

Yuma Community Theater Policies and Procedures

Adopted 5 August 2019

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ADMN-001 Petty Cash

The Treasurer will create a Petty Cash fund of \$180.00 for ticket sales.

ADMN-002 Surety Bonds

The Yuma Community Theater shall bond the Treasurer position for \$10,000.00 on an annual basis.

ADMN-003 Newsletters

The official name of the YCT newsletter shall be **CURTAINCALL**. Newsletters shall be sent to all persons on the YCT email list regardless of membership affiliation. The YCT Newsletter is considered a form of advertisement, not membership privilege. Content is the responsibility of the Newsletter Chairman

ADMN-004 Contracts, Agreements, Source Documents

All Contracts, Agreements, or Legal Obligations which bind YCT, in-whole or in-part, shall be initiated and procured through the YCT Board of Directors and will use the official YCT mailing address. An "Attention to:" or the "production title" may be included in correspondence or procurement. All original signature and/or original source documents shall be retained by the Treasurer as needed for fiscal operations and historic documents will be archived in the YCT Building. Copies of contracts, agreements, legal obligation and production documents may be retained by relevant Producers, Directors and appropriate YCT agents. Legal binding documents include, but are not limited to, Royalties, production copyright materials, service and/or use agreements, rental agreements, lease agreements, inter-agency/organizational contracts or agreements, charge account agreements, etc.

Purchases of costume, prop or set construction materials will follow established and applicable Purchase Order policy and procedures.

Any Contracts, Agreements, or Legal Obligations which presumes to bind YCT, yet not initiated or procured through the YCT Board of Directors as indicated by this policy, shall be considered an un-authorized procurement and may not be reimbursed from YCT funds, and therefore may become the financial obligation of the originator.

ADMN-005 Maintaining Mailing/Email Lists

The Membership Coordinator will maintain a computerized, membership list and newsletter emailing list.

ADMN-006 Post Office

The Treasurer will check the post office box at least once per week and maintain post office box ensuring payment is made in a timely manner.

ADMN-007 Filing System

The YCT Board will maintain the YCT filing system.

ADMN-008 Operational Calendar

The YCT Secretary will maintain and post in the lobby area an annual operation calendar.

PROCEDURE:

The calendar will include, but is not limited to, Board Meetings, Board submission deadlines, show schedules, audition dates, work nights, holiday closures, newsletter deadlines, special events, fund raisers, workshops, and any items of interest to the

membership.

The YCT Secretary is responsible for additions to the calendar throughout the year as the information is received.

The YCT Secretary will also keep a personal calendar in the office which includes in addition to the above information any dates reflecting business deadlines

ADMN-009 Key Control

All YCT keys and the control of such will be maintained by the YCT Board President

PROCEDURE:

All YCT keys will be marked for identification purposes and kept in a locked drawer.

An inventory log will be kept. All persons issued a key will be required to sign the key out and sign the key back in when returned.

Executive Board members will be issued keys.

Directors for each show will be issued keys for the production and run of their show.

The Board President will conduct a "Show of Keys" at the annual meeting and a record of the findings will be made for file.

The YCT Board President may issue keys at his/her discretion. He is responsible for key control and will report any loss or concern to the Board.

ADMN -010 YCT Cell Phone

The office phone (YCT CELL) will be rotated through the YCT Executive Board except during show runs. When a show moves into the venue the phone will be issued to the specific show producer and will be returned to the Executive Board at the close of the show/fundraising event.

ADMN-011 Financial Review

Include language from By-Laws on financial reviews

ADMN-012 General Building & Closing Procedures

The Yuma Community Theater building comprising of the Business Office and rehearsal warehouse/storage areas, will be a totally non-smoking building. Those who wish to smoke may go outside of the building provided they police their own area. The YCT Building Committee will oversee that the YCT Buildings are kept clean and organized.

The end of day building closing procedure is also included as a stand-alone document in our template section.

End of Day Building Closing Procedure

MAIN BUILDING

Key Holder must make sure that:

- The windows are shut and locked
- Bathroom lights are off and no water is running.
- Front and Side Doors are closed and locked. **ENSURE BOTH LOCKS ON FRONT DOOR ARE LOCKED** – Both Deadbolt and turn lock.
- Roll up door is down and secured

- All interior lights are off
- All fans are off and unplugged and A/C turned up to at least 80 and Heater turned to 65.
- Space heaters are unplugged
- **Food trash will be removed daily** – Leaving it encourages critters to nest in our building.
- Bathroom trash(paper only) will be taken to the dumpster weekly (if you are using the bldg. on Monday – please take the trash to the dumpster and replace the bag)
- Front room is left free of any papers, trash, food, etc. Wipe down tables as needed.
- Return any chairs removed from the front room back to their original place.
- Notify the President/Secretary via email if there are any items that need attention. For example:
 - Running low on supplies (from tower cabinet or under sinks) Toilet Paper, Paper Towels, Trash Bags, soap, etc.
 - Running low on 5 Gallon Drinking Water from dispenser. It is the responsibility of the rehearsing show to fill water cooler as needed and at the end of their production.
 - Burned out light bulbs
 - Broken items inside or out
 - Any signs of break in – call 911 and then us.

