

## **11.2.1 - CHIEF COMMISSIONER'S DIRECTIVE - CANBERRA GANG SHOW 2019**

### APPLICATION OF POLICIES AND PROCEDURES

1. Canberra Gang Show (Gang Show) and its participant members shall comply with Policies and Procedures of the Scout Association, ACT Branch (Scout/s) and the Policies and Procedures of the Girl Guide Association, NSW & ACT (Guide/s). This Directive should be read in conjunction with Scouts ACT Branch Policy 11.2.
2. Where a conflict in the Policies and Procedures of the two Associations occur the Policies and Procedures set by the Scout Association, ACT Branch shall apply.

### PARTICIPATION

#### Youth Members

3. Gang Show is a youth training activity for uniformed members of the Scout and Girl Guide Associations. Only registered youth members, leaders, or members of Fellowships of the respective Associations, up to the age of 30 years, should appear on stage, thus gaining experience in singing, acting and dance.
4. Because of the training aspect of the activity, acceptance into the Cast of a member cannot be based on talent. Casting interviews are held as a method of assessing individuals to decide how they can be used in the Show, not whether they can be used.
5. The Management Team shall specify and publish appropriate age limits for all areas of involvement in the Show at the time applications are sought. As the activity tends to be rather concentrated and arduous, it is undesirable to include members less than 10 years of age.
6. Generally, there is approximately 104 hours of rehearsals (spread over 14 days) prior to bump-in. Should a member of the Cast miss more than 16 hours (15%) of rehearsals, consideration may be given to moving them to another part of the Show.

#### Adult Support

7. The involvement of adults in a single activity with Cub Scouts, Scouts, Venturer Scouts, Rover Scouts (and the Girl Guide equivalents), provides a desirable contact between the various age groups, as well as providing a strong experience base and sound theatrical depth to the Show. However, the training of youth members should always be kept in mind, and adults should not dominate in the technical or production areas of the Show.
8. All adults who have direct unsupervised contact with Gang members must hold a Certificate of Adult Appointment of either Scouts or Guides. Adults who do not hold an appropriate Certificate of Adult Appointment, must be supervised when in direct contact with youth members.
9. Adult participants must;
  - Accept the responsibility of a Duty of Care to both youth and adult members;
  - Accept the commitment to uphold the;
    - Scout and /or Guide Promise and Law; and
    - Aims, Principles and Methods of the Association;
  - Abide by the Scout Code of Conduct and Code of Ethics; and
  - Hold a current ACT Government "Working with Vulnerable People" (WWVP) Card.

### APPOINTMENTS

10. The Branch Commissioner, in consultation with the Assistant Chief Commissioner, shall appoint the Director, Technical Manager, Business Manager and Personnel Manager.

11. The Director, Technical Manager, Business Manager and Personnel Manager may, with the agreement of the Branch Commissioner, appoint personnel to their various Teams.

Director:

12. The Director is responsible for the creative aspects of the Show. Reporting to the Branch Commissioner, the Director will take responsibility for the design, development and staging of the Show.

Technical Manager:

13. The Technical Manager takes overall responsibility for all areas of the production that contribute technically to the staging of the Show. The Technical Manager reports to the Branch Commissioner for their overall activities, but works closely with, and is subject to artistic control by the Director.

Business Manager:

14. The Business Manager takes responsibility for the finance, administrative and marketing aspects of the Show. The Business Manager reports to the Branch Commissioner.

Personnel Manager

15. The Personnel Manager takes responsibility for the general well-being, morale, security and health and safety of the members of the Gang. This position must be an appointed Adult Leader of Scouts ACT or the Girl Guide Association of the NSW/ACT. The Personnel Manager reports to the Branch Commissioner.

MANAGEMENT

16. Gang Show will operate through the control and direction of two key standing teams – a Management Team, and a Production Team. These teams have membership and responsibilities as defined below and are appointed by the Branch Commissioner.
17. Additional standing and ad hoc teams may be established for good management of the Show.

