

**NOFIT STATE CIRCUS
OPEN HOUSE 2015
COMPANY HANDBOOK**

If found, please return to.....

Tom

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Welcome to the Open House tour of 2015!

This company handbook is designed to be a reference guide throughout the tour. Please keep it safe and make sure you understand the information within. If in doubt, ask for clarification, or more information.

There's a policy section, and this is designed to pick out specific things that apply to us on tour, but is as an ADDITION to the company policies... so doesn't mean you can skip the main policies!

Finally, and very important....

TEAMWORK!

On tour, we work as a team. We all finish when the last person finishes. There are many jobs that are simple when done by lots of people, and unfair if put on only one or two. So please respect the fact that we are a team and work as such! Whether it is build, tear down, cleaning up after ourselves, or general supportiveness, lets help each other to make it a tour to be remembered... for the right reasons!

Now, before we get stuck into the handbook itself, stick these numbers in your phone...

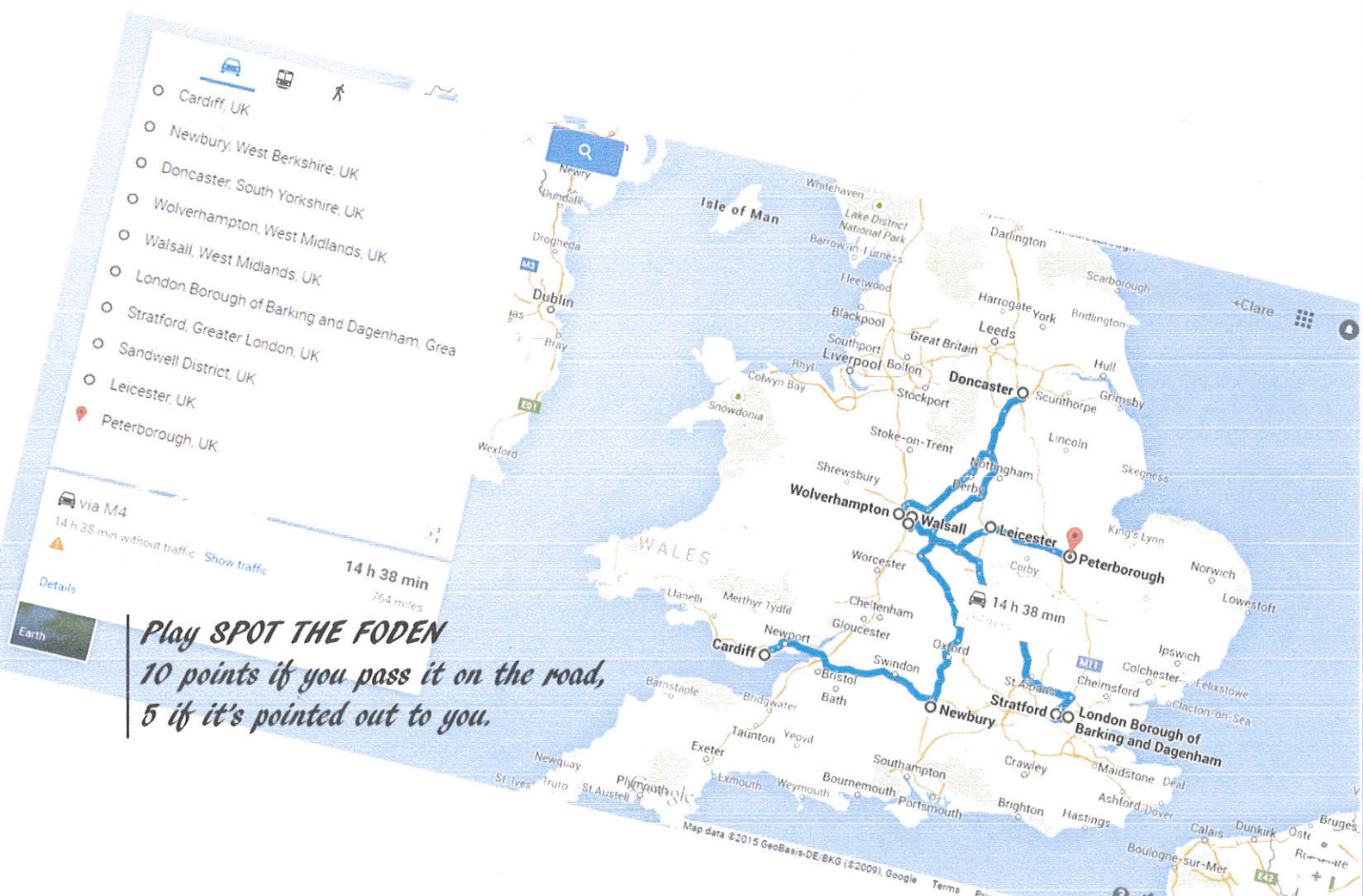
Clare- 07415376226

Ali- 07946358694

Ash- 07717783000

TOUR SCHEDULE

| Location | Travel day | Rehearsals | Show Date |
|-----------------------|----------------------------|----------------|-----------------------------|
| Cardiff | 10th/ early 11th May | 11th-22nd | 23rd May (work in progress) |
| Newbury | 8th June (morning) | 8th-12th June | 13th June |
| Doncaster | 16th June (morning) | 16th-19th June | 20th + 21st June |
| Wolverhampton | 10th July (morning) | 10th July | 11th + 12th July |
| Walsall | 20th July (morning) | 20th-24th July | 25th + 26th July |
| Barking + Dagenham | 30th July (evening) | 31st July | 1st + 2nd August |
| Stratford | 6th August (evening) | 7th August | 7th, 8th + 9th Aug |
| Sandwell | 13th August (evening) | 14th August | 15th + 16th Aug |
| Leicester | 21st August (morning) | 21st August | 22nd and 23rd Aug |
| Peterborough | 4th September (morning) | 4th September | 5th and 6th September |



THE GLORIOUS OPEN HOUSE COMPANY OF 2015

