



ROCKDALE MUSICAL SOCIETY

Handbook

Rockdale Musical Society

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Purpose

This Handbook has been developed by Rockdale 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 the members. They outline the legal aspects of the operation of the society and provide direction on the conduct of affairs of the society. The committee has adopted a number of policies and procedures that provide guidance. Those policies and procedures have been incorporated into this handbook to provide a guide to all members. All members are to ensure they act in accordance with those policies and procedures in a matter relating to the operation of the society.

Rockdale Musical Society (RMS)

The association is known as “Rockdale Musical Society Incorporated” and the name is frequently abbreviated to “RMS”. RMS performs two productions a year at the Rockdale Town Hall decided on by the management committee. This management committee is managed by 10 people which include:

- 1 x President
- 1 x Vice President
- 1 x Treasurer
- 1 x Secretary
- 1 x Asset & Hire Coordinator
- 5 x General Members in various roles

The Society prides itself on ensuring that the theatre experience of all its patrons is exceptional and hugely entertaining.

Rockdale Musical Society is always on the lookout for performers, production teams, backstage crew, front of house, and even costuming and set experts.

History

Rockdale Musical Society has a very long and consistent history with the people of Rockdale and surrounding areas. RMS is Australia's oldest continually running Musical Society, having been established in 1939 after a meeting by residents of Rockdale at the local Town Hall. After three outstanding performances at the Kogarah Masonic Hall, of the relatively unknown and ambitious "Sunny" in October 1939, the public immediately hailed the show and the society a huge success. This was immediately followed up by the hilarious and highly successful “Turned Up”.

Rockdale Musical Society has grown to become one of the most respected names in local amateur theatre. To this day RMS continues with firsts, performing premieres such as Jekyll & Hyde, Cats, The Producers, The Wedding Singer, Miss Saigon, Dirty Rotten Scoundrels and Hairspray.

Purpose

This policy is designed to:

1. Ensure that Rockdale Musical Society meets its responsibilities for the safety, welfare and well-being of children and young people.
2. Guide all members in appropriate conduct for contact with children and young people in the workplace.

3. Ensure that recruitment procedures and disciplinary procedures are compliant with the requirements under the NSW Children and Young Persons (Care and Protection) Act, NSW Commission for Children and Young People Act and NSW Ombudsman Act.
4. Provide clarity for members around legal responsibilities as mandatory reporters of harm to children and young people under section 27 of the Children and Young People Act.
5. Specify procedures applied in the event a member is the subject of a reportable allegation.

This policy applies to all permanent, temporary and casual employees, contractors, artists and members of Rockdale Musical Society. This policy complies with NSW government legislation, policies and guidelines for child protection. Adherence to this policy is a requirement for all members of RMS under the Code of Conduct Policy.

Policy

RMS 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 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 of 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 RMS member or other responsible adult 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 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.

The NSW Children's Guardian is to be notified of any employment of children under the age of 18 years prior to employment. It is the responsibility of RMS to ensure the appropriate notification is provided in a timely manner.

Members Involvement

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

- ON STAGE- Actors, singers, dancers and musicians.
- BACKSTAGE- Directors, assistant directors, production managers, stage managers, choreographers, set designers, wig/make up designers, costume designers and stage crew.
- FRONT OF HOUSE- Front of house manager, kiosk, bar staff, ushers, programme and raffle coordinators and front of house decorators.

There are many more roles available depending on show at the time.

Our Society's Objectives

The objectives 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 the 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 5 years to 100 years of age in a safe and acceptable environment conducted in accordance with the current Child Protection Legislation.
4. 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 under the ACT should be read and understood by all members and is readably available by request from the society's secretary.

Policies 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 for all members. All members are to ensure they act in accordance with those policies and procedures in all matters relating to the operations of the society.

These policies and procedures can also be found on our website at www.rockdalemusicalsociety.com.

Overreaching Government Legislations

There is range of federal and state legislations that the society must operate within. These legislations include, but not limited to:

- Anti-Discrimination Act
- Child Protection Act
- Copyright Act
- Disability Discrimination Act
- Occupation Health and Safety Act
- Sex Discrimination Act

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, prior to being cast in a show. The completed form must be submitted to a committee member, together with the necessary fees. The membership year commences 1st January and concludes 31st December each year. All persons participating in any show must be a member of the society. New membership forms must be lodged each year.

