

# PDA/SC ITS Delegate Code of Conduct

PDA/SC ITS is committed to providing a safe, productive, and welcoming environment for all meeting participants. All participants, including, but not limited to, attendees, speakers, volunteers, exhibitors, PDA/SC ITS staff, service providers, and all others are expected to abide by this Programs Code of Conduct, both virtually and in-person. This Policy applies to all PDA/SC ITS meeting-related events, including those sponsored by organizations other than PDA/SC ITS but held in conjunction with PDA/SC ITS events, on public or private platforms and in-person. PDA/SC ITS has zero-tolerance for any form of discrimination or harassment, including but not limited to sexual harassment by participants or our staff at our meetings, or in-person events. If you experience harassment or hear of any incidents of unacceptable behavior, PDA/SC ITS asks that you inform Teresa McGrath, SC Thespian Chapter Co-Director, at pdascits@gmail.com.

- **Act well your part.** PDA/SC ITS events engage participants with a wide range of beliefs and ideas about the subjects they are discussing. We encourage an open dialogue but require that participants remain courteous and respectful at all times.
- **There are no small parts.** Everyone is essential in an event whether online or in-person. Visit often, participate, and encourage others to do the same. You have answers that others are seeking, and they are just as capable of helping you.
- **Know your audience.** This is an in-person event, used to connect students, teachers and people passionate about the arts. Just as you would in any educational environment, refrain from posting or sharing pictures or comments with inappropriate content. Be mindful of those around you at all times and be aware that your behavior is being monitored and conversations can be heard.
- **YES and...** This event is meant to be a positive experience for anyone who chooses to participate. Feel free to post and share helpful and relevant advice or suggestions, but do not be abusive, profane, threatening, or offensive. Think before you post or share. Is it necessary? Is it kind? Is it true?
- **SHHHHH!** The participants themselves do the best monitoring of an online event. If you see any inappropriate or offensive content, please notify [events@schooltheatre.org](mailto:events@schooltheatre.org). We do not discuss any user's account with another user, so your report will remain anonymous, as will the actions we have taken. In the same manner, if you see or hear anything inappropriate or offensive at the live event, please notify one of the officers of PDA/SC Thespians immediately.
- **All the world's a stage.** On the internet, you always have an audience. If you wouldn't say it to your mother, your boss, or a child, don't put it in our chat. Respect the privacy of others. The Educational Theatre Association is not responsible for any consequences you experience resulting from anything you have posted during this online event. Please refrain from using any information that would lead to exposing your personal identify (last name, email address, or other personal information). And at the in-person event, more often than not, you will be an audience member. Your behavior, including being engaged with a performance and NOT with your electronic devices or others around you is paramount. Refrain from any behavior that detracts from the performance and/or attracts attention to you while an audience member. Several blessings from one sneeze or loud responses for on-stage romantic gestures are **not** necessary.
- **Copyright.** If it's not yours, get permission before you post it, or cite the necessary sources.

Unacceptable behavior is defined as:

- ◆ Harassment, intimidation, or discrimination in any form
- ◆ Verbal abuse of any attendee, speaker, volunteer, exhibitor, PDA/SC ITS staff, service provider, or other meeting guest
  - Examples of verbal abuse include, but are not limited to, verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, national origin, inappropriate use of nudity and/or sexual images in public spaces or in presentations, or threatening or stalking any attendee, speaker, volunteer, exhibitor, PDA/SC ITS staff, service provider, or other meeting guest.
- ◆ Disruption of presentations during sessions, in the exhibit hall, or at other events organized by PDA/SC ITS throughout the virtual meeting or in-person event. All participants must comply with the instructions of the moderator and any PDA/SC ITS event staff whether virtual or in-person.
- ◆ Presentations, postings, and messages should not contain promotional materials, special offers, job offers, product announcements, or solicitation for services. PDA/SC ITS reserves the right to remove such messages and potentially ban sources of those solicitations online or on campus.

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Delegate's Signature

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Parent/Guardian's Signature

Continued from Page 1: **PDA/SC ITS Delegate Code of Conduct**

- ◆ Participants should not copy or take screen shots of Q&A or any chat room activity that takes place in a virtual space.
- ◆ Participants should not use electronic devices while in a live performance space. If the House lights are dark, so should the devices. This applies to the use of headphones as well.

