



## **NOMADS INFORMATION AND RULES FOR MEMBERS**

### **Membership**

The Society consists of members who have paid their subs, and may also include honorary life members (persons that have rendered special services to the Society) who do not pay. These are known as Life Members who must be put forward at the AGM and approved by the Membership. Full members are those aged 18 upwards. Every full member over the age of 18 years shall have one vote. 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. 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 under the age of 18 years, and who satisfy the entry criteria, may become youth members of the Society. These members between the ages of 16 and 18 (who are not Young NOMADS) will be called youth members of NOMADS and shall pay the applicable student rate of membership. Young NOMADS and youth members may, at the age of 16, audition for NOMADS productions. They will not be able to vote or to serve as a Trustee until attaining the age of 18, when they become a full member.

### **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@NOMADSkintheatre.com](mailto:info@NOMADSkintheatre.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.

### **NOMADS Season/Productions**

The Artistic Forum meet regularly to read/review shows and propose a season (including reviewing youth 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 NOMADS season runs from January to December.

### **Membership Tasks**

Our theatre will only succeed if all members play their part. Members are expected to undertake at least four non-performing activities during each season (per year). It is hoped that members will support all productions either by appearing in it or undertaking a front of house (FOH) or backstage task or by attending as a member of the audience. 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.

### **Housekeeping**

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 to be cleaned and bins emptied by all cast and crew.

### **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. FOH crockery is not be used during rehearsals. We also have a bar which members can use after rehearsals or other tasks. We 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.



### **Official Documents**

Members who would like to read any of the Society's formal documents can do so by contacting the Company Secretary. Documents include our Memorandum and Articles of Association, Child Protection Policy, Finance Policy, H&S Policy, Audition Policy, our Organisation Chart and many more.

### **Auditions**

Non-members may audition for parts in a production before becoming a member. A prospective member must complete an application form and pay subs by the end of February or, if joining after February, within 30 days of joining a production. All forms/subs payments must be submitted to the Membership Secretary.

### **Attendance**

Punctual attendance at rehearsals/performances when required is essential. Rehearsals should not be missed unless absolutely unavoidable. Apologies should be given to the Director in advance.

### **Performances**

During performances the stage/foyer door and main FOH doors must never be used. 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. When called for warm-ups ALL cast must attend unless they are having their hair/make-up done.

### **Key Holders**

Keys to the building are limited to those individuals who require them for the society to function. Should you require a set of keys please contact the Chairman. Any lost keys must be reported immediately to the Chairman or Building Manager.

### **Health And Safety**

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.

### **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 passed 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, but are reminded to park considerably – 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.



### **Cameras/Phones & Other Devices**

We have a strict policy on no phones or other devices being on during rehearsals and a performance and all devices are banned in the wings. 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 workshops, all parents sign an agreement on their data collection form which confirms they are happy for us to take photo and video 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 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. Wherever 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 safeguarding concerns, notification slips are available on the backstage noticeboard.

### **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 until everyone is back in the dressing rooms and the doors leading from the wings are closed. If cast have a radio mic, 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 costumes 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 because some shows we have back stage restrictions on numbers, we also have to adhere to strict rules when working with children.