

GMS HANDBOOK



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PRESIDENT'S FOREWORD



Welcome readers. Let me say how thrilled I am to be able to write this Foreword for our Gosford Musical Society (GMS) handbook. It's the first time we have had such comprehensive documentation to provide to new and existing members of our wonderful Society. I've been President now for some time – I was elected in 2004 and the years are rolling on. I am even more enthusiastic now than I was when I first undertook the role. It makes me feel very proud of what has been achieved over those years when I think back about how little information was available, and most of the knowledge was in the heads of our long term members.

When I was asked to write this Foreword, I wasn't sure how much to say, but the more I think about what this handbook stands for, I become excited to think about and tell you that we have made so much progress towards providing a wealth of information for our members, and documenting that progress through guidelines and protocols which assist in maintaining the fluid environment we need to work in. This will ensure that our GMS community/family is able to enjoy the fruits of our labour for their continued enjoyment.

This handbook has been prepared by an enormously hard-working group of members of GMS – some existing, some past Committee members, and some who feel they just want to contribute their extensive knowledge and experience. Handbook Sub-Committee members are Chair Katherine Bridekirk (Committee Portfolio Officer for documentation, education, and grants), Ken Hind (Committee Portfolio Officer for Technical Liaison with Laycock Street Bicentennial Community Theatre and Program Management), Greg James, member of GMS who has significant public sector experience in policy development and management, protocols, procedures and documentation – all with legislative knowledge built in, and Gary Keys, past Committee Member (held portfolios of Vice President, Treasurer and Membership and Life Member of GMS), also very experienced with the technical and business side of productions, education and public sector management generally.

The handbook has been a work in progress for some time now and I am deeply grateful that these GMS members have given their time and expertise so willingly and worked together as a Sub-Committee to achieve completion of such a valuable resource.

The beauty of the handbook is that it gives an “easy to read” reference to our Constitution and sets out roles and responsibilities of those involved in productions, as well as portfolio descriptions of the Committee members. As you are aware, we have undertaken considerable work to revitalise the Constitution and bring it into line with current legislation, and that has been the catalyst for documenting our activities.

I welcomed you as “readers” because I know you will find reading this handbook very worthwhile, and a virtual fountain of information for whatever you wish to know about our vibrant, energetic and fulfilling productions, and how this amazingly successful Society continues to operate and flourish. In early September this year, we will reach our 66th birthday and I am so looking forward with pride and confidence to sharing with you all the privilege of providing entertainment to our patrons for many more years.

A handwritten signature in cursive script that reads "Roslyn English". The signature is written in black ink on a white background.

Roslyn English
PRESIDENT

May 2013

PURPOSE OF THIS HANDBOOK

This handbook has been developed by Gosford Musical Society to provide guidance to members of the Society on the manner in which the Society operates.

The Objects and Constitution of the Society have been developed through input by members. They outline the legal aspects of the operation of the Society and provide direction on the conduct of the affairs of the Society.

The Committee has adopted a number of Policies and Procedures that provide guidance additional to the adopted Objects and Constitution. Those Policies and Procedures are incorporated into this Handbook to provide a guide to all members. All members are to ensure that they act in accordance with those Policies and Procedures in all matters relating to the operation of the Society.

This handbook attempts to bring together these various documents into a simple single point of reference for members. It will be periodically reviewed and updated.

GOSFORD MUSICAL SOCIETY (GMS)

The association is known as “Gosford Musical Society Incorporated” and the name is frequently abbreviated to “GMS”.

GMS has a membership of near 600.

Our Society performs 3 – 4 “senior shows” and 2 “junior shows” every year at our home base at the Laycock Street Bicentennial Community Theatre in Wyoming, on the Central Coast. The theatre, which seats 400 patrons, was largely built due to the efforts of GMS in the early to mid 1980’s. Each member was not only given 20 tickets to sell for each show (“remember that the profits go into building our theatre”), but many fundraising activities were held by the Society to donate to the new theatre, which was opened with much fanfare in 1988 as a joint community/State Government bicentennial project.

The Society is managed by a 10 person Management Committee, which includes a President, 2 Vice-Presidents, Treasurer, Secretary, 4 Committee members and our Patron (Mr Kevin Booth).

History

Gosford Musical Society has a very long and consistent history with the people of Gosford and the greater Central Coast. Our Society was established in 1947 by a band of intrepid founders who firmly believed Gosford, with a population of 18,000, needed a musical and dramatic society.

The basic aims of the Gosford Musical & Dramatic Society were:

- to provide an outlet for budding actors, musicians and dancers
- to bring forth various forms of the thespian arts to the people of the Central Coast
- to build our own “theatrical bowl”

GMS, as we became in 1972, has a policy to produce 3 – 4 adult shows and at least 2 shows that showcase our fabulous juniors.

GMS has performed at 4 “home venues” since 1948:

Valencia Theatre 1948 – 1960

Dwyer Pavilion 1965 – 1975

Gosford High School Hall 1976 – 1988

Laycock Street Bicentennial Community Theatre 1988 – current date

GMS has its own rehearsal space, “the Shed”, set construction area, wardrobe and costume area, a separate storage area, small rehearsal space and a commercial Costume Hire business, “GMS Costumes”.

Members' Involvement

Members of GMS are involved in a wide range of theatrical and support activities including:

ON STAGE – Actors, singers, dancers, musicians, etc

Seniors – 3 shows per year, rehearse Monday and Wednesday 7.30 to 10.30 pm in the Shed and Mirror Room

Juniors – 2 shows per year (under 18's), rehearse Saturday afternoons, in the Shed

GMS Minstrels – Are senior GMS members who provide entertainment programs in nursing homes, retirement villages etc. Rehearsals are 7.30 Thursday evenings in Mirror Room.

GMS Choir – rehearse Tuesday evenings in the Mirror Room 7.30 – 9.30 pm. They perform whenever bookings are available.

Orchestras – rehearse as required in the Shed

BACKSTAGE – Directors, Assistant Directors, Production Managers, Assistant Production Managers, Stage Managers, Assistant Stage Managers, Choreographers, Designers of sets, costumes, Stage Crew 18 and over, rehearsal pianists and rehearsal prompts.

