



## **CODE OF CONDUCT FOR CAST AND CREW**

**December 2019**

# CODE OF CONDUCT FOR CAST AND CREW

1. This Code of Conduct sets out Tauranga Musical Theatre's rules and guidelines for all Cast and Crew involved in a production staged by Tauranga Musical Theatre. The purpose of this Code of Conduct is to inform all involved in a show of the standards of conduct required.

## Expectations

2. You are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out your duties and in your relationships or interactions with other people.
3. You are present at every rehearsal (where you are needed).
4. You carry out your duties and responsibilities in a safe, efficient and competent way.
5. You do not act in a way that may bring the Society into disrepute
6. You will assist with pack-in and pack-out.
7. You are punctual. Be at rehearsal, warmed up and ready to start on time.
8. If you are going to be unavoidably late, you will let the Production Manager know as soon as possible.
9. Your phone is on silent during rehearsal.
10. You will comply with all Tauranga Musical Theatre policies including anti-harassment, anti-bullying and health and safety.
11. You are inclusive, supportive and encouraging of other cast and crew. Treat others as you would hope to be treated.
12. You will try to sort out any issues you may have with fellow cast, creative/production team or crew, quickly and politely. If there are issues you cannot resolve, or that you need assistance with, you will speak to the Production Manager. If you have a complaint regarding bullying or harassment, you will speak to a Designated Contact as specified in Tauranga Musical Theatre's anti-harassment and anti-bullying policy.

## Cast responsibilities

13. Listening to direction, learning your lines and blocking, learning the choreography, coming prepared, listening to and implementing corrections.
14. Taking care of yourself and your voice.
15. Providing your own theatre kit (clinical deodorant, tights, flesh coloured underwear, dance belt, dance shoes, wig caps and any specifics as required by the show). Tauranga Musical Theatre is not liable for any costs associated with these.
16. Finding a sponsor and ensuring sponsorship is collected in a timely manner. All cast including backing vocalists and dancers are required to get sponsorship to be in the show. Your Production Manager will provide all the relevant details.
17. Return your libretto/scripts at the end of the season free of pencil or other markings.

## Cast and crew responsibilities

18. Covering your own costs associated with being in the show, such as travel.
19. Ensuring your membership with Tauranga Musical Theatre is up to date. You are required to be a financial member to be in the cast and crew.
20. Signing in on the sign in sheet upon arrival (in the Green Room or by the entrance) during tech week and show season.
21. Not leaving the theatre during a performance (including at intermission).
22. Ensuring the Production Manager is notified if you are too unwell to attend rehearsal or a performance, with plenty of warning.
23. Reporting any injury or accident that has occurred while rehearsing or during the show season. Report these to the Production Manager.
24. Reporting any notifiable diseases such as measles, to the Production Manager.
25. You may be permitted to have a bar tab during a rehearsal and show season. All bar tabs are to be paid in full by closing night.

**Professionalism**

26. Do not alter script, blocking, lyrics, choreography, props or costumes.
27. You are an ambassador of the show. Let your behaviour and words reflect this.
28. Leave corrections to the creative team.
29. Leave the drama for the stage.
30. No cast or crew are to be under the influence of alcohol or recreational drugs during rehearsals or performances.

**Health and Safety**

31. Wear covered shoes to rehearsal at all times.
32. Be aware of the fire exits and do not block them with furniture or belongings.
33. Be aware of Tauranga Musical Theatre's Health and Safety policy (on our website).
34. Observe safety procedures including keeping yourself and others safe at all times.
35. Notify the Production Manager about hazards or potential hazards in the working environment.
36. A first aid kit is located in the kitchen at Westside Theatre in a drawer under the bench on the right hand side as you enter the kitchen.
37. Your committee members who are first aid trained are Sarah McIntosh and Jeremy Sparrow.

**Respect**

38. Respect your team. Gossip, bitchiness, back-stabbing and spreading rumours are unacceptable. Be polite to and appreciative of fellow cast, creative team, production team and crew. Create a positive show family environment.
39. Respect other performers and performances. Tauranga Musical Theatre supports other societies and theatre groups.
40. Respect fellow cast when other performers are rehearsing.
41. Respect the creative team. Listen to direction.
42. Respect the theatre and rehearsal spaces by cleaning up after yourself, washing your dishes, putting rubbish in the bin and returning items including props/bean bags/chairs etc.
43. Respect property by not touching or borrowing things without permission (e.g. props, costumes, tech gear) or using equipment for anything other than its intended purpose.
44. Respect your audience by giving every performance your best.

