



Information for Calisthenic Coaches

Royal South Street 2016 Commbank Calisthenics Competition
2 October to 29 October 2016

Her Majesty's Theatre, 17 Lydiard Street St, Ballarat

**** Please note this information has been updated in 2016**

The Management of Her Majesty's Theatre (City of Ballarat) has asked that we supply the following information to coaches to pass on to all parents and competitors prior to coming to Ballarat. Please check our website for copies of the Rules of Her Majesty Theatre and also the rules of Royal South Street in the schedule.

DISABLED ACCESS

A lift is available giving wheelchair access to the Stalls area of the auditorium and to the lower level toilet area.

BABIES

Prams, Pushers, Baby capsules and any other child carrying devices are forbidden to be placed in the aisles or standing room areas of the Theatre auditorium. These items must be placed in the designated positions in the Theatre foyer as advised by the Theatre's Front of House Manager.

Baby capsules may be taken into the auditorium and placed on a spare seat during an unreserved session. During a reserved session it would be necessary to purchase an extra seat if you wish to take a baby capsule into the auditorium. Capsules must not be placed on the floor or in the aisles.

Baby change tables are provided in Male & Female Toilets on the Lower Level. There is a designated breast feeding room that is located backstage on the ground floor near the dressing rooms. Any audience members who wish to use this facility will need to report to the RSSS office and a special pass will be allocated to the mother for 30 minutes to use this facility.

PROPS

Large props can only be moved into the theatre via the lift in Lewis Street. ALL smaller hand held props & costumes, suitcases, boxes and large bags must be brought in and taken out of the Theatre via the back door (stage door) off Lewis Street or the side door in Unicorn Lane off Sturt Street.

NO ACCESS THROUGH THE FRONT DOORS either entering or leaving the Theatre.

Please be aware Her Majesty's Theatre has limited space for storage of props during the competition, therefore it is paramount to the safety of competitors, volunteers & Tech Staff that the number and size of props and stage dressing being used be kept to a minimum. (For more information refer to page 21 – No 13)

MOBILE PHONES

Mobile phones and pagers must be turned off inside the auditorium and backstage. No photos, video or sound recordings of competition sessions are permitted due to copyright laws. Official videos or DVDs may be arranged through N.L. Harvey. **NO** Mobile Phones are to be used side stage these must be turned off. ***Please note:*** A stop watch will be provided side stage for timing purposes for all coaches to use; this will be available for the Volunteer at the Music Desk.

SMOKING

Smoking is forbidden in all areas of the Theatre.

FOOD & DRINK

Bottled water and sweets only may be taken into the auditorium. Any other food, ice-cream or beverages must be consumed in the foyer. No food is permitted in the dressing rooms or backstage corridors. No picnics in the foyer, hallway or tunnel. The long room will be available to clubs to use during the meal breaks which is manned by a volunteer bookings can be made prior please see the attached letter.



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SECURITY

The Theatre Management does not accept any responsibility for the loss or damage to any property, personal or other, brought onto the Theatre premises. It is acknowledged that there have been incidences of theft of items from Dressing Rooms, and competitors are advised to guard their valuables. For the convenience of competitors the storage of valuables (i.e. wallets and jewellery) may be left at the RSSS Office.

ACCESS

Access from the Foyer to the Stage and Dressing Rooms via the Theatre auditorium is not permitted. Similarly, access from the Stage to the Foyer via the auditorium is not permitted. The only exceptions to this rule are by arrangement with and approval of the Theatre Management. Exceptions may include; a) disabled staff or competitors. b) Specific on stage presentations.

BACKSTAGE ACCESS:

Due to the nature of OH&S restrictions for numbers back stage at Her Majesty's theatre, only people with a backstage pass will be allowed back stage during the competition. Dressing room and back stage passes will be allotted to each Club using the following ratio:

a) Dressing Room:

- * Tinies & Sub Juniors – 1 Pass for 4 participants
- * Juniors & Intermediates – 1 Pass for 6 participants
- * Seniors – 1 Pass for 8 participants

b) **Coaches:** 3 coach passes (for registered level 1 and 2 coaches and registered assistants). Extra passes can be made available where there are more than two teams at the discretion of the committee.

c) **Stage Passes:** for prop crews/assistants – these will be allocated on an as-needs basis upon request but will be restricted to numbers similar to Dressing Room passes with a maximum of 5 per club.

