



The Dilys Guite Players

The Dilys Guite Players *Members Handbook*

The DGP Members Handbook

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1.0 INTRODUCTION

ABOUT THE DGP:

The Dilys Guite Players (DGP) began in 1946 and performed in Sheffield's Library Theatre. After the rescue of the then derelict Chalet Theatre by Dilys Guite, a local drama school teacher, the building was renamed The Lantern Theatre. The Lantern Theatre is Sheffield's only small Victorian theatre and is a Grade II listed building. The Theatre's beautiful and intimate setting is the home of the DGP whose members are encouraged to become involved in a variety of areas of a production including acting, set design, set building, stage management, directing, technical (lighting and sound), publicity, props, front of house, bar work and all aspects of theatre art.

THE DGP MISSION STATEMENT

The DGP is a not for profit community theatre group, which stages an energetic and diverse entertainment programme at the Lantern Theatre. The DGP's aim is to create, develop and nurture theatrical skills through the performance of productions. This includes collaborations and partnerships with like-minded groups, to create a programme of the utmost quality, variety and greatest possible accessibility, within a sound and sustainable financial framework.

KEY AIMS AND OBJECTIVES:

- To engender a Theatre that is welcoming, inclusive and open to all sections of the community.
- To enhance the Theatre's reputation, create and maintain a high profile, and become a vital component of the public and cultural life of the local community.
- To produce work that engages the Theatre's audiences and members.
- To offer opportunities to develop theatre and performance skills, to both young people and adults developing talent through new work and new ways of working.
- To unite with external parties to enhance and extend the quality and scope of our productions and other activities.
- To maintain and enhance the fabric and building of The Lantern Theatre through the efficient running and financial viability of the organisation.
- To maintain open and effective communication within the group by creating an environment where ideas can be discussed openly and democratically, and with respect for all.
- To support and promote the theatre, securing its future through a members' volunteer programme.

2.0 OUR VALUES

VALUES

The DGP aims to work with all members towards the achievement of an artistically exciting and financially sound organisation, with an enthusiastic membership in a safe and healthy environment.

The DGP Board commits to provide effective leadership through:

- Setting and communicating a clear vision of the future of the DGP and Lantern Theatre
- Sharing information
- Encouraging feedback from its members
- Raising the profile of the DGP and the Lantern Theatre

Our members are required to:

- Contribute to the Theatre's continuing success in practical ways.
- Be flexible and responsive to the needs of the group
- Behave in a safe and responsible manner
- Act as ambassadors for the theatre
- Build an environment of trust, respect and co-operation in a friendly and welcoming environment
- Regularly review the needs of the group
- Take pride in the DGP and the Lantern Theatre
- Have fun doing it.

3.0 COMMUNICATIONS

The DGP communicate through a variety of methods. These include social media, notice boards, discussion forums, posters, email, websites, newsletters and company reports.

SOCIAL MEDIA

Members are encouraged to promote DGP activities and productions via Social Media. Once information has been confirmed and communicated by the DGP and Lantern Social Media channels, it can be disseminated further. Members must promote the DGP and Lantern in a positive manner and #hashtags will be provided for all activities and are to be used in onward communication.

All members are encouraged to contact the DGP Board directly to raise concerns or suggest improvements regarding the DGP or the theatre.

Group meetings are held on a regular basis to provide a useful update on what is happening within the DGP and issues concerning the theatre. It is also an important opportunity for members to ask questions directly of the Board and other members. Key meetings will be posted on the DGP /Lantern website along with a programme for the season.

4.0 GENERAL CONDITIONS

MEMBERSHIP BENEFITS

The benefits of full DGP Membership are:

- Current Members will be entitled to a discount off one ticket to each DGP production.
- Current Members will receive a 10% reduction off bar prices, subject to producing their membership card
- Current Members will be automatically covered by insurance which allows them to enter and undertake activities in the Private Area of the theatre (see definition of Private Area)
- Current Members will be given additional information about the upcoming season and other theatre related content
- Current Members are able to use the theatre free of charge for private parties, functions and charity events, subject to availability. Please contact the DGP Board for further details.
- Current Members can vote at the Annual General Meeting or any Extraordinary General Meeting that may be held.
- Current Members will receive regular Members Newsletters, the transmitted medium of which is at the discretion of the Board.

