



Information for Calisthenic Coaches

Commbank Calisthenics

1870 Founders Theatre, Federation University, Mt Helen Campus

**** PLEASE NOTE: THIS INFORMATION HAS CHANGED SIGNIFICANTLY FOR 2018**

We want your experience at RSSS to be the best possible. Please take the time to read through this document so you know the expectations of the theatre and of Royal South Street.

Attached is a shorter document 'Information for Parents' aimed at parents/guardians/supporters of competitors. Please forward this on to your team.

GETTING THERE AND PARKING

Travelling from Melbourne

Option 1: Take the first exit to Ballarat, at the first set of traffic lights turn left at Fussel street, at the first roundabout turn left at Eureka Street, turn right at Yankee Flat Road, right onto Gear Avenue then follow the RSSS signs.

Option 2: Continue into Ballarat and follow the signs to Sovereign Hill. Continue on Main Road to Mt Helen, turn left at University drive then follow the RSSS signs.

There are other ways around through Sebastopol and Buninyong depending on your starting point.

Free parking is available in Carpark 2 and temporary carpark (map attached). Note permit parking restrictions will be enforced by the University, take note of times on the signs to determine if you can park in these parks or not.

Buses are requested to drop competitors near the theatre in marked bays and then park in designated long term parking at the IBM building on University drive. (Flyer attached) There is a coffee shop nearby for drivers' convenience.

ACCESS TO THE THEATRE

Entering for all Teams, Coaches & Patrons is through the main front doors at 1870 Founders Theatre. Building M

No props are to be taken through these doors, these must come through the rear of the theatre.

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 SLC management. Exceptions may include (a) disabled staff or competitor, and (b) specific on stage presentations.

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BACKSTAGE ACCESS

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 always be worn whilst backstage

Name tags for parents/carers will need to be made by the individual Calisthenic clubs. Please print the club logo, name and section in which they are involved. Please ensure parents know that their name tag will not allow access to backstage during the competition without a backstage pass, nor will it allow access to the auditorium without a valid ticket.

Name tags are not required for competitors who are in club/team uniform/costume, are obviously competing in the section (hair, make-up etc.) and are on the team list provided at registration.

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 notified by 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 competition.

Due to OH&S restrictions on the number of people backstage at 1870 Founders Theatre, only people with a backstage pass will be allowed backstage or in dressing areas DURING the competition. Dressing room and backstage passes will be allocated to each club using the following ratios:

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 may be available where there are more than two teams, though this is at the discretion of the committee (please see either Pam or Julie).

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: Backstage passes do not allow access to the auditorium.

The only people permitted to enter the Backstage area including the Green Room are:

- * Authorised RSSS representatives
- * SLC ~ Sound & Light Concepts staff
- * Competitors, coaches, assistants and cadets
- * People wearing official RSSS back stage passes

THEATRE ETIQUETTE

MOBILE PHONES

Mobile phones and pagers must be switched to silent backstage. No photos, video or sound recordings of competition sessions are permitted due to copyright laws. **NO** mobile phones are to be used side stage (stop watch function allowed only). **Please note:** A stop watch is also available at the music desk.

SMOKING



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Smoking is forbidden in all areas of the Federation University, this is completely smoke free area.

FOOD & DRINK

Bottled water and sweets only may be taken into the auditorium.

SECURITY

The 1870 Founders Theatre Management, SLC management and RSSS do not accept any responsibility for the loss or damage to any property, personal or other, brought onto the theatre premises. Competitors are advised to guard their valuables.

FOOTWEAR

The RSSS recommends that footwear is worn at all times in the theatre except in the Green Room or on stage. All persons backstage (other than competitors) must have covered in shoes, **NO SANDALS OR THONGS.**

Competitors must be wearing tracksuit pants and shoes if they go the auditorium to watch, they will be refused entry if they have bare legs and feet.

SAFETY

No running or unruly behaviour will be tolerated in any area of the Theatre. If running persists offending clubs will be asked to keep their competitors in the dressing rooms.

DRESSING ROOMS

Decorations are limited to your allocated dressing area only. You may use Blu-tac on the walls for decorations, but remember to remove them at the end of your section and place any rubbish in the bins, if you require more garbage bags please see the RSSS staff in the ticket box.