**Social Media/Other media outlets**

45. By being involved with the show, you give permission for Tauranga Musical Theatre to use your image for all marketing and advertising purposes.
46. Please share any content created by the marketing team.
47. Please check with the marketing team or the Production Manager before sharing any other content as we are often bound by licencing rules.
48. As a general rule do not share photos of costumes, set, stage 'tricks' etc. without checking first.
49. No filming from side of stage unless permission is given by the Stage Manager.
50. Please check with the Production Manager before issuing any statements or comments to media outlets.
51. Ask permission from fellow cast members before posting images of them.
52. Keep messaging appropriate, courteous and polite at all times.

**Dressing Room Etiquette and Costumes**

53. No males in female dressing rooms, and no females in male dressing rooms (exemptions will exist at times for dressers, make-up and hair team).
54. No photos/videos are to be taken in the dressing rooms.
55. Cover up when leaving the dressing room. A robe is a good idea.
56. Put your own costumes away correctly.

57. Keep the space tidy and clean to avoid losing items and avoid trip hazards.
58. Use roll-on deodorant. Spray deodorant can damage the costumes and the fumes can irritate the airways of some people.
59. Deodorant must be anti-perspirant and clinical grade.
60. Arrive to the theatre clean. There are showers if required.
61. Wash your own belongings. Socks/tights and underwear must be washed daily.
62. If you use your own mic belt, you must wash it yourself.
63. Comply with specific costume requirements e.g. hats, wigs, specific storage or care of costumes.
64. We are limited by the space in the buildings we perform in, so there is not space for everyone to have their own dressing room. If you would like privacy for changing please use the toilets, or ask the wardrobe team about a privacy screen.
65. Some changes will have to be done side-stage. Please respect the privacy of those changing by moving away. A flesh-coloured bodysuit is a good idea for modesty if you are needing to change side-stage
66. Absolutely no eating while in costume (or wearing a mic). Cover up with a robe.
67. Drink only water while in costume.
68. Let the wardrobe team know early if there are any issues with your costume.
69. Take care of the costumes when dressing and undressing to avoid unnecessary damage.
70. Do not complain about your costume.

### **Pack-in and Pack-out**

71. Pack-in is when set, costumes, props and tech gear are moved into the theatre and set up ready for production week rehearsals and the show season.
72. Pack-out is when the set is dismantled, costumes, props, tech gear are returned, the theatre, dressing rooms and green room are cleaned and everything is left ready for the next show.
73. All cast and crew are expected to be at both pack-in and pack-out. There are no exceptions. These days are part of the rehearsal/show season. You may be rostered on for a certain time period, or be expected to be there until the job is finished, depending on what is required. Your Production Manager will give you more details.
74. You are expected to be in a state where you can be useful and safe during pack-in and pack-out.

### **Cast and crew parties**

75. Tauranga Musical Theatre is not responsible or liable for parties that are held off-site (anywhere other than our premises at Westside Theatre).
76. Cast and crew are encouraged to be responsible, arrange safe, sober transportation and not drink if underage. Tauranga Musical Theatre cannot be held responsible for individual behaviour and choices while off-site.

### **Youth shows**

77. Youth under 14 will not be allowed to leave the building without a parent, guardian or other adult agreed upon by the parents of that child.
78. Dressing rooms and the green room will be constantly supervised by an adult.
79. Mobile phones and other devices will be put away for the entirety of each performance.
80. Cast and crew are to abide by the same code of conduct and TMT policies as applicable to adult shows.
81. The production team will be police vetted.
82. All crew who assist with dressing and dressing room supervision are to be police vetted.
83. There is to be no unauthorised entry into the dressing rooms and the green room by anyone other than cast or crew. Parents are asked to wait outside.
84. Cast will celebrate the end of the season with a celebration at Tauranga Musical Theatre directly after the final show. Tauranga Musical Theatre does not sanction any parties held off-site and cast attendance at those is at the discretion of parents.

**Breaches and serious misconduct**

85. Breaches may lead to a notification of unacceptable behaviour and a warning.
86. The Society and the Production team reserve the right to remove anyone from the show for a serious breach of conduct and/or conduct that is damaging to the Society or the show.
87. Any decisions will be made after discussion with the cast member/s or crew involved, the Production team, and, if necessary, the Committee.
88. Any decisions remain at the sole discretion of Tauranga Musical Theatre.

If you have any issues with this code of conduct, compliance with Tauranga Musical Theatre's policies, or need to discuss any of the above, your contacts from the Committee are Jeremy Sparrow and Kathy Corin.

Tauranga Musical Theatre  
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