

Stevenage Lytton Players

Members' Code of Conduct and Volunteer Agreement



The Stevenage Lytton Players are committed to encouraging equality, diversity and inclusion among our members. The aim is for our membership to be truly representative of all sections of society and for each member to feel respected and able to give their best.

1. Induction and Training

Where required, we will provide:

- A brief induction to the Stevenage Lytton Players, which will include a tour and will provide information on the building, health and safety, the management structure and your obligations as a member.
- Adequate training and feedback in support of our Health and Safety Policy, a copy of which is available from the Centre Manager.
- Assistance to members with any disability or specific needs, to enable accessibility to as many Sections as possible, providing it is safe to do so and complies with the theatre's Health and Safety Policy.

2. Support

We will help you to develop your membership role with us and recommend getting involved with different Sections as an excellent way to develop your skills and learn about theatre etiquette behind the scenes.

We like to keep our members updated via a quarterly newsletter with information on upcoming shows, audition details, events and much more. You will also be invited to join our Facebook Members and Friends group, which serves as a forum for all members to keep in touch and share news, thoughts and information.

3. Problems

We would hope to resolve fairly any problems, grievances or difficulties you may have as a member and, in the event of an unresolved problem, offer the opportunity to state your case to the Executive Committee.

4. Insurance

We will provide adequate insurance cover for members whilst undertaking voluntary work that is approved and authorised by the Executive Committee.

5. Off-Stage Assistance

The Stevenage Lytton Players rely on members to volunteer for many off-stage positions, including:

- Bar
- Front of House (FoH) duties; such as Box Office, programmes and raffle
- Set building and decoration
- Wardrobe and costume management
- Props management

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- Sound
- Lighting

If you would like to offer your services in any of the above, please contact the Executive Committee via email at exec@lyttonplayers.co.uk.

6. Grades of Membership

Full Member - £48 per year (£36 for unwaged), or £5 monthly (£4 monthly for unwaged)

- Fees payable from 1 July each year, or monthly by Standing Order (premium applies)
- Access to early-bird discounts on tickets for all in-house productions
- Entitlement to take part in productions (onstage & backstage)
- Receive copy of the newsletter
- Opportunities for training in different theatrical disciplines
- Insurance cover for activities approved by the Executive Committee
- Entitlement to attend and vote at the AGM
- Receive copy of the Accounts
- Eligible for nomination for election to Management Committee after one year as Full Member

Youth - £36 per year (£4 monthly)

- Fees payable from 1 July each year, or monthly by Standing Order (premium applies)
- Access to early-bird discounts on tickets for all in-house productions
- Entitlement to take part in productions (onstage & backstage)
- Receive copy of the newsletter
- Opportunities for training in different theatrical disciplines
- Insurance cover for activities approved by the Executive Committee
- Entitlement to attend the AGM

Family - £96 per year (£10 monthly)

- Fees payable from 1 July each year, or monthly by Standing Order (premium applies)
- For two adults and at least one child under 18, residing at the same address
- Access to early-bird discounts on tickets for all in-house productions
- Entitlement to take part in productions (onstage & backstage)
- Receive copy of the newsletter
- Opportunities for training in different theatrical disciplines
- Insurance cover for activities approved by the Executive Committee
- Entitlement to attend and vote at the AGM (over 18 only)
- Receive copy of the Accounts
- Eligible for nomination for election to Management Committee after one year as Full Member

Friend - £36 per year (£3 monthly)

- Fees payable from 1 July each year, or monthly by Standing Order

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- Access to early-bird discounts on tickets for all in-house productions
- Entitlement to take part in productions (backstage only)
- Receive copy of the newsletter
- Opportunities for training in different theatrical disciplines
- Insurance cover for activities approved by the Executive Committee
- Entitlement to attend the AGM
- Receive copy of the Accounts

7. Car Parking

We are lucky enough to have our own, free, parking facilities. However, the Stevenage Lytton Players will not be held responsible for any damage to, or theft from, vehicles parked on our property.

Please respect the marked accessible (“blue badge”) parking spaces, and park with consideration for your fellow members and audiences.

8. Equality, Diversity and Inclusion

The Stevenage Lytton Players are committed to encouraging equality, diversity and inclusion among our members and our productions. We promote equality, fairness and respect for all and commit to:

- Encouraging equality, equity, diversity and inclusion within the membership;
- Creating an environment free of bullying, harassment and discrimination and one where the contributions of all are recognised and valued;
- Promoting dignity and respect for all;
- Ensuring that all members understand that they can be held liable for acts of bullying, harassment or discrimination against fellow members.

By extension, the Executive Committee will take seriously any complaints of bullying, harassment, victimisation and unlawful discrimination by members. Such acts may result in cancellation of membership and expulsion from the theatre.

9. Zero Tolerance

The Stevenage Lytton Players have a zero tolerance policy in respect of aggressive, verbal, racial or physical behaviour, drug and alcohol abuse either on the premises or prior to attending the Theatre. Any such behaviour, or reasonable suspicion of such behaviour, may result in the immediate ejection from the premises and termination of your membership.

10. Declaration

By becoming a Member of the Stevenage Lytton Players, you agree:

- to help the society fulfil its services to both its customers and its membership;
- to follow the organisation's procedures and standards, including the Health and Safety Policy;

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- to meet time commitments and standards agreed to and, when this is not possible, to give reasonable notice so other arrangements can be made;
- to provide updated contact information as necessary;
- to perform my membership role to the best of your ability.

The Members, Friends and Management are all important and valued parts of the Stevenage Lytton Players. We hope that you enjoy being with us and feel a full part of our team.