

**Seymour Performers Workshop
Policies & Procedures
Version: 1.0 (Ratified: 09-10-2020)**

The Seymour Performer's Workshop Incorporated (SPW) Policies & Procedures, and Constitution is a series of documents that outline the values, objectives and rules of the Association. It includes key documents created by the Committees both past, present, and can be updated at any General Committee Meeting.

Included:

- SPW Mission Statement & Objectives. Pg: 1.
- SPW Code of Conduct. Pg: 2.
- SPW Committee Members. Pg: 4.
- SPW Group Structure. Pg: 4.
- SPW Standing Orders Pg: 5.
- Agreement with Wodonga SC for use of Schoolhouse. Pg: 9 (To Be Completed)
- Associations Incorporation Reform Act 2012. (as attached document).

SPW Mission Statement

Created: 2003

Updated: 09-10-2020.

The mission of the Seymour Performers' Workshop is to produce a broad range of theatrical presentations of the highest possible quality thus providing hands-on learning experiences in all aspects of theatre performance, production and management to the local community.

- **Objectives supporting this mission include:**
- To provide an outlet for creative community involvement, while seeking to produce quality entertainment.
- To challenge and extend local performers.
- To provide a program of educational experiences in all aspects of theatre for youth and adults.
- To join with other community theatres for projects of mutual assistance and enrichment.
- To generate the necessary resources and efficiently managing those resources in support of these goals.
- To create opportunities for children and adults to develop talents in all aspects of theatre arts.
- To provide recognition and support to encourage the youth of Seymour and surrounds.
- To produce, sponsor or support a number of performances per year that will be a wide range of styles and venues including productions for children.
- To be recognized as a significant cultural asset by the local community.
- To develop and draw from local talent to the maximum extent possible.
- To enhance development of youth in the theatre arts through cooperative ventures with local schools via workshops and sharing of resources.
- To develop scholarships or other similar programs that increase recognition and financial support to talented youth.

SPW Code of Conduct

Policy Created: 12/5/18

Date Updated: 09/10/20

Seymour Performers Workshop (SPW) is committed to providing high quality performance and production experiences to its members and audiences. It is our aim as an organisation that everyone associated with our group has a positive experience.

This Code of Conduct is intended to promote a safe, respectful, inclusive and harmonious working environment for all of our members and guests.

This Code of Conduct applies to all members and guests who participate in our activities or who are representing SPW in the community.

Expectations

All members and guests are expected to treat one another and the public with dignity, respect and cordiality:

- No harassment of any kind, or bullying (physical or emotional) of anyone associated with SPW.
- Discrimination will not be tolerated. This includes but is not limited to discrimination against gender, sexuality, disability, ethnicity, religion and age.
- Respect for fellow members and guests is expected, regardless of abilities, age and experience.
- Conflicts will be dealt with in a mature manner, using the forums available (including the Incident Reporting Form and SPW mediation process).
- Being a positive member of the team is integral to our organisation.

All members are expected to treat all venues and property with care and respect:

- Props and costumes are not to be removed without permission of the SPW Committee or production team.
- Equipment, furniture and fittings are to be treated appropriately.
- Reasonable care must be taken with sets and props backstage and onstage.
- Rubbish and recycling are to be disposed of appropriately.

Members are expected to act with honesty, integrity, and professionalism at all times by:

- Showing up for rehearsals and performances on time.
- Giving timely notice to the production team for unavoidable absences or lateness.
- Remaining quiet during rehearsals and shows.
- Following the direction of the creative team during rehearsals and performances.
- Notifying a member of the production team if unexpectedly leaving a venue.
- No personal use of profanity (unless specifically required by script dialogue).
- Reporting any incidents or safety concerns to the production team and/or the SPW Committee.
- Avoiding any activity that risks your own or another person's health or safety.
- Being vigilant in identifying any potential safety hazards.
- Not participating in SPW activities such as a rehearsal or performance under the influence of alcohol or illicit drugs.
- Not smoking inside any venue utilised by SPW or within five metres of any entrance of these venues. Venue owners may have additional restrictions which SPW will adhere to i.e. no smoking in any school grounds.

Continued...

SPW is committed to providing a safe, inclusive and respectful environment for young people:

- All persons 18 years or older will require **Working with Children Checks**:
 - When working as Committee Members of SPW.
 - When working/rostered on SPW Events/Projects (such as SOAP Festival) with persons under 18 year of age.
 - When working in a formal capacity as an SPW Affiliate on SPW Events/Projects involving persons under 18 years of age.
 - When working in an informal/regular capacity at rehearsals and/or performances with persons under 18 years of age.
 - Executive may grant one-off allowances under special circumstances (for instance, where a contractor is required on-site). However, any persons granted a special circumstance will require supervision of a Member of the Committee/The Executive.
- No alcohol will be consumed by or provided to minors under any circumstance.
- Adults will address youth members in an appropriate tone and manner and expect the same in return.

