

APOLLO PLAYERS' HANDBOOK

incorporating
Constitution
& Rules of the Society



Apollo Theatre
Pyle Street
NEWPORT
Isle of Wight
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www.apollo-theatre.org.uk

1 THE THEATRE

John Hancock was the founder of the Apollo Theatre. He died in 1990. The building which houses the theatre was bought in 1970 and transformed from a Methodist chapel into a theatre by the members. The first production was presented in 1972. The theatre details are:

address: Apollo Theatre, Pyle Street, NEWPORT, Isle of Wight PO30 1JT;
telephone number: (01983) 527267 (ticket line: (01983) 210010);
website: www.apollo-theatre.org.uk.

The Apollo Theatre (Isle of Wight) Trust Ltd. owns and maintains the theatre buildings. The Trust owns two additional properties: Hancock House, 124 Pyle Street, Newport, and an industrial unit on the Dodnor Industrial Park, Newport. The Apollo Players run the theatre, and each member is responsible for its running and upkeep.

'Apollonius' is the members' newsletter. It appears seven times a year, during each production in the main season. Current and past copies are available on the Society website.

The Apollo Youth Theatre is open to children up to the age of 16. A termly subscription is payable and the funds are held and administered by the Youth Theatre Co-ordinator.

2 PRODUCTIONS

- a. At least seven productions a year are presented by the Players (the 'main season'). The main season begins on 1 September.
- b. The Artistic Manager is responsible for oversight of the season. The membership elects the Artistic Manager at the Annual General Meeting. All candidates for Artistic Manager in any year must publish their 'manifesto' in 'Apollonius' in advance of the meeting. All members vote by secret ballot to elect the Artistic Manager. The newly-elected Artistic Manager presents a

- proposed season to the Management Committee, who will discuss the season and notify the membership once a season has been approved.
- c. Each 'main season' production usually runs for seven nights over two consecutive weeks: Friday and Saturday in the first week, followed by Tuesday to Saturday inclusive in the second week. With Management Committee approval, any production dates may be altered.
 - d. Directors of the plays are appointed by the Artistic Manager. Directors should make themselves familiar with the Guidelines for Directors, available on the Society website.
 - e. Stage Managers and technical staff are appointed by the Technical Manager after consultation with the director of each play.
 - f. Set building and other work on a production takes place on Monday and Tuesday evenings

- 4) Junior Members (children under the age of 16 who are members of the Youth Theatre). The remainder of this document does not apply to Junior Members unless they are expressly referred to.

Application for membership must be made to the Membership Secretary. Ordinary and Student Members are required to pay an annual subscription, the amount of which shall be confirmed yearly at the Annual General Meeting. Subscriptions are due on 1 January each year and shall be payable to the Apollo Players (payment may be made by standing order). Members are automatically Associate Members of the Apollo Theatre (Isle of Wight) Trust Ltd. The Society reserves the right to cancel membership at their sole discretion.

b. Membership is terminated if:

- 1) the member dies;
- 2) the member resigns by written notice to the Players;
- 3) any subscription due from the member to the Players is not paid in full within two months of it falling due;
- 4) a meeting of the Management Committee determines that the member has wilfully disobeyed any of the Rules of the Society or has, in the opinion of the Management Committee, been guilty of conduct derogatory to the character or prejudicial to the interest of the Society and it is in the best interests of the Players that the member's membership is terminated. A resolution to remove a member from membership may only be passed if:
 - a) the member has been given at least twenty-one days' notice in writing of the meeting of the Committee at which the resolution will be proposed and the reasons why it is to be proposed;
 - b) the member or, at the option of the member, the member's representative (who must be a member of the Players) has been allowed to make representations to the meeting.

- c. No person shall pledge the credit or use the name of the Apollo Players unless previously authorised by, or without prior consultation with, the

APOLLO PLAYERS' CONSTITUTION

1 TITLE

Apollo Players ('The Society').

2 OBJECTS

To promote art in all forms of entertainment at the Apollo Theatre, Newport, Isle of Wight, and elsewhere.

3 MEMBERSHIP

- a. There are four categories of Members (for the purposes of this Constitution, Handbook and Rules, the term 'members' always implies 'paid-up members' but does not imply 'Junior Members'):
 - 1) Ordinary Members (aged over 18);
 - 2) Student Members (aged 16-18 years and/or full-time students);
 - 3) Life Members (honorary membership awarded by the Management Committee to acknowledge exceptional service to the Apollo Theatre);

Theatre Director or Business Manager for subsequent approval by the Management Committee.

