



The Green Room Handbook: Guidelines and Code of Conduct for the HUMOROUS ARTS TRUST

Version 2 July 2022

Contents

- Overview
- The Longer Version
- Performers Expectations
- Acting Professional
- Paid Performers
- Trust Obligations to Performers
- Procedure for Reporting
- Trust Procedures for Investigating a Complaint
- Audience - Conditions of Entry

Overview

The Humorous Arts Trust is dedicated to providing safe learning environments for new and emergent comedians to develop their skills towards becoming professional comics. We aim to make our working spaces accepting, fun and collegial. As such we expect all performers, volunteers, employees and contractors of the Trust to act in good faith and respect for each other, the venues and the audiences. The Humorous Arts Trust maintains a zero tolerance policy regarding all forms of discrimination, harassment or abuse.

If you need to raise an issue, please contact the Humorous Arts Trust administrator.

The Longer Version

NOTE: From this point onwards all performers, volunteers, employees and contractors of the Trust will be referred to as participants.

The Humorous Arts Trust is dedicated to providing safe performance environments for all participants under the Health and Safety Act (2015). As such we will liaise with venues to ensure the physical environment is provided in a usable and safe condition. However, it is the duty of all participants to report any hazards immediately to the Production Coordinator. Participants are also expected to actively monitor and remove any physical hazards, e.g. bags left on the floor become trip hazards in the dark.

The Humorous Arts Trust honours the Sale and Supply of Alcohol Act (2012) and adheres to the licensing conditions set out for each of the venues it hires. This includes regulations for minors in supervised premises. It is illegal to have intoxicated persons on licenced premises.

The Humorous Arts Trust is dedicated to providing a harassment-free performance experience for everyone, regardless of gender, age, sexual orientation, disability, physical appearance, body size, race, or religion (or lack thereof). We do not tolerate harassment of any kind including sexual harassment. Harassment can be in any form such as:

- Offensive or intimidating verbal comments
- Deliberate intimidation
- Unwelcome physical attention
- Non-consensual photography or recording
- Sustained disruption or heckling
- Unwelcome sexual attention
- Stalking
- And more

We value your safety and security. If another participant is engaging in behaviour that makes you feel unsafe please advise the Production Coordinator at the performance. If you do not feel it appropriate to alert the Production Coordinator at that time, email contact@humorous.co.nz within 48 hours of the incident.

Any complaints will be treated confidentially. There will be no retaliation against any person who in good faith raises a concern, reports an incident and/or participates in an investigation under this policy. Any individual who believes that they have been retaliated against in any manner should report the matter to either the Production Coordinator or Humorous Arts Board at board@humorous.co.nz.

Performers Expectations

The Soundbite Version:

Be professional and respectful to other people at all times.

Being Professional

Here's our expectations of a performer's behaviour when we say 'Be Professional'.

Communicate with us!

- Check your emails often and reply in a timely fashion.
- If you need to swap the night you are performing, email us as soon as possible to make arrangements.
- If you no longer can make your set or are running late, please let us know. If you are not at the venue by the specified call time, you may be replaced for that performance.
- Let us know in advance if you have technical requirements and arrive early to sound check.

Backstage

- Arrive prepared and on time.
- Check in with the Production Coordinator and MC so we know you are on site.
- The greenroom is for performers and crew of the show only.
- Everybody has different ways of getting ready for stage, respect other performers need for space and quiet.
- Report all Health and Safety issues to the Production Coordinator immediately.
- Comply with reasonable instructions from the Production Coordinator or Venue Staff.
- Intoxicated performers will not be allowed on stage.
- Performers must never give a Production Coordinator's or other performers' personal contact details to other parties without gaining permission first. Assume the mobile number or email you have is a personal number unless you definitely know otherwise.
- Ask other performers if they wish to receive feedback from you, before giving your advice.
- Respect their wishes if they do not want to discuss their performance with you.
- Remember that HAT shows are learning environments. We encourage people to experiment and take risks. Sometimes it will work, sometimes it will fail. Celebrate your fellow performers' successes.
- Check in with your MC, let them know if you plan on sitting in the audience and make sure you are backstage at least one act before your slot.

