



RULES

As approved at the AGM April 2015

Production Team Lead

To be appointed by, responsible and accountable to the Management Committee.

Any Production Team Lead must be prepared to work within the constraints laid down by the Management Committee.

Nominations for Production Team Lead or scripts for consideration may be handed to an officer in writing.

COMMITTEE MEETINGS

- (a) Ex-officio members can only vote on their own subject and will be co-opted as and when required.
- (b) Observers are allowed at the discretion of the Management Committee.
- (c) A resume of the minutes will be available for inspection from the Secretary.
- (d) Items for discussion by the Management Committee must be notified to the Secretary in advance for inclusion on the Agenda.
- (e) The Management Committee shall award expenses as appropriate.

SUB-COMMITTEES

- (a) Casting Committee shall include the Producer and an Officer of the Society.
- (b) Costing Committee shall include the Producer and the Treasurer.
- (c) Constitution Sub-Committee shall include the offer of a representative of the PCC to attend.
- (d) Health & Safety Sub-Committee shall be led by the Health & Safety Officer
- (e) Production Team shall be led by the Production Team Lead and include the Health & Safety Officer

MEMBERSHIP

Founder Life Members - This membership has been awarded to those members whose service and dedication enabled the establishment of the Society and such members are eligible for priority booking (equal to that of a Patron) for any show staged by the Society.

Honorary Life Members - This may be granted at the discretion of the Committee to any person who in their consideration has given outstanding service to the Society over a period of time and such members are eligible for priority booking (equal to that of a Patron) for any show staged by the Society.

Patronage Membership –over statutory school leaving age - A Patron is eligible for priority booking for any show staged by the Society.

Membership –over statutory school leaving age- A member is eligible for second priority booking for any show staged by the Society.

Junior Membership – under statutory school leaving age - is only available to those who are performing on stage

The Management Committee reserves the right to expel from the Society, or debar from future functions, any person or persons who behave in an unacceptable manner.

SUBSCRIPTIONS

- | | | | |
|-----------------------|---|-------|--|
| Patrons | - | £5.00 | <i>Option to book a maximum of 6 tickets on specified priority booking nights</i> |
| Members | - | £3.00 | <i>Option to book a maximum of 4 tickets on specified priority booking nights</i>
(anyone over statutory school leaving age) |
| Junior Members | - | free | <i>Option to book a maximum of 2 tickets on specified priority booking nights</i>
(anyone under statutory school leaving age) |

(The Patrons category includes Founder Life Members and Honorary Life Members, who are not expected to pay any subscriptions in recognition of their dedicated and exceptional service)

PERFORMANCE FEE

In addition to the above subscriptions all members wishing to perform in the Pantomime must pay a performance fee as detailed below prior to or at the pre-rehearsal meeting. Anyone who fails to pay before this date (without prior agreement) will not be allocated costumes, a part or positions in the routines and it will be anticipated that they do not wish to perform.

Adult Performers (over statutory school age)	-	£10.00
Junior Performers (still in statutory education)	-	£ 5.00

PRE-REHEARSAL MEETING

All existing and new performing members will be expected to attend the pre-rehearsal meeting, the date for which will be sent out after the AGM. If for any reason you are unable to attend you must notify the Production Team Lead/Chairman in advance. Anyone who is not present at the meeting and has not notified the Production Team Lead/Chairman of their absence will be removed from the cast list for the forthcoming production without any further notice.

COMPLIMENTARY TICKETS

- (a) **Party Bookings:** For every 10 tickets booked 1 free place will be allocated (eg if you book 10 tickets only 9 will be charged for) providing the booking is made using the appropriate block-booking form for which seats are allocated by the Ticket Secretary.
- (b) **Complimentary tickets** will be issued to advertisers at the following rate; 2 free tickets for a small or medium advert. 4 free tickets for a large advert.
- (c) **Other complimentary tickets** will be issued at the discretion of the Management Committee.
- (d) All new programme Advertisers (beyond August 2004) can only reserve their free seats on Monday - Thursday nights.

PRIORITY SEAT RESERVATION

- (a) **Patrons and members** will be informed of the time/venue for priority seat reservations by the Management Committee.
- (b) **Patrons** will initially be allowed to reserve a maximum of 6 seats per Patron in their immediate family until other Patrons present have made their priority reservation. Thereafter Patrons may reserve seats for other Patrons in strict rotation.
- (c) **Members** will initially be allowed to reserve a maximum of 4 seats per member in their immediate family until other members (including Juniors) present have made their priority reservation. Thereafter Members may reserve seats for other members in strict rotation.
- (d) **Junior members** will initially be allowed to reserve a maximum of 2 seats each until other members present have made their priority reservation. Thereafter members may reserve seats for other Junior members in strict rotation.

