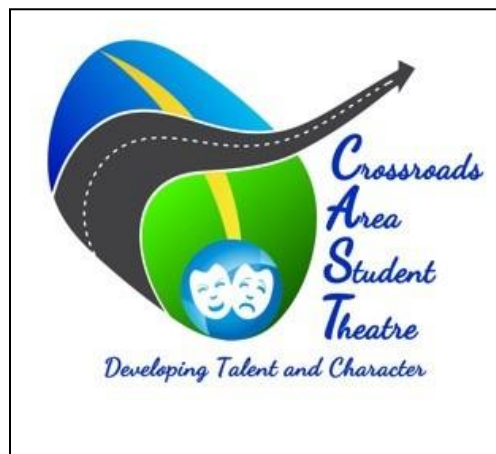


Crossroads Area Student Theatre (CAST)

Member Handbook

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Statement of Purpose and Mission

CAST's mission is to prepare and present student-participatory theatre and theatre outreach to the community at large, based on - and guided by - universal Christian beliefs and the virtues of personal responsibility, mutual respect and service. CAST, which stands for Crossroads Area Student Theatre, is open to any student ages 7-19. Students participate in age appropriate theatre productions, serving on stage and backstage. Adult leaders serve in various roles to assist CAST and its members to achieve God-honoring productions, community volunteer work, and other activities throughout the year. Our purpose is to help students discover through their God given gifts through these activities while at the same time enriching the community.

Membership Policies

Any family that lives within McLean County area and has a student between the ages of 7-19 is welcome to join CAST. Membership is open to homeschool, private school or public school students. Membership requirements are as follows:

- Complete a Student Profile for each student enrolled, including a head shot picture.
- Sign liability waiver and acknowledgement of receiving and reading this CAST Handbook at online registration, a membership meeting, or at the time of joining after annual meeting.
- Only CAST families can take part in theatre productions, unless the CAST Board appoints an adult volunteer to fill a role. Other activities, such as service projects and summer camps, may be open to non-CAST members and will be decided on a case-by-case basis.
- All member families must pay the membership fee. **All membership fees and any additional fees are non-refundable and non-transferable.**
- Alcoholic beverages and all forms of tobacco products are prohibited from all CAST gatherings.
- Physical contact discipline or aggression, or abusive or foul language is strictly prohibited.

Student Guidelines

- No running or yelling in the church building or rehearsal space.
- No outside toys such as roller blades and scooters in the church building or rehearsal space.
- Church items including bulletin boards and decorations are not to be disturbed.
- Students are only allowed in rooms or areas in the church set aside for CAST WITH AN ADULT PRESENT.
- No climbing or sitting on tables and countertops, standing on chairs, or writing on walls or dry erase boards, etc.
- No profanity while participating in any CAST activity.
- The overall conduct of all students should be God-honoring at all times.
- No romantic physical contact such as kissing or hanging on one another.
- No cell phone or electronic use during rehearsal (unless emergency). Our CAST Board and Directors reserve the right to collect any cell phones used in violation of this policy by our actors/stage crew, etc. They will be returned after each rehearsal/performance.
- No posting negative or personal information about the production or cast members on social media.
- The use of our CAST logo and name is reserved for authorized posts and accounts.

CODE OF ETHICS

A Committed Artist:

- Will arrive on time to work sessions, rehearsals and performances.
- Will make a commitment to attend all functions pertaining to their role whether as actor or team member.
- When unable to attend any of the functions will notify Director or Team Leader.
- Will post all known conflicts on the private message board prior to auditions.
- Will give high priority to their roles/assignments.
- Will listen to the Director or Team Leader's instructions and will follow through with that given direction.
- Will come prepared with an open heart for instruction, correction and performance.
- Will meet goals for completing tasks, memorizing lines or skill mastery.
- When rehearsing or performing, will listen and be ready for cues.
- Will show utmost respect to the properties in which God and community have provided for us to use.
- Will give value and respect to everyone involved in all aspects of CAST, thereby living the "Golden Rule".

Group Activity Policies

Board of Directors

A board of directors governs CAST. The board exists to give the group diverse representation in decisions which affect all members. All board members, including officers, have one (1) vote in all decisions. The board consists of President, Vice President, Treasurer, Secretary, and Artistic Managing Director. Any CAST member may request to see the bylaws of Crossroads Area Student Theatre, which discusses in more detail the duties of the board.

Cancellation of Rehearsals/Activities

- Rehearsals/activities due to inclement weather, numerous sicknesses, or other circumstances may be cancelled at the discretion of the Managing Director and/or the Board of Directors.
- Members will be notified of cancellations or changes in schedules via private message board or email no later than two hours prior to the beginning of rehearsal/activity.
- Members are responsible for checking email or private message board for changes in the schedule.
- The student or parent will contact the director 24 hours in advance, if not able to attend a scheduled event, other than those conflicts already noted at time of audition.