SET, PROP and COSTUME CONSTRUCTION TEAMS – These groups work in the Shed, Tuesdays and Thursdays 9.00 am to 3.00 pm carrying out set construction, painting, fabricating and designing and making props. Upstairs in the sewing rooms costumes are designed and constructed or the extensive wardrobe is utilised towards shows.

CATERING TEAM – Provides refreshments at auditions, rehearsals, meetings, Opening Nights after show, special events and morning teas and lunches for the Tuesday group.

Where Members Are Involved

THE SHED, located beside the Laycock Street Bicentennial Community Theatre, consists of the main area with storage for building materials and large furniture. It is here sets are constructed and rehearsals are held. Adjoining this is the kitchen and Committee room, and the Mirror Room is used for rehearsals. Upstairs is storage for props and materials, and the sewing rooms.

THE GMS COSTUME HIRE SHOP (which is linked to the Shed at the upstairs level). This business is owned and operated by GMS with an extensive collection of costumes for hire and accessories for sale. GMS maintains an extensive wardrobe of both individual costumes as well as complete shows.

STUDIO 18 Laycock Street is a house used for additional storage and a studio with facilities for meetings, rehearsals or auditions.

Society Objects

The objects of the Society are:

1. To provide a volunteer organisation that develops and promotes all forms of musical theatre that brings together members of the community to perform and be involved in the staging of shows.
2. To provide for the amusement of and to add to the theatrical experience of its members and the community.
3. To facilitate training and performance opportunities for members from 9 years of age to 18 years of age in a safe and acceptable environment conducted in accordance with the current Child Protection Legislation.
4. To manage and operate a costume hire and retail facility.
5. To facilitate the operation of sub-groups to focus on particular aspects of the musical and performing arts and theatre.
6. To ensure the continuance of the provision of appropriate theatre facilities for the performance of shows.

Constitution

The Society is an Association Incorporated under the NSW Associations Incorporation Act 2009 and Regulations. A revised Constitution to conform to the Model Constitution under the Act was developed in 2011. It should be read and understood by all members. It is readily available to all members who request a copy from the Secretary and is available on the Society's website.

Policy and Procedures

The Committee will periodically determine various policies and procedures of the Society. Those policies and procedures have been incorporated into this handbook to provide a guide to all members. All members are to ensure that they act in accordance with those policies and procedures in all matters relating to the operation of the Society.

Overarching Government Legislation

There is a range of Federal and State Legislation that the Society must operate within. The legislation includes but is not limited to:

- Anti-Discrimination Act 1977
- Associations Incorporation Act 2009
- Associations Incorporation Regulations 2010
- Child Protection (Prohibited Employment) Act 1998
- Copyright Act 1968
- Disability Discrimination Act 1992
- Occupational Health and Safety Act 2000
- Sex Discrimination Act 1984

The Society and its members shall do their best to ensure that the Society operates in accordance with the relevant laws.

THE ASSOCIATION

Membership

Each new member must complete a membership application form which is available on the website <http://www.gosfordmusicalsociety.com.au>, at the Shed and at GMS Costumes. The completed form should be submitted to the Membership Committee Member together with the necessary fees. The membership year commences 1 January and concludes 31 December each year. All persons participating in any show must be a member of the Society. Fresh applications must be lodged each year.

When the membership application has been accepted by the Committee and processed, a membership card is issued that entitles the member to discounts at GMS productions at Laycock Street Bicentennial Community Theatre, and with our other various retail partners.

When a financial member of GMS purchases tickets for a GMS show from Laycock Street Bicentennial Community Theatre, they will receive a 10% discount on the total purchase. This applies to full price tickets only. No discounts are available for junior shows. A member's concession cannot be given unless theatre staff sight the membership card at the box office when purchasing the tickets.

Membership Classes and Fees

The Constitution provides for several classes of member.

All members enter at Member level. Other levels may be conferred by the Committee and the Society.

The Committee may confer Honorary Membership for any period of time upon persons working in the interests of the Society.

The membership fees are fixed annually. Each member must complete a new membership form and submit it together with the required fee to the Committee member responsible for Membership either through a show Production Manager or by leaving it at the GMS Costume Shop.

All membership fees are due and payable on 1 January each year. The membership year is from 1 January to 31 December each year and may not be carried over to any year following.

The President

The President presides over all monthly and/or special Committee meetings.

The President is the public face of GMS and represents our Society on all public forums. They will nominate the Vice President or then a Committee member as a replacement if they are unable to attend an important function. If it is more appropriate that a particular individual member's attendance will serve the membership better, such may be approved by the Committee.

The President's vote in decision-making carries the same weight as any other member.

The President may not veto decisions carried by the Board.

The Vice Presidents

There are two Vice Presidents elected each year. They have particular areas of the operation of the Society for which they are responsible for the oversight of, as well as deputising for the President as required.

The Secretary

The Secretary is responsible for the keeping of Minutes of all meetings of the Committee and the Society meetings, preparing correspondence arising from those meetings, acting as Public Officer of the Society, submitting the necessary annual returns to the Office of Fair Trading and acting as the prime point of contact for the Society.

The Treasurer

The Treasurer is responsible for the receipt and banking of all monies on behalf of the Society, issuing receipts, issuing invoices for services provided, payment of all authorised accounts, the keeping of all books of accounts and submitting those records to the Society's Auditor each year and presenting those audited accounts to the Annual General Meeting for the members' consideration.

The Committee

The Committee of the President, Vice Presidents, Secretary, Treasurer and four general members is elected annually at the Annual General Meeting held generally in November. The Patron is also a member of the Committee. Each member of the Committee is allocated areas of the operations of the Society for which they have responsibility.

The Committee meets monthly in a closed meeting. The Office Bearers and the Committee members report upon the activities in their areas of responsibility to that meeting. Decisions are made by the Committee on the direction to be taken in all areas of operation of the Society.

Members may request, in writing, permission to address the Committee on any matter.

