



## Membership Handbook

Welcome to Rising Youngstars.

At Rising Youngstars our aim is to encourage children and young people to perform to their highest personal ability in all aspects of the performing arts. To this end, all members are encouraged to develop skills in co-operation, socialisation, communication and personal achievement.

Through the skills acquired in workshops, rehearsals and the performance, it is hoped all members will develop self-confidence and life skills as well as making lasting friendships.

Our Ethos is to involve each and every cast member on stage as much as possible. To achieve this, we need each cast member to be fully committed to rehearsals. As such, we have set out a Commitment to Rehearsal and Performance Agreement. We ask that both parents/carer and the child read over this before completing.

It is important that our cast members and their parents understand what is expected during rehearsals and performance week to ensure that rehearsals run on schedule and that each member gets the most from their time with Rising Youngstars.

### A note from our Musical Director

In any production, you will be asked to commit to regular rehearsals. At singing rehearsals, you will be expected to listen to the musical director when learning songs. In between rehearsals you should consolidate any learning points by practising using any of the resources provided to you by the RYs team (lyrics, Dropbox etc.) Please make sure you bring all lyrics and a pencil to each rehearsal.

### A note from our Director

During rehearsals, you need to listen to the Director, Musical Director, Producer and Choreographer at all times, be quiet when asked, and be respectful to the production team and parent helpers. Movement and dance routines will be filmed and posted on our Dropbox or otherwise shared with cast so that you can practice in between rehearsals. Each rehearsal will have a break when you can chat freely and be social, so we ask that out with this break, you give your full attention to learning the show.

Whilst we want this to be a fun and engaging experience for all the children and young people taking part, it is also really important to remember that we are putting on a series of performances that members of the public including your friends and families will be paying money to see. Therefore, we want to produce the best show that we can. You will benefit greatly from being part of a production that is praised by the audience, and this will make all of the hard work worthwhile, as past members can assure you!



## For Parents/Carers

As part of your child's registration to Rising Youngstars, we require the form overleaf to be completed. Once complete, the information contained within will be used for the following.

- To contact you quickly in an emergency
- To keep you informed of upcoming dates and events

In accordance with the Data Protection Act 2018, we require your consent to hold this information.

All information collected will be held in hard copy (paper) within a locked cupboard accessible only by committee members, as well as on phones/laptops (for messaging, calling and emailing as mentioned above) and on the register for contacting you in an emergency. All phones and laptops used are password protected and only shared with Rising Youngstars Committee.

A telephone number will also be on the Duty Rota so other parents can contact you to arrange duty swaps, if required.

We will only keep information held within this form for the duration of your child's attendance at Rising Youngstars. On leaving the group, your email address will be kept to contact you about future shows. If you do not wish the group to contact you further, please advise us and all the information will be deleted and shredded.

Please indicate on the contact form, if you are happy for Rising Youngstars to hold and process this information. Unfortunately, if we do not have your consent, we will be unable to accept your child into the group.

On occasion, we may take photographs to add to our website, Facebook page or programmes for the upcoming show. We will only do this if we have your expressed permission to do so.

Please indicate your preference on the contact form.

If you have any questions regarding this form, please speak to a member of the committee who will happily assist.

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I have read the Privacy Notice above and agree to these terms and conditions.

Name: \_\_\_\_\_ Signed \_\_\_\_\_ Date: \_\_\_\_\_



## Commitment to Rehearsals & Performance Agreement

|                           |  |
|---------------------------|--|
| <b>Production:</b>        | Guys and Dolls   |
| <b>Rehearsal Dates:</b>   | Weekly Rehearsals start on 7 <sup>th</sup> February 2023.<br>Rehearsals will take place on a Tuesday 7-9pm and Thursday 7.30-9.30pm<br><b>(Subject to Change)</b>  |
| <b>Rehearsal Dates:</b>   | <b>Please see the attached rehearsal Schedule</b>  |
| <b>Performance Venue:</b> | Kirriemuir Town Hall, 28/30 Reform Street, Kirriemuir, DD8 4BS   |
| <b>Performance Dates:</b> | 17 <sup>th</sup> – 22 <sup>nd</sup> June 2024 (including Tech & Dress Rehearsal)<br><b>Please note, there will be an after show party for cast members on Saturday<br/>22<sup>nd</sup> June after the Matinee Performance. Usually 6pm – 8pm (Details to Follow)</b> |

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**Name of Cast Member/Rising Youngstar:** .....

