



CAST CODE OF CONDUCT

Please read this document, then print the Signature Page, and initial in acknowledgment of having read it.

Saltwater Performing Arts / SMCT is an organization to produce theater in a nurturing and positive environment.

1. I will attend rehearsals during my scheduled time and in accordance with my troupe's Attendance Policy. I will inform the Program Administrator in advance if I am unable to attend.
2. I will stay in the assigned rehearsal room, or designated area as assigned by the production staff, and inform directors if I need to momentarily leave the rehearsal area.
3. I will be respectful (quiet and listening attentively) of any adult providing instruction.
4. I will cooperate with adult volunteers who help with the show.
5. I will direct reports of inappropriate behavior or other concerns to the director of that rehearsal.
6. I will be respectful of or monetarily responsible for property, including props, microphones, sound equipment, costumes, and set pieces should my actions result in breakage, damage or loss.
7. I will abide by the policies of any rehearsal or performance venue or facility.
8. I will not use any disrespectful language designed to hurt or cause pain to another member of the cast or crew.
9. I will not make someone feel that their role in the production is not important.
10. I will refrain from public displays of affection with other members of the cast, crew or visiting guests. This includes kissing, excessive or repeated hand-holding or hugging.
11. I will not post anything on social media that negatively affects the integrity of SPA/SMCT or any member of the cast, crew or volunteers.
12. If I don't feel well, I will tell an adult immediately.

I understand that the producer/director or their designee, maintains the right at all times to take any action, in his or her sole judgment, necessary to uphold the integrity and positive reputation of SPA/MCT. I also understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the producer/director who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show without refund. Disciplinary action will be shared with the Board of Directors. If the behavior is severe, participation in future shows may be prohibited.



BEHAVIOR POLICY & PROCEDURE

Please read this document, then print the Signature Page , and initial in acknowledgment of having read it.

Disrespectful behavior by one cast member, **or their parent/guardian**, negatively impacts the entire team and therefore will not be tolerated. If a participant is acting in a negative manner the instructor will ask the problem student to rethink their behavior, this will be considered a warning.

Actions considered behavioral issues:

- Unnecessary talking causing a disruption to others or the directors
- General disruptive behavior such as running, interfering with others or others possession's
- Being disrespectful to anyone present at the rehearsal
- Any language, behavior or gestures deemed offensive
- Failing to follow specific instructions by the directors
- Public display of affection (PDA) violations
- Dress code violations

Instructors /Directors have the right to take disciplinary action by giving a warning or asking the individual to leave the rehearsal.

- When an infraction occurs the cast member will be informed that they have been given a warning
- The third time the instructor/director/volunteer speaks to your child during a rehearsal, your child will be set aside from the rehearsal.
- At the end of rehearsal the instructor will speak with the student and the parent or guardian to discuss corrective action.

If a participant is asked to leave any rehearsal (or show) 3 times in one season, or does not abide by the attendance policy, they may be dismissed from that show.

Saltwater Performing Arts/SMCT also expects it's participants to be example within the community and thereby agrees to the following terms as evidenced by their signing the mentioned signature page:

- If selected as a cast member or as a technician for this show, I will supply a copy of my most recent grade report and will continue to supply copies of all grade reports for the duration of the rehearsals and the production dates.
- If I am the subject of any disciplinary action at the school I am attending during the rehearsals and the production dates, I will immediately notify the SMCT Administrator
- If I am the subject of any criminal action during the rehearsals and the production dates, I will immediately notify the SMCT Administrator



DRESS CODE

Please read this document, then print the Signature Page , and initial in acknowledgment of having read it.

We expect that all participants will be appropriately dressed for all rehearsals and performances. Unless the director has specifically requested dance attire such as leotards or other form fitting attire, the standard dress code calls for:

- No short-shorts, bare midriffs.
- Necklines should be modest and not gape open when bending over.
- No flip flops or open toed shoes are to be worn to any rehearsal that entails dance movement or blocking, nor are they to be worn at the theater at any time.

If a director has cause to correct a participants attire, this will be considered a behavioral issue warning.

Instructors /Directors have the right to take disciplinary action by giving a warning or asking the individual to leave the rehearsal.

- When an infraction occurs the cast member will be informed that they have been given a warning
- The third time the instructor/director/volunteer speaks to your child during a rehearsal, your child will be set aside from the rehearsal.
- At the end of rehearsal the instructor will speak with the student and the parent or guardian to discuss corrective action.

If a team member is asked to leave any rehearsal (or show) 3 times in one season, or does not abide by the attendance policy, they will be dismissed from that show.



COSTUMING POLICY & PROCEDURE

Please read this document, then print the Signature Page , and initial in acknowledgment & understanding of the following:

1. Cast members will need to be measured for their costume. Volunteers will need to take measurements around cast members chests, waist, inseam, hip to ankle, and head. Some other measurements may be needed depending on costuming needs.
2. Sound Technicians will be assisting with putting head set microphones on your child. This means that the designated sound technician will have to clip microphones in the back of pants, under dresses, sometimes down the front or back of shirts, etc.
3. Once a costume has been made for your child, should you decide not to continue with the play you will be charged a fee of \$25.00 to cover the cost for materials used.
4. During the show, your cast member may need help getting dressed. A parent volunteer will be back stage to help them. If you are uncomfortable with having someone else dress your child, you must be a back stage volunteer and take on those responsibilities.
5. After every show, your child is responsible for checking their costume over to make sure that it is show ready for the next performance. If any part of it needs mending or is missing, they must let one of the green room volunteers know immediately.
6. Cast members are responsible for making sure that their costume is hung up and put in the designated area before going home after the show.
7. If the costumes are permitted to be kept at home, it is the responsibility of the cast member to insure they are neatly kept and that all pieces are kept with the costume
8. Cast members are responsible for making sure that any props used for their part is put back in its place before going home after the show.
9. Cast members will need to be respectful of other's costumes by not moving, touching, or wearing them.
10. All privately owned costume items need to be labeled on a tag or inside area that can not be seen by the audience. Saltwater can not be responsible for personal items.
11. Once in costume at the theatre prior to shows, no cast member is allowed in the lobby or the audience except immediately following the final curtain, or as designated and approved by the directors.
12. At no time is it acceptable to wear the costume at any other time except as designated and approved by the directors in advance
13. You may elect to personally purchase your costume for your character, however, it must be pre-approved by the technical director It will be your responsibility to maintain it in good condition for shows and rehearsals, and insure it's care.
14. Any donations toward the cost of costumes is greatly appreciated and can be made online.
15. Please see the technical director and program admin if you wish to purchase your costume after the show. Not all costumes are for sale, but many are.

