

BUNDABERG REGIONAL EISTEDDFOD INC

CODE OF CONDUCT

PREAMBLE

The Code of Conduct is a set of rules outlining the social norms and responsibilities of, or proper practices for an individual, party or organization. The code clarifies an organization's mission, values and principles, linking them with standards of professional conduct.

Our Eisteddfod recognises the importance of, and responsibility for, ensuring our event is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their artistic and performance endeavours.

OBJECTIVE: To maintain ethical conduct, by adhering to the basic principles of humanity: Positivity – Fairness - Respect

ACTION: Competitors, teachers and parents accept that 'fair play' includes acceptance and observance of the Bundaberg Regional Eisteddfod rules and conditions and that the adjudicator's decisions are final.

ASPIRATION: Fairness, respect and good sportsmanship implies maturity and courage.

AIMS: The Code of Conduct aims to ensure that the Bundaberg Regional Eisteddfod will be a positive experience for competitors who become involved.

CONSEQUENCE: Breaches to any of the behaviours listed will result in a warning and or being asked to leave the auditorium depending on the severity of the breach. Consistent breaches of the listed behaviours over several sessions may result in a ban from the eisteddfod event.

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Display appropriate behaviour/conduct towards committee members, fellow competitors, the adjudicator and volunteers.

Inappropriate behaviour/conduct in this instance is defined as unsportsmanlike actions through verbal or written comments, isolation or bullying behaviour – this encompasses emotional and physical acts and loud or obnoxious language and behaviour (both within and out of the venue) It also includes all social media.

POSITIVITY

There is the expectation that all associated with the Eisteddfod will represent themselves in a positive manner. Entrants should perform to the best of their ability. Teachers, competitors, parents, committee members and volunteers are to maintain high levels of self-respect and appreciation of the Eisteddfod formalities and traditions.

In winning or in defeat, competitors, parents and teachers will accept both in a dignified and respectful – with recognition that the adjudicator's decision is final and that the rules of the Eisteddfod have been adhered to.

FAIRNESS

Competitors and teachers must always conduct themselves in a civil and sporting manner - before, during and after competition. Unsporting behaviour includes, but is not limited to, foul, rude or abusive language in any context; threatening or intimidating conduct; discourteous gestures; excessive celebration of success or violent actions of any degree or kind.

Competitors and teachers promote fairness by not allowing or encouraging family or friends to hinder the Committee's ability to marshal competitors or manage the competition.

RESPECT

Respect as an underpinning principle is demonstrated by taking positive notice of, giving special consideration and attention to, and regarding as worthy the following:

- Endeavours of other competitors and teachers – Being inclusive and the rights of all to participate without prejudice or discrimination.
- The judgment of adjudicators and their written critiques; the application of the rules before, during and after the Eisteddfod.
- Activities of Committee members, volunteers and others who oversee the day to day running of the Eisteddfod.

FAILURE TO MAINTAIN ETHICAL CONDUCT

Zero Tolerance

The committee of the Bundaberg Regional Eisteddfod Incorporated will not tolerate any "unacceptable conduct" (including but not limited to verbal abuse of any person, obscene language, loud or boisterous conduct), which is deemed unacceptable by the committee. This includes all persons attending at any venue of the Eisteddfod.

Refusal of a Directive

Any member of the committee or designated official may give a directive at any time to any person to whom this code applies to ensure the smooth and efficient running of the Eisteddfod and any person who refuses to obey such directive may be asked to leave a venue and failure may result in the committee taking such action, including the calling of police to ensure the Eisteddfod's unimpeded operation.

Equipment Damage

Any person using the equipment owned by, leased or hired by the Bundaberg Regional Eisteddfod Inc. are responsible for:

Any damage caused to that equipment.

Any damage howsoever caused to that equipment and further any person deliberately damaging Eisteddfod equipment will be responsible for the replacement of that equipment or the payment of the cost of same.

Behaviour

Any person behaving in a manner as deemed by the committee or representative of same to be unacceptable, will be removed if it be deemed appropriate by the official. If that person is a competitor they may be disqualified from competing in that section and other sections.

GUIDELINES

To meet the above criteria the following specific rules and consequences apply:

- Knowingly damaging venue property may result in the person responsible being financially liable for the damage or being at risk of being charged with vandalism.
- Verbally abusing Eisteddfod volunteers, venue staff, or other competitors, teachers, parents and supporters such as making put down remarks, use of profanities in a yelling and insulting manner, accusations, threats to physical, psychological or emotional safety will result in the person being asked to leave the venue immediately.
- Threats to the safety of any other person or any physical abuse will result in the abuse being reported to police and charges may be laid.
- Put downs of other competitors or their teachers or criticism of adjudicators or their adjudications made between parties loud enough that the comments can be heard by other venue users will result in the person given warning. Further breaches may result in the person being asked to leave the venue.