ELECTRICAL ITEMS IN DRESSING ROOMS

The following items are permitted for use in the dressing rooms provided they carry a current electrical testing tag: CD players and other music docks, 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

If evacuation is necessary, everyone backstage must immediately leave the theatre when directed to do so, in an orderly manner. Please take direction from SLC Tech, Stage Manager, Ushers and RSSS Staff. All clubs must prepare an accurate list of all coaches, assistants, and competitors names to be or submitted via MyStage or otherwise handed in at registration.

LIGHTING

For items where lighting is permitted (as per ACF rules), all clubs **MUST** complete a **LIGHTING CUE SHEET** when completing their pre-registration on MyStage. If no cue sheet is provided, standard lighting will be used.

A maximum of 12 cues are allowed (not including preset/start and final blackout), with up to five (5) allowable lighting effects per cue.

Allowable effects are:

- **Stage wash** - red, green, amber, yellow, pink, purple, aqua, light green, light blue and white (no variations to these allowed). Front of house/face light is included unless indicated.

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- **Cyc colour** - red, green, amber, yellow, pink, purple, aqua, light green, light blue and white (no variations to these allowed) with or without stage wash
- **Decal** - dappled effect over stage with or without stage wash
- **Downstage white strip/Kick light**
- **Dress fill** (only if plotted) otherwise included in front of house/face light
- **Stage spots** - 9 spots (see diagram below), each change of combinations of spotlights used is considered as part of one lighting cue.
- **Spot 10 (Centre Special)** - larger spot over spot 5, considered as part of one lighting cue
- **Curtain special** – lights page at centre of back curtain, considered as part of one lighting cue
- **UV light** - only works with black out
- **Mirror ball** - can be spinning or still
- **Chase** - can be applied to stage wash, cyc colour or spots
- **Blinders** – P and OP sides
- **Follow spot** – one follow spot is available for use by competitors who provide suitably qualified operators approved by SLC Duty Technicians. Your operator **MUST** see the Duty Tech each day you will be operating the spot, during a meal break for training/run through. Failure to do this will mean you cannot use the follow spot.
- **Options for transition of cues** – snap, 2 seconds, 5 seconds (if plotted)
- **Side lights** (only if plotted)

Please note:

1. Please see the diagram of the stage on the RSSS website for location of spots.
2. Coloured lights don't show up on the black back curtain.
3. It is not possible to split colour on the cyc.
4. DLP does not work with full blinders, full front of house lights or full cyc lights but will work if used with a lower % strength.
5. No backlights are available.

No extra lighting or special effects equipment may be used (other than inspected props - see PROPS).

PLOTTING

- **NOTE: all sections have the opportunity to plot in 2018. Please contact Julie via email julie@royalsouthstreet.com.au if you have not received a booking time.**

No Plotting Session will commence or continue after 2.00am.

Only 1 Coach and 2 ADULT assistants (to be named) (one to run DLP, another to walk on stage so coach can see light on faces) are allowed at the Plotting Session. *Please note: If coaches do not bring someone to walk on stage to see faces during plotting, technicians are NOT responsible for the outcome

- For complicated lighting requirements, it is highly recommended by SLC technicians to book a plotting session. Live operation has its limitations, and you may not get exactly what you want.
- Each Club may book a 20-minute maximum plotting session per division or age group (sessions are booked in 30-minute blocks to allow 10 minutes to save plotted data). This will allow only 2 - 3 items to be plotted. (cost for each 20-min session is \$65)
- **Intermediate Championship Reserve and Senior Championship Reserve will be allocated ONE HOUR in total at a cost of \$125.**

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- Technicians recommend having your items planned before you arrive as this will ensure you have enough time to complete your cues in the given time frame. Extra time is not permitted just because you are not prepared.
- Please bring your lighting cue sheets with you to plotting sessions or have your phone/tablet with you to make changes as you plot.
- Plotting session times will be allocated at the discretion of the Royal South Street Society.
- During the Calisthenic competition, plotting sessions will only be held at the finish of the evening's competition, these sessions will commence approximately 30 mins after the competition finishes or at times when no competition is scheduled.
- Coaches and assistants must stay in the Foyer until asked to come onto stage by technicians or RSSS Staff Member.

