

Huon Valley Theatre is a community of people who share a passion for creating and performing. To ensure everyone feels safe, respected, and supported, we've created a Code of Conduct and a set of guidelines for our productions. We ask that all members and volunteers take the time to read and understand these principles.

Code of Conduct

Huon Valley Theatre Inc (HVT) has a duty of care to its members and volunteers. We are legally required to provide a safe environment for everyone and to comply with legal requirements, including our Constitution, Child Safety and Occupational Health and Safety regulations.

This Code of Conduct outlines the standards of behaviour we expect from everyone in our community. We are all responsible for creating an environment where we can pursue our theatrical interests constructively and with integrity.

We always treat each other with respect.

- We recognise and accept that each of us is unique and may have different views and ways of doing things.
- We do not take criticism personally.
- We help each other when we can.
- We do not place ourselves or other members, especially those who may be more vulnerable, in danger.
- We deal with information in a sensitive and confidential manner.

If you experience or witness a breach of this code, please report it to a director, stage manager, or another member of the HVT that you trust.

Incidents and Injuries

If you get hurt during rehearsals, a performance, or any other HVT activity, please tell the director, stage manager, or another responsible person so they can fill out an incident report and take appropriate action.

Cast and Crew Guidelines

Rehearsals

- **Punctuality is key.** Please arrive on time for rehearsals. If you're going to be late, can't make it, or need to leave early, notify the director as soon as possible.
- **Know your lines.** Learning your lines early makes it much easier to focus on character development and blocking.
- **Listen to the director.** Follow their guidance and instructions during rehearsals.
- **Contribute constructively.** We welcome your creative ideas! Please share them with the director for consideration.
- **Have a voice.** If you have ideas about the theatre company itself, you are welcome to attend HVT's monthly meetings to contribute to the running of the company.

Productions

- **Arrive on time.** Be at the theatre at least one hour before the performance, and be ready to perform.
- **Check-in with the Stage Manager.** Report to the stage manager when you arrive and mark the attendance register.
- **Respect private property.** Avoid bringing valuables to the theatre. If you must bring them, lock them in your car or ask the stage manager about secure storage. Be responsible for your own props and do not touch others' props.
- **Stay silent.** Remain silent backstage at all times and minimise noise in designated cast areas. be ready for your cues.
- **Turn it off.** Turn off your mobile phone once the hall is open to the public. Do not use it backstage and do not take pictures of people without their permission.
- **Stay hidden.** Do not appear in public once you are in costume. Also, avoid going into the auditorium or looking through the curtain once the audience is present.
- **Stay in designated areas.** Remain backstage or in designated cast areas during the show and interval.
- **Clean up.** After each performance, hang up your costume and organise your props.
- **No visitors backstage.** Friends and family are not allowed backstage or in designated cast areas before, during, or after the show. Ask them to wait for you in the foyer, auditorium, or outside.

We appreciate your cooperation in helping us maintain a safe and creative environment for everyone. If you have any questions, please don't hesitate to ask a member of the HVT committee.