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CHILD SAFETY, CODE OF CONDUCT

OBJECTIVE: To ensure the safety and wellbeing of children and young people. Our Eisteddfod recognises the importance of, and a responsibility for, ensuring our event is a safe, supportive and enriching environment which respects and fosters the dignity and self-esteem of children and young people, and enables them to thrive in their artistic and performance endeavours.

ACTION: Report any allegations of child abuse or other child safety concerns to the Committee. Ensure as quickly as possible that participants are safe and protected from harm, if child abuse is suspected. The Eisteddfod Office-bearers and Eisteddfod committee will also provide information and support to enable the Code of Conduct to operate effectively.

Child Safety:

This code of Conduct aims to protect children and reduce any opportunities for child abuse or harm to occur. It also assists in understanding how to avoid or better manage risky behaviours and situations. It is intended to complement child protection legislations and event policies and procedures. These apply to Committee members, Teachers, Parents, Competitors and Volunteers.

All involved in the conduct of “Bundaberg Regional Eisteddfod” are required to comply with the Code of Conduct by observing expectations for appropriate behaviour below. The Code of Conduct applies in all situations, including relationships and communications with Audience, Entrants, Teachers and Parents as well as preparation/change areas and the performance space.

Acceptable behaviour:

- Upholding the Eisteddfod’s statement of commitment to child safety always and adhering to the event’s child safe policy treating competitors, teachers and families involved in the event with respect, both within the theatre environment and outside as part of normal social and community activities.
- Listening and responding to the views and concerns of our stakeholders, particularly if they are telling us that they or another child has been abused or that they are worried about their safety/the safety of another child.
- Promoting the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander participants, students with culturally and/or linguistically diverse backgrounds, and participants with a disability.
- Ensuring that written texts and songs be age appropriate

Unacceptable behaviour

- Ignore or disregard any concerns, suspicions or disclosures of child abuse.
- Develop a relationship with any participant that could be favouritism or amount to 'grooming' behaviour (for example offering gifts)
- Exhibit behaviours or engage in activities with participants which may be interpreted as abusive and not justified by the performance or service delivery context.
- Ignore behaviours by other adults towards participants when they appear to be overly familiar or inappropriate.
- Discuss content of an intimate nature or use sexual innuendo with participants.
- Treat a child unfavourably because of their disability, age, gender, race, culture, vulnerability, sexuality or ethnicity.
- Communicate directly with a participant through personal or private contact channels (including by social media, email, instant messaging, texting etc) except where that communication is reasonable in all the circumstances, related to their entry or where there is a safety concern or other urgent matter.
- Photograph or video a participant except in accordance with agreed circumstances and commercial providers, or where required for duty of care purposes.
- In the theatre environment or at other times when participants are present, consume alcohol or take illicit drugs under any circumstances.

BUNDABERG REGIONAL EISTEDDFOD INC

SOCIAL MEDIA POLICY

POLICY APPLICATION: This policy applies to all committee members and contractors of Bundaberg Regional Eisteddfod Inc. This policy does not apply to committee members' personal use of social media where no reference is made to Bundaberg Regional Eisteddfod Inc.

CONSEQUENCE: Although many users may consider their personal comments posted on social media or discussions on social networking sites to be private, these communications are frequently available to a larger audience than the author may realise. As a result, any online communication that directly or indirectly refers to Bundaberg Regional Eisteddfod Inc, or our Annual Eisteddfod event, Committee members or other event-related issues, has the potential to damage the Bundaberg Regional Eisteddfod reputation or interests.

POLICY

This policy has been developed in recognition of the growing popularity of and participation in online social media. The Bundaberg regional Eisteddfod Inc is supportive of team members participating in social media in their personal time to keep in touch with their friends, share information or become involved in online discussions.

However, for members who use social media either as part of their job or in a personal capacity, it is important to understand committee members' obligations when the online communication is about the Bundaberg Regional Eisteddfod.

The term '*social media*' refers broadly to any online media which allows for user participation, interaction or publishing. Commonly used social media tools include but are not limited to Facebook, Instagram, YouTube, Twitter and weblogs.

When participating in social media in a personal capacity, members must:

- Not disclose Bundaberg Regional Eisteddfod Inc information, proprietary or sensitive information. Information is considered confidential when it is not readily available to the public. If you are in doubt about whether the information is confidential, refer to the Bundaberg Regional Eisteddfod Executive before disclosing any information.
- Not use the Bundaberg Regional Eisteddfod logo or association branding on any social media platform without prior approval from the Executive.
- Not communicate anything that might damage the reputation of the Bundaberg Regional Eisteddfod Inc, brand image or the confidence of our members.
- Not represent or communicate on behalf of the Bundaberg Regional Eisteddfod Inc in the public domain without prior approval from the Executive.
- Not post any material that would directly or indirectly defame, harass, discriminate against or bully any Bundaberg Regional Eisteddfod member, supplier or supporter.

BUNDABERG REGIONAL EISTEDDFOD INC
PHOTOGRAPHY/PHONE POLICY

REGULATION

The use of photographic devices of any kind are a breach of the privacy laws in accordance with the child protection ACT.

