

*Welcome to NYT's OnStage Training Programme!*

*We have high expectations at NYT –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:*

### **In 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 belongings to expensive theatrical equipment.

### **Behaviour**

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

Throughout our programme, but especially in theatre, there will be volunteers assigned to work with the cast. Some examples of these tasks are: ensuring that noise levels remain acceptable, that cast members are in the correct dressing room for their calls, and that when called, the cast is there in time for their scene. We expect respect for our staff, and the same respect for these volunteers – they're all there to make your performances possible.

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

There will be times when we require quiet focus from the cast – there are also times when we'll want crazy energy and lots of volume! If we all work together as a team, the result will be fantastic. Please respect & support your fellow cast-members, and then you can expect the same respect & support from them.

### **Rehearsals**

#### **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@NYT.co.nz](mailto:attendance@NYT.co.nz). In the event that you can't make it at the last minute, please text or call the NYT 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 – you are welcome to bring rehearsal clothing, and change into it before rehearsal. It's difficult to dance in clothes that are too tight, too loose, or too short. A good guideline many schools use is that your fingers should be higher than your hemline when your hands are by your side.

Make sure your rehearsal clothes are comfortable, and you don't constantly have to adjust them, it will be a distraction. If you have dance shoes, bring them along, if not, comfortable sneakers are fine. High heels and jandals are not safe to dance in! 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.

## **Pick Up & Drop Off**

There is a 5kmh speed limit enforced at all our 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 NYT rehearsal phone – (021) 112 5687

## **Health & Safety**

Please notify the staff of any medical conditions, allergies or special requirements – there's 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.

NYT 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 through email – if you email [info@nyt.nz](mailto:info@nyt.nz) we will make sure that the query is sent to the right staff member. Please do not directly text, Facebook, or otherwise contact staff about rehearsal questions, your role, or that move in the dance – they'll respond to email only.

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

Please do join the NYT Facebook page – 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.