The above named understands and is fully committed to the following conditions:

### 1. Attendance:

- Attending all rehearsals as required
- Rehearsals are held on Tuesday and Thursday evenings. (Subject to change)
- Additional rehearsals may be required for those cast in principle roles. (These will be on a mutually agreed day & time and will most likely be held at the home of the Director or Musical Director, as rehearsal dictates)
- If unable to attend rehearsals due to absence, the RY should be able to catch up during subsequent rehearsals &/or with help from other cast members & production team.
- Members must participate in all rehearsals unless previously agreed with the production team or due to illness. If the production team find attendance has fallen below what is expected, a committee meeting will be called to discuss how to proceed, and membership removal may be required. In this instance, any fees paid would not be refunded.
- A rehearsal schedule will be provided to give advance notice of when attendance is required. The production team do their best to avoid attendance where there is limited amount of involvement, but sometimes this is inevitable and the nature of rehearsing.

### 2. Membership Fee:

- Membership Fees are £90.00 with a reduced sibling rate of £75.00
- These can be paid in 3 instalments
- Payment 1 - due on 6<sup>th</sup> Feb 2024 – **Please note that cast members will not receive their cast tshirt until the first payment is received**
- Payment 2 - due on 5<sup>th</sup> March 2024
- Final Payment - due on 16<sup>th</sup> April 2024
- Membership agreements must be completed and returned on the first rehearsal and fees paid by the requested date to continue in the production
- This fee covers the entire rehearsal & performance period, rehearsal materials, & a personalised show t-shirt
- There is a reduced fee policy for sibling groups

- We are a voluntary, community group and as such, this fee is used to help offset the cost of rehearsals & performance venue hire, member insurance, costumes, stage set, sound & lighting provisions etc
- The Fee should be paid by direct bank transfer to  
Bank of Scotland, Rising Youngstars Account,  
Sort code 80-22-60,  
Account Number 10210464, quoting cast member name as reference.

If this is not possible, please speak to a member of the committee about an alternative arrangement.

### **3. Taking Care of Scripts, Costumes, Rehearsal Space etc**

- Any cast member issued with a script or other items belonging to Rising Youngstars, should treat this with the greatest of care and return items in the same condition as received.
- Scripts must be handled carefully. Any notes must only be written in soft pencil and must be fully erased before being returned during show week. (RYs is charged £25.00 for any marked or damaged scripts – or where scripts are not returned at all. This charge may have to be passed on to the cast member responsible, in fairness to others.)

### **4. Practising at Home:**

- All cast must spend appropriate time at home practising what is taught at rehearsals.
- To be able to perform competently onstage, everyone must take appropriate personal time to learn their dialogue, song lyrics, music & choreography in between rehearsals.
- As much material as possible is issued to the cast to allow them to practise out with rehearsal times – something we would assume they wish to do. Anyone who continually does not know what they should be doing onstage due to appearing unprepared, may be unable to take part in particular scenes or musical numbers – in fairness to others who have put in the required effort.

### **5. Behaviour:**

- All cast are expected to be respectful to the production team, committee members and other cast members
- All cast must sit quietly during periods of rehearsal where they are not directly involved. During this time, members could be revising their own show material (or if this is fully learned, doing some schoolwork, reading or colouring in etc.) Listening to music via earbuds or headphones is not allowed, as mobile phones must be switched off during rehearsal time (Please see our Mobile Phone Policy)
- Anyone continually disrupting rehearsals or behaving inappropriately, may be excluded from a particular scene or musical number – or at the discretion of the committee, asked to leave the entire production (without a refund).

### **6. Mobile Phones:**

- All mobile phones must be switched off during rehearsal time, unless discussed with a committee member at the beginning. There is a toilet/snack break provided when mobile phones can be checked if necessary, then switched off when rehearsal recommences.
- Anyone continually being found to be using their mobile phone during rehearsal time will be asked to leave their device with a committee member on register/door duty, until the end of the rehearsals. Please see our Mobile Phone Policy by scanning the QR Code.
- Mobile phones must not be taken on to the stage area, even for note taking.

