

## **CODE OF CONDUCT FOR THE RIVERSIDE PLAYERS COMMUNITY THEATRE**

Welcome to the Riverside Players Community Theatre (RPT). This Code of Conduct is designed to clarify our expectations on how members, performers, production staff, board members, and all volunteers must conduct themselves while involved in the activities of the theatre. By following this Code of Conduct, your reputation, and the brand and reputation of the Riverside Players Community Theatre, 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 our Theatre.

### **Goal:**

We are 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 the Riverside Players to ensure that all persons contributing to the success of our company with dignity, honesty, integrity, and with respect towards others. Every member, performer, production staff, board member, and volunteer of The Riverside Players is expected to perform his/her role in accordance with this Code of Conduct.

If anyone has a question on the Code, they should consult any member of The Board of Directors. This Code may be amended from time to time, where necessary This document is not designed to be exhaustive, but all involved in Las Cruces Community Theatre activities will be expected to uphold both the letter and spirit of the Code.

The following are guiding principals of conduct expected. While we cannot address every issue or provide answers to every dilemma, they can define the spirit in which we intend to do business and should guide your daily conduct. When in doubt – Do the Right Thing.

### **Performers and production staff are expected to:**

- Participate, for the enjoyment you will receive through theatrical performance/volunteerism
- Work equally for yourself and the production. The production will benefit and so will you
- Abide by the principles of standard theatre etiquette
- Abide by the guidelines of The Riverside Players as they apply,
- Co-operate with the director, all members of the production team and fellow cast members
- Commit wholeheartedly to the production, rehearsals, and activities
- Respect the director's authority and accept instructions
- Take questions about your performance/duties to the director
- Respect the belongings of other cast/crew members and not touch them without permission.
- Wear appropriate clothing for their duties and wear shoes (not always flip-flops) during rehearsal and performances unless you are required to be barefoot on stage for a show.

### **Directors:**

- You have the responsibility for your cast and production team – exercise it.
- Be reasonable in your demands on performers' time, energy, and enthusiasm. Remember that they have other interests, jobs, families, and other demands on their time. Be flexible, when possible, to accommodate schedules/conflicts.
- Teach your cast the principles of theatre etiquette, stage craft, and encourage gratification through achievement.

- If a director is notified of a complaint/issue but is unable to resolve the matter, the Board will work with the director in such a manner as to protect the integrity of the theatre, production and cast/crew. This resolution may include dismissal of individual(s) at the center of the issue and may be prohibited by the Board from working on any future production.
- The director is responsible for discipline during a production.
- Responsible for ensuring that the space is respected and picked up. Make sure lights/electrical items are turned off and locked, that the space is empty and follow any other guidelines of space provided to them.

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

- Treat everyone with dignity and courtesy.
- Treat theatre facilities, rental spaces, costumes or props with respect. This includes, but is not limited to lobby areas, rest rooms, dressing rooms and seating areas. Any damages to rental spaces or theatre facilities by and participant will result in the assessment of damages to the individual(s) responsible.
- Be fair, considerate, and honest in all dealings with others.
- Refrain from any behavior which may bring The Riverside Players into disrepute.
- Display control, respect, and professionalism in all activities.
- Observe proper rehearsal/meeting conduct and protocols.
- Control their temper: verbal abuse of others during Community Theatre activities is unacceptable.
- Do not behave in any manner, or engage in any activity, while on Riverside Players business which is likely to impair positive public perception of The Riverside Players Community Theatre and its members.
- Abide with the code of conduct or conditions of use of the venue being used, if another space, outside of the theatre, is being utilized for rehearsals/activities.
- Smoking is prohibited on any theatre property or rental facility. No open flame is permitted backstage.
- For the safety of all members, practical jokes and horseplay before and during productions is prohibited.
- To avoid injury, no one should perform a task not assigned to him/her/them or operate theatre equipment on which they have not been authorized to do so.
- Potentially providing base costume pieces such as pants, shirts or shoes. You will be notified by the director of any specific requirements.
- All items purchased by a production are from a show's approved budget and is therefore Riverside Property. The removal of theatre property, Riverside Players or rented items, without approval is prohibited.
- The board reserves the right to ban food/drinks from any area of a facility. No open food should ever be brought into the theatre setting either on or off stage.
- Leave personal issues outside the theatre.
- All Rehearsals are closed and no visitors are permitted at rehearsals without permission from a director.
- Only Cast/Crew are permitted backstage during rehearsals and performances

- Scripts are provided by the theatre for all shows. Some of these scripts are rentals. If a rental script is destroyed – the cost of replacement is the responsibility of the cast/crew member who destroyed/lost it by end of production.

### **Discrimination, Sexual Harassment & Bullying**

All participants of The Riverside Players are expected to respect the rights, dignity and worth of others regardless of gender, sexual orientation/identification, ability/talents, cultural background, age, size, religion or any physical or psychological disabilities. The Riverside Players has a zero-tolerance policy for discrimination. Discrimination is any behavior or practice which reflects an assumption of superiority of one group or individual over another or disadvantages people based on real or perceived membership of a group. This includes behavior as less favorable treatment, unfair exclusion and asking discriminatory questions.

The Riverside Players will not tolerate sexual harassment or inappropriate sexual conduct of any type. Sexual harassment is any unwanted, unwelcomed or uninvited behavior of a sexual nature which makes a person feel uncomfortable, humiliated, intimidated or offended. Any sexual/coarse joking, purposeful physical exposure or inappropriate touching of any volunteer under the age of 18 will be interpreted as sexual harassment by the perpetrator and are grounds for immediate dismissal and exclusion from all activities of the theatre troupe with the possibility of criminal charges.

Bullying will not be tolerated. Examples included but are not limited to aggressive behavior, threats of assault to person or property, rude or demeaning comments whether in person or online, using aggressive body language or gestures, or other purposeful actions or words that are intended to intimidate or diminish others.

If anyone feels they have been discriminated, bullied or harassed in any way they should immediately contact the Director of the production or a member of The Board of Directors for immediate and confidential assistance.

### **Health & Safety**

Everyone has the right to participate in an environment that is physically and emotionally safe. Participants 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 by following lawful instructions from those in authority at The Riverside Players Theatre or its rented facilities in its efforts towards providing such an environment. All hazards, accidents or injuries must be reported immediately. All volunteers are responsible for their own medical expenses if injured during a Riverside sanctioned event, as per liability waiver.

### **Alcohol & Drug Consumption**

Illegal or prohibited drugs are not to be consumed by participants of The Riverside Players while performing duties with the Las Cruces Community Theatre. Alcohol or Medically Prescribed Substances

may be consumed off property before or after rehearsals/performances to the extent it does not affect the comfort, safety or performance of any member, performer, production staff, board member, or volunteer nor harm the reputation of The Riverside Players. In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol, medically prescribed substance or an illegal or prohibited drug may be prevented from commencing, recommencing or continuing their activity at the theatre

### **Grievances/Complaints**

If anyone has a grievance or feels that they have been unfairly treated, they are encouraged to raise this issue with the Director or a Board Member for immediate and confidential assistance. The management of The Riverside Players Community Theatre is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.

All participants in each production must sign and date this form before starting work on the production. (Includes actors, directors, assistant directors, stage managers, technical operators, stagehands, and any other members of the production team.) I have read and I understand The Riverside Players Code of Conduct. I agree to abide by the rules described above and understand that I may be removed as a contributor from the show I am participating in, and that, at the discretion of the show director and/or Board, I could be subject to probation and/or barring from future involvement related to Riverside if I violate any of these rules.

Printed Full Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian Signature (if participant under 18): \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Director or Board Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_