B Bldg. (If applicable)

Key Holder must make sure that:

- The windows are shut and locked
- Space heaters and fans are unplugged
- A/C unit is set to 80 degrees
- Electronics Room door is locked and light is off (light switch it outside the door)
- Door is closed and locked **ENSURE BOTH LOCKS ON FRONT DOOR ARE LOCKED** – Both Deadbolt and turn lock.

FRONT GATE

Key Holder must make sure that:

- Gate is locked securely

SIGNATURE SHEET

Key Holder must make sure that:

- They sign in and out of the building on the form by the Front Door.

ADMN-013 Advisory Positions

It shall remain the policy of the YCT Board of Directors to extend a non-voting appointment, as Special Advisory Staff to the most recent Past President and Past Treasurer of YCT. The appointment is advisory/consulting only. This appointed position shall be afforded the same privileges, minus voting, and all notices, including executive session, as afforded to a Director of the Board.

This appointment is made to enhance the “corporate knowledge” available to the Board; and to give an account of past practices, procedures and understandings, both internal and external to the YCT organization.

ADMN-014 Ticket Sales Coordination

The Ticket Sales Chair will maintain ticket sales according to established procedures

PROCEDURE: Upon arrival of the tickets for the season, they will be checked for accuracy and then filed prior to any tickets being pulled for sale
Tickets will be pulled at the time they are sold or promised for will call, not at the end of the day or week.

Seating charts will be filled out as each ticket is sold. A daily show report of sold tickets will be printed and used to validate seat availability.

Total ticket sales, including resales will be kept for each production. Volunteers for the ticket booth are to be recruiting and trained by the Ticket Sales Chair

ADMN-015 Box Office

The Ticket Sales Manager will maintain the box office for all performances.

PROCEDURE:

The box office will be open for business 1 hour prior to posted curtain time and remain open for business 15 minutes after curtain.

Any prepaid ticket may be resold if the holder is not seated 5 minutes after curtain time.

There will be no smoking at the box office during business hours. A ticket sales reconciliation sheet will be completed with the house manager at the close of the box office after each performance. The cash drawer will be reconciled and a deposit made if money limits have been met. The Ticket sales and the House Manager will both sign the reconciliation sheet when completed. The house Manager is responsible for bank deposits after shows and the return of the cash drawer to YCT. The night depository will be used after weekend performances if a deposit is required.

ADMN-016 Theater Code of Ethics

Part of the great tradition of theatre is a code of ethics to which every worker on the legitimate stage adheres. This code, while tacit, has been observed throughout the centuries and will continue long after us. It is neither superstitious, nor dogma, nor a status forced by law. It is an attitude toward craftsmanship, a respect for associates and a dedication toward the audience. This code outlines a self-discipline which, far from robbing one of individuality, increases personal esteem and dignity through cooperation and common purpose. The result is perfection, which encompasses all that is meant by "Good Theater."

- The Show Must Go On! I will never miss a performance.
- I shall play every performance to the best of my ability, regardless of how small my role or how large my personal problems.
- I will respect my audience regardless of size or station.
- I shall never miss an entrance or cause a curtain to be late by my failure to be ready.
- I shall forego all social activities which interfere with rehearsals and will always be on time.
- I shall never leave the theatre building or stage area until I have completed my performance.
- I shall remember that my aim is to create illusion; therefore, I will not destroy that illusion by appearing in costume and make-up offstage or outside the theatre.
- I will not allow the comments of friends, relatives, or critics to change any phase of my work without the proper authorization. I will not alter my lines, business, lights,

properties, settings, costumes or any phase of the production without consultation with and permission from the director.

