



**PLEASE RETAIN THIS INFORMATION IT INCLUDES UPDATED INFORMATION ABOUT ABSENCE PROCEDURE AND PHONE NUMBERS REQUIRED**

Please read the following as general information. We have had a lot of new members over the last few years and feel we need to circulate new general information and HYT contracts.

Please remember that the adults in charge of each section of HYT are unpaid volunteers with a wealth of knowledge in theatre. They are usually helped by one or more assistants and may bring in other adults for specific workshops. There is always at least two adults present in the building at every meeting.

Please encourage your child to attend all meetings that they are required at. There are many volunteers involved in putting a production on and we all need to work together to achieve the best we can. If your child cannot attend a rehearsal/meeting it is essential that they phone or message one of the leaders and let them know of the reason for absence, as **3 missed rehearsals without good reason may result in them losing their place**. We do expect a member missing to have a reasonable excuse. We accept that at times there will be exceptions; e.g., a family holiday, but please inform us of pre-booked events as early as possible so we can plan accordingly. **Please note we will not accept absence notices on facebook HYT page or passed on by other members. Please contact one of the leaders directly by phone with the reason for absence. Facebook is a great tool for us to share information but we need a personal record of who we expect to be missing for safety reasons.**

When we are in the process of rehearsing towards a show we will create and share rehearsal schedules. The nature of theatre means that whilst we try to keep to them as much as possible at times we will need to edit them, this can include who needs to be present. We will always publish these on our facebook group. We will also update these on the members area of the website (under development as of Jan 2022). Please search and request to join 'HYT@Todmorden Hippodrome – members group' to ensure you get the required updates. If you are a parent joining on behalf of you child please email [martin@todhip.org](mailto:martin@todhip.org) to confirm your name and the child you are joining on behalf of as we only accept members we know are correctly associated with HYT for safety reasons.

Whilst we hope that your time at HYT is enjoyable we know that things sometimes go wrong. As such we have a procedure for dealing with problems. If a youth theatre member or a parent/guardian have a concern about anything at HYT then we hope you would be able to talk to one of the leaders or the Chairman of the Hippodrome Youth Theatre. If you had a concern regarding a leader then you can contact the President of TAODS.

We would also ask that if you upload photos or videos taken at HYT to the internet you do have verbal permission from other members who are also included. If a member asks that you delete a video or photo that includes them, for any reason, then we would expect you to do so. We expect you to use your common sense and not to upload anything that may cause upset or distress to anyone else involved in HYT. Also it is very important that you do not upload any show content. The publicity team will use this footage from time to time but we do not expect members to release show content before the paying audience gets to see it!

Finally **Any support that you or your family can offer to HYT and the Hippodrome is welcomed and valued**. Help is appreciated in all areas. Wardrobe, Set building, props, publicity (dropping of leaflets etc...) Also during a performance help with selling refreshments and programmes is most welcome. If you feel able to help please let a leader know who can put you in touch with the relevant people at the theatre.

Many Thanks,  
HYT Team

Helen Clarkson 07903 912459  
Alex Townend 07881 527472  
Martin Cook 07736 310655  
Lisa Parker 07962072767

We are asking all members and parents to sign a contract that outlines the basic expectations of all HYT members. As you are probably aware HYT is a very popular group with a large waiting list and we expect all our members to show high levels of commitment.

1. We expect all members to attend every meeting they are required at. If there are genuine reasons why a member cannot attend they need to inform one of the leaders of this at the earliest opportunity by phoning or messaging them on the numbers provided. **Please note that this also applies to meetings outside of show rehearsals.**
2. Rehearsals generally begin at 7.30pm in the evenings. Sunday rehearsals can vary but the times will be provided well in advance. We expect all members to be present at the start time. **This requires them to be there in 'good time'**. The front door are usually open at least 10 minutes before the start time.
3. We expect members to be **dressed appropriately for rehearsals**. ( E.g. Tight fitting jeans are not ideal for dancing rehearsals). Please also wear appropriate footwear. Small slip on shoes are also not ideal for dancing. Jazz shoes are ideal, however, flexible trainers are also more than acceptable!
4. We expect each member of HYT **to treat their fellow cast members with respect**. Any form of **bullying will not be tolerated** and could result in removal of membership.
5. We know that most young people and parents use social media such as Facebook, Twitter, and snapchat, even we use it! However, we feel it is not appropriate to use these platforms to criticise youth theatre members, the leaders or activities at the youth theatre. **If you have an issue that concerns you we would expect you to use the process given in the general information provided** to deal with it rather than social media. We have a duty to protect our members and volunteers from all forms of bullying. If we feel that a youth theatre member or their parent or guardian breaches this rule then the youth theatre member may lose their place in HYT.
6. When a member commits to being in a show they are then built into the planning of the performance and getting the show on stage. This has obvious cost implications: Costume, set build, props hire, script hire etc... **Should a member drop out during the rehearsal period then they made be liable to pay costs** towards these. Particularly the cost of costumes which are often designed and made by our team of wardrobe volunteers specifically for each cast member.
7. The cost of membership is £5 per month paid by direct debit using the following link  
<https://pay.gocardless.com/AL0003QZPNTB45>

**8. PLEASE RETAIN THE ABOVE AND ONLY RETURN THE SLIP**

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I understand and accept all the terms in the HYT Contract. Please complete and return this slip at the next meeting.

\_\_\_\_\_  
HYT Member (PRINT NAME)

\_\_\_\_\_  
Parent (PRINT NAME)

Date \_\_\_\_\_

Date \_\_\_\_\_