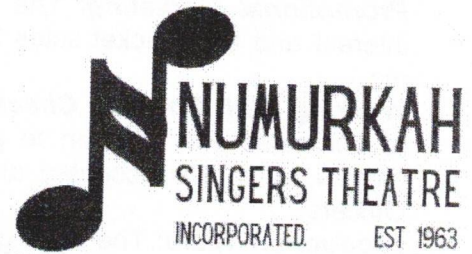


# CODE OF CONDUCT



Numurkah Singers Theatre Inc. (NSTI) Code of Conduct has been created to inform all NSTI members, performers, production team members, parent/guardians, and the committee on the expected behaviours of our personnel while involved in all NSTI events. The Code of Conduct provides an open, welcoming, rewarding, enjoyable, and safe environment for everyone undertaking a voluntary position within the organisation.

NSTI has a zero-tolerance approach to discrimination, bullying (Verbal or Physical), and sexual harassment against any other member. Any breach of these policies may result in disciplinary action and/or termination from an event or Membership.

By following the NSTI code of conduct you are upholding and protecting our reputation of the past, present, and into the future.

## **Aim**

NSTI is committed to ensuring the utmost respect of our members, volunteers, and audiences.

At NSTI we:

- encourage and promote live theatre, musicals, plays, and revues to the community of Numurkah and surrounding districts.
- make the theatrical experience entertaining, safe, and pleasurable to all.

## **Definitions**

**Membership:** Numurkah Singers Theatre Inc. Memberships consist of Family (up to 2 Adults and any dependent children), Adult, Student/Concession and Associate Member (6 week membership).

**Member:** A person that is financially part of the Numurkah Singers Theatre Inc. Company

**Events:** Productions, Events, Programs, Activities, Fundraising, Rehearsals and Promotion are all considered as an Event.

**Committee:** Numurkah Singers Theatre Inc. Committee of Management

**Executive Committee:** The Executive Committee consists of the President, Vice President, Secretary and Treasurer.

**Performance Venue:** Numurkah Town Hall or Singers Shed

**Producer:** The person responsible for all aspects of a theatrical production, from its initial conception to its final staging.

**Stage Manager:** The person responsible for the smooth running of a theatrical production, coordination the cast and crew and overseeing all practical aspects from rehearsals to performance.

**Crew:** All members who are assisting in any way with the technical or logistical aspects of the production (i.e. wardrobe, sound, lighting, backstage, ushers, greenroom, front of house etc.).

**Singers Shed:** Numurkah Singers Theatre Inc.'s building located at 52 Quinn St, Numurkah.

**Numurkah Town Hall:** Shire owned local hall located Knox St, Numurkah.

**Bumped in:** Moving and/or setting up all aspects of the production to the Performance Venue.



**Promotional Marketing:** The use of various materials to increase awareness, generate interest and boost ticket sales for an Event (i.e. posters, flyers, banners, programs, articles etc.).

**Working With Children Check (WWCC):** A background check to screen people who work or volunteer with children to protect them from harm. Other forms of these background checks which are accepted at NSTI are a Victorian Institute of Teaching (VIT) or Police Officers.

**Production Team:** The main group of individuals responsible for the creative and logistical aspects of producing a theatrical performance. This includes director, musical director, vocal director, choreographer, Producer, Stage Manager, sound, lighting, wardrobe, set design, props and makeup/hair.

## Values

NSTI provides members of Numurkah and surrounding district with an opportunity to be involved in amateur performing arts and musical theatre. A production is not just acting, singing and dancing, there are many behind the scenes components required to bring it all to life. These range from backstage, lighting, sound, front of house, production team, set design and building, hair and makeup, performers, and administrative roles to name a few.

## Memberships

All individuals who express an interest in participating in any NSTI event MUST be a member or in the process of becoming a member at the beginning of said event. A NSTI membership ensures that in the unlikely event of an incident the individual is covered by our insurance. All membership fees are put towards the running and staging of productions and events.

NSTI's yearly season usually consists of at minimum, one musical, one junior musical, a 2-week holiday intensive program and one play. To become a member, you need to provide a signed membership form which can be found on our website, by emailing [numurkahsingersinc@gmail.com](mailto:numurkahsingersinc@gmail.com), or hard copy available upon request, along with proof of payment and a copy of your Working with Children Check or equivalent or proof one has been applied for.

Once completed all must be handed in either by:

- email
- handed to the Producer, or
- handed to an Executive Committee member

All applicants for membership or current members of NSTI are required to notify Executive Committee of any prior convictions or findings of guilt for any criminal offence and of any current or pending criminal charges. An applicant's suitability for NSTI membership will be determined by the Committee once all documents and information have been received and processed. The existence of or the failure to disclose a member's criminal history or current criminal charges may be deemed harmful or damaging to the association and will then be subject to the disciplinary action conditions in the NSTI Model Rules.

