

Riverton Arts Council

Participation Policy

1. Welcome to Riverton Arts Council

Welcome to *Annie*! We are thrilled to have you and your family as part of this Riverton Arts Council production.

The Riverton Arts Council (RAC) exists to elevate and empower individuals through dynamic storytelling, fostering creativity, connection, and personal growth within our community. Through the performing arts, RAC seeks to inspire participation, ignite imagination, and strengthen the cultural fabric of Riverton and its surrounding areas.

This handbook is designed to clearly outline expectations, policies, and important information for cast members and their families. Please read it carefully and keep it for reference throughout the production process.

2. Code of Conduct

2.1 Purpose

The purpose of this Code of Conduct is to define the behavioral standards required of all individuals participating in RAC activities. These expectations support a safe, inclusive, and productive environment, prevent misconduct, and provide guidance for addressing concerns when they arise.

2.2 Scope

This Code applies to all RAC board members, staff, contractors, directors, production teams, cast members, volunteers, parents or guardians, and any individual representing RAC in rehearsals, performances, events, meetings, communications, or public settings.

2.3 General Expectations

All individuals must conduct themselves in a manner that reflects positively on RAC. Participants are expected to treat others with respect, courtesy, and professionalism; cooperate with RAC leadership, directors, and production staff; and maintain a collaborative mindset throughout all activities. Individuals should act with honesty and integrity, support a positive work environment, and uphold RAC's mission and organizational values.

2.4 Respectful Communication

All communication, whether in person or through email, text, chat groups, or social media, must be respectful and constructive. Participants should use appropriate language, avoid gossip or hostile behavior, and address disagreements professionally and privately. When representing

RAC, individuals must follow the Communications Protocol outlined in Section 12. Respectful communication is essential to maintaining trust and effective collaboration.

2.5 Inclusivity and Anti-Discrimination

RAC is committed to creating and maintaining an environment where all individuals feel welcome and valued. Participants must refrain from any form of discrimination based on age, race, gender, religion, disability, sexual orientation, or any other protected characteristic. Behavior that excludes, marginalizes, or demeans others is not acceptable. All individuals are expected to support equitable participation and contribute to an inclusive community culture.

2.6 Safety and Conduct Standards

All participants must follow safety instructions provided by RAC directors, stage managers, or production leaders. Behavior that endangers oneself or others is not permitted. Alcohol, tobacco, vaping, or controlled substances may not be used on City property or during RAC activities. Individuals must follow all policies in Section 9: Safety & Risk Management. A safe environment depends on cooperation, awareness, and adherence to established procedures.

2.7 Behavior Toward Minors

RAC maintains strict expectations to protect the safety and well-being of minors involved in programming. Adults must follow all youth safety policies, maintain appropriate boundaries, and avoid being alone with a minor in private or unmonitored spaces. All adults are expected to comply with check-in and check-out procedures and to report any concerning behavior immediately to RAC leadership. Protecting minors is a shared responsibility among all participants.

2.8 Harassment, Bullying, and Misconduct

RAC does not tolerate harassment, bullying, intimidation, or abusive conduct in any form. This includes verbal abuse, insults, or yelling; physical intimidation or unwanted contact; sexual harassment or inappropriate comments; cyberbullying or harmful online behavior; and retaliation against individuals who express concerns. Anyone who witnesses or experiences misconduct must report the issue promptly according to Section 15.11 so that RAC can address it appropriately and confidentially.

2.9 Attendance, Reliability, and Professional Conduct

Participants are expected to arrive on time and prepared for scheduled activities, follow attendance expectations established by directors and production managers, and communicate scheduling conflicts as early as possible. Reliability is essential for smooth operations, and repeated failure to meet expectations may result in reassignment or removal from a role.

2.10 Use of Property, Equipment, and Facilities

All individuals must treat RAC and City property with care, follow equipment-use instructions, and maintain cleanliness in rehearsal and performance spaces. Participants are expected to

respect all facility access rules outlined in Section 4. Negligence that results in damage may lead to disciplinary action.

