

YOUNG NOMADS INFORMATION AND RULES

Membership

Young Nomads forms part of the Nomads Society, charity and limited company. Young Nomads members are aged 10-16 and consists of those who have paid their subs. The annual subscription may be revised from time to time by the Board of Directors but must be approved by the membership at an AGM. Although members must be aged 18 to vote at an AGM, parents of Young Nomads are invited to attend an AGM and may be eligible to vote on their children's behalf. Membership may be terminated if any sum due from the member to the Charity is not paid in full within two months of it falling due. Persons over the age of 16 but under the age of 18 years, and who satisfy the entry criteria, may become youth members of the adult society (NOMADS). As a charity we do not offer refunds however bursaries are available upon request for Young Nomads memberships.

AGM

Our Annual General Meeting is usually held in the autumn and all members, associate members and parents of Young Nomads are encouraged to attend so that they may contribute their views, although only paid members can vote on resolutions. The AGM is not always the best opportunity to raise minor concerns or queries. Any of these can be addressed at any time to the relevant post holder or a member of the Board, if members are not sure who to contact, queries can be sent to info@newmarketkingstheatre.com

Nomads' President

The honorary post of President of the Society shall be filled by a person who has given exceptional service or long service to and/or will enhance the reputation of the Society. It shall be filled on the nomination and recommendation of the Board and voted upon by Members at an Annual General Meeting and stands until that person no longer wishes to continue in the role or becomes deceased.

Nomads Season/Productions

The Artistic Forum meet regularly to read/review shows and propose a season (including Young Nomads productions) to the Board for final approval. The Board shall determine the dates of productions and aim to set the season a year in advance. The season runs from January to December. Young Nomads can put forward their ideas of shows they wish to do to the Artistic Forum at any time at info@newmarketkingstheatre.com

Membership Tasks

Our theatre will only succeed with help from volunteers and its members and their parents. Given that we do at least 6 shows a year with at least 5 performances i.e. 30 occasions to fill 15 roles for each show night, we need to find over 450 people per year in a non-performing capacity. All help is gratefully received, so if you think you can help us please contact info@newmarketkingstheatre.com, parents are always welcome and full training can be given. Young Nomads also help out and are trained to sell sweets, ice creams and programmes during performances. They will always work in pairs and the Front of House Manager takes full responsibility for them whilst they are selling.

Housekeeping

ALL members are requested to co-operate in keeping the theatre tidy and to clean up after using any equipment in any of the areas at all times. All areas should be cleared and left tidy after all rehearsals and meetings. After show clear ups happen on the last night of a show and everything is to be cleared away, this includes props, sets, technical equipment and where possible costumes (once washed). Backstage areas are cleaned and bins emptied by all cast and crew. Young Nomads help under adult supervision.

Official Documents

Members who would like to read any of the Society's formal documents can do so by going to our website www.newmarketkingstheatre.com and looking at the 'members section'. Documents include our Memorandum and Articles of Association, Child Protection Policy, Finance Policy, Health & Safety Policy, Audition Policy, Organisation Chart and many more.

Performances

During performances the stage/foyer door and main FOH doors must never be used. All cast, FOH staff and Crew are expected to be at the theatre at least 45 minutes before a performance starts, Chaperones are required an hour before. If there is a lot of hair/make-up to be done cast members may be called earlier. When called for warm-ups ALL cast must attend unless they are having their hair/make-up done.



Newmarket Kings Theatre

Refreshments

Tea/Coffee is available in the FOH kitchen for 20p a cup during rehearsals, the money pot is next to the tea/coffee etc. Parents are welcome to have a tea/coffee whilst they wait for their children. Young Nomads are usually not allowed to use the kitchen unless collecting crockery/cutlery. We do provide breaks with water but we do not expect Young Nomads to eat sweets/food unless on their break. Chewing gum is banned from the theatre building. We also have a bar but do not provide tabs or credit and as a charity cannot provide discounts. No drinks are allowed backstage or in the dressing rooms unless they are in plastic containers with lids. We do allow alcohol during performances in the auditorium but only in plastic containers. No alcohol is allowed backstage during performances.

