

11.2.1 - CHIEF COMMISSIONER'S DIRECTIVE - CANBERRA GANG SHOW

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 (Scouts ACT) and the Policies and Procedures of the Girl Guide Association, NSW & ACT (Guides NSW/ACT). This Directive should be read in conjunction with Scouts ACT Branch Policy 11.2 – Canberra Gang Show.
2. Where a conflict in the Policies and Procedures of the two Associations occur the Policies and Procedures of Scouts ACT shall apply.

PARTICIPATION

Youth Members

3. Gang Show is primarily a youth 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 enabling young people to gain experience in singing, acting and dance.
4. As Gang Show is a youth activity, acceptance into the Cast of a member shall not be based on talent or previous experience. 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 concentrated and arduous, it is undesirable to include members less than 10 years of age in the Cast.
6. Generally, there is approximately 100 hours of rehearsals (spread over 14 days) prior to bump-in. Should a member of the Cast miss more than 15 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 their 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 development 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 Welfare Manager.
11. The Director, Technical Manager, Business Manager and Welfare 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 direction by the Director.

Business Manager:

14. The Business Manager takes responsibility for the finance, administrative and marketing aspects of the Show. A budget will be prepared in October of each year for approval by the Branch Executive Committee. The Business Manager reports to the Branch Commissioner.

Welfare Manager

15. The Welfare 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 NSW/ACT. The Welfare 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;
 - Reports regularly to the Chief Commissioner, through the Assistant Chief Commissioner, and to the Girl Guides Region Manager through the Guide Liaison Officer in accordance with requirements set down from time to time; and

- 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, Welfare 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.
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. There shall be a Welfare Team, the purpose of which is, together with the Patrol Leaders, 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, mental health and general 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 Manager, Branch Commissioner, Guide Liaison Officer, Security Team Leader, Patrol Leaders, Assistant Chief Commissioner and others as required.
25. Welfare Team members must be appointed Scout or Guide Adult Leaders.

Security Team

26. There shall be a Security Team, the purpose of which is to provide general security and:
- will generally operate once the Gang have bumped-in to 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.

27. Security Team members must be appointed Scout or Guide Adult Leaders.

ASSET MANAGEMENT

Curtin and Aranda Halls

28. The Branch Commissioner is to manage the maintenance and repair of the Curtin and Aranda Halls or other facility used for the construction of sets, properties and storage of the Show's assets.
29. The Branch Commissioner will also maintain a key register and an asset register for tools and materials.
30. The Branch Commissioner is also responsible to manage the agreements, finances and relationships of any Tenants who may be authorized to use these facilities.
31. Guidelines for the use of Aranda Hall are at Annex A.

Equipment storage

32. 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

33. The Show is to be produced and directed in keeping with contemporary views and attitudes in accordance with Scouting and Guiding principles and values.
34. 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.
35. 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.
36. 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.
37. 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

38. The Chief Commissioner is to be satisfied that a proper image of Scouting and Guiding is presented through any performances of Gang Show.
39. 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.

40. A reference copy of the script is to be provided to the Chief Commissioner and Guides Region Manager 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

41. 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.
42. 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.
43. 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 is a member of the Management Team and Welfare Team of the Show.

PROTECTION OF YOUNG PEOPLE

44. All adult members of the Show shall, at all times, maintain the best interests of the young people involved in the Show.
45. The behavior of every individual associated with the Show is to be in accordance with the Child Protection Policy of Scouts ACT, a copy of which is available on the Branch Web site.
46. 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.
47. 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.
48. The Show's Handbook shall be available on the Gang Show web site.

APPROVAL OF ACTIVITIES

49. Patrol and other Gang Show related activities are to be managed by the Welfare Manager and approved by the Branch Commissioner. If Guides are to be present, then the Guide Liaison Officer must give approval 7 weeks in advance for Guides to participate.
50. Further guidance is provided in Annex D.

VIPs

51. 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.

52. 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.
53. 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.

AWARDS

54. The following awards are made annually:
 - a. The Mick Hickey On-stage Award is presented to the Gang member who made an outstanding contribution to the performance of the Show;
 - b. The Huddy/Nancarrow Off-stage Award is presented to the Gang member who made an outstanding contribution in the development of the Show.
 - c. The Premier Patrol Award is presented to the Patrol/s who made an outstanding contribution to the overall running of the Show.
 - d. The Wardrobe Patrol Bottom Award is presented to the Gang member who greatly assisted the Wardrobe Team in the development of costumes for the Show.
55. The Michael Hickey, Huddy/Nancarrow and Premier Patrol Awards are decided by the Management Committee. The Bottom Award is decided by the Wardrobe Team.
56. "Oscars" are awarded by the Director and the Production Team for worthy Gang members.
57. Other awards may be awarded with the agreement of the Branch Commissioner.

