you are called for.
- Practice what you have been asked to practice using the resources and materials available.
- Arrive with a positive, can-do attitude and participate fully, respecting those who are leading the session and the members around you.
- Bring to every rehearsal your script and lyrics, a sealable bottle of water, a pencil and anything else we may ask you to bring.
- Prioritise Attleborough Players over other creative commitments when we are close to a performance.
- Sign in on the sheet provided and sign out or be signed out (if 18 and under) by a parent, carer or guardian.
- To have learnt your lines or songs from memory by the scripts down deadline.
- Dress appropriately, in loose, comfortable clothing you can move around in and don't mind getting warm in or dusty. Jewellery and large accessories should be left at home.
- Wear appropriate footwear that you can move and dance in comfortably.
- Are a team player and motivate your fellow cast and crew allowing everybody their chance to shine in their role.
- Behave appropriately and professionally with other members, your Production Team and any volunteers or visitors.
- Focus on the task at hand by not interrupting those leading the rehearsal or distracting other members with comments or questions. These should be asked at the appropriate moment, normally at the end of the rehearsal.
- Leave mobile phones in your bag and not use them until a designated break.
- Respect other members' property with care and respect. Attleborough Players does not accept responsibility for members' personal belongings should they be lost, stolen or damaged. You shouldn't bring anything with you of any great value.

AUDITIONS

Bear in mind:

- Auditions are there to see your potential and how well suited you are for the role you are going for, not to judge you or be harsh. Although auditions are daunting, they are there to offer a level playing field so everybody has a chance to present themselves individually so don't be put off by them!
- The audition panel will be looking for how you embody a character, how clearly you can be heard, the way you deliver the lines, your singing range (how high or low you sing), how suitable the part may be and how they might be able to work with you and your potential.
- Criteria for scoring usually includes confidence, clarity, enjoyment, pitch, tone and overall suitability for the part.
- Some parts will carry an age limit, either upper or lower, or be cast a certain way to allow similar ages to be cast in neighbouring parts.
- There may be different options to audition, such as remote video auditions and in-person auditions. These are set at the discretion of the Production Team.
- Auditions may be filmed so the audition panel can review them when casting with a fresh mind.
- Providing the Constitution and Code of Conduct have been abided by the final casting decision lays with the Production Team.

PERFORMANCES

We expect you to:

- Treat performances in a professional way, taking pride in putting on the best show you possibly can.
- Arrive at the call time to allow plenty of time for hair, makeup and changing.
- Listen and respect those who will be looking after the show, such as your Stage Manager or Chaperone.
- Be available to help with show get-in and clearing down after a performance or production.
- Respect your own, and other performers dressing areas by sticking to your allocated area and not removing anything from another dressing space without permission.
- Be in the green room once doors open to the public, so costumes are not seen before the show.
- Fully change, hang up your costumes and reset your props before leaving the green room to see friends or family.
- Take all rubbish with you from your dressing area after every performance.
- Not bring any item into the dressing area that is of value, in case of damage or loss. Attleborough Players accepts no responsibility for items that may be damaged or lost during the show run.
- Practice good hygiene to keep the dressing area an enjoyable space for all.

ABSENCES

Please:

- Always report absences to the person who is point of contact for the active show. This may be a Director or a Producer. This person will be clearly communicated at the start of the production. Please do not use the group chat to list that you are unable to attend or message anybody that isn't the dedicated point of contact for the show.
- Tell the Production Team of any planned absences, such as a holiday, work shift or weekend away **seven days** before the rehearsal.
- In the event of illness or an unexpected change, tell the Production Team no later than **3pm** on the day of the rehearsal so changes can be made to the schedule if necessary.
- Stick to the above rules, or your absence will be labelled as an unauthorised absence.
- Bear in mind that if you have more than three unauthorised absences, you may be asked to leave the show.
- To the best of your knowledge, accurately fill in the available dates section on your audition form as these are used to create a rehearsal schedule to make the best use of everybody's time.
- Only turn up to rehearsal if you are fit and healthy to do so. Theatre is a physically and mentally draining practice and if we are concerned about your welfare, you may be asked to leave the rehearsal, or for ongoing illness and health concerns you may be asked to leave the show until you are fit enough to return, with your Doctor's permission.
- If you, or your child have been off work or school the day of a rehearsal, to tell the production team and not attend until fully recovered.
- Practice good hygiene such as washing hands, containing coughs and sneezes and staying away from rehearsal when ill to avoid spreading illness to your fellow members.

STAGE, TECH AND PRODUCTIONS

You must:

- Listen to the Stage Manager and follow any instructions they give, as they will keep you safe.
- Only be in backstage areas or the wings if you are immediately going onstage. These areas must be kept clear and should not be used to view the show or congregate. This keeps you safe during scene changes and keeps the stage clear for performers to enter and exit easily.
- Be careful when exiting and entering the stage, watching out for scenery and other performers.
- Keep stage corridors and passages clear of costumes, props and scenery that may cause somebody to trip or injure themselves.
- Not touch, move, climb on or operate any scenery without express permission from the Stage Manager and respect the venue at all times.
- Respect all props and leave them alone if they are not your responsibility. It is up to you to place any personal props in the correct place.
- Not enter the technical sound and lighting area or distract sound and lighting operators.
- Leave all technical equipment alone for your own safety, including lights, sound desks, cabling, pyrotechnics etc.
- Ensure you always have the right microphone pack, respect and look after it and never switch it off or alter the settings.
- Not enter the backstage area unless you are involved in the show as cast or backstage crew, even if you are a member for safeguarding reasons.