Discipline

The following policy applies for all disciplinary issues:

Warnings & Removal: A child is allowed up to three (3) separate warnings for behavior issues. If after receiving three (3) separate warnings, the child may be removed from the rehearsal/activity. The removed student's parent will be notified, and the student will be asked to leave the rehearsal/activity. If a student is removed from a rehearsal or activity, the board members **must** be notified of the situation.

Suspending: If the board is notified of a complaint or of a student being removed from a rehearsal or activity, the following steps will be taken.

1st complaint: lead director will discuss complaint with parent

2nd complaint: the board will notify family of being placed on a probation period

3rd complaint: the board will suspend the student from further participation in CAST group activities and privileges. The membership fee will not be refunded.

Dress Code

As Christians, we represent our Lord and Savior. We desire for our members to be God honoring while attending all CAST functions and activities. CAST does not desire to be in the business of judging the fashions of our members clothing, however there are certain guidelines that will be set forth as policy in regard to our members clothing.

***Shirts** - should be of a modest neckline and long enough to cover the midline of the torso at all times. Tube tops and spaghetti strap shirts without an accompanying modest undershirt should not be worn.

***Pants** - should be worn as close to the waist as possible so as not to reveal undergarments.

***Shorts, Skirts, & Dresses** - should be of modest length. A guide for this length would be if the hem of clothing item extends to or past the tips of the fingers with arms resting at the side.

***Logos** - on any type of clothing will be free of profanity, grotesque, or vulgar symbols.

CAST does not wish for this dress code to be a burden, but rather a blessing for our members. If complaints are received regarding a member's choice of clothing, the board will follow the same disciplinary procedures as outlined in the previous section.

Please feel free to speak with a board member regarding any concerns with this dress code policy.

Group Activity Guidelines

Parental Involvement

CAST is a volunteer run organization, meaning that a successful CAST season is dependent on the involvement of the parents. With that in mind, please consider the following:

- For children 13 and under: a responsible family member, at least 16 years of age, must sign the child into and out of all CAST rehearsals. This helps ensure the safety of our Junior CAST members. Family members do not need to be present during the entire rehearsal.
- If the student does not drive, a parent will be responsible for picking him/ her up from events within 15 minutes of the end of the event.
- When deciding on a volunteer position within CAST, please commit to the position through the end of the CAST year. A CAST year is June 1-May 31.
- Everyone is needed to help CAST run successfully. Be willing and open to volunteering in a position where your gifts can be best utilized.
- Parent/s agree one parent must attend the parent meetings and will volunteer to help behind the scenes in some way.
- Parents will participate in the annual meeting elections. There is one vote per family.

Fundraising

As a not-for-profit, charitable organization, CAST conducts several fundraisers throughout the production year to cover our costs. Historically our fundraisers have included, but are not limited to: raffle ticket sales, helping at local restaurants for tips, finding sponsors, matching donation programs through businesses, and providing assistance with grant applications. CAST encourages all members to participate in a fundraising effort for our organization.

Communication

The CAST board of directors will strive for excellent communication within the group. Any group member is free to approach any board member with concerns or questions regarding any aspect of the group. Our group will strive to facilitate open communication through the following:

Handbook: The Handbook is available for review online at www.castbn.org. Hard copies are available upon request. Any changes made to the Handbook will be communicated through email and the CAST site, www.castbn.org and private message board.

Facebook page: CAST will maintain a Facebook page, open to all members and non-members, to advertise CAST. The page is located on Facebook under the name Crossroads Area Student Theatre.

Public website: CAST will maintain a public website, www.castbn.org, allowing the public access to all things CAST.

Group Activity Guidelines – continued

Private message board: Each CAST parent (and member student age 13 and older) is allowed access to CAST’s private message board. Registration is required in order to have access to the site. Contact the board Secretary if you have not received access to the website. This website will include:

- current board members and contact information
- a copy of this Handbook
- audition packets
- rehearsal schedule for current show
- annual financial report
- other information as needed

Annual Meeting: An annual meeting will be held each year in March at our current gathering facility. *At least one parent*, of both new and returning families, should be present at the meeting. This parent will be responsible for the one vote for their family. The date and time for the meeting will be communicated via CAST’s private message board. The meeting will consist of reviewing group operation procedures, guidelines and policies as necessary; an election to fill any vacant board positions; upcoming season schedule, and any other pertinent information for the coming year.

Board Member E-mail Account: Each board member shall monitor their own email account. CAST members are free to email any board member with questions or concerns. The emails are as follows:

- President – president@castbn.org
- Vice President – vp@castbn.org
- Treasurer – treasurer@castbn.org
- Secretary – secretary@castbn.org
- Artistic Managing Director – artisticdirector@castbn.org

Photography and Videography

No audio recording, video recording, or photography is allowed without the permission of the CAST Board and/or its appointed representative(s). Only authorized videographers or photographers may take video of performances and/or rehearsals. Authorized still photographers and videographers must receive permission of the Artistic Director for taking photos or videos of performers, rehearsals and/or performances. The CAST Board and/or its appointed representative may limit – at its sole discretion – the locations, times, and subjects for video and audio recordings, webcasting, streaming, and photographs of technical, rehearsal or performance sessions.