Draw pictures of the company members inside the boxes to help you remember who's who!

| | | | | | |
|--|---------------------------------------|---|---|---------------------------------------|---|
| | | | | | |
| Ali Williams Creative Producer | Orit Azaz Artistic Director | Paul Evans Circus Choreographer | Clare Fitzsimons Assistant Producer | Ashling Deeks Stage Manager | Tarn Aitken Structures, Performer, Rigger |

| | | | | | |
|--------------------------------|---|--|--|---------------------------------------|-----------------------------------|
| | | | | | |
| Tony Jones Crew Boss | Mark Robson Onsite Production Manager | Marie Faucher 2 nd Assistant Producer | Pete 'NotBombs' Sound Engineer | Ron Phelan Musical director | Robert Burgess Musician |

| | | | | | |
|---------------------------------|--------------------------------|---------------------------------------|-----------------------------------|---------------------------------|---------------------------------|
| | | | | | |
| Gina Griffin Musician | Helen Maher Musician | Darryl Carrington Performer | Gemma Michael Performer | Andy Davies Performer | Lee Tinnion Performer |

| | | | | | |
|---------------------------------------|------------------------------------|--------------------------------|----------------------------------|-------------------------------------|-----------------------------------|
| | | | | | |
| David Ford Performer/ MC | Kevin McIntosh Performer | Eric McGill Perfomer | Sam Goodburn Performer | Ludivine Cassal Performer | Kipat Kahumbu Performer |

| | | | | | |
|------------------------------------|---------------------------------|---------------------------------------|---------------------------------|--------------------------------|-------------|
| | | | | | |
| Hannah O'Leary Performer | Esther Fuge Performer | Teddy Helemariyam Performer | Simon Chick Performer | Rhi Matthews Costume | *new friend |

SPECIAL GUEST STARRING...

In **Doncaster**, we'll be in residency from Tue-Thur and work with local groups, rehearsing with them on-site on Friday night, and performing together over the weekend.

