



## About us

Moira Players is a live entertainment business. The magic of an outstanding theatre going experience is at the heart of everything that we do and we are passionate about offering our customers the highest quality performances together with exceptional service.

## Our aims

Our mission is to be recognised by our customers as the leading theatre and live entertainment business through:

- Innovation
- Creativity
- Quality
- Exceptional service in all aspects of our business

## Our values

In pursuing this mission, our success is underpinned by a set of values which are at the heart of how we do business. We should aim to be:

- Ambitious
- Collaborative
- Passionate
- Smart

These values are important to us not only because they impact our business performance but also because they impact our relationships with every individual and every business we come into contact with.

## Code of Conduct

This Code of Conduct is designed to clarify the Moira Players expectations on how members, performers, production staff and all volunteers should conduct themselves whilst involved in the activities of the Company. By following this Code of Conduct, your reputation, and the reputation of Moira Players will be upheld and protected.

All involved in Moira Players activities are expected to:

- Treat everyone with respect;
- Be fair, discrete, considerate and honest in all dealings with others;
- Refrain from any behaviour which will bring Moira Players into disrepute;
- Display control, respect and professionalism in all activities;
- Be courteous in dealings with others;
- Control their temper
- Refrain from any violent behaviour.

Moira Players will not tolerate discrimination, bullying, verbal or physical abuse, or sexual harassment against any member of our company, as a zero violence policy is in place.

## **The Role of the Director**

The director has responsibility for the overall practical and creative interpretation of the performance. The director has the right to select actors and crew and also has the right of dismissal where this Code of Conduct is disregarded. The director is involved at all stages of the process, from the design and pre-production stages and rehearsal, right through to the final performance.

The Director has ultimate responsibility for the performance. They may be assisted in their role by Assistant Directors, a Producer or Production Team, a Production Manager and/or a Stage Manager.

Directors work closely with their creative and production teams, the performers and the producer to create a performance which connects with the audience. They therefore need to be able to coordinate effectively across a wide range of disciplines and with artistic vision.

The Director should:

- Treat members of their cast with respect
- Be reasonable in their demands on time, energy and enthusiasm of performers and crew.
- Teach their cast the principles of theatre etiquette and stage-craft and encourage gratification through achievement
- The director's casting decisions will be made without discrimination other than where there is a genuine requirement to do so for artistic reasons.

## **The Role of the Actor and Crew**

All performers (and where appropriate Crew) should:

- Commit themselves to the production and all rehearsals.
- By the latest, lines should be learnt by dress rehearsal
- Cooperate with the production team. Accept the Director's advice in the spirit it is given for he/she is ultimately responsible for the performance and sees the production as a whole.
- Be aware that the Director, Stage Manager and Production Manager are the only persons who should direct actors. Actors should not direct other actors in the production.
- Be respectful of the venue where performances are held. Please help keep the venue's appearance clean and professional. Pick up and clean up after yourself.
- Be responsible and take care of all props and set items (remember that some are borrowed and are not replaceable.)
- Not move anyone's prop without their knowledge and consent.
- Take responsibility for storing personal items, including costumes and props in appropriate places.

- Be on time for all rehearsals and performances. In production, all performers, technical and Front of House staff should be at the theatre at least one hour before the show. Doors open for the audience 30 minutes before the start of the show.

## **Youth Actors**

Within the law, children are defined as being under the age of 18, though the term 'young people' is probably a better description for those in their teens. This distinction is important when considering how to deal with a mixed group of under-18s. Many Child Protection Policies, though they apply to the whole age range, seem to have been written primarily with the younger group in mind. However, treating a 17-year old as though he was 9, will be justifiably resented and falls short of the principle of respect. In the same way, presuming that a young person, on reaching the magic age of 18, turns from a child into an adult is equally misleading. The whole raft of child employment legislation, within which fall the regulations concerning children in performances, focuses on children of compulsory school age and below.

