

*Welcome to NYTC's OnStage Training Programme!*

*We have high expectations at NYTC – of our staff, our volunteers, and also of our cast members & their families. We try to be as flexible as possible where it counts – so that we can accommodate all the different interests and needs of our students. In return for this, we have some basic common sense guidelines for you to follow:*

## **General**

We provide a comfortable, safe, and enjoyable working environment. If there's something bothering you, we need to know about it, or we can't fix it. You can always email us, or talk to any one of the staff or student instructors at rehearsal.

One of our often-repeated rules is “if it's not yours, don't touch it” – this covers everything from personal space and belongings to expensive theatrical equipment.

## **Behaviour**

At NYTC we cater for a wide variety of ages and abilities. While we work in age-related groups for much of the time, we also love to see our oldest and youngest cast working together. In these situations, our older cast-members need to remember that they are role models and moderate behaviour and language accordingly.

Respecting and supporting cast members, staff and volunteers is expected inside and outside rehearsals, and in the theatre, including through communication, whether in person or online. In representation of our NYTC values, consideration of how our words and behaviour is perceived and how it can affect others is important.

Throughout our programme, but especially in theatre, there will be volunteers assigned to work with the cast. Some of their tasks are: sign-in and out formalities, ensuring that noise levels and behaviour remain acceptable, that cast are in the correct dressing room for their calls, and that when called, the cast arrives in time for their scene. We expect respect for our staff and volunteers alike – they are all there to make your performances possible.

If we all work together as a team, the result will be fantastic. Please respect and support your fellow cast-members, and then you can expect the same respect and support from them.

We reserve the right to withdraw cast-members from our programmes, at any stage, for poor behaviour, lack of attendance, or any actions which we consider may affect the good reputation of the National Youth Theatre Company Trust.

## **Attendance**

Please aim to arrive at rehearsal 10 – 15 minutes before the scheduled start time – this will ensure any last-minute delays don't mean you miss out on rehearsal time. If you know in advance that you're going to be late to a rehearsal, need to leave early, or won't be able to make it at all, please let us know well in advance – [attendance@nytc.co.nz](mailto:attendance@nytc.co.nz). In the event that you can't make it at the last minute, please text or call the NYTC rehearsal phone – (021) 112 5687. The rehearsal phone is only monitored from 30 minutes before rehearsal until 30 minutes after rehearsal, at other times, please email.

## **Clothing**

We expect all cast to wear clothing appropriate to the needs of rehearsal - there are changing facilities available if needed. It's difficult to dance in clothes that are too tight, too loose, or too short. Make sure your rehearsal clothes are comfortable, and you don't constantly have to adjust them, it will be a distraction. For our older cast, remember that you are role models to the younger students, and please dress accordingly – think about what would be appropriate to wear to school. If we consider your clothing to be inappropriate for your group we may ask you to change or to go home.

If you have dance shoes, bring them along, if not, comfortable sneakers are fine. No high heels or jandals.

## **Pick Up / Drop Off**

There is a 5kmh speed limit enforced at all our rehearsal venues. At our main rehearsal venue, Ponsonby Primary, please use the car parks available at the front of the school, avoiding the reserved spaces as sign-posted.

Our policy on the collection of cast members is much the same as a school, as our rehearsals are usually on school grounds. While in theatre we explicitly check cast- members in and out, this isn't practical at our regular Sunday rehearsals.

Our staff can't monitor the playground or school grounds, so cast should wait with the rehearsal administrator at the top desk until they are collected – should you be delayed, please contact the NYTC rehearsal phone – (021) 112 5687

## **Health & Safety**

Please notify the staff of any medical conditions, allergies or special requirements – there is a space for these on the registration form. If you're not sure that you gave us all the details, just drop us an email and we will update our records.

NYTC and all our venues are strictly non-smoking. Due to serious food allergies of some of our cast, we also request that you avoid including peanuts or other tree nuts in any lunches or snacks, and it's safest not to share food with others. Chewing gum & dancing is not safe – no chewing gum in rehearsals please! Make sure you bring plenty of water, dancing is thirsty work.

There are specific safety policies for each theatre that we work in – we do a special briefing on these on the first day in the space.

## **Communication**

All communication with staff outside of rehearsals should be by email, [info@nytc.co.nz](mailto:info@nytc.co.nz). We will make sure any query is sent to the right staff member. Please do not directly text, Facebook, or otherwise contact staff about rehearsal questions, your role, or a move in the dance – they will respond to email only.

Our general policy on Social Networking is that any online interaction between staff and cast must be conducted as if it were in a public place. Staff may accept friend requests from cast as long as they are then assigned to a restricted group.

Please join the NYTC Facebook page, and the group we set up for the families of each programme – it's a great way for us to keep in touch about what's going on, and promote the many events our students participate in.