In the **Black Country**, we are performing in **Wolverhampton, Walsall** and **Sandwell**. We will work with groups from all areas during a residency in Walsall. They will do an on-site rehearsal and perform with us in Walsall. Where available, the groups will join us again for performances in Sandwell.

In **Barking & Dagenham**, local groups will have had an advance visit from some of the Open House Team for 3 days before we perform. We will rehearse together on the Friday evening, and perform together on the Saturday and Sunday.

PAYMENT + EXPENSES

When you sign your contract, we'll ask you for your bank details if they are not already on file with NoFit State. Attached to your contract is a payment schedule, listing when you will be paid and the amount.

Unless you have a special arrangement, the payment days are:



May 29

June 26

July 31

September 10

Travel expenses can be claimed back from petty cash via Marie.

Please have all receipts, for fuel/ public transport.

TRAVEL ARRANGEMENTS

It's great that we get to go home in between gigs, to sleep in our own beds and have access to limitless tea. However this means that we're doing a lot of travel individually to and from each performance location. Those coming from Cardiff, or nearby, will be allocated a place on the **company minibus** to go to and from each performance. For those coming from outside Cardiff, we will attempt to group you into **car shares**, in order to cut down on fuel and emissions. It is the driver of each car share that makes the decision of what time to depart etc.

(Please be ready to be flexible as regards travel arrangements and we'll do our best to make sure that they're always reasonable!)

FACEBOOK GROUP

If you are a member of Facebook, please join the Open House Facebook group. The group name is **'The Glorious Open House Company of 2015'**

BE PREPARED

WEATHER + CLOTHING

We're working on an outdoor show during a British summer, which means the one thing we can count on is rain! However it's safe to assume that we'll also have some sunshine, some wind, some high temperatures and some low ones. Make sure you have appropriate clothing for being inside and outside in a range of weathers (**layers + waterproof something**) for training, rehearsals and get ins and outs. Remember to also **pack sunscreen**, and to have **appropriate footwear** (no high heels or open toes) for get ins/outs.

WATER

It is important to stay hydrated as a physical performer. During rehearsals and residencies, access to running water will be provided. We encourage all company members to use the designated drinking water and to **keep reusable containers**. It is your responsibility to ensure that you have water during residencies and Cardiff rehearsals.

When we are **on site** for performances (including on street rehearsals, build, performances and tear down) water will be available **in the greenroom**. Additional water will be available during the performances and during build/tear down. The water will generally be located in the Trampervan (props caravan).

FOOD AND ENERGY

During rehearsals in Cardiff and Newbury, catering will be provided. This will consist of lunch and dinner. At most other times, we will use a per diem system.

As physical performers, you know better than anyone your own body and its needs. **If you know that you will need snacks** etc. in order to maintain your health and energy levels throughout rehearsals and performances outside of the provided meals, it is your own responsibility to plan and provide for these yourself. **Think ahead!**

STAY SAFE

(AND HEALTHY)

Please report any health and safety concerns to the following people:

| Concerns about... | To.... |
|---------------------------|-----------------------------|
| John street/ car park | Beth Coffey/ reception team |
| Show equipment/ sites | Ashling Deeks |
| General health/ wellbeing | Clare Fitzsimons |
| Build/ Tear down | Tony Jones |

The most important health and safety rule... Use common sense!

If you see something that you think might be unsafe, please tell the appropriate person. (see above)

If it is easy for you to fix it (like moving a trip hazard) please do so.

If at any time, you are not sure that you know how to do something you've been asked to do safely, **please stop and ask for help**. If it seems like someone else needs help that you could easily give- offer!

We work in a high risk environment. We all are responsible for our own safety, and those around us. If we all take this seriously, we'll have a safe and lovely tour, so **let's always aim for taking the best care of each other that we possibly can!**

FIRST AID

During rehearsals in Cardiff- reception will provide first aid. Out of hours, there are first aid boxes available in reception, the kitchen, and inside the door of the main space.

