

# **BRIDGE PLAYERS THEATRE COMPANY CONTRACT**

## **CODE OF CONDUCT:**

This Code of Conduct is designed to clarify the expectations of Bridge Players Theatre Company (“BPTC”) on how members, performers, production staff and all volunteers must conduct themselves while involved in the activities of the theater. This Code seeks to provide for a safe, enjoyable, and equitable environment for all, in the undertaking of their role at BPTC.

BPTC will post this Code on our website, and a copy will be provided to the cast and production staff to read and acknowledge compliance with their signature on the final page. If anyone has a question on the Code, they should consult one of our Board Members (contact information provided below). This Code may be amended where necessary. BPTC will post updated copies with an effective date. This document is not designed to be exhaustive, but all involved in BPTC activities will be expected to uphold both the letter and spirit of the Code.

Additionally, BPTC reserves the right to perform a background check for any potential participant (on stage or off) for any of our productions. Any person who may be deemed a danger or risk to the wellbeing of any other participant will not be allowed to participate.

## **Aim:**

BPTC is committed to ensuring that all persons contributing to the success of BPTC, act with dignity, honesty, integrity, and respect towards others. This code seeks to make the theatrical experience safe and enjoyable for all.

## **Performers and production staff are encouraged to:**

- Participate, for the enjoyment you will receive through theatrical performance,
- Work equally for yourself and the production - the production will benefit and so will you,
- Abide by the principles of theatre etiquette,
- Abide by the policies and practices of BPTC as they apply,
- Cooperate with the director, all members of the production team and fellow cast members,
- Commit wholeheartedly to the production and rehearsals.

## **Director/Production Management Team/Choreographer/Music Director:**

- You are responsible for your cast and fellow production team members.
- Be reasonable in your demands on performers’ time, energy, and enthusiasm.
- Remember that they have other interests and demands on their time.

## **Diversity, Equity, and Inclusion:**

BPTC encourages an active and diverse membership by creating opportunities, both on and off stage, for people of all ages and from all backgrounds and abilities, inviting all to celebrate their individual talents and their mutual passion for live theatre. As such, members, performers, production staff, and volunteers are expected to respect the rights, dignity, and worth of others regardless of their gender, ability, cultural background, sexual orientation, religion, or of their physical or psychological disabilities.

\*BPTC will not tolerate discrimination. Discrimination is any behavior or practice which reflects an assumption of superiority of one group (or individual) over another or disadvantages people on the basis of their real or perceived membership of a particular group and includes such behavior as less favorable treatment, unfair exclusion, and asking discriminatory questions.\*

**BPTC will not tolerate racism, white supremacy, ableism, sexism, homophobia, transphobia (et al). To tolerate intolerance is to destroy acceptance.**

**Incorporation of Other Standards:**

BPTC requires that all members, performers, production staff and volunteers comply with all laws, regulations and policies governing its activities and the terms of any charters relevant to their duties, and to the below list of etiquette requirements:

- treat everyone with dignity and courtesy,
- be fair, considerate, and honest in all dealings with others,
- refrain from any behavior which may bring BPTC into disrepute,
- display control, respect, and professionalism in all activities,
- not behave in any manner, or engage in any activity, while on BPTC business which is likely to impair positive public perception of BPTC and its members,
- abide with the code of conduct or conditions of use, of the venue being used, and
- use good judgment and demonstrate respect to other members and the BPTC organization as a whole, as it pertains to any/all postings/comments on both personal and BPTC social media sites.

**Sexual Harassment and Bullying:**

BPTC will not tolerate sexual harassment. Sexual harassment is any unwanted, unwelcome, or uninvited behavior of a sexual nature that makes a person feel humiliated, intimidated or offended. Examples of inappropriate behavior include, but are not limited to the following:

- Unwelcome sexual teasing, jokes, remarks, or questions,
- Unwelcome sexual innuendos or stories, remarks about sexual activity or speculations about previous sexual experience or preferences,
- Request for sexual favors,
- Unwelcome physical contact of any kind (not germane to the production),
- Requests for private meeting outside rehearsals for other than legitimate theatre related purposes,
- Verbal abuse of a sexual nature, graphic commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, electronic mail messages, texts or invitations.

Equally, BPTC will not tolerate bullying. Bullying is behavior that intimidates, offends, degrades, insults, or humiliates another person. Bullying can be physical or psychological. Examples of bullying include:

- aggressive or frightening behavior (e.g. shouting or threatening violence),
- threats of assault against a colleague or damage to their property or equipment,
- rude or belittling comments, and
- standing in someone's way or deliberately blocking their path in an intimidating manner.

**\*If anyone feels they have been discriminated against, bullied or harassed in any way they should immediately contact your production's board liaison OR any Board member for immediate and confidential assistance.**

**Health and Safety:**

Everyone has the right to participate in an environment that is physically and emotionally safe. Members, performers, production staff, and volunteers are asked to take responsibility for their own health and safety, ensuring that their actions do not risk the health and safety of others. All are required to take reasonable care at all times by following all lawful instructions from those in authority at BPTC in its efforts towards providing a healthy and safe environment. All hazards, accidents, or injuries must be reported to the BPTC representative in charge of the activity.

**Alcohol and Drug Consumption:**

Alcohol or prohibited drugs are not to be consumed by performers, production staff, and volunteers while performing duties before or during a show. In the context of this provision, anyone exhibiting signs of being intoxicated or under the influence of alcohol or an illegal or prohibited drug will be prevented from commencing or continuing their activity.

