

# Castle Wall Production Rules of Conduct

## General Rules and Regulations

- All members will sign and understand all of the required documents for C.W.P. before being trained.
- A CWP member must choose a status and be familiar with the commitment level involved with that chosen status (see below).
- All new members must pay their entrance fee in total before being able to train. (No pay, No play).
- Read, familiarize and learn the C.W.P Manual of Arms (M.o.A.)
- Any medical concern will be brought to the Lead Medic and the Senior Officers and eventually the medical team.
- Any injuries, RX drugs use must be reported to the appropriate individuals.
- Those individuals in C.W.P. that are CPR/First Aid/Responder will be the first line of help for an injured C.W.P. member.
- You may have loan of C.W.P. costume, armor, weapon, prop or manual and will be responsible for that property and to return it to C.W.P. when appropriate.
- Raising a weapon or fist (a threat of violence) to any member of C.W.P. during any C.W.P. function is not permissible at any time.
- No member, under any circumstances is permitted to discuss the business workings, past, present or future of C.W.P. with anyone outside of C.W.P. Only senior officers are permitted to do so.
- All property of CWP physical or intellectual is owned by CWP in total.
- All members except Extras and Support are required to be on a Castle Wall production team.
- All members of CWP must use and utilize the CWP phone tree.
- It is the member's responsibility to procure travel food, and lodging to from and at the venue that CWP performs at.
- Set up / Tear down is a must for ALL members C.W.P.

## The statuses for CWP are the following;

The following are the status and commitment requirements for CWP.

Status	Practice/ Month	Run Through	Season Practices	Main Shows	Other Shows
Full Time	All	All	All	All	75%
Swing Shift	3^	All	3	All	50%
	2^	All	2	All	50%
	1^	All	1	All	50%
Auxiliary	0*^	2	1	All	25%
Extra	0*	1	0	1	10%
Reserve	0	0	0	0	0%

**Practice/Month** is number of practices per month (4 or 5).

**Run Through** is done prior to the start of the CWP show season April – May.

**Season Practices** are practices during the show season. May – October.

**Main Shows** are our one/month for six month show season May – October.

**Other Shows** are any that we do not have forecasted that we may obtain.

\* Must attend one practice prior to run through's for admin purposes.

^ May attend more practices than the min. amount.

Support team has a rotating schedule and will vary according to the need of CWP

but must make two (2) practices a season and one (1) dress rehearsal (Total 3).

Reserve must maintain contact with S.O. if no contact within 3 months dropped

## **Practice Rules and Regulations**

- Safety FIRST
- Be on time for practice (the designated time).
- Gloves, closed toe shoes and a water bottle will be brought to practice by each participant.
- We will begin practicing our fights and our run through **after** warm up, and stretching.
- Any injury you received before or during practice must be reported to the lead medic and then VPO.
- Any medication taken before practice must be reported to the lead medic and the VPO.
- It is important to remember to stay hydrated even in cold weather.
- It is important to remember to stay protected from the sun, even in cold weather.
- While at practice, work, do not simply socialize, but continually work on your skills attempt to learn things you would not normally try.
- Improvised moves that you are unsure of should only be done during fight choreography and only with the knowledge of your fight partner(s) and or a trainer and then brought to the LT and the Director.
- No C.W.P weapons will be held during practice except during and for C.W.P. use.
- No non CWP weapons will be allowed at practice unless cleared by C.W.P. R&D and those weapons will be used by the R&D members only.
- Weapons will be used for what they were made for; theatrical combat.
- Any practice for C.W.P. outside of scheduled times must be cleared by all the Senior Officers.
- Please be respectful of others. If there is a disagreement, take it to a Senior Officer. VP, VPO, T/S, LT , Pres
- There will be no violence that is not part of the practice (i.e. staged).
- Professional attitude is a must, C.W.P. is, so should you.
- Cool downs, if decided, will be done after practice.
- Black Out (B/O) dates for practices will be projected monthly at minimum or longer, unless it is an emergency.
- Emergency B/O will be handled telephonically with the VPO, VP, or Pres. with at least one hour notice prior to practice (with limited exception).
- 5 weeks prior to the opening of the first show is a NON Black Out time i.e. no B/O allowed during this time this is the final preparations for our show season.
- Swing Shift practices schedules will be handled on a case by case basis by the senior officers and the swing shift participant(s).

### **The following will happen if you are late for practice.**

- 1<sup>st</sup> late; 20 minute warm up / stretch, normal intensity.
- 2<sup>nd</sup> late; 25 minute warm up / stretch, hard intensity.
- 3<sup>rd</sup> late; 30 minute warm up / stretch, very hard intensity.
- If you do not do warm up / stretch you will NOT practice that day.

### **The following things could cause you to be *suspended* from C.W.P. during practice.**

- Continual laziness, not practicing, or not advancing your skills.
- Disrespecting the property we are practicing on, or allowing friends or family to do so, causing C.W.P. to be seen a negative light.
- Allowing non-C.W.P. members to hold freely or play with weapons.
- Disrespecting any C.W.P. officer, using foul language in anger or simply ignoring their leadership.
- Avoiding set up and clean up.
- Continued infractions of any of the above rules

**The following things will cause you to be *dismissed* from C.W.P. during practice.**

- A continual (4<sup>th</sup> offence) of any of the above rules.
- Habitual laziness, not complying with the work ethic of C.W.P.
- Raising a weapon or fist (a threat of violence) to any member of C.W.P. during practice.
- Ignoring safety procedures and putting yourself or your partner(s) in danger.
- Becoming hurt and hiding it from an executive member to include medications.
- On purpose, disrespecting C.W.P. property (weapons, costumes, props etc.) to include fellow member's property located at the practice sight.
- Not telling a senior officer about an injury and or RX drugs received before or during a practice and it has an effects on a C.W.P. member.
- Use of ANY drugs, or any mind-altering substance before or while under practice status and or any evidence of such.
- Habitual tardiness.
- Three situations of “no call no show”
- Perpetually avoiding set up and clean up.