Rockdale Musical Society has a membership fee that is set at the Annual General Meeting each year. This is a yearly fee which is due when you join your first production of the year. It is valid from 1st January until the 31st December. If a production falls after the 31st December of the year you hold a membership, your membership is still valid until the end of the performance run.

The membership fee goes towards administration fees for the society.

Show Levy

A show levy is charged to cast and crew for each show you participate in. This levy goes towards administration fees of the current production.

Reimbursement of Expenses

Rockdale Musical Society will reimburse authorised members of cast and crew for preapproved expenses properly incurred during their duties. These duties include, but not limited to;

- Material purchase for costume
- Properties and set production
- Catering.

Reimbursement will be subject to members providing receipts or other evidence of payment and of the purpose of each expense, in a form supplied to Rockdale Musical Society.

Rehearsal Days

Attendance sign in sheets will be at the door of the rehearsal and performance venue. Please sign in when you arrive so that in the event of an emergency all members can be accounted for.

Rockdale Musical Society shares the Syd Frost Memorial Hall, Ramsgate with other groups in the area. As such, the dates and times when we rehearse is reasonably set but can change at short notice. Our rehearsal nights are usually Mondays and Wednesdays. We do generally schedule a weekend rehearsal on a Sunday but that is subject to change depending on availability and/or the current show.

Additional Hours

Sometimes a full weekend rehearsal is needed for production purposes. These are scheduled at the start of the rehearsal period. They are compulsory however some leniency can be applied in extenuating circumstances.

Rehearsal Lateness

Any absence or late arrival due to illness, injury or any other reason, and the expected duration of leave must be personally reported to the Director, President or delegated other as soon as practicable (and prior to your normal rehearsal starting time wherever possible).

If you are unable to do this personally, you are requested to ask someone to telephone on your behalf. It is essential that you are ready to commence rehearsal at your normal commencement time as other members of cast depend upon you and your contribution. This means that an early arrival of 15 minutes is recommended so that rehearsal can start on time.

Absenteeism

If a member is constantly missing from rehearsal, this puts the production team and fellow members at a great disadvantage. It also puts the member under a great disadvantage because they have possibly missed large sections for which it is extremely hard to catch up on. It is up to the discretion of the Director and production team to reduce your stage time or in serious cases to remove the member from the cast entirely.

The Committee

President

The President Presides over all monthly and/or special committee meetings.

The President is the public face of RMS 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 unavailable to attend an important function.

The Presidents vote in decision making carries the same weight as any other member. The president may not veto decisions carried by the board.

Secretary

The secretary is responsible for keeping the minutes of all meetings of the committee and preparing correspondence arising from those meetings. Acting as public officer of the society and submitting the necessary annual returns to the office of fair trading and acting as primary contact for the society.

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 the report to the societies agreed auditor each year and presenting those audited accounts to the AGM for the members consideration.

Meetings

The committee meets monthly in a closed meeting. The committee members report upon the activities they are responsible for. Decisions are made by the committee for the direction to be taken in all areas of operation of the society.

Members may request to attend the meetings to address the committee on any matter.

Code of Conduct

Purpose

Our members have a responsibility to 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 dealings with fellow members and members of the community.

The Code provides a general framework of principles to be adopted by members with the 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 meet under the code exist alongside the standards of behaviour and performance required of members. The RMS committee may alter the code at any time. Members must observe the code as amended from time to time.

General Principles

All members have a responsibility to:

- Respect and uphold the good name of Rockdale 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

All members are expected to observe the following:

- Be Familiar with and observe the objects, regulations, rules, policy, procedures of the society.

- Not engage in scandalous behaviour.
- Comply with any lawful and reasonable direction given by RMS 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 RMS facilities, resources, and information in a proper manner.
- Maintain and observe all safety and health procedures.
- Members must not do any act or omission which may cause injury or harm to any other person.

Discrimination

RMS complies with all appropriate state and federal legislations in regard to any discrimination.

Annual General Meetings

Annual General meetings (AGM) of the society are usually held in the November of each year.

At the September meeting the committee will discuss the content of the AGM.

It is the job of the secretary only to send out reminders to all members relating to the AGM. Prior to the AGM an independent person will be selected as the returning officer. Only financial members are entitled to vote.

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 will be open and read by the returning officer and the secretary.

