



# ***The Green Room Handbook:***

## ***Guidelines and Code of Conduct for the HUMOROUS ARTS TRUST***

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## Overview:

The Humorous Arts Trust is dedicated to providing safe learning environments for new and emergent comedians to develop their skills towards become professional comics. We aim to make our working spaces accepting, fun and collegial. As such we expect all performers, volunteers and employees 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 and employees 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 venue manager. Participants are also expected to not generate 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 venue manager at the performance. If you do not feel it appropriate to alert the venue manager at that time, email [contact@humorous.co.nz](mailto:contact@humorous.co.nz) within 24 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 he or she has been retaliated against in any manner should report the matter to either the Production Manager (Hilaire Carmody) or HAT chair (Jerome Chandrahasen).

# Performers Expectations

The Soundbite Version:

“Act as professional as possible and don't be a dick to other people.”

## Acting Professional

Here's our expectations of a performers behaviour when we say 'Act Professional'.

Communicate with the us!

- Check your emails often and reply in a timely fashion.
- If you need to swap the night you are performing on email us as soon as possible to make arrangements.
- If you no longer can make your set or are running late, use the contact number listed on the reminder email to let us know this. 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 Venue Manager 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 to psych themselves up.
- Report all Health and Safety issues to the Venue Manager immediately.
- Comply with reasonable instructions from the Venue Manager or Venue Staff.
- Comply with all laws of NZ.
- Intoxicated performers will not be allowed on stage.
- Performers must never give a promoter'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.

### Onstage

- Be prepared and know your set.
- Stick to the agreed slot lengths on stage, unless the Venue Manager tells you it's ok to be flexible.
- Performers should never steal another act's material.

### 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 s/he might reasonably expect a conversation with the promoter 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.

# 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 Venue Manager of the show you are performing or working on.
- Second step: If step one is not appropriate, email [contact@humorous.org.nz](mailto:contact@humorous.org.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.

All complaints will be taken seriously.

Persons violating the etiquette guide may be asked to leave the venue the sole discretion of the Venue Manager. 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.

In case of a life-threatening emergency, dial 1-1-1.

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 counselling 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
Venue Manager	<ul style="list-style-type: none"> <li>*Isolate cause e.g. move trip hazards</li> <li>*Inform performers they are breaching the code of conduct</li> <li>*Inform patrons they are breaching the audience code of conduct</li> <li>*Record incident in Door sales book and email production coordinator if further follow up is required</li> </ul>	<ul style="list-style-type: none"> <li>*Request assistance from venue e.g. security, bar staff or first aider</li> <li>*Isolate or send home performers who continue to breach code of conduct after being informed</li> <li>*Remove audience who continue to breach code of conduct after being informed</li> <li>*Record incident via email to production coordinator</li> </ul>	<ul style="list-style-type: none"> <li>*Seek venue assistance if required e.g. security staff</li> <li>*Follow emergency procedures of venue</li> <li>*Call 111 in emergency</li> <li>*Record incident via email to production coordinator</li> </ul>
Production Coordinator	<ul style="list-style-type: none"> <li>* Send email to related parties outlining breach of code of conduct and reiterate expectations</li> <li>*Inform venue of Health and Safety Risks</li> <li>*Follow up as required</li> </ul>	<ul style="list-style-type: none"> <li>*Seek details of incident, and keep BOT representative in the loop</li> <li>*Meet BOT representative to decide plan of action</li> </ul>	<ul style="list-style-type: none"> <li>*Refer matter to Board Member</li> </ul>
Board Member	<ul style="list-style-type: none"> <li>* Refer back to Production Coordinator to deal with</li> </ul>	<ul style="list-style-type: none"> <li>*Seek outside advice from Solicitors, trusted advisors etc.</li> </ul>	<ul style="list-style-type: none"> <li>*Refer matter to Solicitors</li> <li>*Contact Police if required</li> </ul>

# 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.