Auditions

Unless we have limited places in Young Nomads we no longer do our annual audition for new members. We tend to accept new members at the beginning of each term then review our numbers at half term. Priority is given to members of Kings Kids once they are old enough to move up from Young Nomads. When shows are being auditioned only members may audition for parts in a production. If a Young Nomad is not available for the pre-production week (week before the show) and every performance of the show they will not be cast as a principle but can take part as a member of the chorus.

Attendance

We do have a restriction on numbers for each of our groups so its important children attend as many sessions as possible. If Young Nomads continually miss the sessions we may have to speak to parents about giving their place up to someone else. Punctual attendance at rehearsals/performances when required is essential. Rehearsals should not be missed unless absolutely unavoidable and usually occur during the normal Friday sessions, however extra rehearsals are often required either during the week or at a week-end for some shows. Apologies should be given to the Director in advance. It is also important to inform a Youth Leader if a Young Nomad cannot attend the Friday night session. NB all our leaders are volunteers, they give up their Friday evenings without being reimbursed so if they are not needed we do like to let them know with as much notice as possible.

Health and Safety

All members are responsible for complying with Nomads Health & Safety Policy and procedures. Smoking is not permitted anywhere in the building or the grounds, this includes the use of e-cigarettes. The Stage Manager will call the cast/crew backstage should we need an evacuation and also inform the FOH Duty Manager who will inform the FOH staff. They will do so by calling out 'Bakers Dozen'. All staff/crew will be given training on our evacuation procedures but should always follow the directions of the Stage Manager. The Stage Manager will also carry out a risk assessment for each show, whilst the Building Manager carries out weekly checks of the building. Young Nomads take part in a fire evacuation before each show so they are aware of where to go and what to do.

Stage Manager

The Stage Manager is ultimately in charge of a show and the building during a performance, i.e. the Director will hand over once we get past the opening night. The Stage Manager will give notes and ensure the FOH Duty Manager is given clearance. They will also ensure the building is clear and unlock and lock up themselves or nominate another person. Only fully trained members can become Stage Managers.

Directors

The Director is in charge of a show until we reach a performance, i.e. the Director will hand over once we get passed the opening night. Anyone can put themselves forward to direct a show however Nomads will only use experienced Directors to direct shows on their own. Training can be given and is explained in the Director's Selection Policy.

Car Parking

Members are permitted to use the Theatre car park and this includes the parents of Young Nomads, but you are reminded to park considerately – inside the marked bays only and without leaving an empty space in front of their parked car, especially if there is an event on at the theatre. Non-members and friends/family of members are not permitted to use the car park unless they are coming to see a performance or picking a child up. A parking permit system is now in operation at the theatre. Please contact cat@newmarketkingstheatre.com should you wish to have one, NB these are only issued if subs have been paid in full.



Cameras/Phones & Other Devices

We have a strict policy on no phones or other devices being on during rehearsals and performances, all devices are banned in the wings. During performances the chaperones do collect children's phones and they are returned during the interval and at the end of shows. The taking of photos in the wings is not allowed, on rare occasions it may take place by one of our marketing team for promotional purposes only. We also urge members to take care when taking photos in the dressing rooms, people may be changing and this is particularly important during youth productions. With regards to procedures of taking photos or videos of Young Nomads, Kings Kids and youth workshops/summer school, all parents sign an agreement on their data collection form which confirms they are happy for us to take photos and videos as well as publish it on multiple medias; including print, digital, online and social media. Any parent who asks for this not to happen would be red flagged amongst any adult who may be taking photos for promotional purposes to ensure they were not photographed or filmed. If a member (youth or adult) does not give consent to feature in photos, we would ask that they are proactive in ensuring they do not appear in a photograph being taken whilst we ensure their image is not published. Further details can be found in our Privacy Policy.

Child Protection

When working with children, the society ensures that those adults have a DBS check, many are also licensed chaperones. Anyone who is not DBS checked (this could include guests etc.) would never be left on their own with children. Chaperones will be in each dressing room during a production and they can over-rule Directors/Stage Managers if they have a child welfare concern. Where ever possible, children will be given their own changing areas, separate from adults. We also ask members to watch out for people walking through to the stage when young casts are changing. We have a Child Protection Officer who can be contacted with issues or concerns if you have safe guarding concerns at the following email andy@nomadskingstheatre.com, notification slips are also available on the back stage noticeboard and can be placed in Andy McGowan's tray in the workshop.