All communications will be respectful and professional by:

- Respecting privacy around social media (i.e. not posting pictures of people without their permission).
- Ensuring all official communications (media releases, announcements, interviews, social media etc.) are coordinated through the SPW Committee.
- Ensuring all associates of SPW are treated with respect.

Breach of Code of Conduct

We expect that all members and guests will do their best to work within the Code of Conduct at all times. However, if a breach occurs, it is incumbent on those involved to report the breach to a member of the SPW Committee.

When a breach of the Code is reported, consequences may include:

- Mediated meeting with the people involved.
- Being asked to leave rehearsals or performances.
- Receiving an official warning.
- Paying for damages.
- Removal from a show.
- Suspension or cancellation of membership.

Note: Any criminal act will be reported to the police.

The Mediation Process

The mediation process will include two or more members of the SPW Committee who are not party to the dispute. Mediation will be conducted with respect and confidentiality will be maintained throughout the process.

A record of the mediation will be reported to the SPW Committee.

(End of SPW Code of Conduct)

SPW Committee Members:

Current: October 2020

(To be updated as required)

Role:	Name:	Email:
President	Brett Harvey	president@spworkshop.org.au
Vice President	Julie Blyth	info@spworkshop.org.au
Secretary	Hannah Ward	secretary@spworkshop.org.au
Treasurer	Glenys Lejins	sales@spworkshop.org.au
Committee Member	Paul Lejins	
Committee Member	Andrew Hogan	
Committee Member	Pam Collings	
Committee Member	Rick Collings	
Committee Member	Elizabeth Carr	
Committee Member	Robbie Wales	
Committee Member	Peta Bulmer	
Committee Member	Kathy Daly	
Committee Member	Bernadette Fisher-Groves	
Committee Member	Peter Read	

SPW Group Structure:

Created 2003

Date Updated: 09/10/20

COMMITTEE:				
President	Vice President	Secretary Public Officer	Treasurer	
Committee Members (3 – 5)				
EVENTS & PRODUCTIONS (SUB-COMMITTEES)				
Major Production	Minor Production	SOAP Festival	Schoolhouse Events	Other Performances: Tastes of the Goulburn Seymour Show Australia Day
NOTE: Sub-Committee appointments made up of members of the Workshop with one member being from Committee and sub-committee appointees re-elected after each Annual General Meeting.				

SPW Standing Orders

Created 13-04-2020

Date Updated: 09/10/20

The Standing Orders document is a list of general operational rules for Seymour Performers Workshop Inc. These rules have been agreed upon at Committee Meetings in the past, and can be changed at any General Committee or Special Committee Meeting as the needs arise.

The Committee:

- Refers to the body of all current SPW Committee Members as listed.
- The Committee is responsible for the general organisational duties of the group.
- The Committee generally meets on a month-to-month basis. However, this is a general guide and may be subject to change in relation to SPW events, activities and general availability of the Members.
- The Committee must hold a minimum of 3 meetings per year, with a minimum of 4 Committee Members.

The Executive:

- Refers to the Committee collective of The President, Vice President, Secretary, and Treasurer.
- The Executive may make day-to-day decisions about the operations of the events and functions of SPW independent of the broader SPW Committee, particularly when urgent decisions are required.
- The Executive will make decisions based on the input of at least two members.
- The Executive will always make decisions in the best interest of the Group.
- The Executive will always communicate decisions to the Committee in a timely manner.
- The Executive cannot make changes to following Policies and documents without a Special Committee Meeting Resolution:
 - SPW Mission Statement & Objectives.
 - Code of Conduct.
 - Group Structure.
 - Associations Incorporation Reform Act 2012.
 - Standing Orders.
 - Public Fund Clause

SPW Website:

- www.spworkshop.org is the primary website for our group.
- The website will reflect our group's history and aspirations.
- The website will be kept up-to-date and be changed in a timely manner.
- The site can be changed by the Promotions Manager. (Currently Julie Hunter).
- Our Website will contain:
 - SPW's calendar of events.
 - Box Office – Links to our Trybooking.com.au bookings pages.
 - Membership Information.
 - Committee Member Names.
 - Executive Committee Contacts (Email Addresses).
 - Group Phone number (if applicable).
 - History of SPW.