Onstage

- Be prepared and know your set.
- Stick to the agreed slot lengths on stage, unless the Production Coordinator tells you it's ok to be flexible.
- Performers should never steal another act's material.
- At times, the sound tech, the Production Coordinator or the MC might bring up music or ask you to leave the stage. If this happens it's for the wellbeing of the audience and other performers. This decision can be discussed but not disputed.
- In terms of what you say onstage, that's up to you. Please remember, the audience has paid to attend an event. Picking on, abusing or singling out a social group or minority to tell jokes about can isolate and upset audience members. Please consider why you are telling your particular jokes and how you are telling them.

Paid Performers

As above plus:

- No notes onstage.
- Give your A grade material.
- Tailor your material to be appropriate to the audience.
- If a performer runs significantly under time they might reasonably expect a conversation with the Production Coordinator about their fee, except in circumstances where a performer felt unsafe, or the show management or audience policing made a successful performance impossible.
- Fees will not be paid to performers who are no-shows.
- Fees will not be paid to performers who are prohibited from performing due to intoxication.
- If you are an MC and a performer's set is negatively affecting the audience and show environment you can direct the sound tech to bring up music, and/or ask the performer to leave the stage.
- As MC Introduce yourself to the acts, please ensure you can pronounce their names correctly.

Trust Obligations to Performers

In return, The Trust promises to

- Accurately provide venue date, performance and fee information in advance.
- Liaise with the venue owners to provide a safe working environment for all performers and crew.
- Not pass on personal contact details without performers consent.
- Police disruptive audience members, and, where necessary, having members of the audience who are excessively drunk, disruptive or repeatedly abusive, removed.
- Inform you when you are in breach of our expectations.
- Treat all complaints with privacy, respect and gravity.

Procedure for Reporting

First step: Notify the Production Coordinator of the show you are performing or working on.

Second step: If step one is not appropriate, email contact@humorous.co.nz with your complaint in writing. The Production Coordinator or a Board Representative will respond.

Final step: If step one or two is not appropriate, contact the Board Directly at board@humorous.co.nz.

All complaints will be taken seriously. Persons violating this guide may be asked to leave the venue at the sole discretion of the Production Coordinator. Payments for performance services or refunds of tickets may not be given.

Humorous Arts Trust staff will be happy to help participants contact hotel/venue security or

local law enforcement, provide escorts, or otherwise assist those experiencing harassment to feel safe for the duration of the event.

There will be no retaliation against any person who in good faith raises a concern, reports an incident and/or participates in an investigation under this policy.

All concerns and complaints will be treated with confidentiality to the extent practicable without compromising the investigation and/or resolution of the matter, and will be investigated thoroughly and promptly. Where possible, the Humorous Arts Trust will attempt to resolve the issue informally (for example, by speaking to the alleged harasser and/or counseling the parties). However, this does not preclude more formal corrective or disciplinary action.

Trust Procedures for Investigating a Complaint

	Green Situation is safe and can be handled immediately	Amber Situation requires isolation of cause or manager of complaint requires support	Red Situation requires external assistance
Production Coordinator	Isolate cause e.g: - Move trip hazards - Inform performers they are breaching the code of conduct - Inform patrons they are breaching the audience code of conduct - Record incident in Door sales book and email Production Coordinator if further follow up is required	Request assistance from venue e.g: - Security, bar staff or first aider - Isolate or send home performers who continue to breach code of conduct after being informed - Remove audience who continue to breach code of conduct after being informed - Record incident via email to Production Coordinator	Seek venue assistance if required e.g: - Security staff - Follow emergency procedures of venue - Call 111 in emergency Record incident via email to Production Coordinator
Production Coordinator	Send email to related parties outlining breach of code of conduct and reiterate expectations. Inform venue of Health and Safety Risks. Follow up as required.	Seek details of the incident, and keep the Board of Trustees representative in the loop. Meet the Board of Trustees representative to decide a plan of action.	Refer matter to Board Member.
Board Member	Refer back to Production Coordinator to deal with.	Seek outside advice from Solicitors, trusted advisors etc.	Refer matter to Solicitors Contact Police if required.

Audience - Conditions of Entry

Welcome!!!

Thank you for choosing to come out this evening to support local comedy. Right now you deserve a high-5 for making a great life-choice.

To keep this performance enjoyable for everyone, we ask our audience members to follow a couple of simple guidelines:

- Respect the performers, other audience members and our staff.
- Refrain from carrying on your own conversations whilst the show is running.
- Turn off your mobile phone during the show.
- Do not persistently heckle performers.
- Check yourself, and keep from acting in a way that prevents others from enjoying the show.

If you are being disruptive, management will remove you from the venue without a refund and will deny you any further high-5's or life affirming statements.