Note for the purpose of Priority Seat reservations Life Members will be treated as Patrons.

Where an individual falls into two categories of membership they will only be entitled to 1 allocation of tickets under the priority seat reservations.

CODE OF PRACTICE

The Code of Practice that has been drawn up by the Management Committee shall be followed by all Society Members and helpers who will also adhere to the following rule of behaviour;

Whilst an important aim of the Society is for its Members to have a good time, performers, front of house staff and the backstage team should not, under any circumstances, take part in or organise practical jokes which may affect the production, performers or any member of the production team on or off stage during the week of the show.

SOCIAL MEDIA POLICY

The Social Media Policy has been drawn up by the Management Committee and shall be followed by all Members and helpers of the Society.

CONDUCT DURING PRODUCTION WEEK

- (a) No mobile phones are to be used back stage during performances and all mobile phones must be switched off (unless otherwise agreed by Stage Manager/Producer).
- (b) No one is allowed to cross over the stage when the house curtains are drawn for performances. This applies before, during and after the performance.

NB: For the purpose of the Rules the Committee has determined that the dress rehearsal is considered a performance.

AWARDS

Junior Awards: Five and Ten Year Society Awards

These are awards given to any Society member with the relevant years service up to and including the age of 20 providing the service from the age of 16 is continuous. Under the age of 16 the service may be broken. (Presented during the 6th or 11th Pantomime though the member does not have to perform in the 6th or 11th Pantomime).

Senior Award: Twenty-five and Fifty Year Society Award

To be made to any person who has given the relevant years' service to the Society. (Presented during the 26th or 51st pantomime, though the member does not have to perform in the 26th or 51st pantomime).

NODA Awards

NODA long service medals, badges and studs will be awarded by the Society for any current playing members who are entitled to such awards. The Society will pay the cost of the Award covering the relevant proportion of Service with the Society. (Presented on stage during the Pantomime immediately following the completion of the complete calendar year enabling entitlement to the award). **Any member who considers that they qualify for an award must submit a claim accompanied by the necessary evidence.**

Service from the age of 11 is counted for NODA awards in accordance with NODA arrangements. **Only the Management Committee can approve such awards.**

RECORDING

No unauthorised recording of Society productions will be allowed.

DRESS REHEARSAL

Only the Management Committee, the Producer and those individuals invited by the Producer may be present and view any dress rehearsal.

REHEARSALS

All members and visitors are required to sign in at the rehearsal venue. Any member leaving prior to the end of the rehearsal must notify the Production Team Lead (or their representative) prior to departure. No Junior member shall be permitted to leave the rehearsal or performance venue without being accompanied by a parent/guardian and only after notifying the Production Team Lead (or their representative, and the Chaperones.

If for any reason a Junior member is being collected by someone other than a parent/guardian the Production Team Lead (or their representative) and Chaperones must be notified in advance of the name of the person who is responsible for collecting them.

It is the responsibility of all parents/guardians to ensure that they come into the premises (and do not wait outside) to collect Junior members as they will not be allowed to go out of the building to see if anyone is there to collect them.

TICKET SALES

- (a) Written Guidelines for Ticket Sales will be available for anyone working in the Booking Office.
- (b) The Ticket Hotline/answerphone must be available from September.
- (c) Block Booking forms should be issued during the first week in September and payment or deposits should be secured so the Society can guarantee places reserved.
- (d) Any reserved tickets must be paid for two weeks after booking unless an agreement is reached with the Management Committee.
- (e) Up to two weeks prior to the show a block booking may be allowed to return a maximum of 10% of their tickets and request a refund for the same
- (f) Blank tickets should be removed from the books of tickets.
- (g) Those who are approved by the Management Committee to work on the priority Ticket Sales night are entitled to buy their priority seats allocation (ie 6 tickets for a Patron, 4 tickets for a member) in advance of the booking office opening as a token of the Societies appreciation. **NB This applies to the individuals allocation only and does not include any allocation for immediate family**

ANY SOCIETY EVENT OR FUNCTIONS IN ACCORDANCE WITH GENERAL LICENSING LAWS

Over 18 years of age may attend unaccompanied and may consume alcohol.

Ages 16 - 18 may attend unaccompanied, but must not consume alcohol.

Ages 14 - 16 must be accompanied by a parent or responsible adult and must not consume alcohol. Under 14 years of age may not attend.

These limits may be modified for individual events at the discretion of the Management Committee.

AMENDMENTS

Any changes in the rules of the Society must first have been ratified at the Annual General Meeting.