On tour, Ali Williams has overall responsibility for first aid. There will be a first aid kit always available during rehearsals and shows. If you, another company member, a member of a community group or the general public need first aid, please tell one of: **Ash, Clare, Ali, Mark.**

GET INS AND OUTS

During set up and tear down for each location, we will work together in a series of teams. You will be assigned a team during rehearsals and inducted into how to set up and tear down safely. Please remember your team, as this will stay the same for the whole tour.

When you are finished with your team job, please report to Tony Jones, and he will assign you another team to help get them finished. You may not know as much about the safety procedures for teams that you are helping, so be sure to ask!

Remember that we are lifting heavy things in what might be dodgy weather, so

- Please wear suitable shoes (no open toes or high heels)
- Please have something waterproof/ suitable clothing in case it rains.

Please fill this in, once you know what team you are on:

My team is.....

I need to remember these safety notes.....

EQUIPMENT/ SET ON TOUR:

Each piece of equipment has a series of safety checks that are conducted before each performance. If you have any concerns about the safety of your equipment, please let us know immediately and the safety guidelines for that equipment will be reviewed with Tarn Aitken, head rigger. We want you to feel (and be) safe at all times, so don't ever hesitate to make your concerns known to Ash, Clare, Ali or Tony.

HEALTH AND WELLBEING

If you are feeling unwell, and think that you require a doctor, please tell Clare and she will make sure that you get the care that you need.

Mental health is as important as physical health: if you're feeling too stressed, too sad or too anxious (or too anything else) please tell Clare. She'll give you a hug, make you a cup of tea, or have a confidential conversation about what is bothering you, and figure out the best next steps to do something about it.

ENVIRONMENT



Here's some ways we're trying to stay green on tour:

We're sending out the full company policies and staff handbook by **email** instead of printing them 30 times. Many trees are happy with our decision!

We encourage you to always **recycle**, both at John Street and while out on tour. We will endeavor to ensure that recycling bins are always available for this purpose.

During rehearsals and residency times, we encourage you to **reuse water bottles** and make use of the designated drinking water in each location. Writing your name on your water bottle in sharpie is a good way to keep track of what one is yours.

Those coming from Cardiff, or nearby, will be allocated a place on the **company minibus** to go to and from each performance. For those coming from outside Cardiff, we will attempt to group you into **car shares**, in order to cut down on fuel and emissions.

WELSH LANGUAGE

As a Welsh company based in Cardiff, we recognize and support the fact that Wales has two official languages, English and Welsh. Here's a little bit of Welsh to try and figure out how to pronounce- **hint: ask a welsh person**. There may be a prize to whoever can say these things best at the end of tour.

| English | Welsh | Pronunciation Notes |
|--------------|-------------|---------------------|
| Good morning | Bore Da | |
| Good night | Nos Da | |
| Welcome | Creoso | |
| Cheers | Iechyd da! | |
| Good luck | Pob lwc! | |
| Good Journey | Siwrne dda! | |

My hovercraft is full of eels --- Mae fy hofrenfud yn llawn llyswennod

CHILD & VULNERABLE ADULT PROTECTION GUIDELINES

During the Open House tour, you will likely come into contact at some point with children and/or vulnerable adults. This may be during advance engagement with local groups, or it could be during the performance itself. The following guidelines are designed to protect everybody- including you!

- Avoid spending time alone with children away from others.
- If a community group that we are working with as part of advance engagement has members that are vulnerable, or under age, either their group leader, a designated chaperone provided by the group, or Clare Fitzsimons, should be present during all interactions.
- While working with young people and vulnerable adults, please be wary and protect yourself in regards to physical interactions. For example, young children often want to hug performers, workshop leaders etc. Please stay aware of what's appropriate and what is not- physical contact is always discouraged, except when absolutely necessary.
- At some times, some level of physical contact may be deemed necessary in order to protect the safety of the child. For example, spotting during a workshop. Ensure that you give clear and precise instructions to the children in advance as to how, why and if there could be physical contact made. This helps ensure that the child feels protected and comfortable at all times.
- Please be aware of using appropriate language in all interactions with children and vulnerable adults. This applies to both swearing, and the use of 'jargon' that will not be easily understood.
- Lost children: if it comes to your attention that a child is lost/ unsupervised during the performances, or workshops, please bring this to the attention of Clare, Ash, Ali or Tony. They will then alert the event staff of the festival.

