

## Youth Program Guidelines

(This is a “working” document and can be amended or revised with Board of Director approval. Once voted into place, changes are to be submitted to the Board for review by the Leadership and Parent Committee. The Youth Program must plan their seasons in accordance with these rules and guidelines.)

### A. Leadership

1. Program Director
  - a. Duties
    - i. Plan Community Performance Opportunities
    - ii. Lead rehearsals for performances.
    - iii. Run regular parent and participant meetings.
    - iv. Provide direction in acting, song, dance, etc.
    - v. Plan workshop opportunities.
    - vi. Communicate with the Board Liaison and/or the Board Directly
    - vii. Utilize and follow the Barn Guidelines, Procedures and Director’s Guide
    - viii. Attend Board Meetings and report on the program.
  - b. Qualifications to Direct a Full Production
    - i. Must meet the qualifications of all Directors as laid out in the Barn Guidelines, Procedures and Director’s Guide.
2. Asst. Program Director
  - a. Duties
    - i. Assist the Program Director
    - ii. Lead the program in the Director's absence.
    - iii. Provide direction in acting, song, dance, etc.
    - iv. Attend Board meetings in the Director’s absence.
    - v. Utilize and follow the Barn Guidelines, Procedures and Director’s Guide
3. Program Secretary/Producer
  - a. Duties
    - i. Takes Minutes at Meetings
    - ii. Tracks Finances
    - iii. Handles Publicity
    - iv. Gets Information regarding the youth program to the Barn Program Coordinator so that they can be included in production programs (barntheaterprograms@gmail.com)
    - v. Provides Financial Reports to the Board Treasurer
    - vi. Provides Minutes to the Board
    - vii. Coordinates and Corresponds with the Board Liaison
    - viii. Utilize and follow the Barn Guidelines, Procedures and Director’s Guide
4. Board Liaison
  - a. A Board Member appointed by the Executive Board to communicate with the leadership and participants of the Youth Program.
  - b. Duties
    - i. Be a point of contact for any needs that the Youth Program Leadership has from the Board.
    - ii. Be a point of contact for any needs from the participants from the Board.
    - iii. Attend Youth Program Meetings
    - iv. Make periodic visits to rehearsals.
    - v. Attend community youth events that our program is participating in.
    - vi. Report on the successes and challenges that have been observed within the program at Board Meetings.

5. Additional Leadership positions and candidates can be decided upon and submitted to the Board for approval by the Leadership and Parent Committee.
6. Leadership and Parent Committee
  - a. Made up of parents and leadership.

## B. Procedures for Leadership Placement

1. Submit a statement to the Board of Directors that includes:
  - a. Vision/Intent for the program.
  - b. Previous Theater Experience
  - c. Previous Youth Leadership Experience
2. The Board of Directors will review the submissions and will vote to place the individual on the Leadership Team.
3. The Leadership and Parent committee will vote to place the leaders into leadership positions.

## C. Finances

1. Accounts
  - a. The Barn Treasurer will manage the bank accounts.
  - b. The Secretary/Producer will track the program finances and will work closely with the Barn Treasurer
  - c. Separate accounting will be managed for monies raised and/or provided for individual accounts-to be used solely for program opportunities for the individual while they are a participant in the program.
  - d. Monies left in individual accounts at the end of participation by an individual will be rolled over to the main youth program account to be used for the running of the program.
2. Fundraising
  - a. Individual Accounts
  - b. Requirements
    - i. Participants will be expected to participate in fundraising for the program as a whole.
    - ii. Participants that will be involved in special workshops, competitions, community events, etc. will be expected to participate in fundraising for the particular event.
    - iii. Separate accounting will be managed for monies raised and/or provided for individual accounts-to be used solely for program opportunities for the individual while they are a participant in the program.
    - iv. Monies left in individual accounts at the end of participation by an individual will be rolled over to the main youth program account to be used for the running of the program.
3. Financial reports will be provided to the Board at every Board Meeting
4. Financial reports will be provided to the participants at every participant meeting.
5. Stipends are strictly prohibited.
  - a. The Board will pay for the needs of the program and participants directly as needed.
6. Participants will not be required or asked to take or pay for extra training or classes. (ex. Dance or vocal lessons.)
7. Additional workshops, competition opportunities or events can be paid out of fundraising specifically for the particular event or participant payment for the event. ***These opportunities will not be required to be involved in the program.***