**Grievances:**

If anyone has a grievance or feels that they have been unfairly treated they are encouraged to raise this issue with any member of the Board for immediate and confidential assistance. The Board of BPTC is committed to uphold both the letter and spirit of this Code and the mediation and resolution of any grievance in an expeditious manner.

**Breach of the Code of Conduct:**

In the case of a confirmed serious breach of the Code of Conduct the Board shall invoke:

- Discipline, Suspension and/or Expulsion of members, performers, productions staff or volunteer

**Safe Sanctuaries Policy - July 2012**

**Purpose:** To provide the current venue rental group, Broad Street United Methodist Church, with our policy of protecting children, youth, and adults at risk.

**Policy:** BPTC full recognizes the disastrous nature of child, youth and at risk adult abuse in any form. BPTC is fully committed to providing a safe environment for all to participate in which has the absence of any form of abuse (verbal, physical, sexual, neglect, etc.).

BPTC also recognizes that unless a production includes children and youth in the production, the children and youth that are present during rehearsals, productions, set construction and take-down are children of parents who are present or have given permission for them to assist. Currently BPTC has a *Supervision of Minors* policy in effect. That policy states:  
*BPTC requires that a minimum of two (2) adults, who are not related to one another, be present at all times during any BPTC sponsored event where minor children (under age 18) are present. Should the event be a rehearsal or a performance and no Executive Officer is present, it is the responsibility of the producer and/or director to assure that this policy is carried out. The host of any BPTC sponsored event shall be made aware of this policy. A signed Parental Permission slip shall be required for all cast or crew members who are under the age of 18. (See Producer)*

In addition the policy, BPTC will do the following to ensure safety for all:

- The current board members will have NJ Name Check background checks, which will be maintained every three years.
- All current board members will yearly at the board retreat review and be trained on Broad Street United Methodist Church's Safe Sanctuary Policy.
- All future casts (including all production aspects – costumes, inventory, director, stage management, technical) will have the Safe Sanctuaries Policy of the Broad Street Methodist Church reviewed at the first organizing meeting of the show.
- Other than in a parental/guardian relationship and in order to protect children, youth, vulnerable adults and BPTC board members and volunteers no-one will not be left alone with a child, youth, or vulnerable adult out of sight of another adult.

BPTC recognizes that in the state of NJ all individuals are mandated reporters and are expected to act in accordance with the law. In the case of an accusation or incident the following will be followed:

- The case shall be reported to the authorities, the Pastor of Broad Street United Methodist Church, and the President of BPTC Players. If the incident involves any of these listed individuals they are not to be contacted. Instead the Chair of the SPR of Broad Street United Methodist Church or the Trustee of BPTC will be contacted.
- The President/Trustee of BPTC will appoint an investigation committee to investigate the claim and recommend appropriate action.

#### **BPTC Players Board Members' Contact Information**

President – Gina Petti                      president@bridgeplayerstheatre.com  
Artistic Director – Jessi Meisel      ad@bridgeplayerstheatre.com

#### **MEDIA RELEASE FORM:**

I, a cast member or legal guardian of a cast member for a production with BPTC Theatre Company, grant permission to the rights of my or my child's likeness, sound of voice, and name for any legal purpose. I understand this permission signifies that photographic or video recordings of me or my child may be electronically displayed via the Internet or in a public setting. This includes, but is not limited to, press releases, BPTC Players' website and social media sites, and external theatre reviews.

I or my child is participating as a volunteer and understand that I will not be paid. I hereby waive any right to inspect or approve the finished imagery, advertising copy, or printed matter that may be used in conjunction therewith or to the eventual use that it might be applied. I release BPTC Players and its officers and agents from all claims of harm and liability as a result of any distortion, blurring, alteration, or use in composite form, either intentionally or otherwise, which may occur from making, showing, using, or distributing these photographs/video.

I HAVE READ THIS RELEASE IN ITS ENTIRETY BEFORE AFFIXING MY SIGNATURE ON THE FINAL PAGE OF THIS CONTRACT, AND I UNDERSTAND AND AGREE TO ITS TERMS.

#### **ACKNOWLEDGEMENT OF RECEIPT OF CODE OF CONDUCT, SAFE SANCTUARY, and MEDIA RELEASE**

*(return this signed form to BPTC Theatre Company)*

I have received a copy of BPTC Theatre Company Code of Conduct and Safe Sanctuary Policy.

I understand that I have a duty to familiarize myself – and to remain familiar with – each policy within the Code of Conduct and to abide by the Code of Conduct during the course of my relationship with Bridge Players Theatre Company.

I understand that failure to comply with this code may result in expulsion from the theatre.

Signature \_\_\_\_\_

Print Name (yours and cast member's if signing as legal guardian)

\_\_\_\_\_

Date \_\_\_\_\_

**EMERGENCY CONTACT:**

Your Address: \_\_\_\_\_

Cell Phone:(\_\_\_\_) \_\_\_\_\_ Birth Date: \_\_\_\_\_

Person to Contact in Case of Emergency: \_\_\_\_\_

Relation to You: \_\_\_\_\_ Phone: \_\_\_\_\_

Allergies, Medical Conditions, etc. (that you feel comfortable informing the team about):

\_\_\_\_\_

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