

## **Code of Conduct**

Huon Valley Theatre Inc (HVT) has a duty of care to its members and volunteers. It is bound by a legal framework that requires it, for example, to:

- ❖ comply with its Constitution;
- ❖ provide insurance cover; and
- ❖ meet occupational health and safety requirements.

HVT has developed this Code of Conduct to describe how it expects its members and volunteers to interact with each other. The aim of the Code is to ensure a safe and non-threatening environment in which participants can pursue their theatrical interests.

The Code recognises three distinct groups:

- ❖ **Adults:** those aged eighteen years or more;
- ❖ **Juniors:** those aged less than eighteen years;
- ❖ **Parents:** those parents, guardians or other people designated by parents.

The Code describes what HVT expects of everyone:

- 1 We always treat each other with respect.**
- 2 We recognise and accept that each of us is unique, and likely to have different views and ways of doing things.**
- 3 We do not take criticism personally.**
- 4 We help each other when we can.**
- 5 We do not place ourselves or other members in danger.**
- 6 We participate constructively and with integrity.**
- 7 We deal with information in a sensitive and confidential manner.**
- 8 We comply with legal requirements**

# **Guidelines for rehearsals and productions**

## **Rehearsals**

- 1 Please be punctual for rehearsals. Let the Director know if you can't make a rehearsal, you are going to be late, or you have to leave early, so that other arrangements can be made.
- 2 Learn your lines as soon as possible. You will find that developing your character becomes a lot easier once you have done this.
- 3 Please heed the directions of the Director.
- 4 We recognise that you will have great ideas and creative abilities to contribute to the show. Please make these suggestions to the Director for consideration.
- 5 We recognise that you will have ideas about Huon Valley Theatre itself. You are welcome to attend HVT's monthly meetings to present ideas and contribute to the running of the company.
- 6 In accepting a role in this production, you acknowledge that we will be taking photos and getting biographical information for publicity, promotional, program and other purposes, and agree to this.

## **Productions**

- 1 Arrive at least one hour before performance, and in a fit state to perform.
- 2 Do not bring plastic bags backstage (they make too much noise).
- 3 Contact the stage manager as soon as possible if you are going to be delayed.
- 4 Report to the stage manager on arrival.
- 5 Do not appear in public once in costume.
- 6 Do not go into auditorium or peer through the curtain once the auditorium is live (i.e. open to the public).
- 7 Remain silent backstage at all times, and minimise noise when in designated cast areas outside hall.
- 8 Be attentive to the progress of the performance and be ready for your cues to enter.
- 9 Remain backstage or in the designated cast areas during interval.
- 10 Be responsible for your personal props, and do not touch other people's props.
- 11 Avoid bringing valuables to the theatre. Lock any valuables that you need to bring in your car, or see the stage manager about storing them securely.
- 12 Turn off mobile phones once the hall is declared live
- 13 Hang up costume and organise props after each performance
- 14 Do not allow friends backstage or in designated cast areas before, during or after the show. Ask them to wait for you after the show in the foyer, auditorium or outside.