

Cast & Crew Rules of Conduct

These are the company 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.

You are working with a nationally awardwinning professional company that has nominations for arts awards around the world, and you are expected, both in your performance and in your general conduct, to act in a manner befitting that status, at all times.

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 you have a concern or problem, please come and speak to those in charge, we want to help and to do what we can to find a positive solution.

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.

Creating an excellent professional impression at all times, with other people, rehearsal spaces, and show venues, is not only critical to getting repeat and increased bookings for our productions (and ticket sales, which translate to earnings for you and everyone else), but also in creating your own personal professional aspect for your wider career.

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".
- We do not usually accept Cast & Crew 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 Cast & Crew at any time whatsoever, or any sexual innuendo or strong profanity on or off stage, unless 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 Cast & Crew present are expected to help with this.
- Please treat all members of the public and any other performers/ crew 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 Cast & Crew, or infringe upon our copyright, will be reported to the relevant authorities.

Cast & Crew conduct & behaviour

- We have a strict ban on “backstage drama”. As in any other workplace, we need to work together as a team. This means that people need to be pleasant to one another and not wilfully create upsetting situations. Sometimes in a workplace, someone may not like someone else, but it is still the responsibility of both to remain civil to one another and not to derail the production. If there is a serious concern, it needs to be brought to production management. Backstage drama can easily become an issue for which those causing it may be removed from the company.
- Teamwork is a must. This basically means being pleasant, respectful and civil towards the other Cast & Crew of the theatre company, respecting their time, work and efforts. If you agree to do a particular task, then please carry it out. No theatre production can take place without a team: in order for productions to be successful, it is the duty of every person involved to support the others. You rely on everyone else to know what they are doing, to be present for rehearsals so that you can rehearse with them, to carry out agreed tasks, and for everything to be in place. You are expected to extend them the same commitments, that you will need from them. Therefore, we take a very dim view of “egotistical” or bullying behaviour which goes against the ethos of teamwork.
- 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 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! If you need to discuss unavoidable extenuating circumstances, this should be done with the director, at the earliest possible opportunity.

· 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.

- Please do not bring guests to rehearsals without permission of the production management. Any guests will be required to adhere to the company rules while visiting with us, and to not take unauthorised photos or recordings.

· 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, 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 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 Cast & Crew, 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.

· 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 item's 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.

· 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 Cast & Crew 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 Cast & Crew 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).

. Low attendance in show rehearsals without reason of major illness or extreme personal emergency, may, by committee decision, result in your role being automatically open for re-casting.

- All cast are to assist with packdowns after rehearsals or shows, and making sure that rehearsal/ show venues are left clean and neat, as you would wish to find them on arrival.

- Do not attempt to enter locked or off-limits areas without permission – they may be locked due to containing other peoples property, or for safety reasons. If you need to access such a space, please locate one of the production management to assist.

Safety

. Harassment, begging, or demanding favours of other Cast & Crew, is strictly forbidden. While Cast & Crew 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. Cast & Crew 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 removed 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 Cast & Crew 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. Cast & Crew 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 Cast & Crew are not to sit at the directorial table, at rehearsals, performances, or film shoots unless specifically invited.

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 Cast & Crew 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 Cast & Crew 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 Cast & Crew 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 cannot 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 Cast & Crew, 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 Cast & Crew therein, must not be edited without official written permission.

Disciplinary Procedure

We require all Cast & Crew 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, and enjoy the production.

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 cast/crew 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.