- d. All balances are transferred from the Players to the Apollo Trust as a minimum at the end of each financial year.
- e. All members must make themselves aware of and follow the security, safety, equality and smoking policies of the theatre.
- f. All members shall be provided with a copy of the Constitution and Rules of the Society, either in hardcopy or via the Society's website.

4 MANAGEMENT COMMITTEE

- a. Elected officers of the Society:

Theatre Director	(elected for a term of three years)
Business Manager	(elected for a term of two years)
Secretary	(elected for a term of two years)
Technical Manager	(elected for a term of two years)
Artistic Manager	(elected for a term of one year)
House Manager	(elected for a term of two years)
Membership Secretary	(elected for a term of two years)
Marketing Manager	(elected for a term of two years)
2 Members' representatives	(elected for a term of one year)

No elected officer may serve more than three consecutive terms. The Committee may (except in relation to the post of Theatre Director) seek to suspend this rule on a case-by-case basis provided it is ratified by the general meeting at which it would take effect.

- b. Members may stand for only one elected office at one time.
- c. The Theatre Director shall be the Chair of the Management Committee but may decline and nominate another member to act as Chair. The Theatre Director may appoint an assistant who must be a Member of the Players.
- d. Four elected members of the Management Committee shall form a quorum at a properly constituted meeting of the Committee. All elected members are entitled to vote.

- e. The Management Committee shall have power to co-opt additional members who will serve in an advisory capacity until the next Annual General Meeting. Co-opted members may not vote.
- f. The Management Committee shall be responsible for formulating rules of the Society and job descriptions of Officers, which shall be kept by the Business Manager. Newly elected and co-opted Officers shall be provided with a job description.
- g. The Management Committee Officers shall be responsible for ensuring that the various posts within their areas of responsibility (see s.6 of the Handbook) are filled, and are being carried out according to their job descriptions.

h.

i. 5 ANNUAL GENERAL MEETING

An Annual General Meeting shall be held not later than 31 December in each year. Twenty-one days' notice of the meeting shall be given to all paid-up members. Twenty members shall form a quorum. The purpose of the meeting shall be to transact such business as shall be detailed in the Notice and Agenda of the Meeting, which shall include:

- a. to receive and if approved adopt the Annual Reports and Statement of Accounts (available on application to the Business Manager seven days prior to the Meeting) in respect of the previous financial year;
- b. to elect, by secret ballot, from nominations received, the Officers of the Society, including the Artistic Manager, as required to fill vacancies. In the event of a tie the result shall be decided by casting lots;
- c. to approve auditor(s).

6 EXTRAORDINARY GENERAL MEETINGS

An Extraordinary General Meeting shall be convened:

- a. when the Management Committee considers that it is necessary; or
- b. upon a signed request for such a meeting from no fewer than ten members being delivered to the Secretary of the Society; or
- c. to consider a special resolution to:
 - i. amend the Constitution of the Society; or
 - ii. terminate the existence of the Society and wind up its affairs.

Twenty-one days' notice of such a meeting shall be given to all paid-up members with details of an agenda, which shall contain any special resolution. Matters to be discussed at such a meeting are limited to those detailed in the Agenda. Other matters may be discussed under 'Any Other Business' but no formal resolutions may be passed.

No-one may nominate or be nominated for any post, or vote at any meeting, unless that person is a Member of the Society.

RULES OF THE SOCIETY

1 FRONT OF HOUSE (including Bar and Housekeeping)

- a. Front of House and Box Office staff must arrive one hour before the beginning of a performance.
- b. All Front of House staff must treat everyone with good-humoured courtesy, especially in the presence of our customers, and be appropriately dressed, ie. formal/smart. Badges must be worn.
- c. All Front of House staff must know the procedure in case of fire.
- d. If Front of House staff are unable to attend they must inform the House Manager in good time for a replacement to be found.
- e. Late-comers may be admitted to the auditorium at the discretion of the House Manager.
- f. No animals, other than assistance dogs, are permitted to enter the theatre building, bar or Hancock House except by prior agreement.

2 CASTING

- a. Auditions will be held for each play in the main season. There may be an open reading of the play before the audition(s). There are usually two plays in rehearsal at any one time.
- b. Only members of the Society may be cast in a play. Non-members may audition for a role, but may only be cast subject to their becoming paid-up members. It is the Director's responsibility to ensure that all prospective cast members are aware of this rule.
- c. The Director's decision is final.
- d. The Apollo Theatre exists to promote art and no member should undertake any responsibility to a production that they cannot fulfil. Cast and crew of any play must make themselves fully aware of their commitments to the production and carry them out to the very best of their ability.