Behaviour

We expect all Young Nomads to behave at all times in an acceptable and respectful manner toward all the Youth Leaders and theatre staff whether that be back stage or front of house, this includes all the theatres equipment and the building in general. Failure to do so may involve the Youth Director meeting with parents to discuss behavioural issues. We do operate yellow and red card system for breaches of the Young Nomads rules. The 1st warning is verbal, the 2nd warning is the issue of a yellow card, the 3rd and final warning is a red card, any occurrences after this will involve the instant withdrawal of membership. Bullying is not tolerated at any time and this includes the use of social media of other Young Nomads outside of rehearsals or youth sessions.

Uniform

We don't have a uniform for Young Nomads but we do ask parents to purchase a Young Nomads t-shirt so when we do certain events publicly Young Nomads look smart and all the same. Young Nomads are also expected to wear the relevant footwear when performing on the stage, jazz shoes for boys and character shoes or jazz shoes for girls. These can be purchased via Nomads at a discounted price. Nomads also offer branded water bottles and rehearsal bags which are optional. All items are named by the printers (with the exception of shoes).

Dressing Rooms

There should be no sitting on the balustrade/top of the seat panel opposite the TV monitors or standing on any of the seating. Cast are expected to be as quiet as possible in the dressing rooms and there should be no talking when leaving the stage until everyone is back in the dressing rooms and the doors leading from the wings are closed. If cast have radio mics, they are warned not to talk until they get back into the dressing rooms as the sound technician needs time to switch the relevant mics off. All costumes should be looked after at all times, everything should be hung up ready for the next show before anyone goes home. No-one is allowed front of house in costume before or after the show or during the interval unless they have been asked to, nor are they allowed outside or to go home in costume. Wherever possible we ask cast to avoid eating in costume however we are aware this can be difficult in between matinee and evening performances. In this instance cast are asked to cover their costumes or change whilst eating. Mics must be taken back at the end of the night and so must props. They should not have props in the dressing rooms, they must be collected on the way to the stage.

Cast must not go into the wings too early as it's too noisy and very crowded and the crew need room to do scene changes. Unless they are going onto the stage, no more than two children should go through to the workshop/toilet/kitchen area at any time. No visitors are allowed back stage and this includes members of the society AND parents. This is due to the fact that we have back stage restrictions on numbers, we also have to adhere to strict rules when working with children.

Nomads Code of Conduct

Nomads seeks to provide a theatre club which will educate and train children in all aspects of performing on stage and do so in a safe but fun environment. Although not a school we aim for high standards and professionalism at all times. We will provide and maintain a safe and friendly environment where all members can rehearse and perform amateur theatre without fear of harm, including children aged 4 to 18 years of age. Nomads will;

- Provide details of the code of conduct to all children and young people in our care and their parent/carers.
- Endeavour to create a safe & friendly environment for children/young people.
- Ensure that other members such as tutors, stage manager, the artistic director, director of production and committee members are familiar with work place health & safety requirements and conduct inductions with all children and young people in our care as well as carers.
- Ensure young children feel comfortable during black-outs and be aware of the space so they can safely get on to and off the stage. Adults will supervise in the wings at all times and risk assessments are to be carried out for every show.
- Be aware about any special needs or medication required by young people in our care
- Follow specifications for minimum adult/child ratios for activities.
- Be vigilant about the constant supervision of children and young people when on our premises. Children and young people will not to be permitted to be alone on site, or work outside the premises without supervision.
- Communicate directly with parents/carers in the event of a breach of this policy.
- Senior members will only work with children and young people in groups, and never in one-on-one situations or in isolation.
- Single-sex dressing room facilities providing adequate privacy will be provided at the time of rehearsal and performance.
- In order to safeguard the children it is necessary for all children to be able to go to the toilet independantly
- Communication via mobile phones between young people, and between senior members and young people, should be restricted to legitimate theatre business only.
- Smoking is not permitted anywhere within the theatre building. (when smoking is required on stage during performance – due diligence and common sense will prevail and if possible, electronic cigarettes will be used). Smoking is only permitted in the front courtyard with rubbish receptacles provided.

Youth Director;

Chairman;

Date;

Date;