

Members Rules of Conduct

These are the member's rules, and all those participating in the South Devon Players projects and shows, are required to abide by them. Most of them are sheer common sense and good manners, so please don't be put off by them. It has simply proven wise to put them in writing.

These rules are simply intended to make sure that participation in the group is safe, pleasant, and rewarding for all, cast, techs and audience; and ensures the continuation and evolution of the team with a good reputation among the public.

Please bring any concerns or questions to the attention of a committee officer, as soon as possible- we cannot address a problem if we are not aware of it.

If a member or associate is causing concern, the committee officers are entitled to contact those involved, as soon as the issue has come to light, and if required warnings may be given. If the warnings are repeatedly flouted, the offender risks being asked to leave the group.

**In a nutshell, be courteous and trustworthy,
keep it clean, safe, & suitable-for-all
and respect yourself & others
at all times.**

General

- No member or attendee is to be made unwelcome based on their religion, gender, sexuality, race, etc. While specific roles may specifically require a certain appearance, or while shows may depict a historical conflict or situation with mention of such discrimination, this is in no way intended to offend, or discriminate against anyone "in the now".
- Membership is open to all those aged 16 or above. We do not usually accept members aged under 16, and would only do so with the attendance of a parent or legal guardian at all rehearsals, workshops and performances. Please refer to our children's policy.
- Performances, rehearsals and social functions, are intended to be safe and suitable for all ages, unless clearly otherwise stated.
- We foster a strong sense of "safe space", encouragement, and teamwork. To this end, we do not permit the harassment or belittling of other members at any time whatsoever, or any sexual innuendo or strong profanity on or off stage, unless specifically scripted in a play. Simply put, keep things safe and "clean", for people of all ages.
- After a rehearsal or show, please return the layout of the rehearsal room/ performance space/ dressing room to its original state, and make sure that crisp packets, papers, and any other rubbish is binned, and that mugs/glasses are returned to the bar or cafeteria. (it makes a very good impression on the public if space that we have used is left in a clean, neat condition!). All members present are expected to help with this.
- Please treat all members of the public and any other performers at an event courteously at all times. Again, if there is a problem, please locate one of our committee officers to help.
- Remember that shows are being performed to a paying public, and that the show, and your

conduct at shows and at rehearsals is not only advertising the South Devon Players, and affecting our ability to perform in the future, but it is also affecting your own professionalism and reputation.

· While directors have sole charge of their shows, as has always been the case, the committee as a group have the power to intervene if an approach to a production (wilfully bad direction, lack of effort on costumes/ props, etc) is deemed to make the show of low quality or bring the groups expanding large scale shows into disrepute.

· If a member is deemed, by the committee, to be bringing the South Devon Players into disrepute, in any manner whatsoever, by their conduct or actions within or outside the group, they may be required to immediately leave the group. Any action or conduct which may be illegal, harassing, a risk to members, or infringe upon our copyright, will be reported to the relevant authorities.

Members conduct & behaviour

· Attendance - prompt arrival at agreed times for rehearsals or shows is required (or if you are late or unable to attend, please phone, email or text ahead to let the rest of the cast know, each time!). Repeated failure to observe this rule, or excessive regular absence (at the discretion of the club committee, but normally around 50%, please see your actors contract) can result in your role being re-cast. Please remember that theatre, by its very nature, is a team effort and that everyone else is relying on your attendance, just as you rely on theirs!

· Teamwork is a must. This basically means being pleasant, respectful and civil towards the other members of the theatre company, respecting their time, work and efforts. If you agree to do a particular task, then please carry it out.

· Please show respect for other people at all times. This means that we will not permit any harassment, belittling, speaking rudely, unwanted romantic advances, obscene or explicit language, or bringing another person, the group, or yourself into disrepute in any manner. If you have a difference of opinion with someone else, please attempt to discuss it civilly with them, or if this is not possible, and it is linked to the group, please refer the issue to the committee at the earliest possible opportunity.

· No member can demand a specific role in a show. They can still state preferences for a casting, but those preferences cannot be guaranteed, and if they receive that role, but then do not come up to standard, or seem, to the director, to not be interested in putting in the effort, to the committee, then they will likely lose that role and can be arbitrarily re-cast.

· It needs to be clarified that the South Devon Players or a show cast/ team is separate from a friendship group. So, you may be corrected, or directed, or asked to "do that scene again", or told off even, by a friend, or even a spouse, who is directing a show. That is not the person as your friend or spouse turning on you, that is the person as a director or club official in their official capacity which has to be taken entirely separately.

· Have respect for other people's property. Sometimes members relatives or friends will lend costumes or props. If you are using items from the Players or which have been lent to the group by friends or relatives of other members, please treat those items with respect, and if you take an item home for any reason, be sure let an officer of the Players committee know first, and then be sure to return the borrowed items to the South Devon Players at the end of the final show in a "run". If it is returned damaged, or is indeed lost, you will be asked to replace the item promptly at your expense,

as required by the show, or by the lender.