Attendance Rolls

Attendance rolls shall be maintained for all RMS activities. These rolls provide legal records of the attendance of each person at an RMS premises and their departure. It is the responsibility of each member attending any RMS function on RMS premises that their name is recorded on the attendance roll as being present and marked again on their departure.

Show Protocol

Show Selection Process

Over the years there has been various ways that future musicals have been selected. These are:

- A member hoping to direct one of their favourite shows would nominate the show.
- The full committee would suggest and discuss the years program at a committee meeting.
- Members might submit lists of musicals to the committee or the secretary for consideration.
- A "Blockbuster" became available and the production company holding the rights would contact RMS.

Director Selection Process

After the show selection process, prospective directors are invited to submit an application to the committee for the show they wish to direct. The committee will advertise on the society's Facebook page for interested directors and name the chosen show. Anyone interested in directing applies to the secretary for consideration. The committee discuss potential applicants and appoints a successful director.

Production Team Process

Nominations for available positions are advertised on RMS Facebook page where interested parties apply to the secretary.

The committee discuss interested parties and appoint all successful applicants including a Musical director, Chorographer and where applicable, assistant production team roles.

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

Stage Manager and Crew Process

The Stage Manager is appointed by the director upon discussion with the committee first. If a director cannot acquire a stage manager, the committee will arrange one instead.

Experienced production crew are invited to apply for available positions.

Auditions

The Audition panel will consist of:

- The production team: director, musical director and choreographer.
- A committee representative.
- An external non-member of the society.

Calls for auditions will be posted on the RMS website and Facebook Page.

Rehearsal Etiquette/Protocol

Vocal warmups are to commence at 7.15pm with rehearsals to commence at 7.30pm sharp. If a cast member is unable to attend a rehearsal, they must advise a member of the production team or delegated other. If a cast member is unable to attend a rehearsal it is up to them to get together with another cast member and catch up on what has been missed. This way the choreographer and musical director will not have to go over ground already covered. In times of coughs and colds all members should be sure to maintain a healthy regime of personal care:

- Cover your mouth when you cough or sneeze.
- When using tissues dispose of them in an appropriate manner in garbage bags provided.
- Wash and sanitise your hands.

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

When principles are working at blocking scenes the remainder of cast should keep conversation to an absolute minimum or leave the room if necessary. It is a matter of courtesy to allow whoever is acting their role to do so uninterrupted.

When cast are receiving instructions, always pay attention. Instructions are given so cast know what to do. If all cast know what to do it will save confusion during rehearsals.

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

When a cast member 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 at once and come up with the correct response.

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

Should any member of the cast suffer an injury during the rehearsal or run of the show they should advise the director, stage manager or committee member and an injury report sheet should be filled out to report the incident.

Inappropriate behaviour or foul language will not be tolerated by Rockdale Musical Society.

The stage manager will control all operational aspects of the production once the show enters Rockdale Town Hall. If there is an issue or a member of the company cannot make a call time or sound check, they should contact the stage manager.

If a cast member has any issues or concerns either in the rehearsals or during the show from a music, blocking or choreography point of view they should speak to the individual person concerned. If the cast member is unsure who to speak to please start with the director.

All the company is requested not to bring family members or friends to rehearsals, backstage or in dressing rooms. They will immediately be asked to leave the premises. The only exception is if you have sought prior permission from the director or production team.

Do not leave rubbish around the hall for others to pick up. All cans and recyclables to go into the recycle bins and all other rubbish into the garbage bags provided.

Chairs must be always kept neat and must be stacked neatly at the end of each rehearsal and tables placed back into storage.

Toilet Facilities

The toilet facilities for the Syd Frost Memorial Hall (rehearsal venue) are located inside the hall.

The toilet facilities at the Rockdale Town Hall (performance venue) are present in the dressing rooms or further toilets are located in the foyer. All children under 18 years of age must be accompanied if a foyer toilet should need to be used before or after a show.

Theatre Etiquette /Protocol

The following is standard theatre protocol. RMS hires Rockdale Town Hall from Bayside council. Any damage done to the theatre is our responsibility to repair as a hirer. RMS has decided to pass this information on to all performers to ensure they are aware of the expectations that RMS have of you during an RMS production. Any member unsure of the meaning of any part of the following should speak to a production team member. All cast, crew, orchestra, catering, and production crews must observe all workplace health and safety requirements in all areas of the theatre.