COSTUME, HAIR AND MAKE UP

We expect you to:

- Wear the costume, wig and make-up that has been allocated to you. You will not be asked to wear inappropriate clothing and we will try our hardest to make your costume as comfy as possible.
- Respect your costume so you can avoid any damages.
- Return your costume neatly folded or hung to the box or rail after each performance and not take them home, unless otherwise instructed.
- Never eat, smoke or vape while wearing your costume to keep it clean and keep smoke away from other cast members.
- Provide your own plain black shoes, tights, lipstick, hair pins/bands unless told differently.
- Wear an appropriate layer under your costume so you can change without revealing underwear, such as cycle shorts, dance shorts, a vest or a strappy top. This is a safeguarding requirement.

EVENTS

We ask that:

- If you are taking part in a show, you actively participate in events that promote Attleborough Players, such as flyer drops, fundraising activities, photo calls, pop-up performances and gigs in the local community.
- You have an appropriate plain, colourful T-shirt and black bottoms to wear for events.
- You represent Attleborough Players positively when out and about through your behaviour and actions, especially when branded and recognisable.
- You always stick with your buddy and/or chaperone.

PHOTOGRAPHY

The words 'photography' and 'photograph' cover all photos, videos and footage you can record, share or post. You should:

- Get permission from your Production Team before you take any photographs.
- Not capture anybody who hasn't given their permission or asks you not to photograph them.
- Never take photos of any member changing.
- If you are an adult, avoid taking photos of, or with under 18s, unless they are family, or you have been specifically asked to take official show photos during a performance or photo call.
- Not publicly post any photograph of the active production that spoils the show for potential audience members, such as costumes, set, videos of songs and special effects.
- Never record any licensed material. Shows containing licensed material, usually a musical, will be made clear by the Production Team and you must stick to this, or our show licence can be taken away.
- Never take photographs that are deliberately negative or can be manipulated in such a way that may encourage bullying or negative comments.

PHONES, SOCIAL MEDIA AND ONLINE COMMUNICATION

We ask that you:

- Use your phone appropriately during all rehearsals, meetings, performances and events and put it away when asked.
- Join all the relevant Facebook groups, so you can keep updated. If you are not on Facebook, we can find an alternative way to send you information.
- Share official posts from the Attleborough Players account to spread awareness and publicise performances.
- Treat members and volunteers the same online as you would in person, with respect and courtesy.
- Keep production groups and chats clear of chatter so information isn't lost. There is a general Messenger chat for socialising, although occasionally you may be removed from this chat during a production to save you getting lots of notifications while communicating between front of house and backstage.
- Do not post anything online about Attleborough Players or your fellow members in secret that you would not want to be public knowledge as messages may be screenshotted and passed on without your knowledge.
- Use social media responsibly. It is best practice for adults not to send or accept friend requests, direct messages or group chat requests with those who are under the age of 18 and vice versa.
- Post positively about Attleborough Players online and speak to your Committee if you have any worries, issues or concerns.

FEES

You should:

- Pay all fees on time. Membership fees must be paid within 30 days of the first rehearsal, or within 30 days of your renewal or starting date, depending on your payment plan.
- Remember we here to help if you are unable to manage costs and should reach out to your Committee if you are genuinely struggling. We may be able to offer a payment plan or reduced rate on a case-by-case basis.
- Sometimes expect extra charges during a show. These might be fees you can choose to pay, such as for hoodies or headsets but sometimes we might add extra fees on top of your existing membership, such as for scripts, musical works, printing or other materials and costume. These will be communicated by your Production Team.

SUBSTANCES

Be aware:

- Attleborough Players takes a zero-tolerance approach to the consumption, possession and supply of illegal substances and unlawful drugs. You must not turn up to any rehearsal, production, social or planned event carrying, or under the influence of any illegal substance or unlawful drug. By doing so you risk expulsion from the society. Drug testing may be conducted from time to time and Attleborough Players reserves to report any unlawful action to the police.
- Under 18s are not able to purchase alcohol, smoking or vaping products and should not come to any rehearsal, production, social or planned event under the influence of, or owning anything you legally are not allowed to buy or use. These will be confiscated and returned to your parent, carer or guardian with a warning.
- Adults must not be seen drinking alcohol in front of under 18s, at any time.
- From time to time, Attleborough Players will host social events, or informal performances that are adult-only, where you may be able to purchase alcoholic drinks. Consumption of alcohol can seriously impair your judgement and reactions leading to an increased risk of accident. These events are not designed for excessive drinking, and you should still be able to perform and behave appropriately. If you do decide to drink, you do this at your own risk and Attleborough Players cannot be liable for any injury you have while under the influence of alcohol.
- Smoking and vaping may only happen in the designated smoking area.

YOUNG PEOPLE

We ask you:

- Read our Safeguarding Policy and be familiar with how to report any Safeguarding incident in the society. Safeguarding is everybody's responsibility.
- Always Respect our Designated Safeguarding Lead and chaperones; they keep everybody safe.
- Understand that if we are unable to secure chaperones or the relevant licenses, or we feel the show or venue is inappropriate, we may set an age limit on certain productions.
- Always respect other members space and unless specifically choreographed, there should not be any over-familiar or physical contact between young members and adults.
- As a parent, carer or guardian, help where possible backstage, front of house or as a chaperone so all young people can get the same experience as your young person.