

## **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**

#### Registration

3. Registration for participation in Gang Show will be managed through the Scouts Australia Online Event Management Systems (OLEMS).

#### Youth Members

4. Gang Show is primarily a youth activity for uniformed members of the Scout and Girl Guide Associations with emphasis on 'Youth leading and Adult supporting'. 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.
5. 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.
6. The Branch Commissioner Gang Show (Branch Commissioner) 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.
7. 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

8. 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.
9. All adults who have direct unsupervised contact with Gang members must hold a current Certificate of Adult Appointment from either Scouts or Guides. Adults who do not hold an appropriate Certificate of Adult Appointment, must be directly supervised when in direct contact with youth members.

10. As appropriate, adults in leadership positions must provide training and support to youth members to ensure that the 'Youth leading, Adult supporting' model is followed.
11. 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.
    - Aims, Principles and Methods of the Association.
  - Abide by the Scout Code of Conduct and Code of Ethics.
  - Hold a current ACT Government "Working with Vulnerable People" (WWVP) Card.

### **APPOINTMENTS**

12. The Branch Commissioner, in consultation with the Assistant Chief Commissioner, shall appoint the Production Director (Director), Assistant Production Director (Assistant Director), Technical Manager, Business Manager and Welfare Manager.
13. The Director, Technical Manager, Business Manager and Welfare Manager may, with the agreement of the Branch Commissioner, appoint personnel to their various Teams.

#### **Producer and Executive Director**

14. In a theatrical context, the Branch Commissioner is the Producer and Executive Director of Canberra Gang Show and shall report and is accountable to the appointed Assistant Chief Commissioner.

#### **Production Director:**

15. The Production Director (Director) will lead the design, development and staging of creative aspects of the Show. The Director shall report and is accountable to the Branch Commissioner. The Director and Assistant Director are nominally two (2) year appointments up to a maximum of four (4) years. The detailed roles and expectations of the Director and Assistant Director are detailed in Annex C.

#### **Technical Manager:**

16. The Technical Manager is responsible for all areas of the production that contribute technically to the staging of the Show. The Technical Manager shall report and is accountable to the Branch Commissioner for their activities, but works closely with, and is subject to artistic direction by the Director.

#### **Business Manager:**

17. The Business Manager is responsible 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 shall report and is accountable to the Branch Commissioner.

#### **Welfare Manager**

18. The Welfare Manager is responsible for the general well-being, morale, security, health, and safety of all 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 shall report and is accountable to the Branch Commissioner.

## **MANAGEMENT AND SUPPORT**

19. Gang Show will operate through the management and support of two key standing teams – a Support Committee, and a Production Team. These teams have membership and responsibilities as defined below and are appointed by the Branch Commissioner. As the philosophy of Gang Show is ‘Youth leading, Adult supporting’ these teams will generally meet separately. The primary purpose of the Support Committee is to manage the overall business side of Gang Show, whereas the Production’s team’s primary role is to deliver an on-stage show. These two teams are coordinated by the Branch Commissioner.
20. Additional standing and ad hoc teams may be established for good management of the Show.

## **COMMITTEE STRUCTURE**

### Gang Show Support Committee

21. There shall be a Gang Show Support Committee (Support Committee), the purpose is:
- Support the Branch Commissioner and Director with all aspects of the development, management and staging of the Show.
  - Provide advice to ensure that the Show operates in accordance with the overall spirit and principles of Scouting and Guiding and this Directive.
  - The Branch Commissioner 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.
  - 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.
22. Membership of the Support Committee includes the Branch Commissioner (Chair), Director, Assistant Director, Technical Manager, Business Manager, Welfare Manager, Guide Liaison Officer, Branch Activity Leader - Gang Show Support, a Group Leader, and the Assistant Chief Commissioner (ex officio). Other members may participate in the Support Team as required by invitation.

### Production Team

23. 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.
  - 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.
24. To assist the Production Team and provide training and leadership opportunities, a team known as “The Prodégés” will be formed. The detailed roles and expectations of The Prodégés are detailed in Annex D.
25. Membership of the Production Team includes the Director (Chair), Assistant Director, Production Assistant(s), The Prodégés’, Choreographer, Musical Director, Wardrobe Team Leader, Properties Team Leader, and the Branch Commissioner (ex officio). Other members may participate in the Production Team as required.

26. As youth members are part of the Production Team and Technical Team, all meetings of these Teams require an appointed Adult Leader to attend all times. All meetings of these Teams will be agreed to in advance by the Branch Commissioner.

#### Welfare Team

27. 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.
- advise and assist the Branch Commissioner on matters of leadership and discipline.

28. The Welfare Team includes the Welfare Manager, Branch Commissioner, Guide Liaison Officer, Security Team Leader, Patrol Leaders, Assistant Chief Commissioner, and others as required.

29. Welfare Team members must be appointed Scout or Guide Adult Leaders.

#### Security Team

30. 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.
- assist the Welfare Team in matters of health and safety.

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

#### **RESIDENTIAL WEEKEND**

32. The role of the Residential Weekend is to be an intensive program that includes theatrical workshops, skills development, and social activities such as team building and may include a campfire. The Residential Weekend is primarily not an extended rehearsal.

33. During these activities, the Production Team will be able to discern the skills and strengths of Cast members. This will ultimately lead to an amazing training experience for all concerned.

34. There will also be scheduled time for activities done in the Patrols such as their Patrol banner and their Patrol song/skit.