Photography and Videography – continued

Memory devices (SD Cards, thumb drives, etc.) necessary for videographers and/or photographers to complete their tasks will be purchased by and remain the property of the CAST Board. Memory devices can be loaned to videographers and photographers for their official capacity with CAST. Once a device is full, the memory device will be returned to the CAST Board and/or its appointed representative to start the selection/review process to distribute. Once a production season is complete, all memory devices used to take videos and/or photos will be returned to the CAST Board and/or its appointed representative.

CAST uses photos and/or videos to enhance the quality of our print materials, website, social media, publicity, and fundraising. A family's participation in CAST activities implies permission for use of images, audio, and video recordings taken at those events.

To ensure privacy, photos and videos taken by CAST-appointed photographers and videographers are the sole possession of the CAST Board. Photos and videos taken during a production season and/or uploaded to the CAST Facebook page or other CAST-branded social media sites or outlets are the property of CAST and shall not be shared outside of CAST without the expressed consent of the CAST Board of Directors.

- All **videos and photos** taken by CAST-authorized videographers and photographers must be approved by the CAST Board and/or its appointed representative. Once approved, the CAST Board and/or its appointed representative will work with the videographer and photographer to produce copies of the videos and photos that can be used as keepsakes for CAST families. Once approved for distribution by the CAST Board and/or its appointed representative, photos may be approved for uploading to CAST-branded social media sites and/or shared with CAST member families.

At the discretion of the CAST Board, photographs and/or videos may be distributed to member families. The Board may choose to charge a nominal fee for distribution of videos and/or photos; any fees charged are deemed a fundraising opportunity for CAST and are the possession of CAST.

Joining CAST

Membership is open year-round. Any family wishing to join CAST may visit our public website, www.castbn.org. The following is needed for any family choosing to join CAST:

- Student Profile for each child, including a head shot picture. Head shot does not need to be a professional photo.
- CAST online registration form, one per student, found at www.castbn.org.
- Membership fee
- Your signature in the online registration form signifies you have read and agree to the content of the Handbook and Liability Waiver.
- Any student 18 and over needs to sign the online registration form as well

CAST exists by the Grace of God. We understand individual circumstances can make personal finances difficult from time to time. CAST does not want the fees to be prohibitive to participation. If your family is experiencing a financial difficulty, scholarships are available. If you are in need, contact president@castbn.org. Scholarships will be determined on a case-by-case basis by the CAST Board.

Crossroads Area Student Theatre

Liability Waiver

This annual waiver is in consideration of being accepted for participation in the Crossroads Area Student Theatre (hereafter known as CAST). This form must be read in entirety and signed before the participating family takes part in any productions, workshops, or events, of any kind associated with CAST.

By signing this form, it is my express intent that this waiver of liability and hold harmless agreement shall bind the members of my family and spouse (if any), and my heirs, assigns and personal representatives. This signed form shall be deemed as a release, waiver, discharge and covenant not to sue the released parties listed below.

On my own behalf and on behalf of my heirs, assigns, and personal representatives, I hereby forever release all claims (past, present, or future), discharge and agree to indemnify and hold harmless CAST, production locations, and each of their board officers and members, regular members, teachers, staff and representatives, (collectively known as released parties) from any and all liabilities, claims, costs, demands or causes of action, whether known or unknown that I may now or hereafter have for injuries or damages arising out of my participation in CAST productions, workshops, or events. I understand that CAST will not be held responsible for any medical costs or other costs associated with any injury, illness, expense, loss, actions, judgements or claim that I or my family members may sustain while participating in this group.

I acknowledge and accept that COVID-19 is an active disease in the United States, the State of Illinois, and McLean County. I further represent that at all times that my family while participating in activities organized by CAST, that we have no known symptoms of COVID-19, including but not limited to fever, coughing, shortness of breath, chest tightness, chills, sore throat, or new loss of sense of taste or smell. I further agree that participation in the activities for which we are members includes the risk that we may contract COVID-19 with or without the negligence of others and unequivocally agree to incur and assume such risks as a condition to participation in the activities for which we are registered.

While participating in CAST, I agree to assume full responsibility for the children in our family and/or care. I understand and acknowledge that dangers of personal injury or sickness (including COVID-19) are or may be inherent in participating in such productions, workshops, or events, and I expressly and voluntarily assume all risk of personal injury or death sustained in such productions, workshops, or events, including but not limited to the risks incurred in all these activities and those arising from hidden, latent or obvious defects in any facilities or equipment used. I acknowledge the possibility that my successors or I may not fully know the number or magnitude of all claims and agree that this release is a full and final release of all claims. I further acknowledge that I and my child(ren) are physically and mentally capable of participating in said productions, workshops, or events.

This agreement shall be governed by and interpreted in accordance with the laws of the State of Illinois.