



The Dilys Guite Players

Members Handbook

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1.0 INTRODUCTION

ABOUT THE DILYS GUTE PLAYERS:

The Dilys Gute Players (DGP) began in 1946 and performed in Sheffield's Library Theatre. After the rescue of the then derelict Chalet Theatre by Dilys Gute, a local drama school teacher, it was then 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, lighting, publicity, props, front of house, bar work and many other areas.

THE DILYS GUTE PLAYERS MISSION STATEMENT:

The DGP is a not for profit amateur dramatics group, which stages an energetic and diverse entertainment programme at the Lantern Theatre for the people of Sheffield and surrounding areas. The DGP's aim is to create, develop and nurture theatrical skills through the performance of productions. This includes collaborations and partnerships with touring professional acts, 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 Sheffield and the surrounding area.
- To produce work that both satisfies and challenges the Theatre's audiences and members.
- To offer opportunities to develop theatre and performance skills, to both young people and adults and develop talent through new work and new ways of working.
- To unite with other partners, as sponsors, co-producers or funders, 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 that provides an environment where ideas can be discussed openly and democratically.

Our Mission Statement is our reason for being. It provides a direction and a tool by which we can measure every activity against. It will provide focus when faced with the fog of indecision. It can be used as a branding tool and also to promote our organisation and the essence of what we are about.

2.0 OUR VALUES

VALUES:

The Dilys Guite Players (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 Development Team commits to provide effective leadership through:

- Having a clear vision of the future of the DGP and Lantern Theatre
- Sharing information
- Listening to the membership and encouraging feedback
- Raising the profile of the DGP and the Lantern Theatre

Our members should always endeavour to

- Be flexible and responsive to the needs of the group
- Behave in a safe and responsible manner

Together we will:

- Strengthen the DGP and the Lantern Theatre
- Build an environment of trust, respect and co-operation in a friendly and welcoming environment
- Enhance the audiences experience and the enjoyment of the members
- Regularly review the needs of the group
- Take pride in the DGP and the Lantern Theatre
- Have fun doing it!

COMMUNICATIONS:

The DGP are always looking to improve the way we communicate and currently use a variety of methods. These include notice boards, discussion forums, posters, email, intranet, websites, newsletters and company reports.

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

Group meetings will be 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 a useful opportunity for members to ask questions directly of the Development Team and other members. Key problems and challenges will be posted on the DGP intranet along with a programme for the season.

NEW MEMBERS:

The Dilys Guite Players relies on a strong, happy and enthusiastic membership community that stands together as a team. We also rely on new members to bring fresh ideas and enthusiasm to the group and to this end existing members are asked to encourage new members to join the Dilys Guite Players wherever possible.

3.0 GENERAL CONDITIONS

MEMBERSHIP BENEFITS:

The benefits of full DGP Membership are:

- Current Members will be entitled to a £2 reduction off one ticket to each DGP production
- Current Members will be entitled to £2 off their ticket to any qualifying Professional Touring Company production (ask the Box Office for details on which shows qualify)
- Current Members will receive a 10% reduction off bar prices
- 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 access to the DGP Intranet on the website which contains 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. Please contact the DGP Development Team for further details.
- Current Members can vote at the Annual General Meeting or any Extraordinary General Meeting which may be held.
- Current Members will receive regular Members Newsletters, the transmitted medium of which is at the discretion of the Development Team.

MEMBERSHIP SUBS:

There are two grades of membership fee; waged and unwaged. These are due annually on 31st July each year. A sliding scale for *new* members joining later on in a season is available dependent on which quarter they join:

Waged: £20.00 - £15.00 - £10.00 - £5.00

Unwaged: £15.00 - £10.00 - £5.00 - £2.50

Membership Subs will not be charged for members of the recognised volunteer groups that work in conjunction with the Dilys Guite Players.

Temporary no-fee membership will be granted to actors who are invited to join a production only if the auditions fail to produce a full cast. This will not apply to actors who have previously been members of the DGP but whose membership has lapsed. 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 memberships will require the signing of the Temporary Membership Book kept at the theatre. Temporary membership will last for 60 days. 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
- paint store
- dressing room
- props store
- costume store
- outbuildings
- behind the bar.

