

# CentreStage

## ROLLESTON

### Code of Conduct

**Each volunteer and staff of CentreStage Rolleston agrees to abide by the following Code of Conduct and Policies:**

This Code of Conduct is designed to clarify CentreStage Rolleston expectations on how members, performers, production staff and all volunteers must conduct themselves whilst involved in the activities of the company.

By following this Code of Conduct, your reputation, and the brand and reputation of CentreStage Rolleston, will be upheld and protected.

The Code also seeks to provide for a safe, enjoyable and equitable environment for all in the undertaking of their role within CentreStage Rolleston. It is an attitude toward craftsmanship, a respect for associates, and a dedication toward the audience, and each other.

This code outlines a self- discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation and common purpose.

We set forth this code to model the behavior we wish for all of our community members to exemplify, and provide steps for rectifying potential conduct issues which may arise. We define “community” as any person who interacts with CentreStage Rolleston, including students, employees, performers, audience members, and patrons.

#### **Aim**

CentreStage Rolleston is committed to ensuring the integrity and highest ethical standards in respect of our members, our staff and our volunteers. Underlying this commitment is the need for CentreStage Rolleston to ensure that all persons contributing to the success of CentreStage Rolleston act with dignity, honesty, integrity and with respect towards others. This code additionally seeks to improve the theatrical

**RESPECT  
INTEGRITY  
EMPATHY  
GROWTH  
DIVERSITY**

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skills of performers, production staff and volunteers by making the theatrical experience attractive, safe and enjoyable for all.

### **How Does the Code of Conduct Apply To You?**

Every member, performer, production staff and volunteer of CentreStage Rolleston is expected to perform his/her role in accordance with this Code of Conduct.

### **Members of the Executive Team**

**Will:**

- ❖ Work towards the achievement of CentreStage Rolleston objectives, as contained in the Constitution and current operational and strategic plans.
- ❖ Be accountable for fulfilling the role you have taken on, undertaking your specified role and tasks in accordance with the spirit and objectives of CentreStage Rolleston.
- ❖ Ensure you have or acquire the personal and operational skills for your designated role.
- ❖ Aim to attend meetings regularly and promptly, ensuring active participation and input.

### **Performers and production staff**

**You will:**

- ❖ Have the responsibility for your cast and production team -exercise it.
- ❖ Abide by the policies and practices of CentreStage Rolleston as they apply.
- ❖ Abide by the principles of theatre etiquette (including, but not limited to: respecting privacy in changing rooms; avoiding inappropriate language; not being under the influence of drugs or alcohol) cooperate with the director, stage manager and all members of the production team and fellow cast members.

### **The Creative Team**

**You will:**

- ❖ Have the responsibility for your cast and production team -exercise it.

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- ❖ Be reasonable in your demands on performers' time, energy and enthusiasm. Remember that they have other interests and demands on their time
- ❖ Abide by, and teach your cast the principles of theatre etiquette and stage craft and encourage gratification through achievement.

### **Incorporation of Other Standards**

CentreStage Rolleston requires that all members, performers, production staff and volunteers comply with all laws, regulations and policies governing its activities and the terms of any charters relevant to their duties.

CentreStage Rolleston requires that all production staff and volunteers working with minors will have passed a Ministry for Children, [Oranga Tamariki, "Vulnerable Children Act Requirements"](#)

### **In addition to complying with the above, all are expected to:**

- ❖ Treat everyone with dignity, respect and courtesy.
- ❖ Be fair, considerate and honest in all dealings with others.
- ❖ Refrain from any behaviour which may bring CentreStage Rolleston into disrepute.
- ❖ Display control, respect and professionalism in all activities.
- ❖ Observe proper meeting conduct and protocols.
- ❖ Be courteous in dealings with other CentreStage Rolleston people.
- ❖ Control their temper: verbal abuse of others in the course of CentreStage Rolleston activities is unacceptable.
- ❖ Not behave in any manner, or engage in any activity, whilst on CentreStage Rolleston business, which is likely to impair positive public perception of CentreStage Rolleston and its members.
- ❖ Abide by the code of conduct or conditions of use, of the venue being used.

