



# Cross Community Players

## Respect in the Theatre Policy

### Policy statement/overview

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It is the policy of Cross Community Players (CCP) to set clear expectations of how we create a culture that is safe and welcoming for everyone involved with CCP. All participants, volunteers, production team members, and board members are expected to abide by CCP's policies and procedures. Failure to do so will result in corrective action as warranted and may result in dismissal from the production.

Participants, volunteers, production team and board members include the following:

- Participants
  - Musicians
  - Cast
- Volunteers
  - Ushers
  - Lobby sales (concessions, flowers, souvenirs, etc.)
  - Ticket sales
  - Management (front of house, tickets, sales)
- Production team members
  - Production team manager
  - Director
  - Stage manager
  - Choreographer
  - Pit orchestra director
  - Vocal director
  - Costumer
  - Props master
  - Set designer/builder
  - Tech crew
    - Sound
    - Lights
- CCP board of directors members

### Harassment (Definition and Examples)

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CCP will not tolerate harassment of any kind. As defined by the United States Equal Employment Opportunity Commission, harassment is considered "unwelcome conduct that is based on race, color, religion, sex (including sexual orientation, gender identity, or pregnancy), national origin, older age (beginning at age 40), disability, or genetic information."

Examples of harassment include but are not limited to:

- Verbal/texted/written sexual or suggestive comments or propositions
- Sexist remarks about an individual's body or sexual activities
- Unnecessary and unwelcome touching
- Bullying and/or verbal aggression or threats
- Spreading rumors, gossiping
- Unwanted/intrusive staring
- Physical assault
- Ostracizing

## **Backstage and Rehearsal Conduct**

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CCP expects all participants, volunteers, board of directors, and production team members to behave in a professional and respectful manner and to abide by its policies and procedures. Disrespect, defined as a willful effort to cause embarrassment or intimidate any person, will not be tolerated backstage and during rehearsals.

When possible, CCP's board may provide accommodation for private changing areas backstage for the comfort of all cast members.

## **Adult-Youth Engagement Policy**

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Cross Community Players has adopted a separate Adult-Youth Engagement Policy (located on CCP's website) to ensure the safety of all minors (aged 17 and younger) involved in our productions. The Adult-Youth Engagement Policy will be reviewed annually by the CCP board of directors to ensure modernization and best practices.

## **CCP Board of Directors' Involvement in Productions**

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If a member of the CCP board of directors is not involved directly in the production (i.e. in the cast or directly on the production team), they will limit attendance of rehearsals to a specific purpose.

## **Photography, Backstage and Rehearsal Conduct**

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As part of CCP's Actor's Agreement, CCP participants (or the parent/guardian of a participant) are given the option to elect not to wish to have their photo (or their child's photo) used by CCP in publicity materials. **No one** is required to give consent for photos of them to be taken and shared. Please note:

- Photographers engaged by CCP will be introduced to the cast.
- Photo calls will be announced to the cast by the production team or CCP board both verbally and via email.
- Cast members are allowed to take photos during rehearsals if they have received consent from the subjects.
- Back stage photography is limited to public areas and is not allowed to be taken in dressing rooms or other areas where cast members are changing.
- Any photography taken back stage must have the knowledge and consent by all involved, including those in the background.
- Official photographers may only take photographs after the cast is ready and before the beginning of the show, during the show from the audience, and after the show as arranged for official photos.
- Production team members, actors, singers, dancers, crew, costumers, and individual board members are **not** allowed to bring in a photographer without first securing permission from the CCP board.

## **Merchandising**

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Due to copyright laws, merchandise such as t-shirts is limited to what is offered by the CCP board. If any person within the production team or cast has an idea that would make a good offering, they must bring it to the CCP board before making any offers.

## **Cast Liaison**

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A cast liaison to the CCP board of directors may be appointed or assigned for each production to facilitate communication and appropriate handling of complaints. Any and all complaints will be held with highest confidentiality and sensitivity.

## Complaint Process

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If any part of this policy is violated, CCP is committed to ensuring a prompt, confidential investigation of the complaint. CCP will take action in the most appropriate manner possible and will not tolerate any retaliation toward a complainant. Violation of CCP policies may result in removal from any given production regardless of role, and possible exclusion from future productions.

If you have a concern or complaint:

- Report the concern or complaint to the director or stage manager as soon as possible. The director and stage manager of the production are the first point of contact for all complaints or concerns.
- If for any reason you feel uncomfortable going to the director or stage manager, please report your concern to the identified cast liaison. If a cast liaison has not been identified, please contact the CCP board.
- All concerns and complaints will be taken seriously and investigated.
- All persons reporting a concern or complaint will be kept anonymous.
- The CCP board will take corrective action as warranted by the investigation.
- The complainant may or may not be informed of the decision of the CCP board.