- I shall accept the director's advice in the spirit in which it is given for he/she sees the production as a whole and my role as a portion thereof.
- I shall look upon the production as a collective effort, demanding my utmost cooperation; hence I will forego the gratification of ego for the demands of the play.
- I will be patient and avoid temperamental outbursts, for they create tension and serve no useful purpose.
- I shall respect the play and the playwright, remembering that "A work of art is not a work of art until it is finished."
- I shall never blame my co-workers for my own failure.
- I will never engage in caustic criticism of another artist's work from my own jealousy or an urge to increase my own prestige.
- I shall inspire the public to respect me and my craft through graciousness in accepting both praise and constructive criticism.
- I will use stage properties and costumes with care, knowing that they are tools of my craft and a vital part of the production.
- I will observe backstage courtesy and shall comport myself in strict compliance with rules of the theatre in which I work.
- I shall never lose my enthusiasm for the theatre because of disappointment or failure for they are the lessons by which I learn.
- I shall direct my efforts in such a manner that when I leave the theatre it will stand as a greater institution for my having labored there.

ADMN-017 Social Media Policy (This policy is also available as a stand-alone template in our templates section)

At Yuma Community Theater (YCT) we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all members and volunteers who work with YCT.

Guidelines:

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with Theatre, as well as any other form of electronic communication. The same principles and guidelines found in Theatre policies and these basic beliefs apply to your activities online. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow employees or otherwise adversely affects people

who work on behalf of Theatre or our business interests may result in disciplinary action up to and including termination.

Know and follow the rules:

Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful:

Always be fair and courteous to fellow staff members, volunteers, customers, or people who work on behalf of YCT. Also, keep in mind that you are more likely to resolve complaints by speaking directly with your Production Staff and co-cast members than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, and threatening or intimidating, that disparage employees or customers or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate:

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about YCT, fellow cast and volunteers, customers or people working on behalf of YCT.

Post only appropriate and respectful content:

- Maintain the confidentiality of YCT and private or confidential information. Do not post internal reports, policies, procedures or other internal business-related confidential communications.
- Do not create a link from your blog, website or other social networking site to a YCT website or Social Media outlet without identifying yourself as a YCT member.
- Express only your personal opinions. Never represent yourself as a spokesperson for YCT. If YCT is a subject of the content you are creating, be clear and open about the fact that you are a member or volunteer and make it clear that your views do not represent those of YCT. If you do publish a blog or post online related to the work you do or subjects associated with YCT, make it clear that you are not speaking on behalf of

YCT. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Yuma Community Theater.”

Using social media during productions:

Refrain from using social media while on production time or on equipment we provide, unless it is production-related as authorized consistent with policy (example: Social Media coordinators creating and posting to advertise productions). Do not use YCT email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited:

Theatre prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts:

Members and Volunteers should not speak to the media on YCT's behalf without contacting the Board President or the Social Media Coordinators. All media inquiries should be directed to them.

ADMN-018 Harassment Policy. (This policy is also available as a stand-alone template with signature page in our templates section)

Anti-Harassment Policy

Yuma Community Theater as an institution, and each of its instructors, creative and administrative board members, cast members and directors are very seriously committed to maintaining a safe and supportive environment where creativity can flourish.

The Yuma Community Theater community is here to learn, perform, inspire each other, build careers, foster friendships, and make our lives better through an infinitely rewarding art form. The following policy is in support of those goals and is in keeping with the values necessary to sustain and support a creative environment.

Yuma Community Theater is committed to providing an environment free of discrimination and harassment, where all individuals are treated with respect and dignity, can contribute fully and have equal opportunities.

Every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned or ignored at Yuma Community Theater. If a claim of harassment or discrimination is proven, disciplinary measures will be applied, up to and

including termination of membership, removal from theatre group and or serving as a member of the board.

Prohibited Conduct under This Policy

Yuma Community Theater, in compliance with all applicable federal, state and local anti-discrimination and harassment laws and regulations, enforces this policy in accordance with the following definitions and guidelines:

Discrimination

It is a violation of Yuma Community Theater's policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, genetic information or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination from community theatre casts, production teams, and the board and organization membership.

Harassment

Yuma Community Theater prohibits harassment of any kind, including sexual harassment, and will take appropriate and immediate action in response to complaints or knowledge of violations of this policy. For purposes of this policy, harassment is any verbal or physical conduct designed to threaten, intimidate or coerce any cast members, production team, board member, or any person working for or on behalf of Yuma Community Theater. Verbal taunting (including racial and ethnic slurs) that, in the member's opinion, impairs his or her ability to perform his or her job is included in the definition of harassment.

The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's nationality, origin, race, color, religion, gender, sexual orientation, age, body, disability or appearance, including epithets, slurs and negative stereotyping.
- Nonverbal harassment includes distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles or shows hostility, aversion or disrespect toward an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, pregnancy, appearance, disability, sexual identity, marital or other protected status.