2.11 Reporting Concerns or Violations

Any individual who witnesses or experiences a violation of this Code must report the concern to the Vice-Chair, the Board Chair, or the Production Manager or Stage Manager for issues related to a specific production. Reports may be made verbally or in writing. RAC will address all concerns promptly and confidentially using an appropriate review process

2.12 Consequences for Violations

Violations of the Code of Conduct may result in verbal or written warnings, removal from rehearsals or volunteer assignments, restricted facility access, suspension from future RAC activities, or referral to City officials when required by the Master Agreement. Consequences are determined by RAC leadership based on severity, frequency, and impact on participants

3. Attendance Policy

Consistent attendance is critical to the success of the production.

- All scheduled rehearsals are expected unless otherwise approved
 - Absences must be reported to the Stage Manager as soon as possible
 - Excused absences include illness, family emergencies, or pre-approved conflicts
 - Unexcused absences may result in reassignment of roles
 - Excessive absences may result in removal from the production
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4. Costumes, Hair, & Makeup

Costumes

- RAC will provide primary costume pieces unless otherwise noted.
- Families may be asked to provide basic items such as shoes and undergarments; specific requirements will be communicated in advance.
- Costume fittings are mandatory. Missing a scheduled fitting may impact the final fit or completeness of a costume.
- Please inform the costume team of any special needs, sensory sensitivities, or accommodations that may affect costuming (for example, discomfort with certain fabrics, accessories, or items worn on the arms).
- Costumes must be treated with care at all times. No eating, drinking, or gum while in costume.

- Costumes should not be altered (hemmed, pinned, cut, dyed, etc.) without approval from the costume team.
- Costumes generally remain at the theatre unless otherwise approved.
- Hair, makeup, and accessory guidelines will be provided by the costume team. Personal accessories (jewelry, watches, nail polish, smart devices) may not be permitted onstage.
- Any damage, stains, or missing pieces should be reported to the costume team immediately.
- Families may be responsible for repair or replacement costs if costumes are lost or damaged due to negligence.
- All RAC-owned costumes and accessories must be returned after the final performance, clean and complete, as instructed by the costume team.

Hair & Makeup

- Hair and makeup requirements will be provided closer to performances
 - No permanent changes (haircuts, dye, etc.) without approval
 - Makeup guidelines will be age-appropriate
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5. Rehearsal & Backstage Policies

- Cast members must sign in and out of each rehearsal (especially minors)
 - Only authorized individuals are allowed backstage
 - Food and drinks are restricted to designated areas – absolutely no food backstage!
 - Personal belongings should be labeled and kept tidy
 - We recommend having a laundry basket with your name on it
 - Dressing rooms must be kept clean and respectful
 - Photography and video recording are prohibited unless approved by the Director or Producer
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6. Tech Week & Performances

- Call times will be communicated by the Stage Manager
- Cast members must arrive on time, in required attire
- Notes will be given after rehearsals and must be applied promptly
- Audience members, including family, must follow theater policies

7. Health, Safety, & Accessibility

- Please do not attend rehearsals or performances if ill
- Report injuries or safety concerns immediately
- Emergency procedures will be reviewed
- RAC is committed to accessibility and accommodations; please contact the Producer with any needs

Personal Hygiene

- Maintaining good personal hygiene is essential for the comfort, safety, and professionalism of everyone involved in the production—especially in shared rehearsal and backstage spaces.
- Cast members are expected to:
- Arrive to rehearsals and performances clean and well-groomed
- Use deodorant and maintain regular bathing habits
- Wear clean rehearsal clothing
- Be mindful of strong fragrances; perfumes and colognes should be minimal or avoided
- Practice good hand hygiene, particularly when sharing props, costumes, or equipment
- If hygiene concerns arise, they will be addressed privately and respectfully by the production team. Repeated or unaddressed issues may result in further action.

8. Media & Publicity

- RAC may photograph or record rehearsals and performances
- Images may be used for promotional purposes
- Social media posts should reflect RAC's values and professionalism

9. Concerns & Conflict Resolution

RAC encourages open, respectful communication.

- Address concerns first with the Stage Manager
- If unresolved, contact the Director or Producer
- RAC is committed to fair and respectful resolution of concerns