Major Productions:

- SPW's Major Productions are typically held over 3 Weekends in November of each year. This is subject to change with the needs of the group/production.
- The Major Production typically requires a minimum production Team of: Producer, Director, Musical Director, Stage Manager, Set Design Crew, and Promotions Manager.
- The Production Team work alongside the Committee. Excellent communication is expected.
- All Major Production cast will be expected to pay a 'show fee'; the amount will determined by the Committee in advance of each Production Auditions and be communicated to participants at auditions.
- All Cast are to sign the Production Acceptance Form.
- All Cast are to sign the Photography & Videography Consent Form.
- All Participants are to sign in and out at rehearsals and performances (this document to be kept on file forever). Participants under 12 need to be signed in and out by a guardian.
- Generally speaking, all rehearsals involving under 18s will be 'Closed Rehearsals' to ensure the adults *working* with the under 18s have Working With Children Checks. Executive/Production Team may grant one-off allowances under special circumstances (for instance, where a contractor is required on-site). However, any persons granted a special circumstance will require supervision of a Member of the Committee/The Executive/Production Team.
- All Cast and Personnel over the age 18, working with children under the age of 18, must have a current Working With Children Check and provide a copy to the Production Team.

Seymour One-Act Play Festival (SOAP Festival):

- Generally speaking, the SOAP Festival is an annual SPW event held in September.
- The SOAP Festival is headed by the Director (to be appointed by SPW Committee at the beginning of the calendar year)
- The Director is responsible for overseeing the organisation of:
 - The timeline for the key areas: Applications, Fundraising, Venue, the Event, Awards, Communication.
 - Festival Application Documentation,
 - Dissemination of, and Submission of Applications.
 - Communication with Participants/Groups.
 - Communication with Committee and Sub-Committee (As required).
 - Fundraising and Donations specific to this event.
 - Awards and trophies (including money prizes).
 - Venue (Typically the CAC)
 - Delegation of Event duties.

Costume/Props Room:

- The Costume/Props Room refers to the room(s) designated for storage of costume and props at the Schoolhouse Building.
- The Costume/Props Room will have a designated Costume/Props Coordinator. However, care for these Group Assets is ultimately the responsibility of all SPW Members.
- The Costume/Props Room is to be organised and maintained on a regular basis.
- The Costume/Props Room must be safe, orderly and accessible.

Continued...

Loaning of Costume, Tech Equipment and Stage Equipment:

- SPW prides itself on being able to support other community groups and organisations, and thus may loan-out Costumes, Tech Equipment and Stage Equipment.
- Examples of people/organisations that we loan to are affiliated schools, Broadford Amateur Theatrical Society (BATS), Mitchell Shire Concert Band (MSCB), and Seymour Ag Society.
- The "SPW Equipment & Costumes Loan/Hire Form" is to be used when loaning-out/hiring-out.
- The loaning-out/hiring-out of items must be overseen by a Committee Member to ensure that items are returned in an appropriate time and manner.

Schoolhouse Performances/Events:

- Events at the schoolhouse will be hosted in a professional manner.
- The Committee members are responsible for ensuring that the Schoolhouse is left in a tidy manner and that bins are emptied at the conclusion of all events, rehearsals, meetings, etc.
- The Committee will make reasonable steps to ensure that safety of patrons is a priority.
- At least one member of SPW Committee will be present at every event/rehearsal hosted at the Schoolhouse to ensure the proper and safe use of the building and the participants safely and in-line with SPW's Code of Conduct.
- Schoolhouse events need to be sanctioned by SPW.

Ticket sales / Profit share of Groups:

- Profit share with visiting non-for-profit-groups is generally 50%/50% but may be negotiated on a group-by-group basis.
- Visiting groups may leave their share as a donation to the group.
- Visiting Groups may receive complimentary tickets at the discretion of Committee and/or The Executive.

Memberships:

- An SPW Membership is required for all Committee Members.
- An SPW Membership is required for all Major Production Cast Members and Production Crew.
- An SPW Membership is required for all Minor Production Cast Members and Production Crew.
- Volunteer personnel who assist the group for short periods, eg: lighting, sound, not be required to be financial members but must sign a Production Form.

Howe Family Scholarship:

- Administration of the annual Howe Family Scholarship will be done by the SPW Committee.
- A Sub-Committee of 3 Committee Members will determine the suitable recipient from the applications received.

