

# *THE CODE OF CONDUCT*

## *FOR THE IVER HEATH DRAMA CLUB*

*as of 2017*

### *CODE OF CONDUCT*

This code is a guide for all members detailing best practice principles and examples of acceptable and unacceptable behaviour. By paying ANY membership fee, attending any club event/rehearsal or completing any membership form, you agree to abide by and uphold this code of conduct and the constitution. The committee may add to or amend this Code of Conduct at any time.

This document partners the constitution which acts as the main Rule book of the club. Both documents are available online.

### *PRODUCTION POLICIES*

Any show or event that a member may wish to produce or direct will be agreed by the committee.

The Director or Executive Producer is responsible for electing the Production Team under the guidance of the Committee.

The committee will review how any proposal will benefit the club and once agreed with the proposer and his/her relevant production team will allocate a budget.

The Production Team must appoint a Production Accountant who will collect and collate all receipts, record the budget spent and available balance and then co-ordinate with the relevant committee members in reimbursing budget spent and monitoring the correct spending of the club funds.

Any large spend outside of a production should be agreed upon by at least two committee members.

The Director or Executive Producer will report to the Committee at each meeting.

### *BEHAVIOUR*

All members must make a proactive effort and role in the following ideological rules;

1. **Be Nice** – Choose Your Attitude
2. **Be There** – Be a Team and be Committed
3. **Play & Enjoy**– Get the Job Done and Love it!

This underlines, in more detail, the following rules;

1. Listen.  
What is being said may apply to you, even if at first it doesn't appear so. We will not talk/scream/shout over each other and when asked we will be quiet and remain so. We understand that when this fails the director, cast and crew become irritated.
2. Mobile Phones

They must be off/hidden/silent. If heard/used repeatedly they will be confiscated. We all agree we are here to put on a great show. You may be given one or two reminders depending on the circumstances.

3. Attendance

Once we have arrived and been signed in, we cannot leave the premises without the permission of a committee or senior member if you are under 18 years of age. We are here because we love putting on amazing shows and as such we are committed to each other and the performance. You may be given one or two reminders depending on the circumstances.

4. Membership Fees

We understand that the club is a non-profit organisation and therefore survives on our membership fees and profits from shows/fundraisers. For this purpose we agree to pay the required membership fees as established below and at the AGM. If we have any issues with fees we will speak to a committee member as soon as possible. We also agree to make reasonable attempts to pay missed weeks. The money raised, including these fees pay rent, printing costs, license fees ect.

5. Everyone is Equal

We will treat everyone the same, as we would wish to be treated. We are always willing to learn and become better people for it. As such we welcome anyone of any gender, race, religion, age or ability and we will do our upmost to prevent, fight and end all forms of bullying, discrimination and racism. Bullying is not accepted.

6. We will be our best.

We will always aim high and try to achieve the best we possibly can and to help those around us do the same. As proud members of this club and as citizens of the United Kingdom we are proud and honoured to uphold the respect and tradition, whether at drama or not.

7. Tradition and Theatre

We will uphold and abide by all stage rules and traditions. For example the audience can never see any member of cast in costume and/or make up before the show. The 'scottish play' should not be mentioned and 'break a leg' should be used instead of the normal wishful encouragement. A major rule is always silence backstage.

#### *PHOTOGRAPHY AND VIDEO FOOTAGE*

For child protection and privacy, it is strictly forbidden to film or photograph any rehearsal or show without the express permission of the production's director and/or the committee. The club operates a 'opt-out' policy, meaning if you do not wish to be filmed or photograph a form to complete is available. Those taking the footage must then blur the features of any person who has completed a form, or if less than 18 years of age had a form completed on their behalf. The Iver Heath Drama Club is a performance based society and makes video and photographic footage available for members use and publicity use only.

## *ALCOHOL AND SUBSTANCE MISUSE POLICY*

No alcohol, illegal substance or 'legal high' are to be brought into, possessed or consumed at any IHDC venue or event. This applies to everyone, members or otherwise, and all areas, E.G. Car Park and toilets. If any anyone breaches this rule, the committee reserves the right to expel the member with immediate effect and to inform the Police.

No one is to enter/attend any IHDC venue or event under the influence of alcohol, illegal substance or 'legal high'. Due to the youth element of this the club, responsibility required from all members, adult or otherwise; the committee shall take this very seriously and should either point of this policy be contravened then a written warning must be issued at the very minimum.

There are many criminal offences regarding alcohol and substance misuse and the club shall always reserve the right to notify and assist the Police in such issues.

Should Alcohol be required at a club venue or during an event (for theatrical reasons) then written permission must be sought by the director/organiser from the committee prior to the event.

Alcohol will not be sold by the club but can be offered as a prize and may be available at social functions if agreed by the committee. At the express permission of the committee alcohol can be sold by licensed 'Mobile Bars' for social events.

## *DISCIPLINE*

There are many different activities, and levels within, that are acceptable and unacceptable and if necessary the committee as a whole must make decision as required to enable and define a response to particular events. The following should provide a guide to members and the committee. Levels of response are listed below, however the committee must always reserve the right to modify, combine or adapt these as events or incidents require.