The student delegate is asked to initial each statement.

**Delegate's Initials:**

1.	I understand that I must respect the property in the various classrooms, theatres, dining halls, and school building in which the festival events may take place. This also includes hotel facilities if traveling overnight.	
2.	I understand that I am expected to wear my festival badge at all times and surrender it if I am asked to do so.	
3.	I understand that no tobacco, alcohol or drug use will be tolerated. If I violate this rule, I understand that I will be sent home immediately at my own expense and that my actions will be reported to my school administration.	
4.	I understand that I am a representative of my own troupe, my school, my community, and the festival and that my appearance and behavior should be appropriate for each occasion whether online or in-person.	
5.	I agree to be a respectful, intelligent, and engaged member of any audience in all performance spaces during the festival. My role as an audience member is to encourage and support the performance and <u>not to draw any focus towards myself.</u> <i><b>I understand the rules/consequences of using an electronic device in the theatre or performance room.</b></i>	
6.	I realize that it is a privilege to attend the festival and that I will attend festival events and actively participate in an appropriate manner.	
7.	I understand any damage done to the festival venue or the school by me will be my financial responsibility.	
8.	Specific Rules and Policies from my school or school district may/will be enforced and I will adhere to those rules or accept the consequences of disregarding those rules.	

PDA/SC ITS reserves the right to take any action deemed necessary and appropriate, including immediate removal from the festival venue without warning or refund, in response to any incident of unacceptable behavior, and PDA/SC ITS reserves the right to prohibit attendance at any future meeting, virtually or in person.

I understand my responsibility and initialed the above conduct contract, and I agree to adhere to this Code of Conduct while participating or attending the festival in person as a Delegate of the PDA/SC Thespian festival :

\_\_\_\_\_  
Delegate PRINTED Name

\_\_\_\_\_  
Troupe #/School Name

\_\_\_\_\_  
Delegate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/ Guardian PRINTED Name

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

# Palmetto Dramatic Association & SC Chapter of International Thespian Society Registration Policies/ Parental Consent

**RULES AND REGULATIONS:** PDA/SCITS Festival participants and/or parents/legal guardians of minor participants shall abide by PDA/SC ITS Code of Conduct, rules, and regulations.

**PAYMENT POLICY:** PDA/SCITS Festival participants and/or parents/legal guardians of minor participants understand that payment must be received in full before gaining access to the virtual event platform. All payments must be received no later than February 25, 2022 to ensure access to the festival and all events.

**CANCELLATION POLICY:** Due to the nature of this event, all sales are final. No cancellation refunds will be issued.

**ANTI-BULLYING POLICY:** PDA/SCITS Festival Delegates and/or parents/legal guardians of minor delegates declare that I hereby acknowledge that bullying of any attendees, speakers, volunteers, exhibitors, PDA/SC ITS staff, service providers, and all others is strictly prohibited and should not be tolerated. Definition of Bullying is a pattern of aggressive, intentional, or deliberately hostile behavior that occurs repeatedly and over time. Bullying behaviors normally fall into three categories, physical, emotional and verbal, and may include, but are not limited to, intimidation, assault; extortion; verbal or written threats; teasing; name-calling; threatening looks, gestures or actions; rumors; false accusations; social isolation; and cyber-bullying. Detailed information can be found on the EdTA website.

**YOUTH ACTIVITY SAFETY POLICY:** PDA/SCITS Festival Delegates and/or parents/legal guardians of minor delegates understand that EdTA (parent corporation of International Thespian Society) has implemented Youth Activity Safety Guidelines to provide a safe environment for youths participating in online activities, clinics, and conferences. These policies and guidelines will help to protect participating youths from potential misconduct incidents and help provide a safe, educational, and enjoyable activity/program experience. Detailed information can be found on the EdTA website.

**BACKGROUND CHECKS:** All participants 18 years or older must acknowledge and understand that in connection with participation with PDA/SCITS events, background checks must be completed before gaining access to the virtual event platform or allowed to participate in any in-person event or activity.

**MARKETING RELEASE :** PDA/SCITS Festival participants and/or parents/legal guardians of minor participants agree that registration and attendance at, or participation in, PDA/SCITS meetings and other activities constitutes an agreement by the registrant to the use and distribution (both now and in the future) of the registrant or attendee's image or voice in recordings, both live and on-demand, photographs, videotapes, electronic reproductions, and audiotapes of such events and activities by PDA/SCITS and other third parties, including but not limited the venue and the host. Your virtual registration may include technology that monitors your activities throughout the meeting, such as session attendance and virtual booths visited.