**Show Rules and Regulations**

- Safety FIRST
- Be on time for the show (the designated time).
- Gloves, closed toe shoes, water bottle and costumes will be brought to or worn to the show.
- We will begin each day with warm ups, and stretching.
- Any injury you received before or during practice must be reported to the lead medic and all senior officers.
- Any medication taken before practice must be reported to the lead medic and the VPO.
- It is important to remember to stay hydrated.
- It is important to remember to stay protected from the sun (sun block).
- No weapons will be held during the show except during and for CWP use.
- Weapons will be used for what they were made for; theatrical combat.
- Please be respectful of others. If there is a disagreement, take it to an executive officer immediately.
- There will be no violence that is not part of the show (i.e. staged).
- While at an event, work, do not simply socialize but continually be in character unless at a non patron site.
- Professional attitude is a must, C.W.P. is, so should you.
- Must maintain a professional attitude even when we are not show status we represent C.W.P. at all times while at events.
- Improvised moves or weapons should not be done as a norm but only to keep the flow of a show continued, all participants should be aware of this.
- Cool downs if decided will be done after shows.
- AAR'S will be done after every presentation (show).
- It is the member's responsibility to procure travel food, and lodging to from and at the venue that CWP performs at.
- No Full Time, Swing Shift, or Auxiliary personnel are exempt from main shows, unless on an emergency basis and notification is given in advance.
- Black Out (B/O) dates for shows are only on an emergency case ONLY.
- Emergency B/O will be handled telephonically with the President, and at least two hours before show time.

**The following things could cause you to be *suspended* from C.W.P. during a show.**

- Disrespecting the property we are practicing on, or allowing friends or family to do so, causing C.W.P. to be seen a negative light.
- Allowing non-C.W.P. members to hold freely or play with weapons.
- Disrespecting any C.W.P. officer, using foul language in anger or simply ignoring their leadership.
- Not telling a senior officer about an injury and or RX drugs received before or during a show.
- No call being late to show.
- Avoiding set up and tear down.

**The following things will cause you to be *dismissed* from C.W.P. during a show.**

- Raising a weapon or fist (a threat of violence) to any member of CWP during show / performance status.
- Ignoring safety procedures and putting yourself or your partner(s) in danger.
- Becoming hurt and hiding it from an executive member to include medications.
- On purpose, disrespecting C.W.P. property (weapons, costumes, props etc.) to include fellow member's property located at the event.
- Not telling a senior officer about an injury and or RX drugs received before or during a show and it has an effect on C.W.P. member.
- Use of ANY drugs, or any mind-altering substance (i.e. alcohol) before or while under performance status and or any evidence of such.
- A situation of "no call no show"
- Perpetually avoiding set up and tear down.
- The continued infraction of the rules.

**Definitions**

**C.W.P.** - Castle Wall Productions

**Show status** - Begins when C.W.P. is represented in part or in whole by its members. This status includes travel to and from an event location no matter the mode of transportation whether public or private. ANY TIME YOUR BEHAVIOR CAN BE LINKED WITH CASTLE WALL is considered show status.

**Performance status** - The actual performances when you are "in character" this includes, demo's, street fights, and tournament performances.

**Event** - The location where we are in show status i.e. if we are at a Medieval Faire the entire grounds are included not just the fighting arena. After hours of faire at campsite is considered an event area.

**Officers** - Any individual that holds an office within C.W.P. (VP, Team Lead)

**Senior Officers** - President or Vice-president or Vice President of Operations

**Suspension** - Means you will be released for the day and may return the following week (if practice) or next day (if show).

**Dismissal** - Means you will be released permanently from C.W.P and arrangements made to retrieve C.W.P. property if needed.

# Castle Wall Productions Safety Guidelines

## These are for *your* health and safety

- SAFETY is of prime importance in all aspects.
- CWP is a contact sport, expect some pain, bruises and possibly a little blood.
- Warm up and stretching will always be done prior to each practice / performance and cool downs at the end if deemed necessary.
- CWP warm up routine has been created by a professional health trainer.
- Be flexible and attempt all things, that IS what training is for. CWP would never ask any one to do anything that would be a danger to the individual.
- If injured during practice, two medics will attend the individual the rest of CWP will continue to train.
- If injured during a fight in a show, first determine if you can go on. If so continue, if not use the code word “blue” and yield to your opponent.
- In the event of an injury in a show, stay in character (this means EVERY ONE!)
- SAFETY is of prime importance in all aspects
- Upon the medics needing to attend the injured party, the individual will be assessed and will be escorted off the field or carried by named designate litter bearers to an area “behind the scenes.”
- Any injury of any kind is to be “played off” to the general public by members of C.W.P.
- Designates (two each) will be named for each side and will be the contact individuals for any incident that needs to adjust the show this will be funneled to the director.
- Follow the words of the trainers, they are the most experienced, they know what they are talking about.
- Stay hydrated at all times.
- Water, juice, milk, soup and sports drinks NOT only coffee, tea, and soft drinks, 20 oz. one hour prior, 3-6 oz every 15-30 min. while exercising is an acceptable formula for our altitude and climate.
- Sun block will be used as we need our performers to be able to be touched. A sun burnt performer is no good to C.W.P.
- Always know where your Med Kit is.
- SAFETY is of prime importance in all aspects

Officers: Any individual that is a Team Lead within C.W.P.

Senior Officers: President or Vice-president or Vice President of Operations

Treasurer/Secretary, lead trainer