



Cast & Crew Code of Conduct

Version 2025.7

In accordance with:
Associations Incorporation Act 2009
Associations Incorporation Regulation 2016
The Players Theatre Inc - Constitution
Members Code of Conduct

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1. Purpose

This Code of Conduct supports the Members Code of Conduct and outlines specific expectations for cast and crew participating in productions at The Players Theatre. It promotes a respectful, inclusive, and safe environment for all volunteers involved in performance activities.

2. Core Principles

All cast and crew agree to uphold the Theatre's shared values:

- Safety First - Prioritise the physical and emotional wellbeing of all participants
- Integrity - Be honest and act ethically at all times
- Kindness - Show respect, generosity, and consideration
- Teamwork - Collaborate to achieve shared goals
- Forward Thinking - Honour our heritage while looking ahead
- Fun - Create joy through the magic of live theatre

3. General Behaviour Expectations

- Treat others with courtesy, dignity, and professionalism
- Avoid bullying, harassment, discrimination, or intimidation
- Use respectful language and avoid gossip, slander, or personal attacks
- Comply with lawful and reasonable directions from the production team or committee
- Represent the Theatre positively, both in person and online

4. Safety and Risk

- Smoking and vaping are not permitted anywhere on the property
- Alcohol may only be consumed in licensed areas (foyer/bar)
- Non-prescription drugs are not allowed on site
- Running, horseplay, or unsafe conduct is prohibited
- Report hazards or injuries immediately to the Production Coordinator
- Use all equipment safely and as intended

5. Auditions, Rehearsals and Performances

Auditions

- All participants are expected to treat auditions with professionalism, courtesy, and respect for others.
- Auditions are open to all eligible members and may include performance components such as singing, reading, or movement.
- The decision-making panel (Director, Musical Director, Choreographer, etc.) will make casting decisions based on merit, suitability for roles, and the needs of the production.
- The audition process is confidential. Discussion of outcomes or participants outside of the panel is not permitted.
- Feedback from auditions may be offered at the discretion of the Director, but is not guaranteed.

- Cast members are expected to accept the role they are offered. Declining a role after acceptance without valid reason may affect future casting.

Rehearsals and Performances

- Be punctual, present, and performance-ready
- Notify the Director of unavoidable absences early
- Avoid excessive absences or tardiness, which may result in removal from the production
- Remain quiet and focused backstage
- Observe all calls and follow the Stage Manager's directions

6. Costumes, Makeup, Props and Set

- Costumes and props must not leave the Theatre without approval
- Keep items clean and in good condition
- Never eat in costume—use a cover-up if eating between scenes
- Do not touch or move props or set pieces without permission
- Follow hygiene practices for hair and makeup, and align with the show's design

7. Dressing Rooms and Personal Conduct

- Dressing rooms are cast-only spaces unless otherwise approved
- Respect privacy—never enter or open another's area uninvited
- Always maintain cleanliness and appropriate behaviour
- Lock the dressing room side door once a performance begins
- The Theatre takes no responsibility for lost or stolen items

8. Food, Drink and Hygiene

- No food or drink (except water) in the auditorium
- Be mindful of strong smells and allergenic foods—consume outside where possible
- Clean up after yourself and dispose of rubbish properly
- Maintain personal hygiene and be considerate of others' sensitivities

9. Social Media and Public Commentary

- Do not discuss internal or confidential matters publicly
- Avoid defamation, bullying, or criticism of other members online
- All show photos and recordings must be approved and may be used for promotion

10. Use of Theatre Property and Spaces

- Return all spaces and items to their original condition
- Do not modify, remove, or rearrange theatre property without permission
- Bring your own cups or utensils—do not rely on communal items
- Report maintenance concerns to the Production Coordinator or use posted QR Code

11. Children and Legal Obligations

- All cast and crew working with children must hold a valid NSW Working with Children Check
- Provide your WWCC number, date of birth, and expiry to the Theatre
- Adults must model appropriate behaviour and never be alone with a child

12. Authority and Decision-Making

- Prior to opening, direction is taken from the Director and their delegates
- Once open, the Stage Manager has authority backstage; Front of House manages public areas
- Only authorised personnel may make financial or operational commitments

13. Grievance Handling

The Players Theatre encourages early, respectful resolution of issues through a clear three step process:

- *Step 1: Direct Resolution*
Speak with the person involved where safe and appropriate. If this isn't possible due to distress, safety concerns, or past experience, proceed to Step 2.
- *Step 2: Involve the Production Coordinator*
The Production Coordinator will manage the issue confidentially and fairly. They may mediate or seek input as needed.
- *Step 3: Escalate to Committee*
If unresolved, submit the grievance in writing to the Secretary or President. The Committee will review and make a final determination.

All concerns will be treated respectfully, confidentially, and without retaliation.

14. Attendance and Membership

- Participation requires active membership of The Players Theatre Inc.
- This Code applies on and off site when representing the Theatre

15. Breaches and Consequences

- Breaches may result in counselling, warnings, removal from the production, or suspension of membership
- Serious breaches (e.g. assault, harassment, or theft) may be referred to external authorities
- Retaliation against someone who raises a concern is a serious breach

16. Acknowledgement

By participating in a production at The Players Theatre, you confirm you have read, understood, and agree to abide by this Code of Conduct.