- Actors under the age of 18 will have a designated member of the production team responsible for their duty of care who will advocate on their behalf, where necessary, if problems arise. In some cases this will be the youth's parent, where the parent is involved in the production.
- The director will liaise with the assigned advocate on any problems involving the youth actor.
- At no time should a child be exposed to any hazardous environment, which includes working at height, lifting heavy objects, excessive trip hazards etc.
- Performances must be limited to 3.5 hours, with the child performing for no more than 2.5 hours.
- A child can only take part in two performances per day, or one performance if she has been at school for more than just the morning.
- A child must not be on the premises before 10:00am or after 30 minutes after the performance has finished. Children under 13 should have departed no later than 10:00pm and over 13 by 10:30pm.
- Actors under the age of 18 will have a designated dressing room.
- Moira Players will necessarily hold more information about children than just their names and addresses and will therefore need to comply with the provisions of the Data Protection Act. This act regulates any situation where personal data is held in a structured system, whether that is on a computer or in a filing cabinet. All systems must comply with the eight data protection principles

## **Data Protection for under 18's**

DATA PROTECTION PRINCIPLES The eight principles enshrined within the Data Protection Act 1998:

- Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless the subject has given explicit consent\*.
- Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes.

- Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed.
- Personal data shall be accurate and, where necessary, kept up to date. - Personal data processed for any purpose, or purposes shall not be kept for longer than is necessary for that purpose or those purposes.
- Personal data shall be processed in accordance with the rights of data subjects under this Act.
- Appropriate technical and organisational measures shall be taken against unauthorised, or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
- Personal data shall not be transferred to a country, or territory, outside the European Economic Area unless that country, or territory, ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.
- Personal data includes any information relating to an identifiable living individual. Processing encompasses creation, modification, storage and retrieval. \* There are situations, mainly related to statutory obligations, where data can be processed without the subject's consent.

## **Behaviour**

In addition to the behaviour already outlined all participants must be aware that:

- The rehearsal hall and production venue are in a residential area and noise restrictions apply. All noise should cease by 10:00pm and the venue vacated by 11pm. At all times neighbours should be respected and post show noise kept to a minimum.
- Honesty is expected from everyone. Care should be taken of all property whether it belongs to Moira Players or to others.
- Discretion is expected from everyone in relation to productions.
- Stealing will not be tolerated. This includes the theft of alcohol from the bar fridge.
- The equipment of other organisations using Moira Players must be respected and not interfered with.

## **Health and Safety**

- Everyone has the right to participate in an environment that is physically and emotionally safe.
- Members, performers, production staff and volunteers must take responsibility for their own Health and safety, ensuring that their actions do not risk the health and safety of themselves or others.
- All hazards, accidents or injuries should be reported to the Director or Production Manager.

## **Alcohol and Drug consumption**

- All activities on Moira Players rehearsal site and live performance site must be lawful. This particularly applies to the consumption of prohibited and illegal drugs.
- Alcohol can only be consumed by people of legal drinking age and **should not be** consumed by performers and crew until after the show. Alcohol may only be consumed to the extent that it does not affect the comfort, safety or performance of

any member, performer, production staff or volunteer, nor harm the reputation of Moira Players

- No Moira Player actor is permitted to be under the influence of alcohol or drugs whilst at rehearsals, dress rehearsals or during live stage performances. Similarly, the performance of anyone taking prescription drugs must not be impaired. This includes EVERYONE involved in the getting-in, fitting-up and getting-out and running productions. For the avoidance of doubt, no alcohol should be consumed eight hours prior to starting work, and none permitted until after the final show is finished. It is a violation of the Code of Conduct to report for “work” (rehearsals, dress rehearsals, live show) under the influence of alcohol and/or drugs.

## **Grievances**

- If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with any committee member of the Production Team

## **Breach of the Code of Conduct**

Blatant disregard of any of this Code of Conduct may jeopardize your ability to work with the Moira Players

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I have read and agree to abide by the Code of Conduct of Moira Players

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Production: .....

Name: .....

Signature: .....

Date: .....

Witness Name: .....

Witness Signature: .....

Date: .....