MEDIA

58. 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.
59. 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.
60. Guidelines of the use of Gang Show social media guidelines is at Annex B.

FLORIADE GANG SHOW

61. Each year, Canberra Gang Show has the opportunity of staging a small item as part of the annual Floriade festival. The Branch Commissioner, in consultation with the Assistant Chief Commissioner, shall appoint the Director of Floriade Gang Show.

PERFORMING ARTS WORKSHOP

62. The Performing Arts Workshop (PAWS) is a program for Cub Scouts and their Guide equivalent to learn some basic theatre skills and to encourage them to be future members of Gang Show. Guidelines are provided in Annex C.

63. The Branch Commissioner, in consultation with the Assistant Chief Commissioner shall appoint a team to plan and conduct this activity. PAWS will be funded from the Gang Show budget and a small charge may be levied on participants.

APPROVAL

64. This Directive or amended Directive was approved by the Chief Commissioner on 7 May 2019 and 12 December 2019.

Guidelines for the use of Aranda Scout Hall

The Aranda Scout Hall is managed by Canberra Gang Show. If there are any questions or requests please contact the Branch Commissioner on the following email address: gangshow@scoutsact.com.au

The Hall is hired by *Liz Gregory's Dance School* a number of days per week and as such they have priority use of the main hall area. If you require information about when the hall is possibly going to be used you can look at the following website: <https://www.gregoryacademyirishdance.com/class-schedule>

All users of the hall are able to access and use the main area of the hall – if you are using the main area please be aware there is a vinyl cover on the floor and this needs to be treated with care to avoid damage. In particular:

- Do not drag chairs/tables across the floor.
- No food stuffs or drinks are consumed in the main hall area.
- Please do not touch items that are not your own – the dance school and a number of scout groups do have items stored at the hall and have requested that their equipment not be played with. If you would like to use something, please contact the Branch Commissioner.
- The floor must be left clean after use – brooms, vacuum cleaner and mops are in the cupboard between the toilets.
- No additions or changes to the main hall floor – e.g. Adding or removing tape.
- Please clean any other area used so all hall uses are not disadvantaged.
- Any damage to main hall floor to be advised to the Branch Commissioner as soon as possible so that the Dance School can be advised, and repairs can be undertaken

Management of Facebook and other social media pages

This document outlines the management of social media pages and groups in relation to Canberra Gang Show . This is to be read in conjunction with any current Scouts ACT, Scouts Australia or Guides social media rules.

Canberra Gang Show operates a number of Facebook Pages, for information transfer and advertising of the show. These pages can be broken into two types – one for current or past members of Gang Show and one for the public. As these pages are public domain and representative of Scouts ACT, management of them needs to be closely guarded to ensure that they are good representation and that they adhere to the requirements of the Scouts ACT.

The Branch Commissioner and Branch Activity Leader are to take the necessary action to update and remove Administrators and Editors to ensure that only current and authorised people, as below, have access to Gang Show social media sites.

Facebook

Public Page – Advertising

Administrators: Management Team – Appointed Member, Director, Marketing Team and the Branch Digital Development Officer (with the expectation that they are not to post).

Editors: Decision to be made by current management team – positions to be reviewed each year.

Use of Page: To advertise the show, provide a portal to the web page and to increase awareness of the show and other activities that Gang Show participates in.

Gang Show Groups – Current Year

Administrators: Management Team – Appointed Member, Director, Marketing Team and the Branch Digital Development Officer (with the expectation that they are not to post).

Membership: Private group only open to current Gang members and parents – Questions on admission to group to be used.

Use of Page: Communication of information, photos, advertising and discussion space.

Gang Show Groups – Previous 2 Years

Administrators: Management Team – Appointed Member, Current Director, Marketing Team and the Branch Digital Development Officer (with the expectation that they are not to post).

Removal of Administration rights to all members other than above – this is to ensure that current knowledge and management is maintained.

Membership: Maintain Private Group Status. If there is a known issue regarding child safety etc. members may be removed.

Gang Show Groups – Older than 2 Years

Administrators: Management Team – Appointed Member and Branch Digital Development Officer (with the expectation that they are not to post).

Removal of Administration rights to all members other than above. Gang Show Pages older than 2 years, do not need to be active and if they are not able to be managed by current management procedures then will need to be closed – this may need to occur by direct contact with Facebook.

Archive Group: An Archived Group allows the current members of the group to view all content, not post any other content and no new members are able to be added. People can still be blocked or removed from group if required.

Membership: Maintain Private Group Status. If there is a known issue regarding child safety etc. members may be removed.

Twitter, Instagram and other Social Media

Procedures need to be developed as Canberra Gang Show starts to utilize these platforms.

Membership and Management of these platforms should be similar to Facebook.

