

WADAMS Code of Conduct

The purpose of the WADAMS Members' Code of Conduct is:

- To support the Objects as laid out in the WADAMS Constitution.
- To achieve the highest possible standard of musical Theatre, both in rehearsals and in performance
- To allow Members to enjoy partaking in musical theatre and to create a positive environment for members / volunteers.
- To develop membership and sustain a community of interest, showing respect, politeness and consideration to all members / supporters involved with the Societies' activities

This Code of conduct includes:

- 1) Behavioral Expectations
- 2) Rehearsal Standards
- 3) During Performance
- 4) Safeguarding
- 5) Membership Costs
- 6) Admission to WADAMS Next Generation and Tots Sections
- 7) Committee Meetings
- 8) Non Compliance with WADAMS Code of Conduct
- 9) WADAMS Complaints Procedure

1) Behavioural Expectations

All Members must behave in an appropriate manner at all times towards their fellow members, society volunteers and when using WADAMS property and facilities.

Members must ensure they remain respectful, polite and considerate at all times.

Members must ensure they cooperate and contribute to the smooth running of events, supporting their fellow members and volunteers to create a positive, creative working atmosphere.

If any member is deemed to be; bullying, swearing, vandalising or acting in an unacceptable manor, this will be deemed as in contempt of this code of conduct.

2) Rehearsal Standards

All members should attend every rehearsal they are called to attend where practically possible. If a member is unable to attend a rehearsal due to Work commitments / Holidays / Sickness for example, advanced notice should be provided (preferably via the Facebook group, if a member does not have access to Facebook, alternative arrangements can be agreed with the Production team running said rehearsal).

The society appreciates that some absences may be unavoidable. When missing a rehearsal where new scenes / musical numbers are being set: It is at the discretion of the Production Team / leaders of said rehearsal to decide whether or not a member can be reset into the scene / number at a later date. This may not be possible due to rehearsal time constraints.

The production team / rehearsal leaders will monitor members absences, if they highlight issues where members have missed 3 or more consecutive rehearsals without appropriate and timely apologies, the issue will be passed over to the societies Management team to agree a way forward, this may result in a member being removed from a production.

All members must ensure they are punctual for rehearsals

Members are expected to wear appropriate clothing to rehearsals, including suitable footwear with members hairs tied back off their faces. This is to ensure members safety, reducing potential risks of injury and allowing members to perform without restriction.

3) During a Performance

Members must continue to uphold exemplary behavioural standards during a performance period.

All members must adhere to any health and safety instructions provided by the Technical team – inline with the societies health and safety policy – available on request.

Unless advised by the Wardrobe team, members taking part in a performance must not wear any personal jewellery (including wedding rings) or have painted or false nails which can be seen from the audience. All Tattoos must also be covered during a performance.

Cast members must agree to perform in the appropriate costume / hair style as required for their role / as requested by the Wardrobe team.

All Character Stage make up must be removed before exiting the theatre.

All Cast members should leave the theatre in appropriate clothing, Pyjamas or onesies are not permitted.

All cast members must enter and exit a performance venue via the appropriate route as agreed with the venues management.

Where a performance is held for a paying audience / on a licensed premises / or if a performance is due to be recorded for public broadcast: all members aged 16 and under must be signed in and out of the performance venue by a parent or guardian. During their time in the venue they will be supervised by a Cumbria County Council approved Chaperone. All young members must follow any instruction give to them by their chaperone.

4) Safeguarding

WADAMS takes the safeguarding of all its members extremely seriously and the Society maintains a separate Safeguarding policy which must be adhered to all times. Copies are available at WADAMS HQ and upon request.

5) Membership Costs

Society Annual membership is currently set at the following:

Tots £15
Next Generation £20
Senior Membership £30

These costs are reviewed periodically by the management committee.

Membership fees are due from the beginning of each financial year and must be paid before any member takes part in a society production, this is to ensure the member is covered by the societies insurance policies.

Tots and Next Generation members must pay weekly subs of £1 at their main rehearsal, if additional rehearsals are called in a week the £1 is not payable.

Due to the extensive costs involved in producing a show, the Management committee may deem it necessary for performers to pay a 'Production Sponsor' for an individual show. This cost is usually set at £25 per performer and is payable by either the performer themselves or an individual / company who has agreed to sponsor them.

6) Admission to WADAMS Next Generation and Tots Sections

Due to extremely high demand to join the Next Generation and Tots sections at WADAMS, waiting lists for available spaces are in use. If a child wishes to join either of the sections their details must be passed to the Management team either via email to wadams@wadams.org.uk or via the societies official Face Book page. If a child decides to leave either of the groups and wishes to return in the future, they must re-join the waiting list.

The majority of opportunities for individuals aged 16 and under to perform fall within either the Next Generation or Tots groups. However any individual aged 10 years and over can apply to join the society to perform in the annual Pantomime. If a child takes part in the pantomime this makes them a member of the society, but it does not guarantee them a place in the Next Generation group: they would need to be added to the waiting list until a space becomes available.

7) Committee Meetings

Committee meetings should be held routinely in WADAMS HQ

Members should ensure they are punctual for meetings

Committee members must ensure they remain respectful, polite and considerate throughout meetings, ensuring all committee members are given the opportunity to voice their opinion.

Where personal / private circumstances have been discussed during a meeting, said discussions must remain confidential and not discussed openly outside of the committee.

If a member is unable to attend a meeting due to Work commitments / Holidays / Sickness for example, advanced notice must be provided via the appropriate WhatsApp group and not be sent via another committee member.

If a member misses 3 or more meetings without appropriate apologies / advanced notice, the issue will be passed over to the societies Management team to agree a way forward, this may result in a member being removed from a committee.

8) Non Compliance with WADAMS Code of Conduct

If a Member demonstrates persistent difficulty in observing the WADAMS Society Code of Conduct, in the first instance, discussions will be held with the Member as to why their behaviour is considered inappropriate, and what improvements need to be made.

If the member in question is aged 18 or below, said discussions will involve a parent / guardian and a society

safeguarding official.

Any discussion will be facilitated by either a member of the production team / Youth Leader / Management Team member as appropriate.

If the problem continues, the issue will be passed over to the WADAMS Management Committee who will decide what the next appropriate step is, and this may include asking the Member to leave a

production / the society if on 2 or more occasions the member has failed to show improvement.

Where an individual has missed 3 or more rehearsals without appropriate apologies, the Management committee reserve the right to remove the individual from the production immediately.

If a member who has been removed from the society or a specific production wishes to re-join in the future, any requests to do so must be sent in writing to the WADAMS Management committee for their consideration.

9) Complaints Procedure

WADAMS Maintains a separate complaints Procedure, which is available on request or from the societies website.