PHOTOGRAPHY/PHONE

It is the ruling of the Bundaberg Regional Eisteddfod Committee, that recording of any kind is prohibited.

The Committee regrets that the use of video recorders, cameras, mobile phones or any recording device in the auditorium and side stage area is prohibited.

Official photographers/videographers excepted.

As part of the entry process for each child, permission must be obtained for photos to be distributed through either print media or social media i.e. Eisteddfod facebook page, Local paper and professional media platforms.

Statement to be read at every session by the Chairperson

Please ensure your phone and or electronic device is turned off or on silent mode. Please note that we do not permit use of your mobile phone, including text messaging, camera and or video use during the performance.

CONDITIONS

**** PLEASE READ CAREFULLY AS THEY WILL BE STRICTLY ADHERED TO BY THE COMMITTEE ****

1. Competition is only open to amateurs who are 18 years of age and under. The term “amateur” meaning one whose principal source of income is not derived from the exercise of his or her talent in the particular class for which he or she may have entered. This condition does not apply to conductors or accompanists.
2. No entry will be accepted unless accompanied by the full fee and the Committee reserves the right to refuse any entry.
3. The name of the competitor and not “Nom de Plume” is to be shown and all competitors are numbered consecutively in the Programme Sections.
4. Competitors can compete only once in a Section.
5. In Sections for Duologues, Poetry in Pairs or Trios and Groups, no competitor shall compete with more than one party in a particular Section.
6. The Committee reserves the right to transfer competitors to the Section above or below in Sections where there are insufficient competitors to constitute an event.
7. It is the competitors’ responsibility to see that they have the correct Set Pieces as stated in the Schedule of Competition. Otherwise, competitors will be disqualified.
8. Competitors, accompanists, etc., must be present at the time specified for the item in which they are competing and assemble at the place specified by the Chairman of Sessions.
9. Competitors will compete in the order as shown in the Programme unless instructed otherwise by the Chairman of Sessions.
10. The Executive reserves the right to amend the printed Programme should it be considered necessary.
11. OWN CHOICE: Marks will be awarded for the quality of selections. No competitor may use the same Own Choice selection in more than one Section. A competitor may not use an Own Choice selection with which he or she gained a prize during the 2018 Bundaberg Eisteddfod. A Set Piece may not be used as an Own Choice selection. Competitors can perform a piece only once in the Eisteddfod. All Competitors must supply their own individual copies of their Own Choice selections for the Adjudication. Do not submit originals for Own Choice work as all copies will be destroyed by the Committee after the Section.

12. Conductors, accompanists and competitors must use original scripts for performances. The committee will not be liable for any copyright infringements relating to the use of photocopies should they occur.
13. Anyone experiencing difficulty in obtaining Speech and Drama Pieces should contact the Speech and Drama Co-ordinator.
14. NO PARENT, TEACHER, CONDUCTOR OR COMPETITOR may address the Adjudicator before or during a Session.
15. No parent shall be allowed on the performing area, except as a conductor.
16. The adjudicator's decision shall be final, except if it subsequently transpires that some error in identity has taken place. Then the Executive shall have the power to decide.
17. Protests (if any) must be lodged in writing with the Secretary within 30 minutes of the cause of such protest arising, accompanied by a fee of \$5.00 which will be forfeited if the protest be deemed frivolous. The decision of the Eisteddfod Committee Executive is final.
18. No prize will be awarded where the Adjudicator considers merit insufficient.
19. The adjudicator will give one First Place and one Second Place and as many Highly Commended certificates as they deem warranted.
20. In sections with three or fewer competitors, the adjudicator may decide to award only one prize.
21. The Adjudicator will provide all competitors with an adjudication sheet.
22. No member may perform in more than one competing Choir in a particular Section. No preliminary contests are to be held in Choral Sections.
23. There must be only one clear-cut winner for Special Awards.
24. To be eligible for the major bursaries, performers must compete in a minimum of two Solo Sections during the Eisteddfod.
25. All trophies or prizes donated for the annual competition together with suggested conditions relating to their award should be sent to the Secretary of the Eisteddfod Committee. Such trophies will remain the property of the Committee, until won outright, but, in the interim,

may be held by the winners at one Eisteddfod. The temporary holders of the trophies will be responsible for their safe custody.

26. All competitors, conductors and accompanists take part in the Eisteddfod at their own risk.

27. Time limits as per each section, where not specified:

12 years and under	3 minutes
13 to 18 years	4 minutes

28. It is the parents' responsibility to inform the committee if they do not wish their child to be photographed for possible media publication.

29. In Speech and Drama Sections, competitors should avoid the use of words and content that is not regarded as acceptable in a family group or polite society. Competitors using "unacceptable" words or content could face disqualification.

30. Competitors MUST perform within the Section as scheduled in the Programme.

31. Novice Definition: competitors who have not placed previously in any section in any speech and drama eisteddfod.