### **Discrimination, Sexual Harassment and Bullying**

Members, performers, production staff and Volunteers are expected to respect the rights, dignity and worth of others regardless of their gender, ability, cultural background or religion or of their physical or psychological disabilities.

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CentreStage Rolleston will not tolerate discrimination.

Discrimination is any behaviour or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people.

CentreStage Rolleston will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behaviour of a sexual nature which makes a person feel humiliated, intimidated or offended.

Equally, CentreStage Rolleston will not tolerate bullying. Bullying is behaviour that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological.

**We have a clear, and separate policy on Harassment, and how to/how we deal with it, which must be followed and adhered to.** *(Please make sure you have read this)*

### **Health and Safety**

Everyone has the right to participate in an environment that is physically and emotionally safe. Members, performers, production staff and volunteers are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority at CentreStage Rolleston in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the CentreStage Rolleston representative in charge of the activity. Incident report forms are required to be completed and forwarded to the administrative officer.

**We have separate policy on Health and Safety and checklists.** *(Please make sure you have read this)*

### **Alcohol and Drug Consumption**

Alcohol, illegal or prohibited drugs are not to be consumed by Members, performers, production staff and volunteers while performing duties with CentreStage Rolleston.

In the case of activities associated with a “Youth Production”, no alcohol is to be consumed by members, performers, production staff or volunteers.

In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, or an illegal or prohibited drug will be prevented from commencing, recommencing or continuing their activity.

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### Grievances

If anyone has a grievance or feels that they have been unfairly treated, they are encouraged to raise this issue with the Company Secretary or any member of the Executive Team for immediate and confidential assistance. An Incident Report form can be made available upon request. The Executive Team of CentreStage Rolleston is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.

### Breach of the Code of Conduct.

In the case of a confirmed serious breach of the Code of Conduct, the Company shall invoke: Rule 8:-Discipline, Suspension and Expulsion of Members, and/or Rule 9:-Disputes and Mediation of its Constitution, which can be viewed on the Company website. [www.centrestagerolleston.org.nz/policies](http://www.centrestagerolleston.org.nz/policies)

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- Please honour the commitments that you have made to CentreStage Rolleston.
- Be on time and call if you cannot be.
- Be respectful of all members, Executive Team and volunteers of this theatre.
- Please dress appropriately.
- Please practice toleration, acceptance, kindness, and respect for one another at all times.
- Be respectful of the theatre space. Please help keep the theatre's appearance clean and professional. Pick up and clean up after yourself, discarding rubbish in rubbish bins before leaving the premises.
- Please keep a professional image, limiting horseplay in lobby, front parking lot and administrative areas.

### A. Attendance:

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
2. Attend all performances (NO EXCEPTIONS).
3. Abide by the conflicts scheduled at time of casting. Additional conflicts (ie. illness and emergencies) must be approved by the director subject to approval of the artistic director of CentreStage Rolleston.
4. Unwarranted failure to attend rehearsals or performances may result in recasting or dismissal from the cast.

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### **B. Show Materials (Musicals)**

1. All show materials (scripts, music, etc) must be signed out at the beginning of rehearsals.
2. All show materials must be signed back in, erased and clean, after the last performance.
3. You may only write in pencil, unless you have been advised by the production manager that the score etc is yours to keep. (Youth Theatre especially)

### **C. Rehearsals**

1. Please use the stage door, as advised for rehearsals and for performances.
2. Rehearsals are closed to the general public. Only cast, crew, theatre personnel, and persons approved by the director are allowed in the theatre during rehearsals.
3. Do not touch any belongings that are not yours.
4. Dress appropriately for rehearsal. In general: wear comfortable clothing you can move in and can get dirty.
5. Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. Please brush your teeth, shower, and wear deodorant for the benefit of everyone.

### **D. Behavior and Conduct**

1. Please practice toleration, acceptance, kindness, and respect for one another at all times.
2. Treat all cast, crew, and CentreStage Rolleston staff with respect and consideration.
3. Keep the theatre, green room and surrounding areas neat, clean, and safe.
4. Cell Phones
  - Please TURN OFF/silence all phones during rehearsals. You may use phones during your break time.
  - There is absolutely no cell-phone use of any kind allowed during performances.
  - If you must keep a pager on you for professional reasons, please notify the stage manager.
  - If there is an emergency during REHEARSALS or PERFORMANCES, your family can call CentreStage Rolleston Production Manager.
- Costumes and Props
  1. Do not touch props or costumes not assigned to you.