MEMBERSHIP APPLICATIONS

Membership applications are made on line and payment is required at that time, but all applications will be subject to Board approval. In the event of the Board rejecting an application the membership fee will be returned at the earliest opportunity.

VOLUNTEERING REQUIREMENTS

The Lantern theatre is staffed entirely by volunteers. To support our programme of productions and meet Health and Safety requirements, all members will be required to assist at a minimum of 7 events per year.

Members will have the opportunity to specify or update their preferred roles when initially applying or re-applying for membership.

Volunteering activities will be taken into account when membership renewal is being considered.

MEMBERSHIP SUBSCRIPTIONS

There are two grades of membership fee; waged (£20.00) and unwaged (£15.00). These are due annually, payable for a rolling twelve month period from joining.

In exceptional circumstances, to avoid the cancellation of a production when members cannot be cast, actors who are not members may be invited to join that production without payment. This will not apply to actors who have previously been members of the DGP but whose membership has lapsed. These temporary no-fee members will be expected to convert to full membership if they wish to appear in any future DGP productions.

Temporary no-fee membership will be granted to any external backstage crew who are asked to help out with set building should we not be able to source the set building crew from the current membership.

Temporary members will be added to the theatre database. Temporary membership will last the duration of the production. Temporary members will not be entitled to the membership benefits

detailed in the Membership Benefits section, unless converted to full membership, but will be covered by our members insurance.

DEFINED AREAS OF THE THEATRE

There are two legally defined areas within the Lantern Theatre, the Public Area and the Private Area.

The Public Area is defined as:

- the bar and lounge area (not behind the bar)
- the toilets (except the dressing room toilet)
- the auditorium
- the car parking area

The Private Area is defined as:

- the stage and tech area
- paint store
- dressing room
- props store
- costume store
- outbuildings
- behind the bar.
- behind the box office

Only registered full or temporary members will be allowed to enter, or undertake activities, in the Private Area as defined above.

Non-members or members with lapsed membership will be classed as the general public and will only be allowed to participate in activities within the Public Area as defined above.

Access to the areas above the auditorium at the rear of the stage are restricted to authorised members.

EXPENSES

The DGP and The Lantern Theatre will reimburse members for allowable and reasonable expenditure made in conjunction with a production or other related activities. To help us keep accurate accounts and provide an audit trail members must ensure that:

- Expenses incurred as part of theatre activity must be authorised in advance and claimed using the official claim form available from the website, and endorsed by the production Director, Stage Manager or a Board Member. Best value options must be identified.
- Bills, receipts and VAT invoices must be provided to support all claims. Where possible a single receipt should be obtained but to aid the processing of claims where multiple items

are recorded on a receipt (i.e. a supermarket receipt), the items being claimed for must be highlighted.

Members travel expenses will not be reimbursed.

Claims will be paid by direct Internet bank transfer.

5.0 INFORMATION AND GUIDANCE FOR ROLES WITHIN THE THEATRE

Guidance will be provided for all roles undertaken in the theatre as and when appropriate.

6.0 GENERAL CONDUCT

Members of the theatre and the public have the right to attend a venue that is safe, welcoming and free from any level of abuse. Members of the theatre should therefore behave with courtesy and respect at all times.

- DGP has a zero tolerance policy in relation to acts of mistreatment such as violence, discrimination (e.g. racial and/or sexual), bullying, harassment, abusive language and unnecessary aggression.
- DGP members must not subject another person to, or have to contend with this type of behaviour.
- Reported incidents will be dealt with firmly, but fairly by the DGP Board

Serious breaches can and will result in termination of membership.

7.0 NO SMOKING POLICY

Smoking is illegal inside any part of the premises. The ban includes the dressing room and outbuildings, stage area*, paint store, auditorium, lounge area, bar and all toilets.

