

## **The HATY Handbook**

*Engaging young people aged 8 to 18 in the performing arts, giving them opportunities to develop new skills and to be involved in quality theatrical productions*

### **WHAT IS HATY?**

HATY was set up to provide a range of training and performance opportunities for young people, to showcase their talents and abilities and grow in general confidence and social skills. HATY is the youth strand of HAOS Productions (HAOS) and was formed in the early 1980s. We are based at The Wellington Rooms in Halifax, West Yorkshire.

HATY currently runs a year-round programme with one main show a year during Calderdale's half term break in October/November. This is performed at The Halifax Playhouse. There is often a launch night where you find out about the show. There will be an audition process for this show due to restrictions in the theatre where we can only have 35 young people involved.

Other HATY activities throughout the year include concerts and workshops. For these there is no formal audition process (unless we have too many young people interested) and members simply put their names down to take part. The concerts usually have a mix of full company pieces, solos, duets or small groups and may involve singing, acting, dancing or playing instruments.

### **HOW MUCH DOES IT COST?**

To be involved in HATY you need to become a member. Annual Membership runs from January to December and is £15 a year, which is to be paid on joining. A reduced membership is available for those joining towards the end of the year. During rehearsals for the main production and concerts, there is a production fee to go towards running and production costs. This normally works out about £4 - £5 a week and can be paid in instalments on request.

*haty@haosproductions.com*

## **WHO WILL LOOK AFTER ME?**

All the adults involved in HATY are volunteers with experience in and a passion for theatre:

### **The Committee**

HATY's management committee officers are: Paul Addy (Chair) Jane Marescaux (Secretary) and Nuala Smith (Treasurer). They are supported by up to five additional committee members, currently Jacy Fountain, Jayne Webster and Yvonne White.

The HATY committee meets every month to oversee the running of HATY. They make decisions on the shows that take place, the productions teams and generally make sure everything happens that needs to in order to put a production together and to facilitate additional activities such as workshops, fundraising events or social occasions. Both HATY and HAOS have the same person as the Chair. This helps to ensure that all activities run smoothly and that we maintain a strong connection between the adult and junior sections.

### **The Production Team**

The production team is usually made up of a director, choreographer and musical director but this can vary. Production Team members and Workshop leaders are chosen by the HATY management committee. They are picked for their skills and experience of putting on shows and being able to teach young people new skills in musical theatre.

## **SAFEGUARDING**

We take your safety and wellbeing very seriously and have policies and procedures in place to support our safeguarding approach. Please take the time to check out our safeguarding and other policies which are available on our website [www.haosproductions.com](http://www.haosproductions.com) or please ask for a paper copy if you do not have internet access.

### **Chaperones**

There will be chaperones at each rehearsal to ensure the safety and welfare of children and young people. Chaperones are committee members or parents and carers who hold a valid chaperone licence. To become a chaperone they have to complete a DBS check and safeguarding training with their Local Authority Education and Welfare teams. Please note this may not always include members of the Production Team or all members of committee.

In order to perform in our main show we have to be granted a performance licence from the local authority for each young person involved. The ages and numbers of those involved will set how many chaperones are required.

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## **WHAT WE EXPECT FROM MEMBERS AND THEIR PARENTS / CARERS**

### **Commitment and attendance**

HATY aims to provide a fun environment in which to learn and develop skills in different aspects of musical theatre, however we expect you to attend rehearsals when called and let us know as soon as possible if you are ill and not able to attend. If you sign up to take part in the main show or a concert, you are telling us you can commit to the required rehearsals and to all performances. We understand that you may be away on holiday at times or that parents or school may make plans which you didn't previously know about, so we simply ask that you tell us as soon as you know of any dates when you are not available. It's no fun for your fellow cast members to have to rehearse around an empty space. Even if you think you know what you are doing, it is essential that you are there so the Production Team can see what is working and what needs extra rehearsal time.

### **Behaviour**

We want HATY to have a safe and welcoming environment for all participants. We expect that all participants (adults and young people) are supportive and respectful of each other. At the start of each project a working together agreement will be completed in order to establish how adults and young people will work positively with each other and consequences will be agreed to be actioned if behaviour is displayed outside of the agreement. Bullying will not be tolerated and concerns regarding behaviour will be shared with parents/carers.

We expect respect to be shown for any place you rehearse or perform in and also towards things you may be given. We expect you to look after any scripts or scores (words and music), costumes, props and anything else given to you for use during rehearsals or performances AND ask that you return them in good condition at the time requested.

### **Social Media**

We want participants to be able to collect positive memories from their time in HATY, however we need to be sensitive to the use of social media. Photos and videos can only be taken with explicit consent and should not contain any inappropriate behaviour, language or imagery. We ask that no photos or videos are posted of primary age children and posts relating to high school age students should only be posted where there is clear consent.

### **Payment of annual membership and weekly rehearsal fee**

You must be a paid-up member to attend rehearsals and to be in a show or concert. You must pay your rehearsal fees in order for us to be able to cover costs when putting on productions.

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## WHAT YOU CAN EXPECT FROM HATY

### HATY will provide:

- a safe welcoming environment
- skill development in aspects of musical theatre
- performance opportunities
- rehearsal schedule and contact details [haty@haosproductions.com](mailto:haty@haosproductions.com)
- information via email, Facebook & Website or by letter on request
- most costumes, props and make-up (main show)

### HATY will:

- treat you respectfully and as individuals
- look out for your welfare at rehearsals and performances
- be open and honest with you
- listen and respond to any concerns
- give feedback if requested in line with the audition policy

## STAY IN TOUCH

We will keep you updated with everything to do with current events on our CAST ONLY Facebook pages and for general news and updates please see our HATY & Friends Facebook page. We ask that parents / carers please check in with the HATY team from time to time to ensure you know what's going on. Parents and Carers are welcome to pop in before or after rehearsals to ask questions and have a quick catch up with the committee members.

Through the year we may ask for your additional support, perhaps building or painting scenery, donating raffle prizes, sponsoring a page in our programme or even making costumes. Let us know what your skills are and whether you are able to help. The HATY team is small and would not be as effective without this additional support so we would encourage parents and carers to become involved.

If you would like us to speak about volunteering or anything else, please drop in during rehearsal times at the Wellington Rooms or contact us at: [haty@haosproductions.com](mailto:haty@haosproductions.com)

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## **List of Policies and Procedures for HATY & HAOS Productions**

Available at [www.haosproductions.com](http://www.haosproductions.com) or on paper if you have no internet access

**HATY Handbook** – what it means to be part of HATY

**Communications** – ways we stay in touch

**Safeguarding** – how we keep you safe and what to do if you need help at rehearsals

**Anti-Bullying** – where to find support

**Equality** – making sure we treat everyone the same

**Privacy Notice** – why do we need your personal data

**Data Protection** – how do we keep your data secure

**Social Media** – expected behaviour if you are posting or sharing things online

**Auditioning Principles** – what the process is for auditioning

**Complaints** – what to do if you are unhappy with how you are treated

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*haty@haosproductions.com*