Sexual harassment

Sexual harassment is a form of unlawful employment discrimination under Title VII of the Civil Rights Act of 1964 and is prohibited under Yuma Community Theater's anti-harassment policy.

According to the Equal Employment Opportunity Commission (EEOC), sexual harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature . . . when . . . submission to or rejection of such conduct is used as the basis for employment decisions . . . or such conduct has the purpose or effect of . . . creating an intimidating, hostile or offensive working environment.”

There are two types of sexual harassment:

- “Quid pro quo” harassment, where submission to harassment is used as the basis for casting, membership, or employment decisions. Therefore, only someone in a supervisory capacity (with the authority to grant such benefits) can engage in quid pro quo harassment. Examples: A director promising a role to an actor, if she goes on a date with him; a board member threatening not to hire a member of the production team if he does not have sex with her.
- “Hostile work environment,” where the harassment creates an offensive and unpleasant working environment. A hostile work environment can be created by anyone in the theatre, whether it be directors, other actors or audience members. Hostile environment harassment consists of verbiage of a sexual nature, unwelcome sexual materials or even unwelcome physical contact as a regular part of the work environment. Texts, e-mails, cartoons or posters of a sexual nature; vulgar or lewd comments or jokes; or unwanted touching or fondling all fall into this category.

Sexual harassment occurs when unsolicited and unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature:

- Is made explicitly or implicitly a term or condition of employment or casting.
- Is used as a basis for an employment decision.
- Unreasonably interferes with a member’s, an actor’s or production team member work performance or creates an intimidating, hostile or otherwise offensive environment.

Sexual harassment may take different forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats; requests for any type of sexual favor (this includes repeated, unwelcome requests for dates); and verbal abuse or “kidding” that is oriented toward a prohibitive form of harassment, including that which is sexual in nature and unwelcome.
- Nonverbal sexual harassment includes the distribution, display or discussion of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds; leering; staring; whistling; obscene gestures; content in letters and notes, facsimiles, e-mail, photos, text messages, tweets and Internet postings; or other form of communication that is sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing and fondling and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between members of a cast, directing or production team, including men and women, that are appropriate in the theatre

context and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

Retaliation

No hardship, loss, benefit or penalty may be imposed on any member of director in response to:

- Filing or responding to a bona fide complaint of discrimination or harassment.
- Appearing as a witness in the investigation of a complaint.
- Serving as an investigator of a complaint.

Retaliation or attempted retaliation in response to lodging a complaint or invoking the complaint process is a violation of this policy. Any person who is found to have violated this aspect of the policy will be subject to sanctions up to and including termination of employment/membership.

Complaint Process

Yuma Community Theater will courteously treat any person who invokes this complaint procedure and the company will handle all complaints swiftly and confidentially to the extent possible in light of the need to take appropriate corrective action. Lodging a complaint will in no way be used against the person or have an adverse impact on the individual's status. Because of the damaging nature of harassment to the victims and to the entire theatre community, aggrieved actors, directors, members are strongly urged to use this procedure. However, filing groundless or malicious complaints is an abuse of this policy and will be treated as a violation.

Confidentiality

During the complaint process, the confidentiality of the information received, the privacy of the individuals involved and the wishes of the complaining person will be protected to as great a degree as is possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the company's legal obligation to act on the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the company and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.

Complaint procedure

Yuma Community Theater has established the following procedure for lodging a complaint of harassment, discrimination or retaliation. The company will treat all aspects of the procedure confidentially to the extent reasonably possible.

An individual who feels harassed, discriminated or retaliated against may initiate the complaint process by speaking with the Director, if not comfortable speaking to the director then they can call a Board member or a producer.

Investigation

Yuma Community Theater is not a criminal justice or law enforcement agency, however, the Theater takes allegations of misconduct very seriously. Yuma Community Theater may, at the discretion of the Theater, investigate complaints of misconduct. The timing, scope, and extent of

any investigation Yuma Community chooses to conduct will be determined at the sole discretion of Yuma Community Theater on a case-by-case basis, and may be informed by certain criteria, including but not limited to: the severity of the allegation, the urgency of the situation and the resources available.