GRACEFUL & CALISTHENIC SOLOS

Graceful and Calisthenic Solos **CAN** be plotted. In 2018 RSSS will trial allowing competitors to rehearse on the stage during their plotting session. Note: no extra time will be available.

- Soloists who have indicated they wish to plot will have times confirmed once all entries have been received. Generally, Victorian soloists will be allocated time on Sunday October 7th, interstate soloists will be allocated time on Thursday October 18th.

CURTAINS and STAGE

A Map of the Stage and its dimensions is located on the RSSS website.

Front Curtain: A full blackout will be available for teams to be placed on the stage in most items but the front curtain will be available for fancy items where needed. Team members will wait for direction as to when they move onto the stage area.

Mid Curtain: This curtain is on a runner, opening from the centre and is operated from off prompt side. Please speak to your stage manager to organise its operation.

SMOKE MACHINE

For sections in which use of a smoke machine is allowed, one may be hired from the Royal South Street Society at a cost of \$15 per competition item. Any other fluid based effects may **NOT** be used (eg. dry ice, bubble machines, personal smoke machines).

PROPS

Stage Dressing and props

This section **MUST** be read in conjunction with General Conditions of Competition

Founders Theatre has limitations in terms of moving props on and off stage; RSSS request that clubs keep the following in mind when planning their use of props and stage dressing.

DEFINITIONS:

STAGE DRESSING: Props or scenery, modules, drums, ramps and platforms placed on the stage or behind the back-curtain line prior to the start of the item.

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LARGE PROPS: Props or scenery, modules, drums, ramps and platforms brought onto or placed on the stage or behind the back-curtain line during the item.

HAND HELD PROPS: Small hand held items such as flags, swords, guns, stars, flowers, umbrellas, or items of a similar size/nature, including hand-held lengths of material stretched across the stage.

Use of Stage Dressing and props at RSSS:

Non-Minimal rules:

Core items – no “Stage Dressing” and no “Large Properties” permitted.

Core items - “Hand Held Props” permitted, these items may be placed on the stage area or behind the back curtain during the item if required.

Fancy items – “Stage Dressing”, “Large Properties” and “Hand Held Props” permitted

Minimal rules - “Stage Dressing”, “Large Properties” and “Hand Held Props” permitted

Stage dressing must be set and competitors ready to commence on stage within 4 (four) minutes, after which time the item will be announced and will commence. Time starts when the previous item has finished and their stage dressing and props have been removed. Stage dressing and props must be removed in a timely manner at the completion of the item. Delays will not be tolerated.

Standard Steps – RSSS no longer provides standard tiered steps but maintain that teams are not permitted to bring their own tiered steps, tiered ramps, tiered platforms or anything of a similar nature as there is not enough space at Founders Theatre to accommodate them. Should a team wish to arrange a shared arrangement with other teams in their division, consideration to allow the use of a set of tiered steps or similar for that division will be considered.

DIMENSIONS

- Stage Dressing or Large Props **MUST BE ABLE TO BE MOVED THROUGH A STANDARD DOORWAY** and must not exceed three metres in height. (note: there is an option to move larger props through a double doorway whilst the auditorium is empty, however storage side stage for these props is minimal).

- All stage dressing or large props must be made to stand safely. If any item is fitted with wheels they must be able to be locked. Legs of flats must be hinged.
- Staples must not be used on the stage area when assembling stage dressing or props.
- If stage dressing or large props are unstable, the theatre technician or stage manager has the right to request that they not be used for safety reasons.
- Persons other than registered team members are not permitted to hold stage dressing or props on stage during the performance.
- If using guns of any kind as props, they must NOT be or look authentic. If a reasonable person thinks it looks like a gun, it is a gun.
- Swords, knives etc. used as props, must be blunt and preferably made of wood or plastic.
- Aerosol cans must not be used on stage.
- Octopus straps or similar items are not to be used on stage dressing or props.
- No talcum powder, resin or anything of a similar nature is to be used.
- No flown scenery may be used.
- No helium balloons.

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ELECTRICAL SAFETY

If a prop has lights, the SLC duty tech must inspect and approve its use prior to the start of the section. These props must be operated by coach or team via 240v power points backstage – see SLC duty tech.