- Do not invite any family members or friends backstage. Any person not directly involved in the RMS production who is found in the backstage area or dressing rooms will be asked to leave immediately.
- Once you are in costume you are not permitted in the foyer or theatre unless it is part of the pre-show presentation.

- Be dressed well before you are due on stage.
- When standing side stage do not applaud, whistle, or call out as this will distract the performers and the noise travels out into the audience.
- If you need assistance in any way ask a crew member.
- Make up should only be used in the dressing rooms – do not use the theatres toilets for this purpose.
- No alcohol is permitted in the dressing rooms.
- Smoking is not permitted in any area of the theatre.
- When crew are moving items please give them space, they need to move quickly to ensure smooth running of the show.
- No responsibility is taken by RMS or the Town Hall for any valuables or property stolen. Please don't take valuables into dressing rooms with you.
- All cast members need to be in attendance one hour before commencement of the show.
- Anyone requiring a body mic will need to be in attendance 1.5 hours before a show and report backstage for equipment to be fitted and tested in time.
- Please always keep the kitchen area clean. You should be mindful that these are public areas, and you should be respectful to others by always cleaning up after yourself. If you use dishes, then wash them immediately after use.
- Tea and coffee facilities, drinks and chocolates on sale must be paid for before you consume them.
- Common sense should prevail, and all cast members, orchestra, backstage crew and front of house crew should respect all others in the show at all times.

Society Property

It is up to individual members of the society to take care of all items and property that have been assigned to them. This could include tools in construction, set pieces in rehearsals, props and costumes while in performance.

A member is not allowed to change, modify, substitute, or destroy without the express permission of the director, production team or committee.

An example of this would be if someone did not like or were unhappy with an assigned costume. The costume department head is to be directly consulted on your objections or worries. Members are not allowed to take matters into their own hands and alter a costume unless permission has been sought.

Orchestra

The orchestra operates under the control and management of the music director (MD). Size instrumentation and structure of the orchestra are determined by the MD according to and what is stipulated in the musical score and suit production.

Placement of the orchestra within the orchestra pit is determined by the MD and director. The MD will have full and detailed knowledge of the score both vocal and orchestral, and the orchestra will be provided with scores 6-8 weeks prior to production week.

The MD will put together the rehearsal schedule and advise all members of the orchestra of dates and times. All members of the orchestra are required to attend all rehearsals called by the MD. Where possible the musicians should arrange their own cover in the event of dates, they are unavailable for. Sitzprobe and production week rehearsals are mandatory.

The orchestra are required to attend for sound checks prior to the commencement of all shows. The orchestra will be required to dress appropriately at all times, (full black attire unless otherwise advised).

Orchestra are requested to work with a workplace health and safety ethos and to comply with any requirements which may be made by director, stage manager or MD.

Show time

Bump In/Out

The stage manager is responsible for the bump in and bump out process in cooperation with the set designer. The stage manager will call for assistance with both these activities. All cast are expected to help with both these activities in some form.

Opening Night

Opening night is the term used for the first show of the production where a function is held in the foyer of the Town Hall immediately after the opening show. Finger food and drink is provided to each person involved in the production.

Programs

The show program is produced under the coordination of the production manager. Sufficient copies are printed, and a committee member nominated to coordinate a roster to sell the programmes in the foyer one hour before each show and at interval. Sometimes it will be necessary for those volunteers to be in costume.

A program is provided at no cost to each member named as participating in each show, at the conclusion of the show. It is the members responsibility to take care of the program, as any further programs requested will need to be purchased at your cost.

Photos

RMS usually engages a contractor to take photos of the cast and orchestra for the program and also with the crew for a record of the show. A head shot of the production team and each cast member will be taken to display in the foyer of the Town Hall. The photographer will attend dress rehearsals and take photos of the show to put in the program. These photos may be offered to the cast to purchase if interested. It should be noted these photos are copyright and cannot be used for any purpose including social media without permission.

Presentation Night

It is usual that all shows conduct a presentation night towards the end of the production. It is usually held in the Town Hall 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 RMS to show appreciation of all involved for their efforts and for the cast to show their appreciation for all the support from the crew during the show.

Other Performance Opportunities

From time-to-time other opportunities arise for members of RMS to perform at other venues. All requests for RMS members to perform at different events and venues must be presented to the committee with full information before the event for committees' consideration. These events include local Carols by Candlelight, Australia Day celebrations and shopping centre appearances.

