



Membership / Membership Renewal

Bundaberg Players Incorporated

Select the appropriate **OPTION:**

I have been a Senior member of the Bundaberg Players Incorporated in the **previous calendar year** and wish to renew my membership for a further twelve months – I understand that the renewal fee is \$50.00 – BUT as I am **paying prior to 31 January, this amount will reduce to \$40.00**. Once again I hereby agree to be bound by the rules and by-laws of the Association and provide my personal details below in SECTION A. I have also completed my areas of interest in SECTION B.

I have previously been a Senior member of the Bundaberg Players Incorporated and wish to pay my membership. I am **re-joining after 31 January OR was not a member in the previous calendar year** and understand that the **membership fee is \$50.00**. Once again I hereby agree to be bound by the rules and by-laws of the Association and provide my personal details below in SECTION A. I have also completed my areas of interest in SECTION B.

I am a **NEW SENIOR MEMBER** of the Bundaberg Players Incorporated and hereby apply for membership – I understand that the **Annual Fee is \$50.00**, but if I join in the second half of the year, the fee will reduce to \$25.00. I hereby agree to be bound by the rules and by-laws of the Association and provide my personal details below in SECTION A. I have also completed my areas of interest in SECTION B.

SECTION A: Please PRINT the information clearly

Title: Mr/Mrs/Ms/Miss	Date of Birth: <i>(Optional if over 18)</i>
Full Name:	
Previous Name (if applicable):	
Address:	
E-Mail Address:	
How do you wish to receive your Newsletter – PLAYERS PARS?	E-Mail (preferred): <input type="radio"/> OR Land Mail: <input type="radio"/>
Home Phone:	Mobile Phone:
Signature of Member:	Date:

MEMBERS JOINING FOR THE FIRST TIME ONLY MUST BE 'PROPOSED' and 'SECONDED'

"The Candidate whose details appear above is personally known to me, and in the belief that this person is suitable to be elected an active member of the Association, I propose this person for Membership"

Name of Proposer:	Signature:
Name of Seconder:	Signature:

SECTION B:

Please indicate your areas of interest below. Department Heads will contact you when rosters are being drafted for productions or when activities are occurring. REMEMBER: Working Bees are held every Sunday Morning 9:00am – 12 noon and are an ideal way to meet members and see what goes on around the theatre.

<input type="radio"/> Acting	<input type="radio"/> Backstage Work	<input type="radio"/> Bar – Must have an RSA	<input type="radio"/> Choreography
<input type="radio"/> Clerical Office Work	<input type="radio"/> Decor – Painting of sets	<input type="radio"/> Front of House - Ushering	<input type="radio"/> Gardening
<input type="radio"/> Kitchen - serving at interval	<input type="radio"/> Lighting– Rigging/Operating	<input type="radio"/> Make-Up	<input type="radio"/> Program Selling
<input type="radio"/> Prompting	<input type="radio"/> Properties	<input type="radio"/> Publicity	<input type="radio"/> Set Design/Construction
<input type="radio"/> Ticket Sales	<input type="radio"/> Wardrobe/Sewing	<input type="radio"/> I Play a Musical Instrument: _____	

NOTE: A BLUE CARD (Working with Children) APPLICATION MUST BE COMPLETED IF THIS MEMBER WILL BE ENGAGED IN THE INSTRUCTION OF YOUTH MEMBERS under the age of 18

METHODS OF PAYMENT: *This section will be destroyed once Membership is processed*

<input type="radio"/> CASH	<input type="radio"/> CHEQUE – Made payable to <i>Bundaberg Players Incorporated</i>		
Debit my <input type="radio"/> VISA CARD <input type="radio"/> MASTERCARD			
Expiry Date: _____	CSV Number: _____	Name on Card: _____	

OFFICE USE ONLY:

<input type="radio"/> Details entered on Membership Database (Date): _____ AM _____ AND on SABO (Date) _____	Receipt #:
<input type="radio"/> Department Heads advised of areas of interest	<input type="radio"/> Membership Card/Information Sheet & Pars Mailed out
	Receipt Date: _____

This bottom section must now be destroyed



AGREEMENT TO COMPLY WITH CODE OF CONDUCT

I (Insert Name of Member), _____ have read the Bundaberg Players Incorporated's **RISK MANAGEMENT POLICY** and **CODE of CONDUCT**.

I understand this organisation's commitment to establishing and maintaining a safe, friendly environment for children and young people.

I agree to uphold the Child Protection Policy as set out in the **RISK MANAGEMENT and CODE of CONDUCT policies** and to follow the guidelines and procedures outlined. I will work to contribute positively to the growth and development of the organisation, the children and young people it provides services to, and their parents and carers.

Name of Member: _____

Signature of Member: _____

Date: _____

Name of Witness: _____

Signature of Witness: _____

Date: _____



MEDIA RELEASE FORM

There may be times when The Bundaberg Players Incorporated would like to publish photos of our members as part of their activity with our organisation. We may wish to place photos in the program for a particular production and/or have publicity photos taken for publication in the local newspapers and/or on our organisation's web-site.