Current Situation regarding Social Media Accounts:

Facebook

Canberra Gang Show – Page

Administrators: Sam Nash Slattery, Katrina Nash, Matt Mason

Editors: Jim Lehane, Julie Long, Jonathan Thornton, Elizabeth Hickey, Les Hickey

Canberra Gang Show: Past and Present Members

Administrators: Sam Nash Slattery, Beth Feint, Katrina Nash, Claire Smith, Thomas (Dac) Lee, Michael McDonell, Greg Buffkins, Matt Mason

Canberra Gang Show 2019 members

Administrators: Les Hickey

Canberra Gang Show 2018 members

Administrators: Sam Nash Slattery, Katrina Nash

Canberra Gang Show 2017 members

Administrators: Sam Nash Slattery, Beth Feint, Thomas (Dac) Lee, Katrina Nash, Matt Mason

Canberra Gang Show 2016 members

Administrators: Sam Nash Slattery, Katrina Nash, Matt Mason

Canberra Gang Show 2015 Members

Administrators: Sam Nash Slattery, Katrina Nash, Matt Mason

Canberra Gang Show Tech Hall – Place

Administrators: Unknown

Instagram - Canberra Gang Show

Administrators: Unknown

Twitter Canberra Gang Show

Administrators: Unknown

Guidelines for the Performing Arts Workshop

The aim of the Performing Arts Workshop (PAWS) is to introduce youth members to skills around stage craft, teamwork and performing arts through a weekend workshop culminating in a short performance for invited family and friends of the participants.

In appointing the PAWS Team, the Branch Commissioner will give consideration to appointing younger members to manage the activity with support from appropriately appointed Adult Leaders to ensure the integrity of the activity and safety and wellbeing of all participants.

The PAWS activity will utilise the pre-developed program/script which will not be altered without express approval of the Branch Commissioner and Assistant Chief Commissioner.

The PAWS activity is expected to run from 9am to 4pm on a Saturday and Sunday with a performance from 3pm on the Sunday for families and friends of participants.

Participation will be via an application that is on a first come first served basis and will be advertised to both Scouts and Guides in the ACT and will clearly outline cost and expectations of participants. Applications will identify the youth member through their Scout or Guide Number and group and provide details relating to food, disability or other medical conditions that need to be considered and managed.

Participation may satisfy part or all of a Special Interest Area (SIA).

The Gang Show Production Team, Welfare/First Aid officer and Catering Team will be expected to support the activity.

PAWS will operate under normal Scout and Guide Policies and Procedures as outlined in the Canberra Gang Show Policy. As such, Welfare will be provided by at least one appointed Scout Leader and if Girl Guides are involved, one appointed Guide Leader.

Financial matters are managed by the Canberra Gang Show Management Team by the Business Manager through the Canberra Gang Show Accounts and will be reported as part of the end of year reporting for these accounts under a section identified as PAWS. The budget will be provided as part of the yearly budgeting requirements of Canberra Gang Show.

Following the PAWS activity, the Canberra Gang Show Management Team and the PAWS Team will review the program/script and suggest any changes that should be made for consideration by the Branch Commissioner and Assistant Chief Commissioner.

The Branch Commissioner will provide a report to the Assistant Chief Commissioner after the activity outlining the highlights, areas for improvement and any concerns.

Approval of Activities

All activities that are undertaken as part of Canberra Gang Show must be approved in accordance with Branch Policy 10.1 – Approval of Scouting Activities. These activities include, but are not limited to:

- Visit to another Gang Show, Showtime or Comedy Capers etc;
- Patrol Activity;
- Production Team or other Team Meeting – This can be covered by a single approval covering multiple dates, times and venues;
- An activity that will be exclusively for Scout or Guide member;
- Wine and Pasta Night;
- Tea and Toast; and
- Gang Reunion.

Patrol and other Gang Show related Activities are to be recommended by the Welfare Manager and approved by the Branch Commissioner. If Guides are to be present, then the Guide Liaison Officer must give approval 7 weeks in advance for Guides to participate.

Activity Approval is also required for activities that are exclusively for over 18's if the activity is part of the Gang Show Calendar or is representing the Gang.

When preparing the on-line Activity Approval form, the following points are to be considered:

- Activity Approval will require at least 7 Weeks' notice if Girl Guides are participating.
- If Girl Guide members are involved and the member is under the age of 18 years, a Guide Leader is required to be present.
- Activities involving Scouts under the age of 18 years, will require supervision by an appointed Adult Leader.
- If applying for team meetings, a schedule of meetings will be required at time of application. Any changes to that schedule will require further approval.
- Consent forms will be required when members under the age of 18 years are to be involved.
- Patrol Activities Approval forms are to be submitted by the week 2 of Term 2 to be considered.
- Patrol Activities are to occur before week 10 of Term 2.