A summary of the Minutes of the Committee meetings will be posted on the GMS noticeboard within 14 days of the meeting.

The following is a list of current portfolios covered by GMS Committee members, along with a brief description of each role:

Membership – Responsible for maintaining membership database, issuing receipts, tabling applications for approval, sourcing new avenues to attract new members, ensuring cast and production teams for individual shows are current members.

GMS Costumes – The GMS Costume Shop Manager reports to this portfolio, responsible for regular staff meetings, ensures targets are met, liaises with Shop Manager on staffing levels, marketing strategies and budgets.

Choir – Liaison between GMS choir and GMS members and Committee.

Minstrels – Liaison between GMS Minstrels and GMS members and Committee.

Marketing and Promotions – Providing GMS with show marketing strategies to promote shows.

Ticketing – Liaison with LST in regards to show ticketing, liaison with show Production Managers for complimentary/production team tickets, ensure adequate tickets are made available for preview shows.

Production Liaison – Liaison with Directors/production teams of individual shows.

Shed – Ensure smooth running of Shed resources, including materials and volunteers.

Technical Liaison – This role is intended to provide functional and operational support to GMS Stage Managers in undertaking their role. Further the position will liaise with LST technical staff to ensure adequate training for follow spot and fly line operators and other associated technical issues.

History – Provide a resource to keep GMS history up to date, including past shows, Directors, Musical Directors and Choreographers.

Assets – Maintain and record GMS assets, including props, set, costumes etc as well as property maintenance and tools/equipment.

Website – Maintain the GMS website with all current shows as well as updating website to include upcoming auditions and associated material.

Newsletter – Provide GMS membership with a regular newsletter.

Programs – Ensure individual show programs are produced/designed in a timely manner keeping in mind the “vision” of the Director and the needs/requirements of GMS. Ensure that the selling of programs for each show has been arranged in conjunction with the Production Manager. Provide a resource to each show to assist in the design/layout of programs in a suitable format for commercial printing.

Constitution – Ensure GMS maintains compliance with current legislation.

Grants – Apply for and suggest suitable funding opportunities to assist GMS.

Compliance Documentation – Ensure that GMS documentation is up to date and relevant legislation is complied with. Provide a resource for production teams in regard to position descriptions etc.

Sub-Committees

A Sub-Committee may be created by the Committee for a special purpose.

Such a Sub-Committee is an advisory group only. It does not have the power to make and carry out decisions without the approval of the Committee.

CODE OF CONDUCT

Purpose of the Code of Conduct

All members have a responsibility towards the Society.

The purpose of this Code of Conduct (“The Code”) is to provide members with guidance on the standards of behaviour expected of them in their membership and in their dealings with fellow members and members of the community. The Code provides a general framework of principles to be adopted by members with respect to their conduct while involved with the Society. The Code is not intended to address specific situations that may arise with respect to what is acceptable and unacceptable behaviour.

The standards of conduct required to be met under the Code exist alongside the standards of behaviour and performance required of members. The GMS Committee may alter the Code at any time. Members must observe the Code as amended from time to time.

General Principles Guiding Members’ Conduct

All members have a responsibility to:

- Respect and uphold the good name of Gosford Musical Society;
- Treat all other members with fairness, courtesy, respect and without discrimination;
- Act honestly, avoiding situations which may give rise to a conflict of interest or the perception of such a conflict;
- Always act in a professional, responsible and diligent manner.

Standards to be Observed by Members

GMS members are expected to observe the following:

- Be familiar with and observe the Objects of the Society, statutes, regulations, rules, policies and procedures of the Society;
- Observe and comply with all the laws of the State and Commonwealth;
- At all times act honestly and with integrity;
- Protect and respect the rights and reputations of other members and the community;
- Avoid behaviour that could reasonably be perceived as harassment, intimidation, discrimination on any basis, bullying or threatening in any other way;
- Avoid conflict of interest situations. Where the potential for conflict cannot be avoided, members should take steps to appropriately disclose that interest.
- Not engage in any scandalous behaviour;
- Comply with any lawful and reasonable direction given by the GMS Committee;
- Give due credit to the contributions of other members;
- Take reasonable steps to protect and not disclose confidential information;
- Demonstrate the highest professional and ethical standards;
- Use GMS facilities, resources and information in a proper manner;
- Maintain and observe all safety and health procedures in the workplace. Members must not do any act or omission which may cause injury or harm to any other person.

Discrimination

GMS complies with all appropriate Federal and State legislation in regard to discrimination.

ANNUAL GENERAL MEETINGS

Annual General Meetings of the Society are usually held in November each year.

At the September meeting the Committee discusses the program/content of the AGM. It is the job of the Secretary only to send out reminders to all members relating to the AGM using the membership database.

Prior to the AGM, the Patron of GMS will select the independent Returning Officer. That person selected is to be approved by the Committee.

Membership of the association cannot be effected on the day of the AGM. Only financial members are entitled to vote.

Postal voting is permissible in accordance with the Associations Incorporation Regulations 2010. Members may apply to the Secretary prior to the AGM for a postal vote, which must be completed on the official voting form and returned to the Secretary by the nominated time before the meeting in a sealed envelope with the member's name on the outer of the sealed envelope. The envelopes are checked by the membership officer and Secretary to ensure currency of membership then provided to the Returning Officer prior to the meeting.

ATTENDANCE ROLLS

Attendance rolls shall be maintained for all GMS activities. These rolls provide a legal record of the attendance of each person at the GMS premises and their departure. It is the responsibility of each member attending any GMS function on GMS premises to ensure that their name is recorded on the attendance roll and that they are marked as being present then marked again on departure.

SHOW PROTOCOLS

Show Selection Process

Over the years there have been various ways that future musicals were selected:

- A member hoping to direct his/her favourite musical would nominate a show;
- The full Management Committee would suggest and discuss the year's program during the Planning Weekend;
- Members might submit lists of musicals either to a Committee member or to the Secretary for consideration;
- A "blockbuster" became available (ie Les Miserables) and the Production Company holding the rights would contact GMS;
- Surveys are conducted to ascertain the shows that audiences found "popular".

