

ACT-CO FESTIVAL **CODE OF CONDUCT**



Preamble

The ACT-CO Board of Directors recognizes that:

- We must all be active members of member community theatre companies
- We must avoid any conflict-of-interest, and appearance of conflict-of-interest, during the Festival
- We would never attempt to use our position to influence the opinions of adjudicators
- We participate in the Adjudication Party as “ambassadors” of ACT-CO
- The Festival Committee works closely with adjudicators to ensure the successful administration of the Festival
- The President, as chair of the ACT-CO Board of Directors, should be able to function in a capacity as “problem-solver of last resort” at any time during administration of the Festival; but where participation in a Festival show creates a conflict-of-interest that makes such action difficult, the Vice President, or other members of the Executive Committee of the Board of Directors (without a conflict-of-interest) can and should function in such capacity

Definition(s)

“Creative capacity” refers to any role on a production which has direct influence on the artistic realization of the production, and includes all directors, producers, stage managers, actors, designers, department heads, decorators, builders, painters, seamstresses, operators, dressers, and their assistants. It does not include administrative roles such as front-of-house staff, box office, publicity, or theatre Boards of Directors.

Code of Conduct

The ACT-CO Board of Directors holds to the following:

1. While in attendance at adjudications as a member of the Adjudication Party, ACT-CO Board Members should be courteous towards both the host group and all ACT-CO members. Board Members should not express any personal opinions, positive or negative, about any production, adjudicator, or other matter of ACT-CO business. Opinions should be reserved for ACT-CO Board meetings.
2. All members of the Adjudication Party, including the adjudicator and guests, should dress appropriately with discretion for the event. Inappropriate attire can include old denim, T-shirts, athletic wear, and tank or halter tops.
3. The Festival Category Liaisons will not participate in any creative capacity on a Festival production in their respective category.

4. Any member of the ACT-CO Board of Directors who becomes involved in a creative capacity on a Festival production will not attend private adjudications for any other production in the same category prior to the adjudication of his or her own production; nor preside over or participate in any Board debate or resolution about any issues related to that production.
5. During the Private Adjudication, no member of the Adjudication Party, including guests of the adjudicator, shall participate in the adjudication, unless it is to clarify a matter of ACT-CO Policy or to resolve a conflict and ensure compliance with Adjudication Expectations and Guidelines.