



Cast Member Code of Conduct

This code of conduct applies to any cast members of any productions by Colchester Operatic Society (also referred to as COS) and Colchester Operatic Society Second Edition (also referred to as CO2), collectively referred to as "The Society". For CO2 productions, the Executive Committee delegates authorities/duties to the CO2 committee, therefore cast members of CO2 productions can read CO2 committee in place of Executive Committee in the below code of conduct.

The cast for any production shall be selected by the Executive Committee or by an Audition Panel appointed by the Executive Committee and usually comprising of the Director, Musical Director (MD), Chair (usually the chair of COS for a COS production and chair of CO2 for a CO2 production, but if they are not available this will be delegated to a member of the Executive committee/CO2 committee), plus, if part of the production team, Assistant to the Director/Choreographer, and a further 1 or 2 members appointed by the Executive Committee. Where possible this will include someone independent to the Executive Committee and/or Production team. An audition observer, appointed from the membership, will oversee but not take part in, the conduct and actions of the Audition Panel. More details on auditions can be found in our "COS and CO2 audition processes" document.

All cast members are expected to read and abide by the below terms, which state what is expected of them regarding their conduct as a cast member of any of the Society's productions:

All cast members are expected to abide by the Society's constitution and all additional rules, policies and procedures. This applies to all members and any non-members who have been appointed in the cast.

These include (though not exhaustively):

- Health & Safety Policy
- Complaints policy & procedure
- Safeguarding policy
- Social media policy
- Inclusion, Equality & Diversity policy
- CO2 rules
- COS and CO2 Audition Processes

All policies can be found on our website:

<https://www.colchesteroperaticsociety.co.uk/about/policies/>

Cast members are asked to pay their membership and show fees promptly. If they have difficulty doing so they must speak to a member of the Executive Committee who can discuss ways to support this, including applying for a bursary (if applicable) prior to the deadlines set.

Colchester Operatic Society fully complies with information legislation. For the full details on how we use your personal information please visit our website <https://www.colchesteroperaticsociety.co.uk/about/privacy-policy/> or speak to our Secretary if you are unable to access the internet.

We expect show fees to be settled by the deadline set (usually before the start of the first rehearsal following auditions for a production). If you have not arranged payment (either in full, by agreed instalment or through a bursary application) you may not be able to commence rehearsals and/or you may forfeit your assigned role. Show fees are non-refundable except in the event that the member withdraws from the production within one month of the audition or at the Executive Committee's discretion in exceptional circumstances.

All cast members shall exhibit polite consideration to all involved with the production affording all participants, both severally and equally, due courtesy and respect at all times, ensuring their interactions with each other, society members, outside organisations and other appointed/employed personnel allow for positive working relationships.

As representatives of the Society, cast members should treat everyone with dignity and respect and present a positive and professional impression of the Society to others.

Bullying, discrimination and harassment of any kind will not be tolerated. Any evidence or reports of bullying, discrimination and/or harassment involving any cast member will be taken seriously and appropriate action taken by Executive Committee. In accordance with our Inclusion, Equality and Diversity policy, all cast members must report any incidents of bullying, discrimination and/or harassment that they have witnessed to the Executive Committee or to appropriate appointed personnel (this could include an appointed chaperone, Cast representative, Inclusion Champion or a member of the production team).

Each cast member will be subject to a probationary period after selection and may be replaced if, in the opinion of the Executive Committee, they do not measure up to their allotted role.

Cast members are expected to behave responsibly and respectfully during rehearsals and performances and shall, to the best of their ability, play the part(s) assigned to them, whether principal or chorus/ensemble, and obey the directions given at all rehearsals and performances.

Cast members are expected to turn up on time to all rehearsals they are called to. Cast members should notify the Society of any planned absences or lateness on their audition forms and if they are scheduled after auditions, as soon as possible. All absences (and significant lateness) must be reported officially to our attendance team at the earliest opportunity via email:

For COS - attendance@colchesteroperaticsociety.co.uk

For CO2 - co2theatre@colchesteroperaticsociety.co.uk

Messages regarding absence or lateness should **not** be posted on cast social media groups.

It is our policy for COS productions (not CO2) that if you are unable to attend a setting rehearsal you should provide a stand in, who can take notes on your behalf so you can catch up on what you have missed before you next attend a rehearsal.

It's important to note that consistent absences from cast members can have a detrimental effect on others and ultimately the show we are creating. We do understand that sometimes due to illness and other unavoidable circumstances, absences can happen at short notice but please remember that by auditioning you have committed to a show, so it should take priority. The Executive committee keep a register of attendance. If we are not notified of absences, are not given a reason for the absence or deem the reason for absence to be unsatisfactory, the absence will be marked unauthorised. Please note that choosing to attend other social functions or other rehearsals, not

affiliated with the Society, at short notice and/or without reasonable explanation, will count as unauthorised absences.

No cast member shall be eligible to take part in any performance if in the opinion of the Executive Committee, the cast member is not proficient or has not attended sufficient of the rehearsals for which the cast member has been called. Failure to attend three rehearsals without providing an explanation deemed satisfactory by the Executive Committee (three unauthorised absences) shall necessitate the forfeit of the assigned part by the offending cast member.

All cast members will have their own personal viewpoints which they have the right to express when involved in any of the Society's productions. However, they should equally respect the rights of others to express their own views, providing views expressed are not abusive, defamatory, sexist, racist and/or could be interpreted as harassment, discrimination or bullying. If any views expressed by a cast member whilst involved in a Society production are considered abusive, defamatory, sexist, racist and/or interpreted as harassment, discrimination or bullying then appropriate action will be taken by the appropriate appointed personnel and/or the Executive Committee. This may include, but is not limited to, asking the individual to review and rephrase what they are saying, removing an individual from a Society social media networking page/group (temporarily or permanently), asking the individual to leave a rehearsal session or performance, asking an individual to resign from their part or reporting an individual for criminal prosecution.

Cast members must sign in and out on the designated register when entering a venue for a rehearsal or performance.

Cast members must make themselves aware of and comply with any risk assessments for the production they are involved with.

Cast members must notify the Society and ask express permission to bring any other individual with them that are not also cast members, involved with the production, management committees or a Society member, to a rehearsal or backstage at a performance (this includes partners, children, friends, family and students). If they are given permission to bring an individual under 16 years old at any point, they remain their responsibility and they must not partake in rehearsals or be in the rehearsal space/area whilst the other cast members are rehearsing, for health and safety reasons.

Cast members must not record rehearsal footage unless with express permission from the production team and/or the Executive Committee to use for marketing or learning purposes.

Cast members must not record show footage, including footage from the show relay backstage, for any purposes as this contravenes our legal requirements as per our performing licences for the show.

Cast representative

For COS, a cast members representative can be elected by the cast of any production once rehearsals have started. The cast representative is invited to attend parts of Executive Committee meetings (i.e. for the relevant items on the agenda related to their role) during the time they hold this position but is not a member of the Executive Committee, unless they are nominated or choose to stand for a position on the committee as per the Society's constitution. If the cast representative for a main show also participates in the subsequent concert or production within the same year, they can continue in this role for that production. If they are not taking part in the

subsequent production or choose to step down from the role, another cast representative will be elected for that production.

For CO2, as per the CO2 rules, a members representative can be elected annually by the CO2 membership at the first full company call, and will be invited to attend management committee meetings and become part of the CO2 committee for the duration of their time in the role. They may be invited to join the CO2 committee on a more permanent basis following their role as cast representative, at the CO2 chair's discretion, if ratified by the Executive Committee.