. Due to the enormous amount of meetings and rehearsals, some, may be held at members houses. You may also be invited to social events such as barbecues or parties. If you are at someone's house, please respect their house rules, clean up after yourself (use the bin for empty food packets etc, wash your coffee mug, etc), and if in doubt, ask the home owner if something is OK!

. Travel. Members are generally expected to be able to make their own way to and from rehearsals and shows, whether by their own, or public transport. Lifts/ travel costs are only provided to and from shows/ events outside Brixham, as formally agreed with the committee. (if you have no such formal agreement, please do not expect to receive travel costs/ lifts. If you need such, please contact the committee explaining the situation, before incurring the costs, who will make a decision based on your individual requirements and what can and cannot be helped with from club resources).

. Behaviour with regards to car shares and lifts: (added July 2013). If a member provides lifts or car-shares, this is to be treated as a one-off favour on each occasion, and not as a demand-able right. Please ALWAYS offer contribute some money towards petrol/parking, and do so if agreed. Do not expect a driver to go outside of their usual route. Priority should be given to those who, due to bus times (if a late show finish) or lack of money for bus-fares are more in need of lifts than others. If you have been informed that a lift is not available, for whatever reason, please do not become pushy, aggressive, or try to guilt-trip anyone. Doing so, will result in your being banned from asking for lifts, and you will be required to make your own travel arrangements at all times. Please also treat another members car as a space which you respect - avoid making mess, offending others, etc.

. If you want to buy something for use in a Players show, and to be reimbursed for that item, please contact the Committee before making that purchase. If the committee agrees, and that items cost is reimbursed, that item becomes the property of the South Devon Players.

. Once a rehearsal begins, please keep sidestage conversation, movement and other noise quiet, and minimal, so as not to distract yourself or those performing. Off-topic discussions are not allowed until rehearsal formally ends.

. "XXX jokes and humour" can be a source of much contention, offence, and potential misunderstanding. Some of us take no personal notice while other people, especially some ladies, can be really upset and intimidated by it. Tread very carefully with it! And around the public, or under 18s, it is strictly forbidden. If you make a slip, as we all can do, make clear it is a slip and apologise!

. Suggestions or questions are welcome, however if you wish to make a suggestion, please do not stop rehearsal part way through to do so, or try to suddenly direct the cast yourself. Instead, approach the director in break or after rehearsal, or even better online, to make your suggestion, in private, at an appropriate time. (so not while the director is giving notes to someone else, or while the packdown is taking place). The director has the final say.

. Please do not bring hot food (especially if pungent!) to consume during rehearsals. If you need to bring a meal with you, please make sure it is something cold, or that you have it before, or after, the rehearsal. This is simply because different people have different food preferences, so someone who is vegan, may be upset by the smell of a hot kebab, for example.

. If a committee officer has informed you of something, whether that is a direction, a show

requirement, an issue to do with behaviour or attendance, or the availability of something like transport, they should not have to tirelessly repeat themselves every rehearsal/ meeting. Failure to respect this may result in your removal from the show.

· During notices, or director feedback, do not interrupt the person speaking. If you need to say something (relating to your own performance ONLY), please raise your hand quietly and wait. Please do not leave the room during notices/ feedback, as there is likely to be an important note/ feedback for you. If you have to leave the room this should only be in a genuine emergency (not because, as in one case, someone saw a friend passing outside and wanted to nip out for a gossip, and thus missed their cues). We have also had members miss opening notices, and then complain later because they did not know about a big-name paid TV opportunity that they missed hearing about.

· When given a note or direction, please immediately apply that to your performance at the very best of your ability.

· All members need to make as much effort as feasible to ensure that they and their clothes (street clothes and costumes) are newly clean, pressed if required. Habitual poor personal hygiene not only makes you appear unprofessional, but reflects poorly on everyone else as well, and brings the group into disrepute. (accidents, or a hot sweaty day happen to us all, this is talking about habitual issues, not one-offs).

· Attendance in show rehearsals falling below 50%, without reason of major illness or extreme personal emergency, may, by committee decision, result in your role being automatically open for re-casting.

Safety

· Harassment, begging, or demanding favours of other members, is strictly forbidden. While members are encouraged to be helpful to one another, any favours performed should be treated as a kindness, not as an obligation, and should not be seen as a reason to demand further gifts or favours!

· Travel. Members are generally expected to be able to make their own way to and from rehearsals and shows, whether by their own, or public transport. Lifts/ travel costs are only provided to and from shows/ events outside Brixham as is possible, or as formally agreed with the committee. (if you have no such formal agreement, please do not expect to receive travel costs/ lifts. If you need such, please contact the committee explaining the situation, before incurring the costs, who will make a decision based on your individual requirements and what can and cannot be helped with from club resources).