If you have any questions regarding your child's costume please contact the Technical Director



WELLNESS POLICY

Participants may be subject to a health screening prior to activity participation.

Your child should stay home if they are too sick to be comfortable or if they might spread a contagious disease. In general, your child should stay home if there is:

- a fever at or above 100° F,
- vomiting or diarrhea
- a persistent cough,
- persistent pain (ear, stomach, etc.)
- a widespread rash

If your child has symptoms of or is diagnosed by a doctor of having any of these contagious conditions, please keep them home to keep the other members of our cast and crew healthy:

- Flu , Corona virus, Scabies or lice, Pinkeye or conjunctivitis

Please read our COVID-19 Policy on our website for instructions on Corona virus mitigation.

If your child has any open wounds, please cover them during practices, rehearsals, and shows. Please send them with additional wound coverings. The directors/instructors have the right to put on band aids, clean wounds, check for any of the symptoms listed above.

If your child is exhibiting any of these conditions, the director/ instructor has the right to quarantine your child from the rest of the cast. They will notify you to come immediately to pick them up to return them home.

Please notify the cast manager or director immediately if your child is not going to be at a practice, rehearsal or show.



CHECK IN/OUT POLICY

Please read this document, then print the Signature Page , and initial in acknowledgment & understanding of the following:

Checking in:

1. All cast members must check in with the designated person as soon as they arrive.
2. They may be subject to health screening at that time.
3. Parents should not leave until their child is safely inside the building.

Checking Out:

1. Only authorized persons will be allowed to pick up your child.
2. The authorized person picking up the cast member should be prepared to show photo ID.
3. If your child has a car, they will be allowed to sign themselves out. Please note this on the pick up information sheet.
4. The only cast members that will be allowed to sign themselves out are the cast members with cars.
5. At Friese Studio, cast members who are 9 yrs old and under will be picked up at the front right hand door. 10 year olds and older will be picked up at the back door.
6. At Lisa Allen's Dance Studio, all cast members will exit from the main entrance. Please use only designated parking areas and do not park or drive in front of the Frito Lay building.

Important note in reference to pick-up/drop-off at Lisa Allen Dance Works:

Please do not park in front of the Frito Lay building next door. LADW parking area is clearly marked with cones & ropes/chains. If there is no parking available, please park in the "alley" between the Frito Lay building and the fire station and walk through the parking lot. Please use caution, as this is a working warehouse.

To change or add to your pick up list, please contact your program admin as soon as possible.



VOLUNTEER CODE OF CONDUCT

Saltwater Performing Arts/SMCT is an organization to produce theater for children, by children, in a nurturing and positive environment. Please read the following expectations and initial the acknowledgement page.

The following is expected of all adults working with Saltwater Performign Arts/SMCT:

1. I understand that if my child is selected to participate in the a SPA or SMCT prgram it will require a time commitment for both my child and me. I agree to volunteer to the best of my ability, my time, and do everything I can to help support this play production.
2. All language is to be nurturing and age appropriate. Swearing and excessive yelling is not tolerated.
3. Disciplinary tone and actions should always be of a positive nature.
4. All cast members, and all parent volunteers are important to the success of the production; therefore making someone feel that their role in the production is not important, is not tolerated.
5. If at any time you see any inappropriate behavior or of concern, direct your comments to directors only.
6. All adults will refrain from engaging in gossip or negative conversation about each other, cast members, or directors. If an issue arises, the adults should attempt to resolve the issue among themselves. If that is unsuccessful the adult will go to the director of that area. Set a positive example for the children.
7. Alcohol and drug use is prohibited during rehearsals, and shows. Volunteers deemed to be chemically impaired will be asked to leave the premises.
8. Other than assisting with costuming and sound mics, adult volunteers must refrain from any physical contact with the participants. There must always be two unrelated adults present when working with a participant.
9. All adults are to ensure that all cast members remain respectful to each other and directors at all times.
10. Social Media posts that negatively affect the integrity of Saltwater Performing Arts / SMCT could result in you and/or your child's dismissal from the show.

All adult volunteers and cast members (over 18 years old) must obtain a background check from the local police department or sheriffs office. They charge a fee for this (between \$10.00 -\$20.00) which is paid for by the volunteer. Once complete, please provide the document to the program administrator.

I understand that the producer or his/her designee, maintains the right at all times to take any action, in his/her sole judgment, necessary to uphold the integrity and positive reputation of Saltwater Performing Arts/SMCT.

I also understand that if I display conduct in violation of the above terms or other inappropriate behavior it will be reviewed by the producer(s) who will have the final disposition of disciplinary action which could include immediate and permanent dismissal from the show. Disciplinary action will be shared with the Board of Directors, If the behavior is severe, participation in future shows may be prohibited.