We have a duty of care as human beings to protect the young and vulnerable. This is something that we take seriously at NoFit State Circus. If you have, at any point, concerns about the interactions between yourself and a young/ vulnerable person, or the interactions of any company member, please bring this to the attention of Ali Williams, Clare Fitzsimons or Ashling Deeks. These concerns could be minor or major, and cover any aspect of interaction. They could range from issues of ethics, to issues of appropriateness. All concerns will be treated as confidential and addressed swiftly.

DRUGS AND ALCOHOL

- The drugs and alcohol policy is in effect during working hours. It covers both the effects, and after effects of drugs and alcohol usage, so partaking in **drugs/ alcohol outside of working hours is still covered under the policy if this affects you during working hours** (e.g. hangovers).
- The drugs and alcohol policy is monitored and enforced by a committee on tour. This consists of Ali, Clare, Paul and Ash.
- Those that disclose a drugs or alcohol dependency to anyone on this team will be fully supported.
- We work in a high risk environment and depend on each other for our safety. **All company members have a duty of care to inform the drugs and alcohol team if they themselves feel unfit to perform their duties, or if they have concerns about another company member.**
- All matters concerning individuals in relation to this policy shall be kept **strictly confidential**.
- Please disclose if you are taking prescription drugs, and any potential side effects that may occur from this.
- **Please ensure that you have read and understand the full policy.**

DATA PROTECTION

We have/ will ask you for certain information. Here's a quick at-a-glance guide to who sees the information you give us. If you have any concerns or queries over who sees this information, please discuss with Clare or Ali.

| Information | Open House | NoFit State | External |
|----------------------------|--|--------------------------------------|--|
| Contracts | Clare, Ali, Marie | Alison Woods (chief exec of NoFit) | No one without your permission |
| Emergency contact details | Clare, Ali, Marie, Ash | Stored on secure servers + reception | No one without your permission |
| Dietary Information | Clare, Marie, Ali | Kitchen teams | The open house partners/ festivals if they provide food. |
| General Health info | Clare, Ali, Marie (Orit, Paul + Ash, only if its relevant to training) | Stored on our secure servers | No one without your permission |
| Bank details + rate of pay | Clare, Ali, Marie | Wendy Hii (Finance Manager) | No one without your permission |

JOHN STREET REHEARSALS

GUIDE TO LIVING ONSITE

Use of Building:

Please respect the building and all those that use it. If you are disrespectful to staff or community members or cause unnecessary upset amongst our community we will issue you with a warning.

Examples of this include disruptive behavior late at night whilst others are trying to sleep, being repeatedly asked to clean up after yourself, being rude and not adhering to space rules.

You may have guests visit and stay with you, they will however be expected to adhere to the same conditions as you and you take full responsibility for them and to clean up after them.

If you are issued with a key or some method of entry to the building, please do not lose this and lock up after yourself. A key deposit will be required by reception, which will be returned to you when you return the key. Reception locks the building at 10pm weekdays and 6pm at the weekends. Please close and lock doors behind you and lock the car park chain after entering/leaving.

The key code for the door to get between Lobby and Kitchen is 1960z

Cleaning and Kitchen Etiquette:

You are required to clean up after yourselves daily, washing up, wiping clean the sides, throwing away gone off items etc.

Everyone is responsible for keeping the car park/grounds immaculate. Rubbish is to be disposed of correctly. Personal items are not to be left unattended and cigarette butts are to be disposed of in the bin provided.

After each meal, 2x company members will be required to make sure the eating area has been cleared properly. Each company member is responsible for taking on this duty once per week.