Special Note on Reported Criminal Activity

If any Theater-affiliated person is accused by anyone of criminal activity that, in the judgment of the Theater rises to a level beyond harassment as described above, and, in the judgment of the Theater, places in doubt the safety of the Theater's students, performers, faculty, staff, team members, directors, vendors or patrons, then the accused will be immediately and without investigation removed from all Theater-related activities until such time as the Theater is satisfied that the accusations are and were unfounded. Such a determination will be at the sole discretion of Yuma Community Theater. Should any violators appear at any Theater-related activities or venues following this removal, they will be considered to be trespassers on private property and the Theater will utilize law enforcement authorities to remove them from Theater property. This revocation of Theater privileges will not be influenced by the failure of the complainant to involve law enforcement, or the failure of law enforcement authorities to investigate, charge or convict the violator with a crime. Any reinstatement of any permission to participate in any Theater-related activity will be at the sole discretion of Yuma Community Theater.

Notification

It is within Yuma Community Theater's right to revoke privileges or permission to participate in any or all Yuma Community Theater related activities with or without cause. Yuma Community Theater, at its sole discretion, may make notifications to the complainant and/or violator, the scope, and detail of which will be determined by at the sole discretion of Yuma Community Theater. If a person makes a knowingly false or frivolous complaint, fabricates facts, or fails to tell the truth, Yuma Community Theater may take appropriate disciplinary and/or other corrective action.

Roles and Responsibilities

All persons present in the Yuma Community Theater are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Board Members, show directors, and producers have the additional responsibility to act immediately on observations or allegations of harassment or discrimination. Board Members, show directors, and producers are responsible for creating and maintaining a harassment- and discrimination-free organization, and should address potential problems before they become serious.

In the Community Theatre arena there are special circumstances that one must be made aware of this includes:

- Rehearsals containing Intimacy may remain light but should remain professional (especially during vulnerable moments).
- Freedom to respect privacy if an actor requests a private area to change clothing.
- Absence of favoritism when a director casts close friends and family in lead roles. Roles must be given to the most qualified.

Alternative legal remedies

Nothing in this policy may prevent the complainant or the respondent from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts.

Signature Page

I have read the anti-harassment policy and understand my role and responsibilities.

Roles and Responsibilities

All persons present in the Yuma Community Theater are expected to uphold and abide by this policy, by refraining from any form of harassment or discrimination, and by cooperating fully in any investigation of a harassment or discrimination complaint.

Signature _____ Date _____

If under 18 please provide parental signature

Signature _____ Date _____

ADMN-019 Position Descriptions

Attached to these policies and procedures in the Template section are Position Descriptions for the Board of Directors, Executive Board Positions and Production Positions. Signed copies of these Position Descriptions shall be done for each Board year and each production and included in the historical records. These positions descriptions may only be altered by the Board of Directors.

ADVR-001 Advisory Council

An Advisory Council is to be formed. Nominations shall come from the Board. The YCT Secretary shall issue formal invitations as required.

CMTE-001 Board of Directors Committee Responsibilities

Board of Directors having an assigned commodity or area of responsibility shall serve at-large on any committee involving such commodity or area of responsibility; accepting the President who always serve ex-officio.

CONC-001 Concessions

The operation and control of the Concession Stand is a stand-alone operation at the discretion

of the Board. YCT funds for the purchase of non-food/beverage products (except for condiments and preparing/serving articles) is hereby prohibited. Purchase of nostalgic or marketing commodity items bearing any reference to YCT or a YCT production must be approved by Board action

CONC-002 Concessionaire/Manager

The concessionaire will be appointed by the board of Directors. The Concessionaire/Manager will be responsible for the operation of the concession stand for that season. Must be a YCT member.

FIN-001 Building Fund

A separate account has been established for a Building fund. Monies in the building fund are not to be used for purposes other than the purchase and maintenance of YCT real property.

LSEE-001 Lighting. Sound and Communication. Electronic and Electrical

Of all Yuma Community Theater (YCT) assets, the most complex and costly physical commodities fall in the categories of Stage/Theater - Lighting, Sound and Communication, Electronic and Electrical (LSEE) equipment and devices. To ensure these assets meet the overall needs of the organization production schedule especially the Season schedule, the following guidelines and provisions will apply. If any loan of LSEE is authorized by the Board the loaning/renting entity will complete the form as identified in PROP-002.

AUTHORIZED USE OF YCT (LSEE) EQUIPMENT/DEVICES

Only **trained** persons may check-out and install for use any YCT Lighting, Sound and Communication, Electronic and Electric equipment or devices. Any and all equipment and/or devices desired for use will be itemized, noting the equipment/device condition and signed for by the Technical Director. An appropriate YCT Check-out Form will be used for this purpose. Detailed Check-out and Check-in procedures may be found in the YCT procedures publication. Check-out and Check-in will be conducted simultaneously with either the YCT Lighting, Sound and Communication, Electronic and Electric Coordinator or an Executive Officer of the Board of Directors.