Note: Back stage passes do not allow access to the auditorium, except Coaches passes who will be given a wristband.

d) The only people permitted to enter the Stage area (including the Green Room) will be:

- * Authorised RSSS representatives,
- * Her Majesty's Theatre staff,
- * Competitors, coaches, assistants, cadets,
- * People wearing dressing room or stage passes, and
- * The Technical crew required for the session in progress.

e) Parents of competitors are allowed in the dressing room area at the start and end of each session to help with the costumes etc., until the notice comes from the Stage Manager to vacate the area (usually 15 mins prior to the start). They will need to take all belongings with them as they will not be allowed back to the area until the end of the session. Please also read (g)

f) Relatives and friends coming to watch will have to access the theatre via Lydiard Street - They **WILL NOT** be able to take the short cut through the back stage door and tunnel.

g) **In the interest of safety for our competitors and coaches**, name tags are required for **ALL PEOPLE** entering backstage and dressing room areas at any time. This includes parents/carers assisting with costumes etc. at the beginning and end of sessions. These name tags must be worn at all times whilst backstage.

Provided that competitors are in club/team uniform/costume, and are obviously competing (hair make-up etc.) in the section and are on the team list provided at registration, no name tags will be necessary. Name tags for parents/carers will need to be made by the Individual Calisthenic Clubs. Please print the club logo, name and section they are involved with. Please ensure parents know that their name tag will not allow access to backstage during the competition without a back stage pass, nor will it allow access to the auditorium without a valid ticket.



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Footwear

As a duty of care for Occupational Health and Safety the Royal South Street Society recommends that footwear is worn at all times in the Theatre except in the Green Room or on stage. All persons entering backstage (other than Competitors) must have covered in shoes. Please ensure you bring with you a container for shoes to be placed in outside the Green Room.

Leg Tan

Competitors' must wear tracksuits, and have shoes on the feet entering the Auditorium. As we have all new seats in the Theatre this year so please take care and make sure all competitors adhere to this otherwise they will be sent back to the dressing room.

Safety

No running or unruly behaviour will be tolerated in any area of the Theatre. In past years there have been many reported incidences of running between backstage and the Auditorium. If running persists offending clubs will be asked to keep their competitors in the dressing rooms.

Dressing Rooms

Decorations are limited to the Dressing room notice boards only. Doors, walls, ceilings, mirrors and corridors must be left unadorned. Adhesive tape, masking tape, gaffer tape and Blu-tac must not be used. Note that all dressing rooms have been all repainted and new carpet laid since last year's comps.

Pram for Coaches

Prams or pushers are not permitted backstage with the exception of a nursing mother coach who may place pram or pusher in dressing room only. **No baby is to be left unattended.** Pram must not be left in any other area backstage.

Electrical Items

The following items are permitted for use in the dressing rooms provided they carry a current electrical testing tag – Tape & CD Players, hot rollers, hair dryers and ventilators. **Under no circumstances** are kettles, urns, heaters, birkos, sandwich makers etc. permitted. **No** lighted candles or the burning of incense.

EVACUATION PROCEDURE

In the event that it is necessary to evacuate the building upon the demand of the Technical Operations Manager or the Deputy, all persons backstage must immediately vacate the Theatre via the Stage Door and assemble on the corner of Lewis and Albert Streets, to wait notification that it is safe to re-enter the building. Parents and competitors in the Auditorium please follow the usher's instructions.

All Clubs must prepare an accurate list of all coaches, assistants, accompanist and competitors to be handed in at the registration Desk on arrival before competition starts.

PARKING

Please observe all No Parking, No Standing, and Permit Only, Private Parking, Reserved and Loading Zone signage in Lewis Street at the rear of the Theatre. No parking is available in Lewis Street as this is strictly for HMT Staff and Volunteers. No parking available during business hours in the car park at the Lyric Room if you have hired this for the day.

Be warned, the City of Ballarat Parking Officers will be severe on illegal parking, especially in Loading and No Parking Zones. It is recommended that cars are parked in Albert Street (East Side) and Anderson Street.

The Multi-level car park in Dana Street (near Target) operates each day. The times available are 7am – 7pm Monday – Thursday and also Saturday. 7am – 10:30pm Friday. 10am – 7pm Sunday. One hour metered street parking is available in the immediate vicinity Monday to Saturday. Sunday is not metered but note time restrictions on signage.