The policy used since 2008 has endeavoured to employ several specific criteria when selecting shows. The following is an abbreviated detail of the adopted show selection process. The full details may be found on the GMS website.

We have a Show Selection Sub-Committee of five GMS members. This group is included in the portfolio of Vice President in charge of Productions. Some of the experience brought into this show selection group includes: stage direction, musical direction, choreography, stage acting, publicity, longevity with GMS, willingness to co-operate, other theatrical skills and Junior representation.

The Sub-Committee holds an initial meeting usually a few weeks before the Committee Planning Weekend in January when the year's program is developed. The Sub-Committee members have lists of shows for discussion. These suggestions have come from GMS members, survey results, new shows that have just become available, and research that the individual members have undertaken.

The shows are discussed under 3 main headings:

Standard Musicals that are considered to be very popular with members and audiences; Shows that have great musical scores and generally a large chorus that enables many GMS members to be involved such as

The Pajama Game, Oklahoma, South Pacific and Camelot.

Ensemble shows that often have greater depth of character (sometimes not found in the standard musical shows) and numerous minor principals. These shows might not necessarily be considered as “extremely popular”, but allow our members to expand their theatrical experiences such as Return to the Forbidden Planet, The Scarlet Pimpernel, Sweeney Todd, A Funny Thing Happened on the Way to the Forum and Into the Woods.

Musicals With A Name. Sometimes a new show has just been released for amateur rights or a show that contains a popular name which we feel will attract good audiences and benefit our members becomes available, such as Les Miserables, Cats, The Producers, My Fair Lady, Cabaret and Fiddler on the Roof.

The Sub-Committee members create a short list of 3 – 5 shows based on the principles of genre, cast size, ages of the performers, appeal and difficulties.

The entire program is presented to the GMS Committee outlining why these shows were selected.

The Committee either accepts the full program through a simple majority, or requests the Sub-Committee reconsider the selections.

Frequently, shows become unavailable from the rights holder at short notice, and alternate shows are selected.

The program is advertised on the website, in the Newsletter and on the noticeboard in the Shed.

Director Selection Process

After the show selection process prospective Directors are invited to submit an application to the GMS Committee for specific shows which they wish to direct.

The GMS Committee conducts a Directors’ Evening where prospective Directors present their vision, impressions, past achievements and knowledge of the musical.

The Committee then appoints the successful candidate.

Production Team and Crew Selection Process

The Director nominates a suitable (experienced) Production Manager for approval by the GMS Committee. Production Manager (PM) and Director then select, for GMS Committee approval, the Musical Director, Choreographer and Stage Manager. Once approved, the positions are confirmed with the nominees.

The Director, Musical Director and Choreographer, in consultation with the Production Manager, will select suitable assistants as required. All these positions will be selected in consultation with the Committee production liaison portfolio holder.

The Stage Manager will select suitable assistants and backstage crew (including trained flymen and follow spot operators) in consultation with the creative team and Production Manager. These technical positions will be selected in consultation with the Committee technical liaison portfolio holder.

The assistant position nominations are to be tabled at a Committee meeting, and whilst not approved by the Committee, any major issues identified may mean that the Committee rejects those nominated.

In no case shall anyone be offered any position until the selections have been tabled at a Committee meeting.

Roles And Responsibilities

There are a wide range of tasks involved in the staging of a musical and not all of these are on stage. Task lists have been prepared for a number of these backstage roles. Copies of these task lists can be obtained from the Secretary. The areas covered include Director, Musical Director, Production Manager, Stage Manager, Set Designer, Costume Design and Production, Hair and Make-up, Show Dressing, Props Coordination, Volunteer Shed Manager and Set Construction Supervisor.

Auditions

The audition panel will consist of the artistic team at the discretion of the Director, but will not include the Production Manager or Stage Manager.

A Committee representative will be invited to observe the auditions as an independent party. The Committee representative should have no input into the audition and is there to represent the members to ensure probity of the process.

Any show that is auditioning should try to avoid running auditions at the same time as the current show. If this is unavoidable, the auditioning show should move to other premises.

Calls for auditions are notified on the GMS website and on the GMS Facebook page. Details of the means of notifying cast details will be advised at the call for auditions.

As a general rule, a member of the Society cannot hold a key role on the production team and a key role (major lead role) in the same production. Extenuating circumstances need to be ratified by the Committee.

Rehearsals – Etiquette

Vocal warm-ups will aim to commence at 7.15 pm, with rehearsals proper to commence at 7.30 pm sharp.

If a cast member is unable to attend a rehearsal, they should advise a member of the Production team. If a member of the cast must miss a rehearsal, they should arrange with one of their fellow cast members to “catch up” on what they have missed. That way, the Choreographer and Musical Director won’t have to go over ground already covered. There is usually some time before the commencement of the rehearsal or during the coffee break to catch up.

In times of coughs and colds, all members of the company should be sure to maintain a healthy regime of personal care:

- Cover your mouth when you cough or sneeze.
- When using tissues be sure to dispose of them in an appropriate manner.
- Wash your hands.

All cast should wear appropriate clothing – covered in footwear and comfortable items of clothing for the whole of the rehearsal season and the run of the show.

When principals are working at blocking scenes, the remainder of the cast should be sure to keep conversation to an absolute minimum, or leave the room if necessary. Cast may even be asked to leave the room by the Stage/Production Manager if the noise level becomes excessive and disrupts the rehearsal. It is a matter of courtesy to allow whoever is acting their role to be able to do so uninterrupted.

When cast are receiving instructions, always pay attention. Instructions are given so the cast will know what to do. If all cast are aware of what is requested it will save time and confusion during the rehearsal.

When individuals or groups are undertaking vocal coaching or learning a part, all the remainder of the cast should be aware of the need for everyone to be able to hear the Musical Director and the accompanist. This will also save time and allow progress to be quick, providing much more time for practice.

If a member of the cast asks a question, the remainder of the cast should allow the person being addressed to answer the question. It is not possible to listen to many different voices all at once and come up with the correct response.