TAMPERING/ABUSE/UNAUTHORIZED MODIFICATION OR APPLICATION OF (LSEE)

It is **strictly** prohibited for any person, organization or entity to attempt to perform a modification, repair or in *any* way tamper with equipment/device chassis or ancillary components, especially in regard to equipment device integrity and safety considerations under the cognizance of Occupational Health & Safety Administration (OSHA), Underwriters Laboratory (U/L) and National Fire Protection Association (NFPA) compliance.

Users and operating organizations may be allowed to replace non-effective consumable items, such as lamps, batteries, fuses, etc., in accordance with the provisions and guidelines contained in the appropriate YCT procedures publication. Application of YCT (LSEE) equipment and devices is limited to community not-for-profit activities.

Yuma Community Theater Lighting, Sound and Communication, Electronic and Electric equipment devices will **not** be modified in order to fit or adapt to another operating system or configuration. YCT (LSEE) equipment/devices may be adapted, at the authorized user, organization or entity expense, by using appropriate and approved adapting devices. Approval for such devices rests with the YCT Lighting, Sound and Communication, Electronic and Electric Coordinator.

The YCT Board of Directors and/or designated representative(s) reserve the right to inspect the operation, use and configuration of any and all YCT Lighting, Sound and Communication, Electronic and Electric equipment and devices. Upon due consideration, serious violations or disregard of these policies, especially OSHA, U/L and NFPA compliance, may result in a breach of contract for the use of such equipment and subsequent immediate removal and return of YCT Lighting, Sound and Communication, Electronic and Electric equipment devices.

Violations of these policies and safety considerations may result in Board action which can prohibit or restrict future use of YCT (LSEE) equipment or devices by those persons, organizations or entities responsible for the violation. Furthermore, back-charges may be assessed against the violating parties for the inspection, repair and/or refurbishment of YCT Lighting, Sound and Communication, Electronic and Electric equipment devices to their original condition.

MEMB-001 Membership

Membership shall be governed by the Yuma Community Theater By-Laws including the yearly term of dues and overseen by the Membership Committee Chairperson.

PDIR-001 Production Directors

No person shall serve as Director of a Yuma Community theater production unless 1) served as Assistant Director for a YCT production and/or 2) have exhibited enough experience such that the Board may deem them capable of directing a YCT production. Production Directors serve at the pleasure of the Board.

PDIR-002 Production and Producer Check List (also included as a stand-alone template within these policies)

Duties and policies for Producers overseeing Yuma Community Theater Productions.

The duties of a Producer are to handle the business/personnel related matters on a production. Sometimes the job varies on a production according to what the show's Director really wants his/her producer to do especially dealing with the personnel involved.

Because it is a YCT policy that all contractual and financial transactions are to be handled through the YCT Treasurer or the Board of Directors the below tasks are to help you and your Director with the day to day operation, both business and financial, of the production.

Take time to read the list and then discuss it with your Director as to what he/she expects you to do and what they want to oversee. The Treasurer will only work with the Producer and requires the Producer's signature on all requests for reimbursement /disbursement. This will ensure that bills are paid on time, people get what they need and that all these tasks are accomplished in a timely and seemingly effortless manner.

Space/Operational Calendar

1. Since performance facilities and/or services for the production should have been secured by the Board of Directors you need to secure a copy of the contract for the performances/services dates for your files from the YCT Board President/Treasurer.
2. Schedule audition and rehearsal dates at both the YCT building, performance venue and any other locations that should be covered by insurance. Any scheduled rehearsal location must be covered by insurance. These will be put on the YCT operational calendar (ADMN-008) maintained by the Secretary to ensure that there is

no overlap on two productions. They will also be posted in the lobby at YCT. Changes must be given to the Secretary.

3. Any additional times or any cancellations that need to be booked at a rental facility must be taken care of by the President because this constitutes a contract.
4. A set of keys to the YCT Buildings will be issued to the production's Director for the run of the show. It must be returned to the Board President within two weeks of the final performance.

Insurance

1. Insurance will be handled by the Treasurer. You need to give a list of dates, places and the number of people that will be participating in the production, including names and phone numbers.
2. All participants must be current paid YCT members by the first rehearsal that they attend. Current membership lists are available through the Membership Chairman. You need to have new members fill out a membership form and collect dues from them and give it to the Membership Chairman. They will be sent a receipt if requested.