If electricity is used in any scenery, set, prop, hand held device etc. that you are using in your performance in 1870 Founders Theatre, there are some safety issues you MUST address.

1. **TEST & TAG:** Any 240-volt circuit in your prop, whether mains operated or battery inverter supplied, must be tested and have a current safety compliance tag.
2. **COVERED WIRING:** All wiring for the above circuits must NOT be exposed. It must be covered up within the prop construction, or run through electrical conduit. The wiring should not be touchable by fingers, and not be damageable by knocks or falling over. Normal flexible power cord can connect the prop to the power point.
3. **POWER CORDS:** Connecting any electrical device to the theatre's power points, must have double insulation. Standard 2 or 3 core power flex, is suitable. "Figure of 8 twin flex" (as used on older table lamps and tape players) is NOT suitable, unless it has a separate outer sheath. NO single wire can be connected to the theatre power points (eg. just as an earth wire).
12 volt: Circuits operating on 12 volts or less do not need the above requirements. However, if a mains-operated power supply is used, that part must comply with 1, 2 & 3.
4. **BATTERIES:** Batteries used on props must be "sealed" type, and not able to leak when left in any position. Torch batteries are acceptable. Sealed lead acid GEL batteries are allowed, but need a Risk Assessment completed. Low or no-maintenance "sealed" automotive batteries are NOT suitable.
5. **LIGHTS:** Glass globes or tubes used to illuminate a prop must be protected. This will require a major re-think of prop construction. They must be built into a recess or trough, with a Perspex or wire mesh "window". Protection means that the globe cannot be damaged by a knock, being stood on, or the prop falling over, and that costume material etc. cannot contact the hot surface.
6. **CHRISTMAS TREE LIGHTS:** If these are 240-volt operated (series connections), then they can NOT be used, unless protected as above. If 12-volt or lower operation (parallel connections) they also need some protection, but those within a flexible plastic tube could be used as is. (Test & Tag must be done)
7. **LED LIGHTS:** Chains or strings LEDs within flexible plastic tubing are very safe, and can be used without other protection. (Test & Tag must be done)
8. **MOTORS:** Electric motor operated props – motor, gears, chains etc. must be covered, and the motor operated within its designed loading. Electrical testing and earthing as required. SLC Theatre Tech will need to inspect. Save yourself a lot of trouble and use battery driven devices.
9. **INSPECTION:** Even though a prop has a compliance safety tag, the Theatre Technician will still need to inspect your creation before use, and if deemed unsafe, will deny its operation.
10. **CONNECTING TO POWER POINTS:** You must ask the Theatre Tech when where and how to connect to your prop. Not all power points are connected to the correct electricity supply.