This document gives Bundaberg Players Incorporated permission to publish your photo (with name) either on the theatre's website, in theatre programs or in the local newspaper.

I agree to allow the Bundaberg Players Incorporated to use photos of myself as deemed necessary for the theatre web-site, theatre programs, or in publicity photos for publication in the local newspapers.

Signature of Candidate

Date

If you are under the age of 18, a parent/guardian must also sign this form.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Witness Signature: _____

Permission can be withdrawn at any time by contacting the webmaster by email (webmaster@theplayhousetheatre.org.au) or by contacting the theatre on (07) 4153 1904 and leaving a message.

BUNDABERG PLAYERS INCORPORATED

POLICY DOCUMENT

Child Protection Risk Management Strategies and Blue Card Compliance

Policy Implementation Date	Review Date and Frequency	Responsible for Review
January 2007	Review Date and Frequency December 2007 – (annually) Reviewed February 2009 Reviewed January 2010 Reviewed January 2011 Reviewed December 2011 Reviewed January 2013 Reviewed and amended January 2014 Reviewed and amended January 2015	President and Committee

1. Purpose

As Directed by the Commission for Children and Young People and Child Guardian Act (2005) and Subsequent Amendments effective 17 January 2006, this document provides direction and understanding of how **Bundaberg Players Incorporated** addresses the risk management strategy to promote the well being of children and young people and to protect them from harm.

2. References/related documents

- Bundaberg Players Incorporated Constitution
- Bundaberg Players Incorporated Policy Manual (updated annually)

3. Definitions

The Bundaberg Players Incorporated is a not-for-profit organisation that works with volunteers only. Children and Young People participate in our environment through the Youth Theatre Program and on occasions within our Senior Theatre productions.

4. Who must comply with this policy

- Members
- Volunteers
- Parents/carers
- Children and young people

5. Policy

The Management Committee of the Bundaberg Players Incorporated through its appointed Youth Theatre Representative (Youth Theatre Director) or Director of a production which has young people involved will;

- provide details of the CODE of CONDUCT to all children and young people in our care, and their parents/carers.
- endeavour to create a safe & friendly environment for children/young people.
- ensure that other members such as Tutors, Stage Manager, the Artistic Director, Director of Production and Committee members are familiar with Workplace Health & Safety requirements, and conduct inductions with all children and young people in our care as well as their parents/carers.
- be aware about any special needs or medication required by young people in our care and follow specifications for minimum adult/child ratios for activities.
- be vigilant about the constant supervision of children and young people when on our premises. Children and young people will not to be permitted to be alone on site, or work outside the premises without supervision.
- communicate directly with parents / carers in the event of a breach of this policy.

6. Implementing of Policy

- All members and volunteers (tutors, musicians etc) who work with children and young people within our organisation will be asked to obtain a blue card.
- All members to be made aware of the risk management policy and code of conduct policy when joining the organisation.
- A **Register of Blue Card Applicants** is to be maintained.
- An **Incident Report** Register is to be maintained.
- A Member's **Agreement Form** Register is to be maintained.

7. Monitoring compliance

- The policy will be monitored by the Executive and committee on an annual basis
- Youth Theatre Director, Tutors, Stage Manager and those who are in contact with children and young people will be involved in monitoring interactions in first instance.
- Reports on Risk Management will be given via the Youth Theatre Director at monthly meetings. Should an incident arise, contact will be made immediately to the President and/or a member of the Executive.

8. Breaches (*This section amended 20th January 2014*)

- ~~DELETE: Breaches of this policy will be dealt with in the first instance through the President and any member of the Executive.~~
- NEW – *ANY breaches or suspected breaches of this policy MUST be reported in the first instance to either the President or Vice-President.*
- Where breaches are significant to warrant further action, a report will be written and police will be notified.
- Where breaches of this policy do not warrant police action, a report will be written and the incident will be discussed with the parties involved.
- Concerns regarding breaches to these Policies to be communicated immediately to the President of the organisation who will liaise with appropriate people concerned and fill in appropriate reports.

CODE OF CONDUCT

1. Values and Principles

- The Management Committee of the Bundaberg Players Incorporated seeks to provide and maintain a safe and friendly environment where all members can rehearse and perform amateur theatre without fear of harm.

2. Who must comply with this Code

- This Code is applied to all young people (aged 10-18 years) who are members of the Bundaberg Players Incorporated, their parents or legal guardians, and all adult members of the Bundaberg Players Incorporated who are charged with the duty of tutoring or supervising the young members.

3. Standards Expected

- Senior members will only work with children and young people in groups, and never in one-on-one situations or in isolation.
- Single-sex dressing room facilities providing adequate privacy will be provided at the time of rehearsal and performance.
- Communication via mobile phones between young people, and between Senior members and young people, should be restricted to legitimate theatre business only.
- *Added (January 2015)* **Smoking** is not permitted anywhere within the complex nor in any of the relaxation areas or carpark. (When smoking is required ON STAGE during performance – due diligence and common sense will prevail and if possible, electronic cigarettes will be used). Smoking is only permitted in the front courtyard with rubbish receptacles provided.