As NSTI is a not-for-profit volunteer run organisation all roles in the company are filled by our members. These roles include but are not limited to Committee, Backstage, Production Team, Onstage Cast, Front of House etc. If any of these are of interest to you, please let us know how you would like to be involved.

The only exclusions to the membership rules are for people undertaking an usher role. These volunteers will still need to provide a WWCC or proof that one has been applied for.



### **Life Membership**

NSTI acknowledges members that have had an active role in the company with life memberships. Any member can be awarded a life membership if they meet the criteria. The NSTI committee of management will deliberate on potential candidates at any point throughout the year.

### **Auditioning Process**

All casting roles including ensemble must undergo an audition in front of an audition panel. All casting roles will be made by the audition panel, NO ROLES WILL BE PREASSIGNED, and the audition panel's decision is final. The Committee shall play no role in the assigning of any roles except under extreme circumstances. In the event of this, the committee shall advise the cast and crew of the outcome.

A director will not be eligible for any roles in a production unless under extreme circumstances and under the direction of the Committee. All other production team members may audition; however, they forfeit their position on the audition panel in doing so.

The audition panel will consist of the director, musical director (if applicable), vocal director (if applicable), choreographer (if applicable), Producer who is present to oversee and attend all auditions to ensure they are conducted fairly and without discrimination or intimidation, and up to 2 other members with experience and training in the audition process.

### **Rehearsals**

Rehearsals are performed at either the Singers Shed or Numurkah Town Hall. Rehearsals are run by the director, musical and vocal directors or the choreographer. All members are expected to adhere to and comply with the instructions given by the above production team.

It is expected that all cast and Crew will attend all scheduled rehearsals they are required for as listed in the rehearsal schedule. The rehearsal schedule will be updated throughout the duration of the rehearsal period. However, NSTI understands that not all Members will be able to attend all rehearsals due to planned commitments or unexpected circumstances.

Please note if any Member is unable to attend a rehearsal, the Member must report this to the director or Producer immediately. The Crew are required to attend rehearsals as scheduled by the Producer or Stage Manager. Once an Event has Bumped in, they will then be required for all rehearsals and performances at the Performance Venue.

### **Alcohol / Drugs**

Consumption of or being under the influence of alcohol or illicit drugs by Members during participation of any Event is strictly prohibited and may result in disciplinary action and/or termination from the Event and/or termination of membership in accordance with NSTI's Model Rules.

### **Smoking / Vaping**

Smoking and vaping are prohibited in all enclosed workplaces and certain public spaces where members of the public gather under the Victoria's Tobacco Act 1987 as patrons may be exposed to second-hand tobacco smoke. Accordingly smoking or vaping is NOT permitted on any premises where an Event is being held.



## **Photography and use of images**

All photography and the use of images are in conjunction with the Media, Photography and Filming Policy. Images may be used in news reports, promotional marketing or on NSTI social media. All Members will be required to sign the Media, Photography and Filming Consent Form.

## **Working with Children Check**

In conjunction with the Victorian *Working with Children Act 2005*, the Committee has made the decision that all Members and volunteers from the age of 18 involved in any Event must have a valid WWCC. All members must provide their WWCC so that a copy can be taken and must list NSTI as an organisation on their registration.

## **Code of Conduct Breaches**

Any breach of the Code of Conduct may result in disciplinary action. At the discretion of the Committee this action may result in a termination from an Event and/or termination of membership in accordance with the NSTI Model Rules. A copy of the Model Rules can be found on our website. Please note that should a membership be terminated due to a breach of our Code of Conduct NO refund of memberships will be paid.

## **Grievance and Conflicts of Interest**

All Members and volunteers must report as soon as they are aware of any grievances or conflict of interest. This may be actual, potential, or perceived and may be financial or non-financial. Conflicts of interest present the risk that a person will make a choice based on, or affected by, influences, rather than in the best interests of the company. All potential conflicts and grievances must be reported to the Producer or Executive Committee.

## **Privacy**

Personal and sensitive information of Members is only accessible to the Executive Committee unless they deem it necessary to discuss it with the full Committee – this is at the discretion of the Executive Committee. This information may be forwarded to relevant authorities if requested or required by law.

At the conclusion of a production, it is expected that the Director/Production Team will hand over all information from the production to the Committee to be stored securely for privacy and historical importance. All information collected remains the property of Numurkah Singers Theatre Inc. and should not be retained by any third party.

## **Acknowledgement**

I have read this Code of Conduct and agree to always abide by it.

Member Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Parent/Guardian Signature (Member under 18 years) \_\_\_\_\_  
Name of Parent/guardian \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Witness Signature \_\_\_\_\_  
Name \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_

#### Document Control

Document Type	Procedure /Policy Guidelines	
Document Title	Code of Conduct	
Version	2	
Creation Date	25/11/2025	
Review Date	25/11/2026	