



WOODLAND PRODUCTIONS  
KETTLE FALLS, WA  
SINCE 1984

### **Participant Behavioral Expectations**

A theatre participant is an individual actively involved in the creation, production, or presentation of performances. This encompasses a wide range of roles, such as actors, directors, designers, crew members, musicians, choreographers, writers, producers, and other persons who collaboratively contribute to the artistic and technical aspects of a theatrical production.

#### **1. Respect and Collaboration:**

- a. Treat fellow participants, cast members, crew, and staff with respect and kindness.
- b. Collaborate effectively, valuing each person's contributions and ideas.

#### **2. Professionalism:**

- a. Arrive on time for rehearsals, performances, and other scheduled activities.
- b. Be prepared and attentive during rehearsals and performances.

#### **3. Commitment:**

- a. Fulfill your role's requirements, whether it's acting, directing, designing, or volunteering.
- b. Inform appropriate personnel in advance if you're unable to attend a rehearsal or performance.

#### **4. Communication:**

- a. Communicate openly and respectfully with fellow participants and staff.
- b. Address concerns or conflicts through proper channels, maintaining a solution-oriented approach.

**5. Adaptability:**

- a. Be flexible and adaptable to changes in schedules, roles, or production needs.
- b. Embrace feedback and use it to improve your performance.

**6. Professional Conduct:**

- a. Refrain from inappropriate language, behavior, or actions that could cause harm or distress to others or Woodland Productions.
- b. Abide by all theater policies, including those related to costumes, props, and set usage.

**7. Inclusivity and Diversity:**

- a. Embrace diversity and treat everyone with equal respect, regardless of background, identity, or experience.
- b. Refrain from any form of discrimination, harassment, or bullying.

**8. Teamwork:**

- a. Work collaboratively with cast members, crew, and staff to create a unified production.
- b. Support your fellow participants and contribute positively to the theater community.

**9. Costume and Prop Care:**

- a. Take care of costumes, props, and equipment provided by the theater. Do not make any changes or alterations to theater property without prior authorization.
- b. Report any damage or issues promptly to the appropriate person.

**10. Safety and Health:**

- a. Prioritize your safety and the safety of others during rehearsals and performances.
- b. Follow safety guidelines, including those related to all health concerns (COVID-19, etc.)

**11. Audience Engagement:**

- a. Interact professionally and graciously with the audience before, during, and after performances.
- b. Represent Woodland Productions in a positive light during public interactions.

**12. Continuous Improvement:**

- a. Seek opportunities for personal growth and development within the theatre arts.
- b. Strive to enhance your skills and contribute positively to each production.

**13. Productions with Participants Under Age 18:**

- a. See **Special Notice Concerning Minors in Predominantly Adult Productions (Page 9)**
- b. Pages 9-10 of the **Special Notice** apply to everyone involved in the production and should be printed and handed out to all.
- c. Page 11 (**Parental information and consent**) and 13 (**Parent and Minor signature page**) of the notice are to be printed and given to all parents/guardians of minors involved and page 13 completed and returned for the minor to be able to participate.

## **Procedure for Violation**

At Woodland Productions, our Code of Conduct and Participant Behavioral Expectations serve as a foundation for maintaining a respectful and inclusive environment for all participants. This procedure outlines the steps to be followed in the event of a violation of the Code of Conduct or Behavioral Expectations by any member of the Board of Directors, Theater Staff, Production Team, Musician, Cast, or Crew. Our goal is to address violations consistently, encourage growth, and ensure a positive experience for all.

Each year, the President of the board will appoint a Sub-Committee composed of 3-5 Board Members/Staff, that may include a person from the membership who is not a part of the Board of Directors. No member of this committee can have been the subject of a significant verified complaint in the last two years. This Sub-Committee will be responsible for implementing the Conflict Resolution Policy.

### **1. Initial Observation or Complaint:**

When a violation is observed or reported, it should be documented by the Production Mediator or member of the Conflict Resolution Sub-Committee per the Resolution Policy. If the violation is unlawful, it will be immediately reported.

### **2. Informal Resolution**

Parties involved in a dispute should share their concerns calmly and respectfully, focusing on the specific behavior or incident rather than making personal attacks. Parties are expected to actively listen to the other perspective and work collaboratively to find a mutually agreeable solution or compromise.

### **3. Documentation:**

The observer or complainant should document the incident by completing the Complaint Form, listing specific details of the incident, dates, times, involved parties and any other information that may seem pertinent to the situation. (See Conflict Resolution Policy)

#### **4. Verbal Reprimand:**

For minor violations, an initial verbal reprimand may be issued by the designated individual, such as a director or staff member. The purpose is to address the violation, provide feedback, and encourage adherence to the Code of Conduct.

#### **5. Written Reprimand:**

If the violation persists or if the initial verbal reprimand is not effective, a written reprimand will be issued. This formal communication outlines the violation, expectations for improvement, and the potential consequences of continued non-compliance. The Written Document shall be reviewed by the Board of Directors and signed by the offending party.