All cast should bring a pencil to rehearsals so they can mark changes or vocal parts in their score/script. These changes will need to be erased when you return your score/script to the Production team at the end of the show's run.

Should any member of the company suffer an injury during the rehearsal or run of the show, they should advise either the Stage Manager, the Production Manager or the Assistant Production Manager. An injury report sheet should be completed to record the incident.

Inappropriate behaviour and foul or suggestive language will not be tolerated by Gosford Musical Society.

The Production Manager and Assistant Production Manager will deliberate over operational issues within the confines of Gosford Musical Society precinct up to and including the period when the production moves into the Laycock Street Bicentennial Community Theatre.

The Stage Manager will control all operational aspects of the production once the show enters the Laycock Street Bicentennial Community Theatre precinct. If there is an issue, or a member of the company can't make a call time or sound check time etc, they should contact the Stage Manager. If, for whatever reason they are uncontactable, the cast member should contact the Production or Assistant Production Managers.

If a cast member has any issues, concerns etc either in rehearsals or during the run of the show from a music, blocking, or choreography point of view, they should speak to the individual members of the team concerned. If cast are unsure of who to speak to, please start with the Director or Assistant Director. During the run of the show, if there are issues of a creative nature and the Director, Musical Director, or Choreographer are not accessible, inform the Stage Manager so they can make contact with the creative team and resolve any issues or concerns you may have.

All the company is requested not to bring family and/or friends to rehearsals or show sessions, backstage, in the Shed or the dressing rooms. They will immediately be asked to leave the premises. The only exception is if you have sought, and received, prior permission from either the Production Manager, the Assistant Production Manager, or the Stage Manager. If it's considered necessary for them to be anywhere within GMS, they will be given permission, if not they will be asked to wait outside of the buildings.

Theatre Etiquette or Protocol

The following is standard theatre protocol. GMS hires the Laycock Street Bicentennial Community Theatre from Gosford City Council. Any damage done to the theatre is our responsibility to repair as the hirer. GMS has decided to pass this information on to all performers to ensure that they are aware of the expectations that GMS have of you during a GMS production.

Any member unsure of the meaning of any part of the following should speak to the Stage Manager or a member of the production team. All cast, orchestra, crew, catering and production teams must observe all workplace health and safety requirements in all areas of the theatre.

Please remember that those working in support of a show in any capacity are here to assist performers and crew to present a quality production piece.

- Do not invite any family members or friends backstage. Any person not directly involved in the GMS production who is found in the backstage area or the dressing rooms will be asked to leave.
- Once you are in costume you are not permitted in the foyer of the theatre unless it is part of the pre-show presentation.
- Be dressed well before you are due on stage.
- Do not stand backstage until a member of the production team calls you to enter side stage.
- When standing side stage do not applaud, whistle or call out as this will distract the performers and the noise will travel to the audience.
- If you need assistance in any way ask a crew member, the Stage Manager or a member of the production team.
- Make-up should only be used in the dressing rooms – do not use the theatre's toilets for this purpose.
- No food, drinks or alcohol is permitted in the dressing rooms.
- You can have bottled water with a lid on it in the dressing rooms or side stage if you are on stage for extended lengths of time.

- Smoking is not permitted in any area of the theatre or Shed.
- When the crew is moving items please give them clear space. They need to move quickly to ensure the smooth running of the show.
- All mobile phones must be turned off, as they interfere with the sound equipment within the theatre.
- No responsibility is taken by GMS or Laycock Street Bicentennial Community Theatre for any valuables or property stolen from the Shed or the theatre. Please don't bring valuables to the dressing rooms.
- Exit and entry by the back side stage door of the theatre only.
- All cast members need to be in attendance one hour prior to commencement of a show.
- Anyone requiring a body mic will need to be available at least one hour before a show and must report backstage for the equipment to be fitted in that time.
- Theatre etiquette/protocol requires you to respect anyone on stage currently performing, so no talking whilst others are performing.
- Common sense should prevail and all cast members, orchestra, back stage crew and catering staff should respect all others in the show whilst in the dressing rooms of the theatre or the GMS Shed

Orchestra

The Orchestra operates under the control and management of the Musical Director (MD).

The size, instrumentation and structure of the orchestra are determined by the MD, in conjunction with and according to what is stipulated in the musical score and to suit the production. Placement of the orchestra within the orchestra pit or elsewhere (eg on stage) is determined by the MD and the Director.

The MD will have a full and detailed knowledge of the score, both vocal and orchestral, and the orchestra will be provided with musical scores generally six to eight weeks prior to production week and opening night. The MD puts together the rehearsal schedule and advises all members of the orchestra of the performance dates and times. Members of the orchestra are required to attend all rehearsals called by the MD and to advise the MD in the event of non-availability. Where possible, the musicians should arrange their own cover for those dates they are not available. Remember, Sitzprob and production week rehearsals are mandatory.

The orchestra is required to attend for sound checks prior to commencement of all performances.

The MD maintains a complete list of details of all musicians and devises a roster for performances, ensuring all gaps are covered in musicians' availability. At all times, the continuity of the production is the major consideration.

The MD will provide a running sheet to the orchestra – this includes any or all changes in the musical score. Orchestra members are required to treat musical scores with respect and not make any permanent marks on the music as it has to be returned in its original condition. Failure to do so will incur significant fines for GMS. Music is to be returned to the MD fully cleaned and free of markings at the conclusion of the final performance of the production run.

The orchestra will be photographed and included in the program of each production, and members are required to dress appropriately for photographs and all performances. (Black attire unless otherwise advised.)

Orchestra members are requested to work with a Workplace Health & Safety ethos and to comply with any requirements which may be made by the Stage Manager, MD or theatre management.

Catering

Catering at GMS takes on many different forms – a light supper during rehearsals and show runs for cast and crew, breakfast, lunch and dinner on bump-in days, opening night supper, presentation night supper and occasionally GMS dinners.

If you are interested in helping with catering no cooking ability is required. However, an ability to work hard, smile and a willingness to meet new people is essential.