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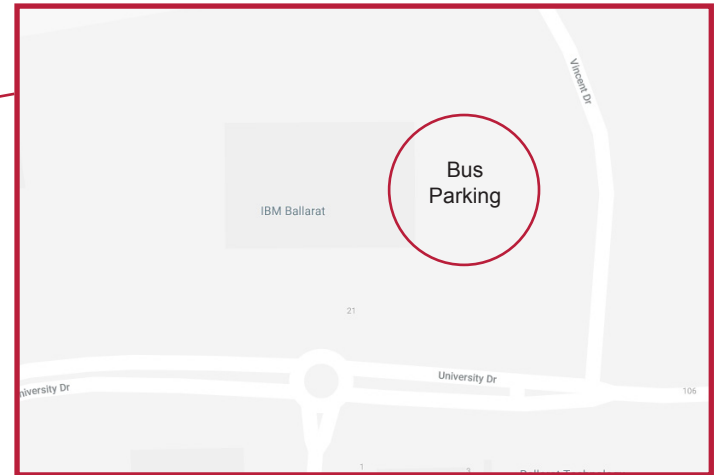
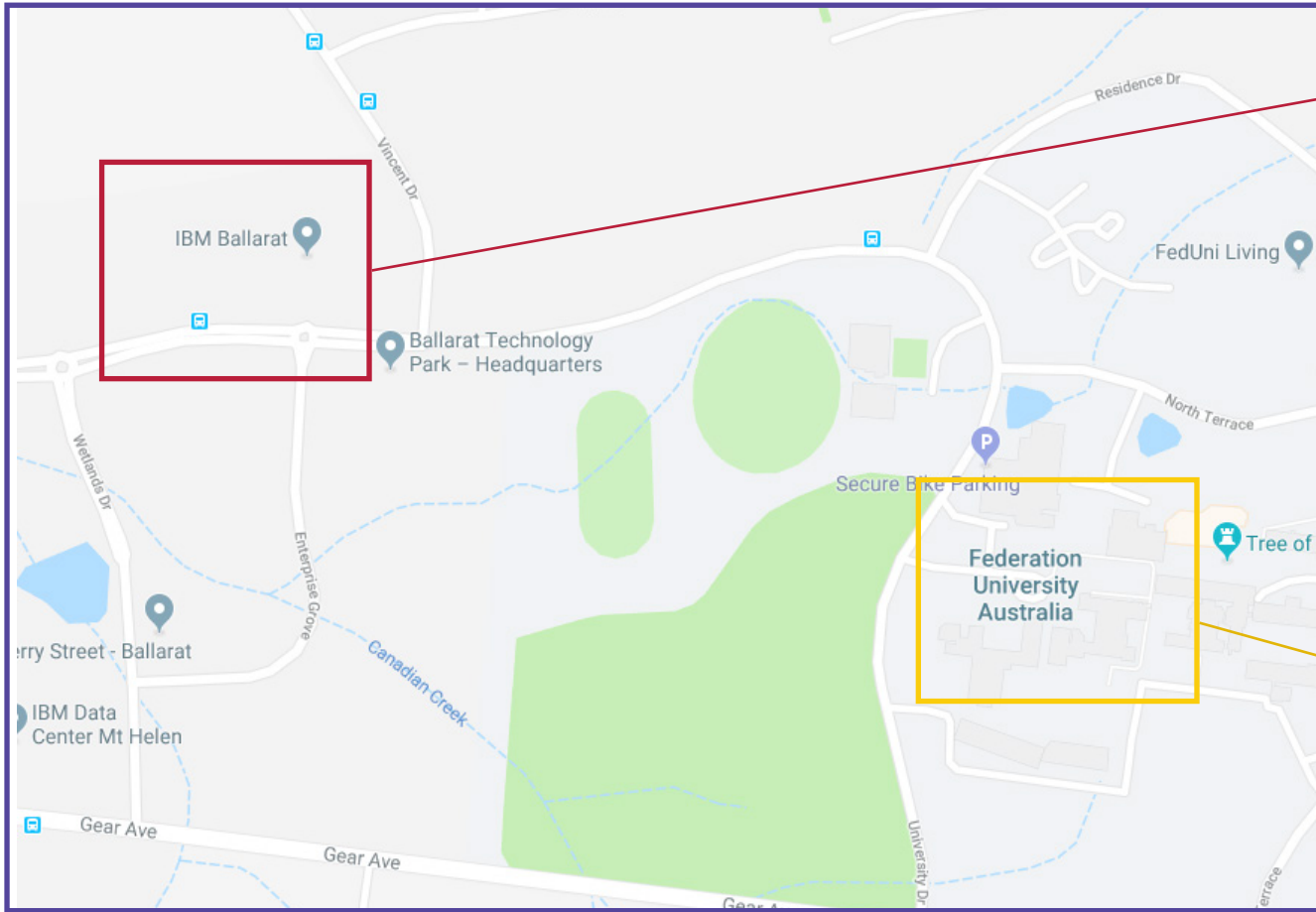
We want to make your time at RSSS as enjoyable as possible.

If you have any questions related to this document or any other concerns about your time at RSSS, please call the RSSS office on 03 5332 1074 or email julie@royalsouthstreet.com.au.