35. The Residential Weekend logistics are organised and managed by the Gang Show Support Committee and the detailed weekend program is organised and managed by the Production Team

## **ASSET MANAGEMENT**

### **Curtin Scout Hall**

36. The Branch Commissioner is to manage the maintenance and repair of the Curtin Scout Hall or other facility used for the construction of sets, properties, and storage of the Show's assets. As agreed with the Assistant Chief Commissioner Budgets and Planning, financial management and budgeting for Curtin Scout Hall, rests with the Branch.
37. The Branch Commissioner will also maintain a key register and an asset register for tools and materials.

### **Equipment storage**

38. 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**

39. The Show is to be produced and directed in keeping with contemporary views and attitudes in accordance with Scouting and Guiding principles and values. Under the Commonwealth Government Classification ratings, Canberra Gang Show is to be classified as 'General' (G) and is to be suitable for all age groups. Therefore, 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.
40. 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, 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.
  - 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.
41. Where appropriate, 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.
42. Consideration may also be given to occasionally purchasing the rights to deliver suitable commercial shows. In this case the specific approval of the Chief Commissioner is required.
43. 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**

44. The Chief Commissioner is to be satisfied that a proper image of Scouting and Guiding is presented through any performances of Gang Show.
45. When the Branch Commissioner and Director are happy with the script, it is to be reviewed by the Support Committee. 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.

46. 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 further review 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**

47. 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.
48. 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.
49. 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 Support Committee and Welfare Team of the Show.

#### **PROTECTION OF YOUNG PEOPLE**

50. All adult members of the Show shall, always, maintain the best interests of the young people involved in the Show.
51. 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.
52. 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 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.
53. Gang members are to be reminded at every rehearsal, activity, or meeting, of the Scouts ACT Child Protection Policy and the process for making complaints or raising concerns and identifying who are appropriate people to seek resolution from. All Gang members over the age of 16 years are required to attend the Child Protection briefing to be held on the first rehearsal day and on the morning of Cast bump-in to the theatre.

#### **APPROVAL OF ACTIVITIES**

54. 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.
55. Further guidance is provided in Annex B.

#### **VIPs**

56. 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.

57. 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.
58. 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

59. 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.
60. The Michael Hickey, Huddy/Nancarrow and Premier Patrol Awards are decided by the Support Committee. The Bottom Award is decided by the Wardrobe Team.
61. "Oscars" are awarded by the Director and the Production Team for worthy Gang members.
62. Other awards may be awarded with the agreement of the Branch Commissioner.

#### MEDIA

63. 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.
64. 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.
65. The use of Gang Show social media shall be in accordance with the appropriate Branch Policy.

#### FLORIADE GANG SHOW

66. 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

67. 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 A.

68. 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

69. This Directive or amended Directive was approved by the Chief Commissioner on 7 May 2019, 12 December 2019, 8 June 2021 and 15 September 2021.

### **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 consider 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.
- 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.

### **Roles and expectations of the Production Director and Assistant Production Director**

The Director's role is to facilitate and chair Production meetings that involve the Production team and other parties as needed. The Assistant Director's role is to chair Production meetings in the absence of the Director and to follow the directives from the Director. The Director and Assistant Director work as a duo to provide training to other members of the Production Team and to The Prodégés.

The Director will be responsible for setting a realistic timeline in which the Production Team can create the show in accordance with deadlines set by the Branch Commissioner e.g. Script Read through, final song selections, cast interview etc.

The Director is the Production Team leader with an emphasis on delegation and facilitating the Show.

The Assistant Director will be responsible and direct activities such as Floriade Gang Show and the Cubs Performing Arts Workshop.

Both the Director and Assistant Director is primarily an 'off-stage' role. However, they may make a cameo role in addition to appearing in the finale of the show. This will ensure a happy and inclusive environment.

Other members of the Production Team will have on-stage roles following consultation with the Director. The Prodégés will have normal on-stage roles.

#### **Immediate Past Director**

When the Director completes their term/s, they may be invited by the Branch Commissioner to take on a role as Mentor. This may involve mentoring the Director, advising the Production Team, facilitating a leadership style workshop for the Production Team, The Prodégés, Patrol/Assistant Leaders, signing off Youth Member's Achievement pathways and assisting with vocational education and training outcomes.

It is expected that the Mentor will be available on an 'on-call' basis during the planning, rehearsals and in-theatre periods of the show. This position would allow for the incumbent Director to have an easily accessible mentor and would encourage a clean succession and ensure that the Production Team has experience and skills required to produce a high-quality program.

### **The Prodégés**

To enable a pathway for younger members of cast to aspire to be on the Production Team and even to become a future Assistant Director or Director, an Assistant Production Team called and 'The Prodégés' has been created. The Prodégés will provide a training and leadership opportunities for cast members.

The role of The Prodégés is to attend most Production Meetings and to observe and take part in the show process as cast. They will have one item in the show as theirs to oversee and this role will include choreography, technical related decisions, costuming makeup, and be involved in casting. The Prodégés will be mentored by the Production Team, Director and Assistant Director.

The Prodégés will be in normal cast Patrols throughout rehearsals and the show run and will be in general cast items with the exception of coordinating their own specific item.

It is expected that Gang members will have spent one or more seasons as a Prodégés before being appointed to the Production Team. Venturer Scouts, Senior Guides and Rover Scouts are be encouraged to apply.