## 7. Performance Costumes:

- Cast are required to wear costumes, wigs, make up etc, as appropriate to their role in the opinion of the production team. Anyone refusing to do so or attempting to alter what they have been issued may be excluded from a particular scene or musical number.
- Cast members may be asked to supply their own items for the performance, but these shall be discussed in plenty time.

## 8. Priortising Production Week:

- Cast will be required every evening from 17<sup>th</sup> – 21<sup>st</sup> June and from 1pm on Saturday 22<sup>nd</sup> June 2024 for final dress & technical rehearsals, as well as the public performances. We appreciate that members may have other regular hobbies & commitments but for this one week, our production of Guys and Dolls, must be your priority.
- Final rehearsals may overrun the anticipated time stated, so patience and understanding would be appreciated. We fully appreciate that most of the cast will be attending school during production week, so, of course, we will avoid keeping children later than absolutely necessary.

## 9. Cast Photographs/Video Recording:

- Cast may be requested to have their photograph taken during rehearsals and production week, for use in promoting the show and/or Rising Youngstars in general. Images may be used on the group's website, Facebook page, in newspaper articles and/or video/DVD recordings. Cast names may or may not be included.

**(Please delete where applicable)**

I **agree/disagree** for my child's photo to be taken and used in the Show Programme.

I **agree/disagree** for my child's photo to be taken and used on the groups website

I **agree/disagree** for my child's photo to be taken and used on the groups Facebook and Instagram page.

I **agree/disagree** for my child's photo to be taken and used in newspaper articles.

I **agree/disagree** for my child to be included in the video/DVD recording of the production.

## 10. Rota of Parent/Carers at Rehearsals:

- Once our show is cast & everyone is registered, we will issue a Duty Rota. As well as committee members being present at rehearsals, each parent/carer is also asked to attend occasionally. Parent/carer help is essential to the running of Rising Youngstars and we ask that all parent/carers try to help, where they can. We understand that this can be difficult for some families, so ask that you make us aware on return of this form if you will find this difficult. We also require parent/carers to help a little during show week 17<sup>th</sup> – 22<sup>nd</sup> June 2024, so please let us know your availability asap.

**(Please delete where applicable)**

I **would/would not** be prepared to become approved by Disclosure Scotland. (PVG Checked)

Monday 17<sup>th</sup> June 2024 – Tech Rehearsal – **Available/Unavailable**

Tuesday 18<sup>th</sup> June 2024 – Dress Rehearsal – **Available/Unavailable**

Wednesday 19<sup>th</sup> June 2024 – Performance – **Available/Unavailable**

Thursday 20<sup>th</sup> June 2024 – Performance – **Available/Unavailable**

Friday 21<sup>st</sup> June 2024 – Performance – **Available/Unavailable**

Saturday 22<sup>nd</sup> June 2024 – Performance – **Available/Unavailable**

Saturday 22<sup>nd</sup> June 2024 – After Show Party (5.30pm – 8.30pm) – **Available/Unavailable**

**11. WhatsApp Group:**

- As a group, we use WhatsApp to inform parents/carers on important information. This includes rehearsal changes, drop box materials and rehearsal follow ups. This group chat will only be open to posts from the Production Team and Committee members (where necessary). This is to ensure that important information is not missed.
- A second WhatsApp group will be created which will allow parents/carers to post regarding children’s attendance, duty rota swaps and any questions for the Production Team etc.

(Please delete where applicable)

**I do/do not consent to being added to the WhatsApp group.**

Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

**If you have another parent/carer who would like to be added to the chat, please add their details below:**

Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

**If you have a senior cast member (Secondary School age) who would like to be added to The WhatsApp group, please add their details below:**

Cast Member Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

**12. Register & Leaving Rehearsals:**

- All children and young people must sign in and out of rehearsals by reporting to the attendance desk. A committee member will be there at the start and end of each rehearsal.
- All junior pupils must be collected from the rehearsal venue. Cast Members will be taken to the door by a committee member who will ensure there is a parent/carer there to collect them. If no one is there to collect the cast member, a committee member will call the contact number provided.
- Senior Pupils (under 16 years) may leave the rehearsal venues on their own, only if consent is given on this form.

(Please delete where applicable)

**I do/do not consent for my child to make their own way home from the rehearsal venue.**

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**We have read and agree with the above commitments:**

**Parent/Carer Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Cast Member Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_