· Please do not arrive for rehearsals under the influence of alcohol, energy drinks or any other intoxicants whether legal or illegal. This is an offence for which you will be immediately forced from the team.

· Please do not leave things where people can fall over them; tape down trailing cables, and make sure stands or screens are secure. And please don't leave liquids near electrics where they could spill.

· Please make sure that all electricity, lights, heaters etc are switched off when we leave a venue, and that any doors are locked (if you are entrusted with keys)

- Please always inquire with a committee officer before using photography at a show or rehearsal.
- Please respect changing areas, do not enter without knocking, and respect other members privacy.
- Car drivers giving lifts may refuse to take any member especially if that member is drunk, rude, disorderly, or pushy.
- Drunk driving is illegal. If you have consumed more than the legal limit, then please do not drive your car. Members should also not accept a lift from anyone who is under the influence of alcohol.
- Please attend shows, rehearsals and other events clean and well groomed - you are working in close proximity with other people, so please always make sure you are washed, clean, and have used deodorant.
- Cast members are not to sit at the directorial table, at rehearsals, performances, or film shoots unless specifically invited.
- Front of house staff will not be permitted to welcome and serve members of the public, unless they have observed the above rule.

Confidentiality

- No member is under any requirement to share contact details with another ordinary member if they do not wish to. While the committee and show directors will need a method of contacting you (phone or email), this is the only requirement, and if you do not wish to share your contact details with anyone else, that is entirely fine. Your contact details will not be passed to anyone outside the committee without your express permission. This also extends to contacts on social networking sites.
- Please do not approach the committee asking for another members contact details. They will not be given without the permission of that other member. If you have a message to be passed on to another member, please contact the committee and ask for that message to be forwarded, confidentially.
- Contact details for members and audience/supporters (where given) may be retained by the committee, but will only be used to contact you about things relating to the South Devon Players.
- The only time when contact details or other personal information may be made available outside the committee, is in an emergency or situation where someone may be at risk, in which case details may be made available to medical or law enforcement professionals, upon seeing correct official identification from same, by a committee officer.
- Shows are public and widely publicized. Participation in a show, means that your name (or a stage name if you wish) will appear in printed publicity material, and your photo may be used in any media, within publicity material both at the time and in the future.
- If you have any concern, a health (physical or mental) issue or any other issue of a sensitive nature, which may impact upon your participation in a show, access, or enjoyment of participating

within the group; you should approach the committee, and your show director if relevant. No identifying details will be discussed with other members outside of the committee and the show director without your express request, or your doing so yourself. You are welcome to formally request that any information divulged remains confidential, which will be respected. If the committee have not been formally informed of any such issue, it will not be taken into account.

Copyright

· Copyrights for scripts are owned by the author, as licensed to the South Devon Players. Shows are usually newly written by members, and licensed to the group at no cost.

· If you are seeking one of our scripts, or part thereof, to perform, please address an enquiry, in writing, to the South Devon Players, who will forward it to the copyright holder on your behalf.

· Unauthorised performances of our shows, or parts thereof, will be followed up, and either the payment of performing rights fees, along with due credits to the copyright holder, or the cancellation of the unauthorised performance will be required.

· Copyright of photos and film/ video footage, remains owned by the South Devon Players. Unauthorised use or reproduction of photos and any media pertaining to the South Devon Players will not be permitted outside of performers including unedited publicity materials and media depicting themselves, in their own personal portfolios and publicity.

· Photographs, video, and any other media depicting the group, or members therein, must not be edited without official written permission.

Disciplinary Procedure

We require all members and helpers to adhere strictly to generally accepted norms of acceptable behaviour at all times. This means that you must be able to function sensitively within a very varied team of people, and the public, with full regard to social niceties, safety and the requirements of the theatre or film production. You must not intentionally cause distress, discomfort, distraction, fear, or harm to others, or to act in a dishonest manner towards any group member or member of the public. You must be able to perform in a clear manner so that the audience understand your character, speech, and body language.

Standard disciplinary process:

If an issue occurs, the committee reserve the right to informally contact you, explain the problem, and ask for the offending behaviour or issue to be addressed.

If the offending issue or behaviour continues, you will be issued with a formal letter from the committee, explaining the problem, in writing.

If this letter is ignored, and the offending issue or behaviour still persists, then the committee will require you to leave the team.

Emergency disciplinary process:

If the issue is deemed to be serious (involving physical harm, harassment, threats, sexual impropriety, substance misuse, verbal/ physical abuse, theft for example) or affecting the professionalism, rehearsal process, and/or cast/audience enjoyment of the theatre production itself (lack of discipline, causing distraction, refusal to take direction, publicizing confidential

information etc) then the director/ committee reserve the right to immediately require the member to leave the group, and reserve the right to contact law enforcement or medical authorities if that behaviour/ issue is deemed to be illegal or if we deem that an issue may cause danger to anyone. The emergency procedure cannot be enacted without evidence and/or witnesses.