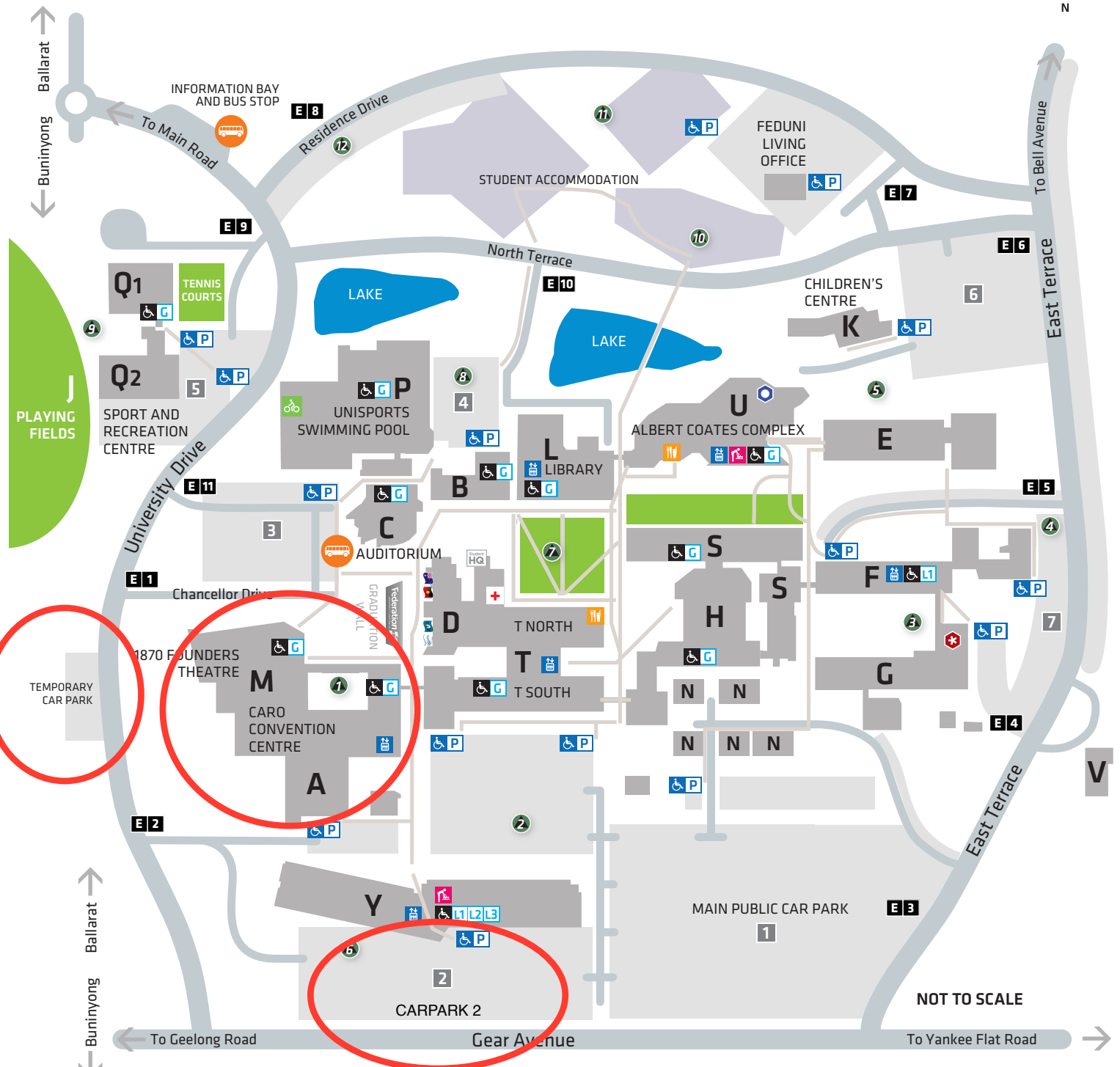
It is much better to check beforehand than finding out on the day that something has been missed or something isn't allowed.

The Calisthenics Committee
Royal South Street Society Eisteddfod.

South Street Bus Parking at Fed Uni Mount Helen, eastern side of IBM building



Mt Helen Campus, Ballarat | Map



Legend

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|---|----------------------------|--|
| Buildings | Flagpoles | For security assistance call 5327 6333 |
| Roads | Bike Parking | For disability access assistance call 5327 9470 |
| Car Park Number
(Restrictions may apply) | Bus Stop | For Mobility Access Map refer Page 3 |
| Disability Car Spaces | Parents Room | All Federation University Australia Campuses
are Smoke-free |
| Pathway/Route | Health Centre | |
| Disability Access Toilet (Level) | Food and Drink | |
| Lift | Designated Assembly Point | |
| Entry Point | Prayer Room/Place of Peace | |
| | Muslim Prayer Room | |