

SFCT Volunteer & Performer Code of Conduct

Why?

It is the primary goal of the Smiths Falls Community Theatre that everyone associated with our theatre has a positive experience. This Code of Conduct is intended to promote a safe, respectful and harmonious working environment for all volunteers and patrons associated with the Station Theatre.

Who?

This Code applies to all volunteers and performers who are engaged in activities at the theatre, or who are representing the SFCT in the community.

Expectations

1) **Volunteers/performers are expected to treat one another and the public with dignity, respect and cordiality.**

For example:

- No harassment of any kind, or bullying- physical or emotional- of anyone.
- Conflicts will be dealt with in a mature manner, using the forums available (including the Incident Reporting Form and Mediation Committee).
- Respect for privacy around social media (i.e.- no posting pictures of people without their permission)
- Always listening to your director(s) and stage manager during rehearsals and performances
- Being a positive member of the team
- Putting phones on mute backstage, and during rehearsals

2) **Volunteers/performers are expected to treat the building and property of The Station Theatre with care and respect.**

For example:

- Props and costumes are not taken off property without permission from a Board member or production Director(s).
- As per the Smiths Falls Smoking Bylaw: **No person shall smoke within 5m of the entrance, windows or air intake of a publicly accessible building.**
- No climbing on the seats of the theatre i.e. treat all parts of the theatre with care and concern – this is your play space don't abuse it!
- Care taken with the sets and props backstage and onstage
- Garbage thrown out, recycling in the proper bins
- Take out of the theatre any personal items you bring in and are not needed for the show
- Food and drink (except water) in the theatre should be restricted to the green room and the lobby, except when necessary (eg- food consumed on stage).

3) **Volunteers/performers are expected to act with honesty, integrity, and professionalism at all times.**

For example:

- Showing up for rehearsals and performances on time
- Giving timely notice to the director for unavoidable absences or lateness.
- Remaining quiet during rehearsals and shows
- No personal use of profanity (unless specifically required by script dialogue)
- No alcohol or drugs (unless prescribed) consumed during rehearsals or performances
- No alcohol consumed by or provided to minors at cast parties or other gatherings
- No participation in a rehearsal or performance under the obvious influence of alcohol or drugs (unless prescribed)

- Notifying the director or stage manager if leaving the theatre during a rehearsal or performance
- Reporting incidents (safety concerns, injuries, or Code of Conduct violations) using the Incident Reporting form
- Behaviour in the green room and backstage should be respectful of the show's integrity
- Avoid any activity that risks your own or another person's health, well being or safety
- Be vigilant in identifying any potential safety hazards
- Not engaging in any potentially unsafe activity such as running or jumping (unless a requirement of performance) either inside or outside the theatre

Violations

We expect that all volunteers will do their best to work within the Code of Conduct at all times. However, if a violation occurs, it is incumbent on those involved to submit an **Incident Report** to the Mediation Committee.

This Incident Report should be submitted to:

- the director OR
- the stage manager OR
- directly to the SFCT president

This report will become part of the SFCT's records.

When a violation of the Code is reported, consequences could include:

- Paying for damages
- Mediated meeting with the people involved
- Being asked to leave the rehearsal or performance
- Receiving an official warning
- Paying for damages
- Removal from a show
- Removal from the volunteer list for a defined period of time
- Removal from the volunteer list permanently

The Mediation Committee

The Mediation Committee will be a standing committee. If a member of the committee is involved with the show s/he will recuse themselves from discussion of this issue. If necessary, temporary members from the Board at large can be appointed to maintain a group of at least 3 members. The Mediation Committee will report their findings to the Board Executive, and keep a record of all Incident Forms. There will be times where a decision will have to be made quickly by the stage manager and director without the input of the committee. Actions taken should be included in the Incident Form, and referred to the Mediation Committee as soon as possible.