COMMITTEE STRUCTURE

Management Team

18. There shall be a Management Team, the purpose of which is:
  - Support the Branch Commissioner and Director with all aspects of the development, management and staging of the Show;
  - Ensure that the Show operates in accordance with the overall spirit and principles of Scouting and Guiding and this Directive; and
  - Reports regularly to the Chief Commissioner, through the Assistant Chief Commissioner, and to the Girl Guides Region Leader through the Guide Liaison in accordance with requirements set down from time to time.
  - At the conclusion of the Show, the Branch Commissioner shall provide a detailed written report to the Chief Commissioner, through the Assistant Chief Commissioner, covering areas such as; aspects that went well/ need improvement and how this will be achieved, budget and lessons learnt.
19. Membership of the Management Team includes the Branch Commissioner (Chair), Director, Technical Manager, Business Manager, Personnel Manager, Guide Liaison Officer, Branch Activity Leader (Gang Show Support) and the Assistant Chief Commissioner (ex officio). Other members may participate in the Management Team as required by invitation.

### Production Team

20. There shall be a Production Team, the purpose of which is to:
- support the Director in all aspects of the creative development, preparation and staging of the Show; and
  - ensure that the Show complies in all aspects with the overall spirit and principles of Scouting and Guiding, this Directive, and requirements set down by the Chief Commissioner from time to time.
21. Membership of the Production Team includes the Director (Chair), Assistant Director(s), Production Assistant(s), Choreographer(s), Musical Director, Wardrobe Team Leader and Properties Team Leader. The Branch Commissioner is a member of the Production Team in their own right. Other members may participate in the Production Team as required by invitation.
22. As youth members are part of the Production Team and Technical Team, all meetings of these Teams require an appointed Adult Leader present at all times. All meetings of these Teams will be agreed to in advance by the Branch Commissioner.

### Welfare Team

23. A Welfare Team may be established, the purpose of which is to act as the 'Unit Council' for the Show. In this role it will:
- ensure that matters concerning individuals in the Show, including general well-being, morale and health and safety are properly addressed;
  - assist with any necessary certifications associated with youth members using the Show participation as a means of satisfying Award scheme requirements, in accordance with requirements promulgated by either of the Associations;
  - ensure any necessary welfare issues that arise are quickly and effectively managed;
  - assist in the resolution of conflicts; ensure that any complaints are properly addressed through the approved investigation and review process; and
  - advise and assist the Management Team on matters of leadership and discipline.
24. The Welfare Team includes the Welfare Team Leader, Personnel Manager, Branch Commissioner, Guide Liaison Officer, Security Team Leader, and Patrol Leaders. Other appointed Adult Leaders may participate in the Welfare Team as required by invitation.

### Security Team

25. A Security Team may be established and:
- will generally operate once the Gang have moved 'in theatre';
  - are responsible for the evacuation plan for the Gang;
  - are responsible for the safety and security of the Gang by controlling access to the non-public areas of the theatre complex; and
  - assist the Welfare Team in matters of health and safety.
26. Security Team members must be adult uniformed members of the Scout Association or the Girl Guide Association.

### ASSET MANAGEMENT

#### Curtin and Aranda Halls

27. The Branch Commissioner is to manage the maintenance and repair of the Curtin and Aranda Halls or other facility used for construction of sets, properties and storage of the Show's assets.
28. The Branch Commissioner will also maintain an asset register for tools and materials.

29. The Branch Commissioner is also responsible to manage the agreements, finances and relationships of any Tenants who may be authorized to use these facilities.

#### Equipment storage

30. The Branch Commissioner is to manage the storage of sets, costumes and props including maintaining a register of costumes and other wardrobe equipment (such as sewing machines etc).

#### PROGRAM MATERIAL AND PRODUCTION VALUES

31. The Show is to be produced and directed in keeping with contemporary views and attitudes in accord with Scouting and Guiding principles and values.
32. The writing of new material is to be encouraged, both to provide opportunities for the development of creative talent and to ensure the continuity of audience appeal for the Show.
33. It is important that no aspect of the performance offends against the moral standards of the Associations, or the normal community standards of good taste.
34. The Show is an integral part of the Scout and Girl Guide Association's youth program in the ACT. To this end all aspects of the Show presented on stage must be consistent with the Aims and Principles of Scouting and Guiding and in particular all scripts and non-scripted material must:
- deal with all subjects and issues presented in a balanced, fair and non-partisan fashion;
  - be respectful of the age and stage of development of members of the Gang and the audience that is likely to view the Show; and
  - be consistent with the three Principles characterised by the Scout and Guide Promise and summarised as Duty to God, Duty to others and Duty to self.
35. Material included in the program of the Show, whether written by a Gang Show writer or commercially available, may be subject to Copyright. The appropriate performing rights and copyright approval must be obtained and where necessary the required royalty payment made. Copyright is the responsibility of the Branch Commissioner.