Royalties/Scripts

1. To ensure your right to the production, written permission must be obtained. A copy must be given to YCT Treasurer. You need to use the YCT mailing address of PO Box 5658, Yuma, AZ 85366 for your production contract.
2. Fill out the contract. A completed, signed contract must be provided to the Treasurer for payment. Keep a copy for your records.
3. Scripts can be ordered at any time. Fill out the order form in the publishers catalog or request online. Request the Treasurer purchase using the YCT Credit Card or purchase and request reimbursement ensuring you provide all needed receipts. ALL MATERIALS must go to the Producer before being given to the Director, cast production staff or musical director.
4. Collect and return all RENTED materials to the publisher by the date stated on the contract. Cost of shipping and insurance should be added to your budget.

Budget

1. Give the YCT Treasurer a copy of the budget that the Director submitted to the YCT Board of Directors.
2. The YCT Treasurer will keep an accounting of the production. The producer will keep an ongoing show ledger. All disbursements must be approved by the Producer before the Treasurer can issue any monies. No reimbursement of receipts will be honored after 30 days from the last performance.
3. It is suggested that the Producer make him/herself available at least once a week during rehearsal and or set construction to gather receipts and bills from the production staff.
4. The YCT Treasurer requires a minimum of one week from receipt of signed disbursement request to issue payments and reimbursements. The YCT Treasurer will pay incoming bills for each production after approval of the Producer.

Publicity and Advertising

1. All Press Releases (*written statements about the show that are sent to the media*) and advertising must be issued by/through the YCT Show Producer with approval from the Advertising Committee:
 - A. To ensure consistency and continuity in the material,
 - B. To ensure priority among the productions in progress at the time,
 - C. To maintain a schedule of constant coverage for the whole of Yuma Community Theater to achieve the most and best of all the area media.
2. All public appearances and promos (*organization visits, radio and TV interviews, and public appearances*) must be scheduled by the Production Team.
3. An update should be given to the newsletter editor on cast and crew. Deadline is the 20th of each month. In house publicity is great!
4. Regular advertising will be on a set schedule that has been approved for the season by the Advertising Committee. The Producer needs to obtain rights to logos and music if applicable and proofs ads and sound spots.
5. The YCT Board of Directors has a list of Public Relations/Media of Yuma that is outside of paid ads. Unpaid advertising and publicity is strongly encouraged.
6. Social media advertising and publicity should be directed to YCT's approved Facebook Page and Website.

Printing

1. The Producer must coordinate with the Advertising Committee to ensure printing program quantities and deadlines are adhered to.
2. The Producer is responsible for the layout and printing of all programs and any printed materials in compliance with the guidelines of the Advertising Committee.
3. The Producer must distribute programs to the House Manager ensuring enough programs are available for each performance.

Cast/Crew

1. Over sees production crew; provides assistance and guidance as needed.
2. Ensures that the YCT Membership Chairman has an updated complete cast/crew phone list.
3. Works with the YCT Membership Chairman to ensure that all cast/crew are current paid members.
4. Ensures that the YCT Treasurer has a completed W-9 Form from any persons that are being paid to participate (*i.e. musical director/musicians*) before payment can be issued.
5. Assists in recruitment efforts to fill production/tech crews.
6. Arranges for cast photos.

Reports

1. Presents status report to YCT Board of Directors during the production period.
2. Produces with YCT Treasurer a comprehensive Post Production financial report to be submitted to the Board within thirty days of the close of production.

Sample Forms and Checklists

1. Attached to this Policy are sample production forms and checklists which may be utilized.
2. Use of these are highly encouraged but not required.

PROP-001 Use of YCT Property

Any group or organization desiring to use/rent YCT property, must submit a written request to the Board of Directors, for approval. If approved must follow PROP-002 Equipment Loan Policy.

PROP-002 Equipment Loan Policy

All requests to loan or rent equipment owned by Yuma Community Theater must be approved by the Board of Directors and the appropriate Equipment Loan Form completed. This form is attached under the Template section of these policies and procedures. This form may only be altered by the Board of Directors.

SHOW-001 USHERS POLICY AND PROCEDURES

Only paid YCT members will be allowed to accept usher assignments and by acceptance of an assignment will agree to conform to YCT dress code and usher procedures.

PROCEDURE:

Ushers will arrive for orientation/assignment 45 minutes prior to posted curtain time.

Ushers will wear clothing that conforms to YCT Dress Code Policy (if applicable)

Ushers will assure the safety and comfort of patrons at all times.

Ushers will refer difficult situations to the House Manager for resolution.

Ushers will assist patrons who need to exit during the performance.