3 REHEARSALS

- a. The Director of a play must issue a rehearsal schedule at the earliest opportunity, and cast members must ensure that they know the time and

place of each rehearsal and arrive at least five minutes before the time the rehearsal has been called for. If they are unable to attend the rehearsal, the Director must be informed in good time.

- b. There are usually three dress rehearsals for each production prior to the run.
- c. Attendance at the final dress rehearsal of each production is restricted to members of the production team, by which is meant members of the theatre who have had a role which has contributed to putting that production on stage – including onstage, backstage and front of house – or other individuals expressly invited by the Director of that play.

4 PERFORMANCES

- a. Evening performances usually begin at 7.30pm; matinees usually at 2.30pm.
- b. Cast and crew should report to the Assistant Stage Manager at least half an hour before the performance is due to start, unless other arrangements have been made with the Stage Manager, and telephone the theatre if there is an emergency.
- c. Consumption of alcohol is not permitted anywhere backstage.
- d. Videoing or other recording of any performance is not permitted (for licensing reasons) unless such recording is expressly permitted for that production.
- e. Costume and makeup must not be worn front of house unless required as part of a performance.
- f. The Stage Manager is in charge during the run of a production; ie after the final dress rehearsal.
- g. Cast should be on stage only when they are called. The Stage Manager should know where they are at all times during a performance.
- h. Stage Managers must know the procedure in case of fire, the position of fire extinguishers and how to use them, and must give a fire safety briefing to cast and crew before the run of each production.
- i. Any expenditure must be approved by the Stage Manager or Director of the play before a purchase is made.
- j. Cast members are expected to provide their own makeup.
- k. The Stage Door is to be used by cast and crew during dress rehearsals and performances.

- l. No visitors (in this context, 'visitors' includes animals other than assistance dogs) are allowed backstage during performances unless by express permission of the Stage Manager.
- m. Cast members take responsibility for their own costumes and props during a production and must return them to those in charge after the production goes down.
- n. Cast and crew are expected to attend the theatre the day after the run in order to strike and store all props, costumes and stage furniture and clean the dressing-room and other backstage areas.
- o. Last night parties are open to all Apollo members and friends.

5 EQUALITY STATEMENT

Equality of opportunity is actively promoted in the Theatre and individual differences are appreciated and valued. All individuals are entitled to fair treatment, dignity and respect. Discrimination, harassment, bullying and victimisation are unacceptable in the Theatre and will be treated as serious disciplinary offences. This policy applies equally to members, volunteers, visitors and any other person involved in any way in the activities of the Theatre.

6 SMOKING POLICY

Smoking – including of e-cigarettes – is not permitted anywhere in the theatre or other buildings owned by the Trust. It is permitted only:

- on the forecourt of the theatre; and
- on the stage during performances if smoking is integral to the dramatic content of the production. In that case, a warning to audience members must be posted in the foyer and included in the programme and on the website.

7 FIRST AID

- a. At any performance, 1 member of backstage crew and 1 member of front of house staff should be First Aid aware.
- b. First Aid boxes are situated as follows:

- in the box office;
- in the theatre bar;
- in the dressing-room;
- backstage opposite the ASM box;
- upstairs in Hancock House;
- at the Dodnor Unit.

8 CHILDREN

A licensed chaperone must be present whenever children under the age of 16 are in the theatre. A child may be chaperoned by its parent(s) but those parents may not be considered to be chaperoning any other children unless the parents are themselves licensed chaperones.

9 ROLES OF THE MANAGEMENT COMMITTEE

(any elected officer may delegate some of the responsibilities of the role to another member, subject to ratification by the Management Committee)

Post	Responsibilities
Theatre Director	overall responsibility for everything concerning the Apollo Players
Business Manager	Players' treasurer/book-keeper website management sponsorship
Secretary	administration of formal meetings minute-taking and correspondence Little Theatre Guild
Technical Manager	set building/painting props/furnishing health and safety fire safety wardrobe lighting & sound
Artistic Manager	all main season productions workshops Apollo Youth Theatre
House Manager	front of house box office theatre lettings bar catering cleaning/maintenance/housekeeping exhibitions
Membership Secretary	new member applications and renewals social activities 'Apollonius'
Marketing Manager	design & printing media/publicity/promotion/photographs
2 Members' representatives	
Co-opted to the Management Committee: Apollo Theatre Trust Buildings Manager LTG rep All co-options are at the discretion of the Management Committee.	