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2. You may be charged for any damage other than normal wear and tear to props and/or costumes assigned to your care.
  3. Be sure to hang up all costume pieces and return all props immediately after use.
  4. Please protect your costume when eating or drinking.
  5. Do not smoke in costume.
  6. You are not allowed to change, embellish, or choose not to wear any piece of your costume during performance. You should also consult the Director for how you wear your hair and not change it after agreement.
- Sets and the Stage Scene
    1. Quite often we share our rehearsal space with unfinished set pieces. Please abide by any instructions that the stage manager gives you regarding these instances.
    2. Treat your set designer with the professional respect that they deserve.

### **E. Performances**

1. Arrive at appropriate call time and sign in.
2. Call the stage manager as soon as possible if you know you will be late or have an emergency.
3. All cast and crew must remain quiet during performances; this includes in the green room, dressing rooms, backstage, foyer, etc.

### **F. Injuries**

1. Safety is our first priority. If you encounter an unsafe situation, notify the stage manager immediately and steps will be taken to fix the issue before continuing.
2. If an injury occurs you must let the stage manager know IMMEDIATELY!

### **G. Food and Drink**

1. Food and drink are generally not allowed in the main theatre area. If you need to eat during rehearsal, you may eat in the green room, or backstage.
2. You are encouraged to have a capped bottle of water during rehearsals.
3. Please clean up after yourself. Dispose of all rubbish in the appropriate place.

### **H. Other**

1. I shall participate in promotional activities, including attending photo sessions, interviews, and public previews if required.
2. I will play every performance to the best of my ability, regardless of how small my role or large my personal problems.
3. I shall never miss an entrance or cause a curtain to be late by my failure to be ready.

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4. I shall aim to arrange social activities that will not interfere with rehearsals and I will endeavour to always be on time.
5. I shall never leave the theatre building or stage area until I have completed my performance and have received a release from the stage manager or director.
6. I shall remember that my aim is to create illusion; therefore, I will not destroy that illusion by appearing in costume and /or make-up off stage or outside the theatre.
7. I will not allow the comments of friends, relatives, or critics to change any phase of my work without proper authorisation from the director or stage manager.
8. I will not alter lines, business, lights, properties, settings, costumes, or any phase of the production without consultation with and permission from the director and/or stage manager.
9. I shall accept the Director's advice in the spirit in which it is given, for they see the production as a whole and my role as a portion thereof.
10. I shall look upon the production as a collective effort demanding my utmost cooperation; hence, I will forego the gratification of ego for the demands of the play.
11. I shall never blame my colleague(s) for my own failure.
12. I will never engage in caustic criticism of another artist's work.
13. I shall inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism.
14. I shall never lose my enthusiasm for the theatre because of disappointment or failure, for they are the lessons by which I learn.
15. I shall direct my efforts in such a manner that when I leave the theatre it will stand as a greater institution for my having been there.

**Disregard of any of the Codes of Conduct can/may jeopardize your ability to work with CentreStage Rolleston, in theatre, in the future.**

I, \_\_\_\_\_, have read and understand the Code of Conduct and Policies of CentreStage Rolleston.

\_\_\_\_\_  
**Volunteer Signature**

\_\_\_\_\_  
**Date**

Have fun and enjoy your experience with CentreStage Rolleston. Please feel free to contact us with any comments or suggestions that may improve your experience.

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Thank you for being a part of this production!

*CentreStage Rolleston will provide every member, performer, production staff and volunteer, access to a copy of this Code (via the public Website [centrestagerolleston.org.nz](http://centrestagerolleston.org.nz) and brief volunteers, where and when required.*

*If anyone has a question about the Code they should consult the Company Secretary or Production Manager in the first instance.*

*This Code may be amended from time to time, where necessary. CentreStage Rolleston will upload an updated copy to the website, inform all current members of any changes, and changes of the Code will be expected to be adhered to.*

*This document is not designed to be exhaustive, but all involved in CentreStage Rolleston activities will be expected to uphold both the letter and spirit of the Code.*