Only registered full or temporary members will be allowed to enter or undertake activities in the Private Area as defined above. This will cover the member under the insurance policy that is in effect for these areas.

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

Access Above the Stage

Both the ships ladder and the stairs leading to the rooms above the auditorium at the rear of the stage are out of bounds to unauthorised members. These stairs are steep you are at risk of injury from falls or slips. Do not use these stairs or ladders.

EXPENSES:

The Dilys Guite Players 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 you must ensure that:

- you record your expenses accurately using the official claim form available from the theatre or to download from the DGP intranet and signed by the budget holder.
- you attach bills, receipts and VAT invoices to support the claim.
- prior to purchasing items over £50 authorisation must be sought from the budget holder.
- that best value options are investigated wherever possible.

Claims will be paid by either cheque or direct internet bank transfer. To aid the processing of the claim where multiple items exist on a receipt (i.e. a supermarket receipt) please highlight the items being claimed for.

4.0 INFORMATION AND GUIDANCE FOR ROLES WITHIN THE THEATRE

There is written guidance available from the theatre or intranet for the following roles within the theatre:

- **DIRECTING**
- **PRODUCING**
- **ACTING**
- **SET BUILDING**
- **STAGE MANAGER**
- **PROMPT**
- **LIGHTS AND SOUND**
- **FRONT OF HOUSE MANAGER AND ASSISTANTS**
- **BOX OFFICE TICKET SALES**
- **BAR DUTIES**

5.0 GENERAL CONDUCT

Members of the theatre and the public have the right to attend a theatre that is safe, welcoming and free from any level of abuse. Members of the theatre should attend the theatre and behave with courtesy and respect. The DGP has developed this policy so that our members clearly understand the behavioural standards expected of them at the theatre and in theatre related activities in order for them and others to remain safe and enjoy the community that exists at the theatre.

This policy applies to all members and anybody who comes into contact with our members:

- 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 should not subject another person to this type of behaviour.
- DGP members should not have to contend with this type of behaviour.
- Reported incidents will be dealt with fairly by the DGP Development Team

6.0 NO SMOKING POLICY

It is the policy of the DGP to provide an environment which is free from tobacco smoke. 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.

The only two designated smoking areas are within the theatre car park adjacent to the out building (away from the main building entrance) and in the rear yard. Members on duty for a performance should consider the image this may create for arriving customers and should consider the location of where they smoke during performance 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.*

7.0 ALCOHOL AND DRUGS POLICY

DGP policy is that the performance environment should be free from the influence of drugs or alcohol. This will help ensure the health and safety of its members and others with whom they come into contact. For those reasons, the following rules apply:

No member shall:

- 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
- No alcohol or drugs to be consumed 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 should 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/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 a run or during rehearsals. If a script calls for the use of alcohol it should be substituted with suitable non-alcoholic replacements.

8.0 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.

9.0 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 be committed to:

- 1) Ensuring that there are arrangements put in place for the effective planning, development and review of this health and safety policy;
- 2) Ensuring that appropriate systems are developed and maintained for the effective communication of health and safety matters throughout the organisation;
- 3) Protecting the safety and health of all members by preventing injury, ill health, disease and incidents;
- 4) Complying with relevant health and safety laws and regulations, voluntary programmes, collective agreements on health and safety and other requirements to which the organisation subscribes;
- 5) Ensuring that members and their representatives are consulted and encouraged to participate actively in all elements of the occupational health and safety management system;
- 6) Continually improving the performance of the health and safety management system;
- 7) Providing the necessary information, instruction and training to members and others to ensure their competence with respect to health and safety;
- 8) Devoting 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;
- 9) Liaising and working 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.

For further information and guidance documents such as Special Effects and Weapons on stage please see the documentation at the theatre or on the website intranet.

10.0 EQUALITY AND DIVERSITY

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

11.0 ENVIRONMENTAL STATEMENT

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