Suppers usually take on the form of tea/coffee and biscuits or cake which is all provided, it just has to be put out. Opening night suppers and bump-in day menus are usually planned by the co-ordinator and set out and

served by those helping.

It is a great way to meet people. You can do once a week, once a fortnight or just the show runs. The catering team is flexible.

Programs

The show program is produced under the co-ordination of each show Production Manager. Sufficient copies are printed and a member nominated by the Committee co-ordinates a roster of members to sell the programs in the theatre foyer one hour before each show and during interval. Sometimes it will be necessary for those volunteers to be in costume. Members are always sought for this activity.

A program is provided at no cost to each member named as participating in each show at the conclusion of the show.

Ticketing

Members receive a special discount off all full price tickets purchased in person at the Laycock Street Bicentennial Community Theatre box office to every senior GMS production performed in the main auditorium of the theatre. There is no limit to the number of full priced tickets purchased at the discounted rate. Note this discount does not apply to GMS junior productions or any other concession tickets.

Members who are involved with organisations/businesses/staff social clubs etc or community service groups (Rotary, Probus and similar) are encouraged to register with GMS and the theatre to become regular Group Bookers through the theatre box office. These groups enjoy great advantages including special group booker discounts, concessions and preferential seating. Enquire with GMS Ticketing Officer or LST Box Office Manager. Some conditions apply.

Bump-In and Bump-Out

The Stage Manager is responsible for the Bump-In and Bump-Out process in co-operation with the Set Designer. The Stage Manager will call for assistance from all available members for both of these activities.

The week before and the weekend of a bump-in, the current show has priority use rights of the Shed and all facilities.

SHOWTIME

Opening Night or Gala Night

Opening Night is the term used for senior productions where a function is held in the foyer of the theatre immediately after the finish of the opening night show. Finger food and a drink is provided to each volunteer person involved in the production.

Gala Night is the term used for a similar function for the junior productions. It is held in the foyer of the theatre after the first evening show of the run where finger food and a drink is provided to each volunteer person involved in the production.

The Committee normally has speeches and thanks the production team and all involved in the show for the effort that has been put into producing the show at this function.

Photos

GMS usually engages a contractor to take photos of the cast and orchestra for the program, and also with the crew as a record of the show. A copy is offered to members involved in the show to purchase. The purchase is usually organised by the Production Manager during the latter part of the rehearsals of the show. It should be noted that these photos are copyright and cannot be used for any purpose, including Facebook, without permission.

Presentation Night

It is usual that all shows conduct a presentation night towards the end of the run of the show. It is usually

conducted in the Mirror Room, and attended by the cast and crew of the show. The Production Manager is responsible for its organisation and catering. This evening provides an opportunity for GMS to show appreciation for the efforts of all involved and for the cast to show their appreciation for the support during the show.

Presentation Glasses and Gifts

As part of the presentation night, GMS provides a presentation glass for each member of the crew working backstage, the dressers, the caterers and the production team.

The members of the cast of a show may decide to take up a collection for the purchase of presentation gifts to members of the production team and crew if they wish.

Post Show

A debrief is to be held by the nominated Committee member and key production personnel at the end of each show season, with the results to be reported to the Committee.

OTHER PERFORMANCE OPPORTUNITIES

From time to time, other opportunities arise for members of GMS to perform at other venues. All requests for GMS members to perform on Australia Day (or any similar functions) are to be presented to the Committee with full information, before the event, for the Committee's consideration.

GMS COSTUMES

GMS Costumes has operated successfully since 1980 with approximately 10,000 costumes to choose from for hire. New costumes are continually being made for each new production and are added to the selection. The shop offers a wide variety of costumes for all occasions such as birthday parties, theme weddings, Halloween, formal wear, murder mystery parties, school formals and corporate functions.

GMS Costumes also caters to other musical societies and theatre groups, who are able to hire complete costumes for shows previously performed by GMS.

The shop is open Monday to Friday 9.00 am – 5.00 pm and Saturday 9.00 am – 1.00 pm.

It is located at 262 Henry Parry Drive, Wyoming 2250. Ph: (02) 4324 1305

Email: gosfordmusical@bigpond.com Web address: www.gmscostumes.com.au

All GMS members will receive a 10% discount on all costume hires. GMS Costumes is always looking for voluntary helpers who would like to come and help out in the shop, in wardrobe or helping to make the costumes.

MEMBERS' PRIVILEGES

As well as receiving discounts at the Laycock Street Bicentennial Community Theatre box office for GMS senior shows, members enjoy other discounts with our suppliers and related businesses.

PERSONAL DATA COLLECTION

GMS will only collect such personal information as is necessary for contact with members and to comply with legal requirements.

All information collected will only be used for official purposes and any details collected will only be disclosed to another member with the express permission of the member involved. Members wishing to share their contact details with other members do so at their own discretion.

Members will be required to complete a new application form each year so as to ensure that up to date information is held. This information will be held on a database maintained by the GMS Committee member responsible for membership.

Members auditioning for shows will be required to complete an audition form containing personal information. This information will be held by the Production Manager of the show and will only be used by the Director and audition panel during the audition for background information, and by the Production Manager for future contact with all the cast and crew during rehearsals and run of the show. The information will not be shared, and will be destroyed after the post show de-briefing. The Production Manager may also develop an e-mail list and a telephone list of the cast and crew to enable contact throughout the show period, which will be deleted and destroyed immediately after the post show de-briefing.

The Shed Manager will keep a register of members of the Tuesday and Thursday group working in the Shed on both set/props construction and sewing. The register will include basic contact information for each person plus details of a next of kin for contact in the event of an accident or emergency. This information will not be shared and will be destroyed upon the person no longer being active in the area.

Both the Choir and Minstrels maintain contact lists of their members that are maintained by the leaders of those groups in a similar manner to those of the shows and Shed.

E-COMMUNICATION AND SOCIAL MEDIA POLICY

Website

GMS maintains a website, <http://www.gosfordmusicalsociety.com.au>, which is used to promote the Society and provide information to the members and the public. The website is controlled and maintained by a member of the GMS Committee. The website is the principal means of communication with members and is the site where all major announcements, news and information is posted.