Bins: Black bags go in wheelie bin beside building, clear bags (mixed recycling) go next to it. White waste savers recycling bags go under the stairs in lobby.

Reception:

Reception is here to manage the running of the building and to facilitate classes and events. If you need assistance with a personal matter please ask reception politely. If they are not able to help they have the right to say no, in most instances they will help as soon as they can. **Don't be rude to reception-** they're all lovely and we want them to remember how nice the Open House company were!

Security

Thieves operate in this area! Please keep all personal items and vehicles secure. Items are left at your own risk.

All individuals must pay attention to any unauthorized people on site and report them to the reception team or in emergencies the police.

All individuals are responsible for keeping the site secure, eg. closing/locking gates after themselves.

All individuals must take responsibility for their friends and guests who come onto site and insure they follow these rules.

First aid

First aid is available from reception. An emergency first aid box is located just inside the door of the main space in John St. There is another first aid kit in the kitchen if required.

If you have an accident, please report it to Ash/ Clare and to reception so that they can record it and log it correctly.

If you require an ambulance call 999 from reception/ any phone

Fire alarms

The fire alarms are tested weekly on a Friday evening between 8-10pm. ***If you discover a fire call 999.*** If you set the fire alarms off out of hours and there is not a fire, there is a folder in reception on the desk "fire folder". This has keys that will get you into the downstairs office, from here you can silence and reset the alarm. If the office is locked you will need to go through the window.

If there is no fire and you can't deactivate the alarm call Beth on 07531 461 672

Laundry

There is a washing machine at John Street, however production, wardrobe and staff have priority for its use. If you need to use the washing machine during your stay in Cardiff, please liaise with Clare, and she'll try to negotiate a time for you to use it.

Showers

There are showers on site, and plumbed, indoor showers in 4 Elms which you are allowed to use. Please tell Clare if you're planning on using the showers in 4 Elms, so she can give you the appropriate codes and ensure the building is open for you.

We also have special discount deals with the Marriot, Novatel, and Pure Gym, should you wish to join these short term to use the gym/ shower/ spa facilities. Further details are available from reception.

Training and Classes

You have free training in John Street during shared training times from May – September 10th. Please ask at reception, or check the website, for current training times.

Classes are not subsidized for company members, however if you are interested in taking a class at NoFit State, please consult reception for a list of current classes and their availability.

General Information:

NoFit – 02920 221 330 receptioncover@nofitstate.com / beth@nofitstate.com

Address: John Street, Cardiff, CF10 5PE

Internet – **NFSC05** - password changes weekly, ask at reception.

(at the moment, it's skydoodler)

WHEN YOU ARE NOT USING THE INTERNET PLEASE TURN IT OFF ON PERSONAL DEVICES. If you don't, everyone's internet crashes!

Useful to know... Cardiff market – fruit & veg, meet, fish, hardware, shoe repairs, breakfast, veggie stall, pet shop etc. – Cardiff Market, St Mary Street, CF10 1AU

COSTUME ON TOUR

You will all be provided with at least one costume during rehearsals. These costumes will be brilliant, so let's make sure we're taking excellent care of them!

Your costume(s) will be on a hanger with your name on it.

Please learn to recognize your costume, so just in case it's got free of its hanger- you know what one it is.

Laundry will be done after each performance location. We always wash small items (anything next to your skin) after every set of performances. Please separate out your things to be washed into the washing bags in the green room.

If there is something that isn't usually washed every time, that you feel needs to be cleaned this time, please make a note of it to Ash or Clare, and leave it with general laundry.

If something needs to be fixed, please tell Ash or Clare, and leave it separate.

For emergency fixes needed, there will be a sewing kit on tour. Please tell Ash or Clare what needs emergency fixing.

Everything else should be put on your hanger and placed on the costume rail.

In each new location, please take the things that have been washed and add them to your costume hanger.

That is all, you all look fantastic.

THE ONLY THING LEFT TO SAY IS...

HAVE A GREAT TOUR!

PS. We're all brilliant, so let's be brilliant to each other-
a kind company is a happy company.