The no smoking rule applies to everyone on our premises – visitors, contractors, general public - and all members should be vigilant in this regard.

Smoking is only permitted in the two designated smoking areas outside the venue. Members on duty for a performance are to consider the image this may create for arriving customers and always consider the location of where they smoke during performance times. Ashtrays provided in the designated areas must be used at all times.

*Different rules apply to smoking on stage if it is an integral and required part of the script. Refer to the Health and Safety Policy on Effects for a Performance for more information.

8.0 ALCOHOL AND DRUGS POLICY

DGP policy is that the environment will be free from the influence of drugs or alcohol.

Members must not:

- Undertake any role at the theatre when unfit due to alcohol, drugs or to substance abuse.
- Be in possession of illegal drugs at the theatre.

- Consume alcohol or illegal drugs, or abuse any substance whilst on duty during a performance
- Consume alcohol or illegal drugs, or abuse any substance backstage at any time.

Where the formal event is followed by an opportunity for social drinking or for example, a celebratory toast in the dressing room, such alcohol consumption must be in moderation.

DGP have a zero tolerance policy on illegal drugs on the premises, any theatre member, member of the public or patron of the Lantern Theatre will be asked to leave if drug taking is suspected.

Where, in the reasonable opinion of the Designated Premises Supervisor, Personal Licence Holder and or on duty bar volunteers, there is evidence of excessive drinking in the bar, the aforementioned are authorised to cease serving alcoholic drinks to any individual or group. Bar staff also have the authority to call closing time and request drinking up within a specified time and in line with the premises licence guidance.

ALCOHOL USE IN PERFORMANCES: Alcohol is not to be consumed on stage, either during rehearsals or performances. If a script calls for the use of alcohol it must be substituted with suitable non-alcoholic replacements.

9.0 DISCIPLINARY ACTION

Where a member deliberately contravenes the rules within this Members Handbook then action may be taken to suspend or remove membership following any investigation.

10.0 HEALTH AND SAFETY POLICY

The organisation aims to ensure, so far as is reasonably practicable, the health, safety and welfare of our members and the general public while at the theatre and others that may be affected by our undertakings, whilst complying with all relevant legislation.

To ensure the principals of health and safety are clearly understood throughout the Lantern Theatre we will:

- Ensure that there are arrangements in place for the effective planning, development and review of this health and safety policy;
- Ensure that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation;
- Protect the safety and health of all members by preventing injury, ill health, disease and incidents;
- Comply with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the organisation subscribes;
- Ensure that members and their representatives are consulted and encouraged to participate actively in all elements of the occupational health and safety management system;
- Continually improve the performance of the health and safety management system;

- Provide the necessary information, instruction and training to members and others to ensure their competence with respect to health and safety;
- Devote the necessary resources in the form of finance, equipment, personnel and time to ensure the health and safety of members. Expert help will be sought where the necessary skills are not available within the organisation;
- Liaise and work with all necessary persons to ensure health and safety, and will also ensure that adequate arrangements are also in place for ensuring the health and safety of visitors.

We will take all reasonable steps to implement, monitor and maintain safe plant, substances, equipment, working environment and working practices within our organisation. We will continuously improve our management systems, in order to protect members and others from the risks to their health, safety and welfare whilst engaged in theatre related activities.

We recognise that safety is the responsibility of everyone and is not just a function of the theatre board members. Members will have specific duties and responsibilities to comply with the letter and spirit of the policy. Members have specific responsibilities to take reasonable care of themselves and others that could be affected by their activities and co-operate to achieve the standards required.

Any production involving the use of Pyrotechnics, Special Effects or Weapons must be referred to the Board.

11.0 EQUALITY AND DIVERSITY

The DGP are committed to equality and diversity. We will not discriminate against anyone on the grounds of his or her age, race, sex, gender, sexuality, disability or faith.

12.0 ENVIRONMENTAL STATEMENT

The DGP are taking steps to reduce their impact on the environment and strive to be aware of global trade issues.