#### Script Review

36. The Chief Commissioner is to be satisfied that a proper image of Scouting and Guiding is presented through any performances of Gang Show.
37. When the Production Team are happy with the script, it is to be reviewed by the Management Team. After this internal review, a draft copy of the script is to be sent through the Branch Commissioner to the Assistant Chief Commissioner for further review, comment and approval.
38. A reference copy of the script is to be provided to the Chief Commissioner at least 3 weeks before rehearsals begin. The Chief Commissioner, or their representative, may choose to review and to approve material in the script, stage directions and so on, and to require that material be altered, deleted, qualified or added to.

#### MEMBERS OF THE GIRL GUIDE ASSOCIATION

39. The Girl Guide Association has a standing invitation to allow its adult and youth members to participate in the Show. This invitation enables Girl Guide Association members to participate in the show in the same way and on the same basis as members of the Scout Association.
40. When members of the Girl Guide Association participate in the Show, matters of Girl Guide Association identification and visibility must be addressed and respected in the same way as that of the Scout Association.

41. When members of the Girl Guide Association participate in the Show, the Girl Guide Association may appoint a Guide Liaison Officer to ensure enhanced communications between the two Associations in the context of the show. The Guide Liaison Officer will be invited to be a member of the Management Team and Welfare Team of the Show.

#### PROTECTION OF YOUNG PEOPLE

42. All adult members of the Show shall at all times maintain the best interests of the young people involved in the Show.
43. The behavior of every individual associated with the Show is to be in accordance with the Child Protection Policy of Scouts Australia (ACT Branch), a copy of which is available on the Branch Web site.
44. An adult member is any person over the age of 18 years old. Authority to enter areas where young people are reasonably expected to be changing costumes is to be limited to cast members only. Exceptions to this are in an emergency situation or when an announcement of intention to enter has been made and then should be limited to members of the Production Team, Welfare Team, the Wardrobe Team or the Security Team as necessary.
45. The Show's Handbook is to include the process for making complaints or raising concerns and identifying who are appropriate people to seek resolution from.
46. The Show's Handbook should be available on the web.
47. The Personnel Manager, or Branch Commissioner, must give prior approval of all Patrol activities.

#### VIPs

48. The invitation to VIPs to attend performances of Gang Show is the prerogative of the Chief Commissioner. All VIP invitations shall therefore be sent out and coordinated by the Principal Administrative Officer in the Branch Office. The Branch Commissioner, through the Assistant Chief Commissioner, may suggest the names of individuals to be invited as VIPs. These VIP tickets are to be budgeted for by the Assistant Chief Commissioner as part of the Branch Operations Budget.
49. The Principal Administrative Officer is to advise the Branch Commissioner of the approximate number of VIP tickets to be reserved for each performance. This is to be advised at least 4 weeks before the opening of the Show. The Branch Commissioner is to ensure that sufficient tickets are reserved for VIPs and these are available for collection at the Performance.
50. VIP invitations to members of other Shows will be at the discretion of the Branch Commissioner and shall be included in the Gang Show budget.

#### MEDIA

51. In accordance with Branch Policy 5.1, the Branch Commissioner, or in their absence the Assistant Chief Commissioner, is authorised to issue public statements on behalf of Gang Show.
52. Where possible, young people are to represent Gang Show at media interviews supported by the Branch Commissioner. When young people are representing Gang Show there should be a gender balance and include both Scouts and Guides.

#### FLORIADE GANG SHOW

53. Each year, Canberra Gang Show has the opportunity of staging a small item as part of the annual Floriade festival. The Branch Commissioner shall appoint the Director of Floriade Gang Show.

**PERFORMING ARTS WORKSHOP THIS IS STILL BEING DEVELOPED**

54. The Performing Arts Workshop (PAWS) is .....
- a. The aim of PAWS is .....
  - b. Responsibility .....
  - c. Financial matters are managed by .....

Approval

This Directive was approved by the Chief Commissioner on 7 May 2019.