### *Verbal Informal Warning;*

This is the most common type of warning and should be issued by a committee member. It should be used as a response to minor incidents and inoffensive yet incorrect behaviour. An example would be where a person is chewing gum or using a mobile device (phone/PSP etc) on stage. At first this can be administered in an informal way.

### *Verbal Formal Warning;*

The behaviour is unacceptable or is repeated and must stop immediately. This is a clear formal warning that will presented by a committee member in a serious way.

#### Written Warning;

The behaviour has become or is serious or a repeated offence has not stopped despite previous warnings/requests. The committee (at least 4 members) must agree on this warning. All letters are held on permanent file and maybe taken into account if further action is taken within the following 12 months.

#### Written Suspension;

For serious events or where previous warnings and efforts have failed the member is relinquished of all duties and power by the committee and excluded from the club and its venue(s) for a period of time (anywhere between 14 days and 2 months) determined reasonable and respectful considering the member and the incident. The Iver Heath New Village Hall (plus any other venues) must be made aware of this and the full circumstances behind it. This course of action must be the minim considered in the event of a criminal action resulting in a serious fine or imprisonment or any form of discrimination or racism.

#### Written Exclusion;

In extreme circumstances only the person is excluded for a minimum of 5 years and must not approach the club, its meetings or its venue at any time. The local council, Thames Valley Police and the Iver Heath New Village Hall (plus any other venues) must be made aware of this and the full circumstances behind it. There is no maximum limit.

#### *MEMBERSHIP FEES*

Full members are asked to pay a membership to be reviewed annually as a part of the AGM. Some members chose to buy props, lighting equipment etc and rather than claim this money back donate the items in lieu of their membership fees however this must be pre-approved by the committee.

Associate members are asked for donations but can pay in lieu in time/efforts donated, funds raised or tickets sold.

Apart from donations there are no other fees EXCLUDING rental fees/deposits which may be applied at a director's discretion to scripts or vocal sheets ect.

All fees, excluding rental fees, must be approved at an AGM or EGM.

## HEALTH AND SAFETY

A Fire Drill will be held at least once per year. One week the committee will work with the members to clarify and reassert the standard Fire Evacuation Procedure then at a random point over the next couple of rehearsals the actual drill will take place. As per the club's constitution the Evacuation Assembly point as chosen by the hall is the far side of the car park by the scout hut.

The Village Hall Charity is responsible for the Health and Safety of the building itself.

During performances, when the public are in the building, cast and crew are only to use the Disabled Toilet in the hall lobby. For further details please refer to the Child and Vulnerable Adult Protection Policy which can be viewed at any time through the website.

## STAGE TOURS

Before the Final Dress Rehearsal for each show the Stage Team with the Main Cast are responsible for taking the entire cast, in small manageable groups, on a tour of the stage to highlight any risks or scenery.

## STAGE EVACUATION POLICY

For each show the Stage Manager, Health and Safety Officer (or equivalent) and the Show's Director will convene and confirm the two 'Alert Words' or change them should the situation need it. These words will then be shared with the Officers of the Committee and the Adult Main Cast at the Director's and Committee's decision.

### Yellow Alert:

This word will indicate there is an issue and it may be necessary to evacuate the stage and maybe the building. Please pay close attention to the Stage Manager. The hall and stage working lights are to be turned ON at this point, should evacuation be required. Every effort should be made to protect any children and vulnerable adults. Adult Main cast are expected to take any children or vulnerable adults into their care in case of evacuation.

### Red Alert:

This word indicates there is a serious issue and must be treated like a fire alarm. It is only to be issued by the Stage Manager and/or the Show's Director. The stage is to be immediately evacuated. Quickly but calmly those on stage are to gather together centre stage, curtains close and evacuate the stage, heading straight to the Changing Rooms or directly out through the hall itself as per the decision of Stage Manager – taking care of any children and vulnerable adults. Adult Main cast are expected to take any children or vulnerable adults into their care ensuring they reach the Fire Assembly Point or the Changing Rooms safely, quickly and calmly. The Chaperones are to evacuate any persons in the changing rooms, if required, and bring the Show Sign in Book (if during a show otherwise the Rehearsal Register) to confirm everyone is there.

## AUDIENCE EVACUATION POLICY

Volunteer Stewards are to be sat by the exits. Should evacuation be decided the Front of House Manager and the Show's Director are to wear High Visibility Jackets and blow three loud but short blows on a whistle. The Hall Lights are to be turned on and all Fire Exits are to be opened. The Stewards are to assist anyone who needs it and are to verbally encourage the audience to evacuate calmly and meet the crew and cast at the Evacuation Assembly Point.

The Front of House Manager and the Show's Director are then to ensure the building has been evacuated checking all toilets and the Changing Room. If required the Front of House Manager and/or the Show's Director are to call the relevant emergency service or local authority as well as the Village Hall Committee.

In the event of a false alarm or once safe to do so it is at The Front of House Manager and the Director's discretion whether to re-enter the hall or resume the show.

*BY ATTENDING ANY IHDC EVENT YOU AGREE TO UPHOLD AND ENFORCE THIS*

*AND ANY OTHER IHDC POLICY LISTED ON THE IHDC WEBSITE.*