Personal Data Collection

RMS 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 individual involved.

Members who wish to share their contact details with other cast members do so at their own discretion. Members will be required to complete a new application form at the beginning of each year so as to ensure that up to date information is held. This information will be held on a data base maintained by the RMS committee.

Members auditioning for a show 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 the audition panel during the audition for background information. This information will not be shared and will be destroyed at completion of the show.

The committee will create a cast and crew Facebook page for communication and an email list for fundraising and merchandise ordering.

Online Communication and Social Media Policy

Website

RMS maintains a website www.rockdalemusicalsociety.com which is used to promote the society and to provide information to members and the public. The website is maintained by a member on the RMS committee. The website is the principal means of communication and where all major announcements, news and information is posted.

The website includes information on forth coming shows and events and historical information. It will not contain any information promoting any activity conducted by others for commercial activities or financial gain.

Email

RMS will use emails to contact individuals or group of members. Official emails may be sent from committee members or production crew. Group emails may be sent regarding a number of different matters such as shows or meetings. Emails that are sent to more than one person shall be sent as a 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 RMS committee communications the group will be deleted at the end of the show. Emails in the name of RMS shall not contain any "non-RMS material", any obscene material, offensive or defamatory material.

Facebook

RMS shall use available Facebook and other social media methods as are suitable for the society's needs. RMS will maintain an "official" RMS Facebook page and it will be under the control of committee representatives. Material posted to this site will be official RMS announcements, mirroring those on the website, including calls for auditions, social activities, and other major announcements. It will be a virtual noticeboard for RMS.

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 and deleted. It shall be the role of the committee member to remove any offensive or commercial material as soon as it appears.

As well as the official RMS page an individual page will be developed for each show in production. This page will be under the management of the production manager. The name of these sites will begin with RMS and have the show name. It will operate under the same conditions as the official page but will be a closed group, strictly for cast, crew, and parents of cast if under 18 only and will be used to convey information directly with those involved in the show.

Copyright Policy

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

Copyright laws give the 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 expectations to the owner’s exclusive rights. Some exceptions exist in the educational environment enabling the reproduction and distribution of certain copyright material.

RMS obtains the necessary rights and pays licences fees for all musical productions it stages. Only that music covered by such agreement may be performed on RMS premises and at Production venues utilised by RMS.

Workplace Health and Safety Policy

RMS abides by the relevant state workplace health and safety legislation to ensure the protection of all health, safety and welfare of all people involved in RMS activities.

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 cooperate regarding compliance with any requirements that may be imposed upon RMS in the interests of health, safety, and welfare.

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

It is imperative that appropriate footwear is worn in all RMS 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 all RMS venues.

Emergency Procedures

Throughout RMS venues there are fire extinguishers provided and first aid kits located in the kitchens. Signs have been erected throughout the premises that indicate the nearest exits and fire doors and the assembly point if any of the venues need to be evacuated. These should be read and understood by all people attending the premises. Should the need arise an emergency call to 000 should be made 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.

Juniors

Performers in RMS junior theatre productions must not have turned 19 years of age by the opening show. No exceptions. The youngest acceptable age is 9 years of age, however if a show requires younger performers their inclusion in the show is 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 RMS shows concurrently.

No junior cast member is allowed to leave any RMS premises once the parent/carer has dropped them off. They cannot leave without any adult supervision.

Child Protection Policy

The society wishes to encourage the involvement of young people in 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.

All members coming into contact with young people during society activities are required to carry out the appropriate child protection registrations and lodge a copy of the registration with the shows secretary where a copy shall be kept on file.

As a voluntary organisation responsible for the care and welfare of its members Rockdale 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 sexual nature.

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

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

All personnel working with children must undergo a Working with Children check.

In the course of their engagement, Rockdale 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 age, maturity and cultural factors.
- Assess the levels of risk of harm of specific activities and develop and implement strategies to minimise risks.
- 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 the 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 privacy.
- Remain aware of Rockdale Musical Society's policies and procedures.
- Follow Rockdale Musical Society's 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 RMS. Legislation places a number of responsibilities upon us. RMS has management responsibilities in relation to investigating and reporting incidents considered to indicate a significant risk of harm to children and allegations against members and employees. RMS child protection procedures should be consulted for guidance on implementing these responsibilities.

While other members within RMS 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.