**RELEASE & INDEMNIFICATION:** PDA/SCITS Festival participants and/or parents/legal guardians of minor participants release and agree to indemnify, save and hold harmless the Palmetto Dramatic Association, the South Carolina International Thespian Society, and Educational Theatre Association (EdTA), its programs, Chapter and other Group Affiliates, University of South Carolina-Upstate and all respective officers, employees, agents and representatives of the aforementioned entities (each an "Organizer" and collectively the "Organizers") from and against any and all claims, demands, causes of actions, losses, liabilities, judgments, damages, costs and expenses (including reasonable attorneys' fees) resulting from participating in PDA/SCITS Festival. I shall give each Organizer prompt written notice of any claim or facts or circumstances that might give rise to any claim for indemnification.

\_\_\_\_\_  
Name of Delegate (PRINT)

\_\_\_\_\_  
Troupe #/School

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\_\_\_\_\_  
Name of Parent/Legal Guardian (PRINT)

\_\_\_\_\_  
Signature of Parent/Legal Guardian

\_\_\_\_\_  
Date

**PDA/ SC Thespians PARENTAL PERMISSION and HEALTH FORM**  
**For Delegates in attendance at the University of SC-Upstate on Feb. 24-26, 2023**  
**The teacher should have this form on-hand during the festival.**

PLEASE TYPE OR PRINT LEGIBLY. PRINT NAME AS IT APPEARS ON DELEGATE REGISTRATION FORM.

In the case of an medical emergency and I cannot be contacted directly in a timely manner, I hereby authorize a physician or physicians to administer treatment and/or any medical procedures that in their judgment are necessary for:

<b>Applicants Name (First, Middle, Last):</b>		<b>AGE as of 2/24/2023:</b>
		<b>DATE OF BIRTH:</b>
<b>Home Mailing Address:</b>	<b>Home / Parent Phone Number:</b> (       )       -	
<b>City/State/Zip:</b>	<b>School Thespians Troupe Number: (if applicable)</b>	
<b>School Name:</b>	<b>Sponsor's Name:</b>	
<b>PARENT/GUARDIAN INFORMATION</b>		
<b>PARENT/GUARDIAN NAME:</b>	<b>DAYTIME PHONE:</b> (       )       -	<b>EVENING PHONE:</b> (       )       -
<b>EMERGENCY CONTACT NAME:</b>	<b>PHONE NUMBER:</b> (       )       -	
<b>DOCTOR INFORMATION</b>		
<b>FAMILY PHYSICIAN NAME:</b>	<b>PHONE NUMBER:</b>	
<b>HEALTH INSURANCE COMPANY NAME:</b>	<b>POLICY NUMBER:</b>	
<b>ALLERGY INFORMATION</b>		
<b>List allergies to food and/or medicines:</b>		
<b>List any medications the Delegate is currently taking:</b>		
<b>List any special medical issues: (if none, so state)</b>		
<p>The undersigned hereby releases and agrees to hold harmless the Palmetto Dramatic Association, South Carolina Thespians, University of SC-Upstate, Spartanburg, and respective agents, employees and representatives from any and all claims, demands, actions and cause action which the undersigned may have a result of the delegate listed above participating in the PDA/SC Thespians festival, February 24-26, 2023 at the University of South Carolina-Upstate campus in Spartanburg, SC. The undersigned further agrees to be responsible for the delegate while traveling to and from said festival including any expenses occurred by the delegate, caused by the delegate and/or any personal injuries, which may occur to the delegate. The undersigned also agrees to abide by the festival rules and regulations, with the understanding that, should any problems occur with the delegate during the festival, the delegate will be returned home and parents, guardian or next of kin of the delegate will be financially responsible for any necessary costs incurred. THE UNDERSIGNED ALSO REALIZES THAT FESTIVAL REGISTRATION FEES CANNOT BE REFUNDED.</p>		
<b>Delegate's Signature/Date:</b>		<b>Printed Name of Delegate:</b>
<b>Parent's /Guardian's Signature/Date :</b>		<b>Printed Name of Parent/Guardian:</b>