#### **6. 3-Month Probationary Period:**

For violations that require more significant improvement, the individual may be placed on a 3-month probationary period. During this time, the individual will be closely monitored to assess their compliance to the Code of Conduct and their commitment to personal growth.

#### **7. Suspension of Supervisory Roles:**

If the violation is serious and/or repeated, the individual's position or responsibilities within the theater may be suspended temporarily. This suspension allows for reflection, education, and an opportunity for personal growth. For a significant verified complaint of a person in a supervisory role, a period of one year suspension may be imposed by the committee or the board for any role over other performers. These roles include but are not limited to director, assistant director, producer, or team leader. All other involvement will not be affected and is encouraged.

Should any violation occur that is found to be egregiously unlawful, the Board of director reserves the right to determine expulsion from future productions or permanent suspension of supervisory roles.

#### **8. Communication:**

All parties involved will be informed of the decision, consequences, and the reasons behind them. This includes the complainant, the alleged violator, and any relevant supervisors or team members.

**9. Record Keeping:**

Documentation of the incident, investigation, decision, and consequences will be kept on file by the theater for reference and transparency. Confidentiality will be maintained to the extent possible.

**10. Support and Education:**

Individuals facing consequences will be offered resources, training, or guidance to help them understand and address their behavior. The goal is to facilitate growth and prevent future violations.

**11. Continuous Improvement:**

The theater will use each violation as an opportunity to evaluate the effectiveness of its Code of Conduct and procedures, making necessary adjustments to foster a positive environment.

This procedure ensures that all participants are treated fairly and respectfully while upholding the standards of behavior outlined in the Code of Conduct.



WOODLAND PRODUCTIONS  
KETTLE FALLS, WA  
SINCE 1984

**Participant Behavioral Expectations**

**Agreement Statement**

I, \_\_\_\_\_, have read and will comply with the **Participant Behavioral Expectations to include the Notice Concerning Minors, if applicable, and understand the Procedure Process for Violation.**

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

(This page intentionally left blank.)



**\*Special Notice Concerning Minors in Predominantly Adult Productions\***

Woodland Productions is dedicated to providing a safe, inclusive, and enriching experience for all participants, including children involved in all aspects of the theatre. This policy is established to set forth guidelines ensuring the proper treatment, protection, and well-being of minors within our community theatre activities.

**Guiding Principles:**

**Inclusive Participation**

All minors, regardless of age, shall be treated with respect and included in a manner that values their unique contributions to our community theatre productions.

**Supervision and Safety**

1. Designate responsible adults for the supervision of minors during all rehearsals, performances, and related activities, prioritizing their safety and welfare.
2. Implement age-appropriate safety measures, ensuring a secure environment.
3. Parents of all minors, regardless of age, will be kept up to date with all scheduling, announcements and issues that impact their child during production.

**Role Assignment:**

1. Assign roles and responsibilities to minors based on their age, capabilities, and the nature of the production, fostering a positive and age-appropriate experience.
2. Provide clear instructions and support to facilitate their involvement.

**Communication:**

1. Utilize age-appropriate language and communication styles when interacting with children.
2. Encourage open communication, creating an environment where everyone feels comfortable expressing their thoughts and ideas.

**Respectful Interactions:**

- Promote respectful interactions between adult participants and minors, emphasizing a collaborative and supportive atmosphere.
- Avoid any form of discrimination, bullying, or harassment.

**Feedback and Continuous Improvement:**

1. Regularly solicit feedback from both adult participants and minors to assess the effectiveness of child protection measures and the inclusivity of the theatre program.
2. Use feedback to continually enhance our approach to involving all age groups in community theatre.
3. This policy will be regularly reviewed to ensure its relevance and effectiveness in maintaining a safe and inclusive environment for all participants.

**Compliance:**

1. All adult participants are required to familiarize themselves with and adhere to this policy. Non-compliance may result in disciplinary actions, up to and including termination of participation in the community theatre program.

**\*Special Notice Concerning Minors in Predominantly Adult Production\***

**Parental Information and Consent**

Parents and minors are expected to familiarize themselves with all production information, scheduling and behavioral expectations, including who to contact in case of emergencies or any issues.

Parent and minor agree to the following:

**Be Professional**

- On time (pay attention to scheduling and let contact person know right away about issues)
- On task
- Prepared for your role

**Be Respectful**

- Appropriate language
- Appropriate behavior for a work space
- Not distracting
- Inclusive of ALL members

**BE A T.E.A.M. MEMBER...**

**Together Everyone Achieves More!**

(This page intentionally left blank.)



WOODLAND PRODUCTIONS  
KETTLE FALLS, WA  
SINCE 1984

**\*Special Notice Concerning Minors in Predominantly Adult Production\***

**All information below must be filled out and returned for your child to participate.**

I have read and agree to the expectations for this production.

Parent signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Parent specific contact information:

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- Reminder, contact information for parent/guardian is required as the production team will need to communicate regularly about scheduling, announcements, issues involving your child, or other aspects of the production. Please provide accurate information for your child to be able to participate.

Minor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print: \_\_\_\_\_

Minor specific contact information:

Phone: \_\_\_\_\_ Email: \_\_\_\_\_