Ushers will assist concessionaire during intermission as assigned.

Ushers will assure that food and drink is not taken into the house unless authorized by the venue.

Ushers will assure that aisles remain clear for safe passage.

Ushers will return flashlights to House Manager after performance.

Ushers will assist in clearing house of all debris after performance.

SHOW-02 Production Reimbursement

All requests for reimbursements for a YCT production must be submitted within 30 days after the last performance. Those submitted after may not be paid.

SHOW-003 Rehearsal Visitors

No one except current paid members of YCT may attend rehearsal or be back stage at a YCT production.

YCT members that are not cast and/or crew of the production in rehearsal or performance may only be there at the discretion of the show's Director. No one, paid member or not may enter the dressing room and/or back stage area of a production while in performance if they are not a member of the cast/crew of that show without the explicit permission of the Stage Manager/Director.

SHOW-004 House Manager

The House Manager position for the Season shall fall under the direction of the Board of Director responsible for the Season. The House Manager will be appointed by this Director with Board approval. The House Manager will be responsible for the front of the house operation for

the season. Must be a YCT member

PROCEDURE:

The House Manager will assure that there are a sufficient number of ushers assigned for each performance to hand out programs and escort patrons to their seat, and sell raffles and concessions.

The House Manager will conduct orientation/assignment with ushers 15 minutes prior to opening of the house.

The House Manager will assure flashlights are in working order, issue them to ushers, collect them at the end of the performance.

The House Manager will maintain communications coordination with the Stage Manager regarding the opening of the house, and curtain for both the beginning of the show and after intermission.

The House Manager will make the decision to seat late arrivals at the appropriate time as to not disturb the performance.

The House Manager will complete the ticket/sales reconciliation after the close of the box office with the Ticket sales chair.

The House Manager will be available during box office hours, intermission¹ and at the end of the performance to handle any problems that arise. The House Manager will assure that the house is cleared of any debris and ready for the next performance.

TCKT-001 Complimentary Tickets

Each Production/Company member shall receive no more than two (2) Complimentary Tickets, which are only good for **Invitational Dress Rehearsal. Exceptions are at the discretion of the Executive Board.** As a rule, Complimentary show Tickets are not generally sanctioned, as this is our source of revenue. Use of complimentary tickets must be approved by the Board of Directors in advance unless part of a sponsorship package

TCKT-002 Ticket Sales/Re-sale

Yuma Community Theater reserves the right to re-sell any pre-paid ticket if the holder is not seated five minutes after curtain time.

TCKT-003 TICKET PRICES

The below policies have been adopted by Board ACTION to revise or amend existing policies, procedures of standing rule, either written or implied; or to clarify or interpret YCT By-Laws, Articles of Incorporation or legal contract. Ticket prices for all YCT productions shall be established and set by the Board. Ticket prices, charges, rates or fees for 'in conjunction with' or 'in cooperation with' will be approved by Board action. Other Charges, Fees, Rates or Recommended Donations for YCT production associated activities will be in accordance with established procedures, or if non-existent, by a consensus of at least two Executive Officers of the Board.

WARD-001 Wardrobe Policies and Procedures

Wardrobe Custodian. Duties also included in the Position Description in the Template section of these policies and procedures.

The Wardrobe Custodian is a special appointment made at the discretion of the Board of Directors. The Wardrobe Custodian has overall responsibility for costume items owned by the Yuma Community Theater (YCT) and advises the Board of Directors on all matters involving wardrobe procedures, policies and care & maintenance

Costume Coordinator

A Costume Coordinator is a temporary position which is assigned for each individual production. Each production must have a Costume Coordinator assigned by the

Producer/Director. The Costume Coordinator will ensure all costume items used for the production are checked through the Wardrobe Custodian and will be provided an itemized listing of all YCT assets under their charge.

Utilization of Costume Items

YCT owned costume items are intended for the exclusive use in YCT, or YCT cooperative, productions. YCT owned costumes may be loaned, with Board approval, on a temporary basis, to local not-for-profit organizations, to include school groups, at the sole discretion of the Wardrobe Custodian or YCT Board in their absence. YCT Costumes will not be loaned for personal use, other than in

Support of the Arts. Current and scheduled upcoming YCT productions have priority in costume usage.

Costume items donated to YCT must be freely given and on a "no strings attached basis. YCT must be able to exercise the authority to use, alter and/or reconstruction of any items donated to it. The Wardrobe Custodian is free to dispose of items at the custodian's discretion. The utmost care will be given to costume items which are properly borrowed from other organizations or persons. The wishes of the costume item owner shall be honored.