## D. Program Operations/Guidelines

1. Follow the rules and guidelines as laid out in the Barn Guidelines, Procedures and Director's Guide
  - a. Barn Theater Pre-Shows
    - i. Guidelines
      1. 10 Minute Set prior to Opening Night and Matinees
      2. 5 minute Vocal Warm Up stage time allotment prior to show
      3. 15 Minute set for Hossscar opening
    - b. Competitions
      1. Not a requirement of participation. All Competitions will be optional and separate from the main program.
  - c. Productions
    1. The Barn Play reading Committee will be tasked with ensuring that at least one production each season will include opportunities for children and youth to be involved.
    2. All full productions done on the Barn stage shall be open to all members of the community.
    3. No pre-casting of youth program participants will be permitted.
    4. In the event the Program Director is the director of a youth or children's production on the Barn stage
      - a. Auditions will be monitored and adjudicated by members of the Board to ensure that all who audition are given a fair chance at all roles.
      - b. Production team should include members outside of the program if possible.
    5. Youth program participants are to enhance the children and youth productions, not be the production.
    6. No advertising of any production as a (name of program) production except for a pre-show, community performance or end of year recital/variety show.
  - d. End of Season Recital/Variety Show/Production Written By Students or Program Leaders
    1. The youth program will be invited to plan and produce an end of season recital/follies/variety show/production that showcases what they learned during the year.
      - a. Awards and recognition for the youth program given at this event.
  - e. Communication
    - i. All Group Texting/Messaging regarding the program and program activities must include the Board Liaison.
  - f. Theater Use
    - i. The program leadership and participants will be expected to follow all of the rules laid out in the director's guide/regulations handbook that all directors, actors, stage crew and technical help must follow.
    - ii. Lobby Use During Productions
      1. No lobby use permitted during production's tech and dress rehearsal weeks. Typically, the two weeks leading up to opening night.
      2. Must get director permission to use the lobby during production rehearsal time.
    - iii. Stage Use During Productions
      1. No stage use permitted without production director approval.

2. No stage use permitted during production's tech and dress rehearsal weeks. Typically, the two weeks leading up to opening night.
- g. Program Rehearsals
    - i. No rehearsals shall be over 2 hours without adequate breaks. Board approval needed for any rehearsals over 2 hours.
    - ii. No rehearsals shall go past 8PM on weekdays for any youth under 16.
    - iii. No more than two Saturday/Weekend Rehearsals per month shall be permitted without prior Board approval.
  - h. Ethics
    - i. All participants are to receive a copy of the Barn Theater Code of Ethics and shall sign that they have received it.
    - ii. Absolutely no bullying, hazing, and/or shaming will be tolerated.
    - iii. No exclusion of youth from activities, performances, etc. will be permitted unless it is a result of a rule or guideline violation, and it has been brought to the Board and necessary communications have occurred.
  - i. Liability
    - i. All participants are required to sign the Barn Theater's liability waiver.
  - j. Infractions
    - i. All infractions to the Program Guidelines and/or the Barn Guidelines, Procedures and Director's Guide will be handled in the following manner:
      1. First Violation-Executive Board Meeting and Warning
      2. Second Violation-Executive Board Meeting/Review of issues at the next Board Meeting
      3. Third Violation-Temporary removal from leadership team/production/board/event pending Board Review.
      4. Fourth Violation-Removal from leadership team/production/board/event.
      5. If the violation involves harm to a child, (emotional, mental, physical), a Board of Director Review will take place immediately and all parties involved will be asked to not participate until the situation has been resolved.