The website includes information on forthcoming shows and events, historical information on past shows and the Society, information on the various groups within GMS and the periodic newsletter. It will not contain any information promoting any activity conducted by others for commercial activities or financial gain.

A separate website is maintained by the GMS Costume Shop Manager for that commercial activity at <http://www.gmscostumes.com.au/catalog>.

E-mail

GMS will also use e-mails to contact individuals or groups of members. Official e-mails may be sent from members of the GMS Committee, chairs of Sub-Committees, leaders of groups and Production Managers. Group e-mails may be sent regarding a number of different matters such as shows or meetings, and where those e-mails are sent to more than one member they shall be sent as "BCC's" so as to protect the contact details of members other than the individual concerned being published to others.

In the case of all but GMS Committee communications, at the conclusion of a show or the completion of a particular Sub-Committee task the e-mail group will be deleted. E-mail in the name of GMS shall not contain any non "GMS material", any obscene material, offensive or defamatory material.

Facebook and Similar Social Media

GMS shall use available Facebook and other social media methods as are suitable for the Society's needs.

GMS will maintain an "official" GMS Facebook page. This page was originally set up by individual members but will now be under the control and management of a nominated GMS Committee member. This Committee nominee shall be responsible for accepting persons as "friends" and moderating the site.

Material posted to this site will be official GMS announcements, mirroring those on the website, including calls for auditions, official social activities, and other major announcements. It will be a virtual noticeboard for GMS.

Members may post material that is not obscene, defamatory or offensive that will be of interest to other members, however any commercial material will not be permitted.

It shall be the role of the nominated Committee member to remove any offensive or commercial material posted as soon as possible after it appears.

As well as the official GMS Facebook page, an individual page will be developed for each show in production. This site will be under the control and management of the show Production Manager. The name of these sites will begin with GMS, have the show name and the year of production. It will be used to initially announce the production team and show details, engender general interest in the show, then attract people to the audition process, announce the cast list, to keep the public interested in the show, announce ticket availability and comments on the success of the show.

Immediately after the post show de-briefing this site shall be removed from the Facebook system.

An additional Facebook page may also be developed to provide information to cast, crew and in the case of junior shows, the parents of those involved. This page will be controlled and managed by the Production Manager of each show. It will operate under the same conditions as the other two Facebook pages but will be a "Closed" page strictly for the cast, crew and in the case of junior shows the parents of the cast. The nominated Committee member shall also be permitted to be a "Friend". This page shall be titled GMS with the show name and "Cast and Crew". It will be used to convey information to those directly involved in the show.

In this group, anyone can post but it will only be viewed by other members of the group when the Production Manager approves the post. This site is used for social banter, as well as to communicate messages from the production team, cast and crew etc, pictures of sets for reference, video clips of rehearsals to help remember blocking, choreography, etc.

It will also be removed immediately after the post show de-briefing.

All members considering posting to any of the GMS Social Media sites should consider whether your grandmother would be offended, or whether you would show your school teacher or your boss. If you would not show the post to any of these people, then do not post. Do not post politically biased, racist, or sexual language or images at any time, or any commercial material.

COPYRIGHT POLICY

Copyright relates to anything recorded in a material form – books, journal articles, diagrams, photographs, sound recordings and videos – whether in "hard" copy (eg books, scripts, music) or digital form (eg on the internet).

Copyright law gives creators a range of exclusive rights that permit them to be rewarded for their creative effort. The law also ensures reasonable access by users by creating exceptions to the owners' exclusive rights. Some exceptions exist in the educational environment enabling the reproduction and distribution of certain copyright material.

GMS obtains the necessary rights and pays license fees in respect of all musical productions it stages. Only that music covered by such agreement may be performed on GMS premises and at production venues utilised by GMS.

WORKPLACE HEALTH AND SAFETY

GMS abides by the relevant State Workplace Health and Safety legislation to ensure the protection of the health, safety and welfare of all people involved in GMS activities. All GMS venues are “workplaces”.

All members and guests are required to take reasonable care for the health and safety of persons at the workplace who may be affected by their acts or omissions at work, and are also required to co-operate regarding compliance with any requirements that may be imposed upon GMS in the interests of health, safety and welfare.

No member or guest is to interfere with or misuse anything provided in the interests of health, safety and welfare or in pursuance of the legislation.

A Workplace Health and Safety Sub-Committee has been created by GMS specifically in regard to the GMS venues. The chair of that Sub-Committee is the Committee member responsible for the Shed.

It is imperative that appropriate footwear is worn in all GMS venues. This must be at least closed in shoes with solid soles. No bare feet are permitted at any time

All members are responsible for the cleanliness of the GMS premises. Food or drinks should not be taken into the Mirror Room.

EMERGENCY PROCEDURES

Throughout GMS venues fire extinguishers have been provided and a first aid kit is located near the kitchen area in the Shed. Signs have been erected throughout the premises that indicate the nearest exits and fire doors and the assembly point in the event of the need to evacuate the building. These should be read and understood by all attending the premises. In the event of an emergency the person responsible for the activity is responsible for managing any necessary evacuations. Should the need arise a telephone call should be made to 000 requesting the appropriate assistance.

It is important that in the event of an emergency all stay calm and move without haste. It is essential that all in the building be accounted for and are safely out of the building in the event of fire.

EDUCATION

The Committee has resolved to set aside \$2000 for educative courses/training and scholarships. Only financial members are eligible for funding.

Periodically, GMS organises various training and education activities such as drama classes, music reading classes and stagecraft classes. These classes are promoted through the GMS website as they are organised.

JUNIORS

Performers in GMS junior theatre productions must not have turned 19 years of age by the opening performance – with no exceptions.

The youngest acceptable age is 9 years of age, however if the show requires younger performers, their inclusion in the show shall be at the discretion of the Director.

In the interests of show organisation and the health and wellbeing of the performers, no juniors will generally be permitted to rehearse two GMS shows concurrently (one junior and one senior show).

No junior cast member is to be allowed to leave the premises (Shed/Mirror Room) once their parents/guardians have dropped them off. They may not go to any shop/food outlet including the service station and McDonalds.