Legal Responsibilities:

- **One Music** – Treasurer handles the licensing for audio and visual.
- **Liability & Assets Insurance** - SPW is insured through AON / Affinity Entertainment.
- **Department of Consumer Affairs** – Annual Statement of Consumer Affairs (income & business).

Continued.....

Banking:

- SPW Bank Account with Goulburn Murray Credit Union (GMCU)
- All SPW Money will be transacted through GMCU.
- Three Members of Committee to be signatories (Two to sign transactions)
- Treasurer is responsible for banking related matters.

Schoolhouse Keys: (as at 09-10-20)

- The Schoolhouse is a shared space with Seymour Flexible Learning Centre.
- SPW Committee are the custodians of 3 sets of Schoolhouse Keys.
- They currently reside with, and must be returned promptly to:
 1. Glenys & Paul Lejins.
 2. Julie Hunter.
 3. Andrew Hogan / Peter Read.
- The Seymour Flexible Learning Centre staff also have key access.

Les Bell Pavilion (Kings Park) Keys: (as at 09-10-20)

- Les Bell Pavilion is a shared space with the Seymour Ag Society and affiliates.
- SPW Committee are the custodians of 3 sets of Schoolhouse Keys.
- Les Bell keys reside with, and must be returned promptly to:
 1. Andrew Hogan / Peter Read.
 2. Rick Collings.
 3. Paul Lejins.
- The Seymour Ag Society also have key access.

Annual General Meeting:

- SPW's Annual General Meeting to be held annually in early February.
- SPW will elect its newest Committee Members as per the rules of the Associations Incorporation Reform Act 2012.
- Following the AGM the Secretary will need to notify **Consumer Affairs Victoria** of:
 - Updated Committee Members names.
 - AGM Minutes
 - Bank Statement / Previous Financial Year.
- Following the AGM the Secretary can update the Policies & Procedures to include the new list Committee Members.
- Following the AGM the SPW Website is to be updated with the new list of Committee Members.

Special General Meetings:

- All irregular SPW Meetings involving Committee are also known as Special General Meetings and can be used to resolve any issues that cannot wait until the following scheduled Committee Meetings.
- These meeting must have a specific purpose which is communicated in advance to attendees.
- Minutes must be kept of these meeting as well.
- If a Special Resolution is required attendees must be given proper notice in accordance with the **Incorporations Act 2012 – Model Rules For An Incorporated Association. (As Attachment)**

Continued...

Annual Inventory of Assets:

- New Committee will update the Assets Register annually following the AGM (in the month of March).
- The Assets Register will be available to all Committee Members and primarily used for tracking and insurance purposes.
- The handling of the Annual Inventory of Assets will be the responsibility of a Committee Delegate.

Schoolhouse Signage:

- SPW has an agreement with the Flexible Learning Centre that we can hang appropriate signage on the Schoolhouse provided we fix any damage done when the signs are removed.

Dropbox:

- All Committee Members will have access to the SPW documentation on Dropbox.
- General Committee will be able to view and add, but not change existing documents.

Fundraising:

- It is an expectation that all SPW Committee will assist in the fundraising efforts of the group.
- Fundraising activities for SPW will be clear and transparent and well-organised.
- Participants will be given adequate notice of their involvement in Fundraising activities.
- SPW will be clear about where the fundraising is going, eg: SPW, Local Community Group, charitable organisation.

Kerry Hogan In-Memorial:

- In memorial of Kerry SPW will provide 2 annual awards for Excellence in Performing Arts.
- One award will go to St Mary's College.
- One award will go to Seymour College.
- SPW will make ongoing efforts to raise funds (50/50) to be donated to:
 - The Seymour Hospital Seymour Cancer Unit / **Seymour Palliative Care**.
 - Beanies for Brain Cancer.

Affiliations/Subscriptions:

- SPW will maintain our affiliation with **Wodonga Secondary College** and **Seymour Alternative Learning Centre** as the proprietors of the Schoolhouse Building site.
- **Kings Park Recreation Reserve**. They meet monthly and govern our use of the Les Bell Pavilion/storage sheds.
- **Seymour Ag Society**, via Andrew Hogan and Colin Davidson, who allow SPW to utilise the Les Bell Pavilion.
- SPW will have an annual paid affiliation with **Victorian Drama League**, who in turn will promote our events, in particular the SOAP Festival.
- SPW will have an annual paid affiliation with **The Georgy Awards Scheme** as a means to promote the great work that SPW produces each year.

Agreement Wodonga SC for use of Schoolhouse:

- This document is currently unavailable and will be added to our Policies & Procedures in due course.

Incorporations Act 2012 – Model Rules For An Incorporated Association. (As Attachment)