



Code of Conduct

QBMTYS promotes an environment of self-control, compassion and respect for others. Disruptive behavior is unproductive and contrary to such an environment and will be addressed accordingly.

The following guidelines are required to be read and agreed to by both the society member and the parent(s). If a society member does not abide by the following rules of conduct, he or she may be removed from the production.

Attendance:

Members are expected to follow the QBMTYS attendance rules described in the information sheet. Every performer is essential to the ensemble and its potential to progress and perform as a cohesive team. Therefore, every member is expected to make rehearsals a priority with consistent attendance, except in extraordinary circumstances. Members are to arrive at least 10 minutes prior to rehearsal start, return from breaks promptly, stay for the full rehearsal, and report all planned absences to the Production Team in advance. All members are marked as late if arriving after 15 minutes prior to rehearsal start.

Professional Behavior:

- Bring all issued scripts, scores etc. to each rehearsal as required by your part.
- Refrain from chewing gum or eating during rehearsal.
- Remain attentive and come ready to learn, progress and with the aim of improving at each rehearsal.

Respect and Courtesy to Others and Property:

- QBMTYS does not tolerate teasing, fighting, or engaging in aggressive or provocative behavior.
- Speak to and listen respectfully to peers and adults.
- Use appropriate language at all times; as a member, you are a representative of QBMTYS. Inappropriate comments or sounds during rehearsals or performances are cause for removal from the production.
- Respect all property, including fellow members' personal belongings, costumes, props etc.

- Clean up after yourself; throw away snack rubbish, pick up all dropped food and throw away drink containers
- **Safety:**
- At all times, remain within the specified rehearsal and break areas. Members must always be visible to the production team or parent volunteers.
- No playing in or on stairs, or bathrooms, and no running in the building or other similar disruptive behavior.
- Parents will pick up members immediately after rehearsals and performances.

Resolution of Code of Conduct Issues:

- Inappropriate behavior is brought to the attention of the society member.
 - When appropriate, resolution is encouraged between society members and facilitated by an adult in charge.
 - If necessary, inappropriate behavior will be brought to the attention of the society members' parents.
 - If there is continued problematic behavior, the society member will be asked to leave the society.
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Policies

Attendance:

When joining the society, we ask that members make a commitment to the production and its rehearsal schedule, avoiding scheduling other activities during the scheduled rehearsals and performances. Attending rehearsals strengthens the group as an ensemble and enhances the student's overall musical theatre experience. The ensemble's success is heavily dependent on regular attendance from everyone. When you miss a rehearsal, not only are you missing out on important details that you cannot obtain by individual practice, but you are also creating a void in the ensemble that cannot be filled in any way. In keeping with the purpose of QBMTYS to provide a quality musical theatre experience, it is the belief of the production team and committee that all students should uphold their commitment to their colleagues, the producer, themselves, and ultimately to the show itself. Therefore, as a member of QBMTYS, it is the responsibility of each and every member to:

- Attend all rehearsals and performances

- Arrive at least 10 minutes prior to the start of rehearsal and be ready to work
- Have practiced and prepared any lines or music between each rehearsal
- Notify a member of the production team of any anticipated absences

It does not matter if you are absent from QBMTYS because you are sick, have an exam, are on a school trip, or on holiday. If you are not there, your absence creates a void. With this kind of needed dedication and mindset in place, we also understand that other important events/commitments are going to occur on occasion. Therefore, we expect each member to use their judgment wisely and to honor their commitment to QBMTYS when making important decisions about other activities.

With that in mind, the following guidelines will be enforced:

- There are no excused or unexcused absences. An absence is an absence.
- Every QBMTYS member is allowed a maximum of **five (5)** absences per season.
- **Three (3) lates** count as **one (1) absence**. *Members are late if arriving after 15 minutes of the rehearsal starting.*
- Upon the **sixth (6)** absence, the QBMTYS member will be placed on probation and their membership will be reviewed for reassignment of parts or loss of membership without a refund, depending on circumstances.
- Absences may not be used for consecutive rehearsals, dress rehearsals, or performances.
- **Three (3)** Consecutive absences and absences from dress rehearsals or performances will be placed under review and may result in reassignment of parts or loss of membership depending on circumstances.
- **The Summer Workshops, Band Call, Technical Rehearsal and Dress Rehearsal for any concert is 100% mandatory for all members.** There will be no exceptions for this rule.
- A planned absence book will be made available, this must be filled out at least one week in advance. In case of illness or an emergency, contact the Producer no later than 17:00 PM on the day of the rehearsal.