Child Protection

The Society wishes to encourage the involvement of young people in the theatrical experience and the Society's activities. It is essential that young people are ensured a safe and secure environment in which to be involved in the Society's activities.

All members coming in contact with young people during the Society's activities are required to carry out the appropriate Child Protection registrations and lodge a copy of the registration with the show Production Manager or group or activity supervisor. The copy shall be kept on file at the Shed.

As a voluntary organisation responsible for the care and welfare of its members, Gosford Musical Society has a charter to protect the young people in its care from sexual, physical and emotional abuse and neglect, and from improper conduct of a sexual nature.

As a voluntary organisation providing the opportunity to take part in amateur musical theatre productions, Gosford Musical Society has a responsibility to advise all members, parents and caregivers of its awareness and implementation of Child Protection legislation.

Gosford Musical Society has a responsibility to ensure that child abusers are not engaged, employed or do not continue to be employed when discovered.

Gosford Musical Society provides training for all members who undertake production roles and Committee members in the identification of suspected child abuse and application of appropriate notification procedures. All personnel working with children must undergo a "Working With Children" check.

In the course of their engagement, Gosford Musical Society volunteers have a duty to take reasonable care to protect children and young people against risks of harm which should have been foreseen. Volunteers are expected to:

- Plan for a safe environment in all relevant activities conducted, taking into account gender, age, maturity and cultural factors.
- Assess the levels of risk of harm of specific activities and develop and implement strategies to minimise risk.
- Support children and young people in ways that are responsible to their needs and are appropriate to their roles.
- Be aware of the indicators of abuse and neglect in children and young people.
- Report concerns about risk of harm.
- Restrict the sharing of information to circumstances where it is absolutely necessary for professional reasons, bearing in mind the child's or young person's right to privacy.
- Remain aware of Gosford Musical Society policy and participate in relevant training and development.
- Follow Gosford Musical Society guidelines in the provision and exchange of relevant information to progress investigations, assessments and case management as permitted by law.

Our Child Protection Policy and Child Protection Procedures have been established to assist in meeting our commitment and obligations to protect children and young people during their involvement with GMS.

Legislation places a number of responsibilities upon us. GMS has management responsibilities in relation to investigation and reporting incidents considered to indicate a significant risk of harm to children and allegations against members and employees. GMS's Child Protection procedures should be consulted for guidance on implementing these responsibilities.

While other members within GMS may not have direct contact with children or young people at work in normal circumstances, they are expected to be aware of the Child Protection Policy and observe the Code of Conduct and principles for child protection should it be necessary.

Purpose

This policy is designed to:

- Ensure that GMS meets its responsibilities for the safety, welfare and well-being of children and young people.
- Guide all members in appropriate conduct for contact with children and young people in the workplace.
- Ensure that recruitment procedures and disciplinary procedures are compliant with the requirements under the NSW Children and Young Persons (Care and Protection) Act 1998, NSW Commission for Children and Young People Act 1998 and NSW Ombudsman Act 1974.
- Provide clarity for relevant members around their legal responsibilities as mandatory reporters of harm to children and young people under section 27 of the Children and Young Persons (Care and Protection) Act 1998.
- Specify procedures applied in the event a member is the subject of a reportable allegation.

Scope

- This policy applies to all permanent, temporary and casual employees, contractors, artists and members associated with GMS.
- This policy complies with NSW Government legislation, policies and guidelines for Child Protection.

Adherence to this policy is a requirement for all members of GMS under the Code of Conduct policy.

Policy

GMS is committed to promoting the safety, welfare and well-being of children and young people to whom the organisation provides a service or with whom the organisation has contact. The safety, welfare and well-being of the child or young person is the paramount consideration in service delivery to any members or patrons under 18 years.

All members are required to provide services and conduct duties in a manner that respects the right of all children to safety and protection from all forms of abuse and neglect. Unless there are reasonable practical obstacles to doing so, members having direct contact with a child or young person should ensure that either another GMS member or other responsible adult (eg parent, carer or teacher) is present at all times.

Selection processes for all child-related positions will be managed in accordance with the law.

Specific positions in the Society, who may have direct and unsupervised access to children will be subject to employment screening processes prior to engagement in those positions.

Risk of significant harm to children will be reported in accordance with the law. Section 27 of the Children and Young Persons (Care and Protection) Act 1998 requires all members to report to the GMS Committee if they suspect that a child is at risk of significant harm.

In addition, members who, in the course of their duties, observe or receive information that leads them to form the belief that a child or young person is at risk of significant harm, are required to report the matter to the Committee.

Allegations of convictions of reportable conduct made against employees or members will be reported and responded to in accordance with the law.

Records kept in relation to child protection matters will be maintained in separate secure storage. Access to such records will be strictly limited and controlled, and confidentiality of parties involved will be maintained.

GMS will comply with the Children and Young Persons (Care and Protection) Act 1998 and Children and Young Persons (Care and Protection) (Child Employment) Regulation 2010 for the engagement of children for events, photography or other entertainment.

The NSW Children's Guardian is to be notified of any employment of children under the age of 15 years prior to employment. It is the responsibility of GMS to ensure the appropriate notification is provided in a timely manner.

For further, more detailed information and current requirements reference should be made to:

Child Protection (Working With Children) Act 2012

Child Protection (Working With Children) Regulation 2013

Children and Young Persons (Care and Protection) Act 1998

Children and Young Persons (Care and Protection) (Child Employment) Regulation 2010 including Schedule 1 – Code of Practice

Commission for Children and Young People Act 1998

FURTHER INFORMATION

For information, members are encouraged to keep up to date with information through our website <http://www.gosfordmusicalsociety.com.au> and through the Gosford Musical Society Facebook page. A regular newsletter is also available for members with the latest information on GMS activities.

All members of the management Committee are available to discuss GMS matters or provide further information to all members.

The manager of the GMS Costume Shop is also available to assist with further information.

Shed telephone – (02) 4323 2300

GMS Costumes telephone – (02) 4324 1305

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