

# Chapel Street Players Code of Conduct

The purpose of this Code of Conduct is to define accepted/acceptable behaviors, to promote high standards of practice and to establish a framework for professional behaviors and responsibilities. Honesty and integrity are expected of any individual associated with any aspect of the Chapel Street Players (CSP).

1. I shall conduct myself in a professional manner with honesty and integrity. I will not use CSP in any way for personal or professional gain in any unethical manner.
2. I will uphold and adhere to all licensing rules and regulations for any and all performances obtained by CSP, including copyrights related to video and audio recording or reproduction of unauthorized materials.
3. I will ensure that any and all communications generated by me to the public represent the best interest of CSP and I will maintain a professional manner when representing CSP to the community when requesting services of any kind including but not limited to program ads, advertising and donations.
4. I will strive to be a team player, encouraging in a positive way the individual growth of myself and my peers and I will treat all members of the cast, crew and production team with kindness and respect at all times.
5. I will be appreciative of the efforts of the director, the board, the crew, and any other staff members associated with CSP. I will offer advice or suggestions for the betterment of the show to the director privately and with respect.
6. I will be truthful and respectful to everyone involved with CSP and I shall not spread rumor or gossip which is malicious nor tends to reflect discredit or dishonor CSP in any way.

I will abide by the following guidelines, which make the collaborative creation of art we call theatre enjoyable for all:

## A. Attendance:

1. Attend all rehearsals as scheduled, including dress rehearsals and technical rehearsals.
2. Attend strike.
3. Abide by the conflicts scheduled at time of casting. Additional conflicts (i.e. illness and emergencies) must be approved by the director.

## B. Rehearsals

1. Dress appropriately for rehearsal. In general: wear comfortable clothing you can move in and can get dirty. The director won't adjust rehearsals to accommodate your clothing choice.
2. Good personal hygiene is a must. Rehearsals can be hot, intense, and happen in close proximity. Please brush your teeth, bathe, and wear deodorant for the benefit of everyone.
3. Parking at CSP is limited. Please follow the parking guidelines posted and the instructions of the stage manager.
4. Keep the theater, shop, green room and surrounding areas neat, clean, and safe.
5. No smoking in the CSP buildings.

## C. Costumes and Props

1. Do not give any feedback on costumes outside of fit or comfort issues. Acceptable: "My shoes are too tight." Unacceptable: "My character wouldn't wear these." Also Acceptable: "Thanks so much – you are a genius."
2. Do not touch props or costumes not assigned to you.
3. Be sure to hang up all costume pieces and return all props immediately after use.
4. You are not allowed to change, embellish, or choose not to wear any piece of your costume during performance.
5. Do not change the color, length or style of your hair once cast without the consent of the director.

#### D. Sets and the Scene Shop

1. Do not give any feedback on sets or furniture outside of safety or function issues. Acceptable: "The table is loose and won't support my weight." Unacceptable: "This table isn't something my character would have in her house." Also Acceptable: "Thanks so much – you are a genius."
2. 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.
3. When working with supplies such as tools, supplies, tape, paint, etc., use common sense, safe practices and respect and return the area to a clean and safe state when finished.

#### 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. Once you have signed in, do not leave the premises without the stage manager's permission.
4. Refrain from making noise during performances; this especially includes the green room and backstage, where noise interferes with the performance drastically.
5. When the stage manager or designee call warning times, reply with "thank you, (time called)" so the stage manager knows you heard the call.
6. Actors must occasionally change in front of other members of the cast and crew. People have different levels of comfort with this. Please show respect by averting your eyes from those changing. When changing, please do so quickly and as circumspectly as possible.

#### F. Food and Drink

1. Respect the theater in which you work. Do your best to keep it looking clean, orderly and attractive regardless of whether you are specifically assigned to such work or not.
2. The refrigerator in the green room is not for your personal use.
3. If you eat at the theater, dispose of all trash in the appropriate place.
4. Food which is left after three days may be disposed of.

#### G. Cell Phones and Pagers

1. Please turn off all phones and pagers during rehearsals. You may use phones during your breaktime.
2. There is absolutely no cell-phone use of any kind allowed during performances.
3. If you must keep a phone on you for professional reasons, please notify the stage manager.

## 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.

Chapel Street Players will not tolerate discrimination. Discrimination is any behavior or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behavior as less favorable treatment, unfair exclusion and asking discriminatory questions.

Chapel Street Players will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome or uninvited behavior of a sexual nature which makes a person feel humiliated, intimidated or offended.

Equally, Chapel Street Players will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults or humiliates another person. Bullying can be physical or psychological.

Examples of bullying include:

- aggressive or frightening behavior;
- threats of assault against a colleague or damage to their property or equipment;
- rude comments;
- standing in someone's way or deliberately blocking their path in an intimidating manner.
- Shunning

If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact the Chair of the Code of Conduct- Judy David- @ j david@udel.edu

## 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 Chapel Street Players in its efforts towards providing a healthy and safe environment.

All hazards, accidents or injuries must be reported to the **Chapel Street Players representative in charge of the activity** or the President of the Board, Scott Mason @ (302) 540-2626.

## Alcohol and Drug Consumption

Illegal or prohibited drugs are not to be consumed by members, performers, production staff and volunteers while performing duties with Chapel Street Players. Alcohol may be consumed to the extent it does not affect the comfort, safety or performance of any member, performer, production staff or volunteer nor harm the reputation of Chapel Street Players. 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 by contacting either the President of the Board, Scott Mason @ (302) 540-2626 or the Chair of the Code of Conduct, Judy David @ j david@udel.edu.

## Grievances

If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with the Chair of the Code of Conduct, Judy David @ j david@udel.edu.

## Chapel Street Players Code of Conduct Consent Form

I have read and understand the Chapel Street Players Code of Conduct and agree to support it in any volunteer position at CSP in which I serve I agree to inform the proper board members if I witness or am privy to any infractions being made by volunteers other than myself.

Name (please print):

Signature:

Date:

Please place signed form in the VP of Volunteerism Box in the mailbox area at the bottom of the back steps of the theatre.