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Village Players of Hatboro Inc.

Volunteer Handbook

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Revision History

Rev. Date	Changes Made	Author	Ratified
08/17/22	Original draft	A. Christian	10/12/22
05/30/23	Added link to PA DHS "Volunteer FAQ" pdf to Subsection IV.II – Board, Committee, or Committee Chair Positions.	A. Christian	05/30/23
07/06/23	Updated formatting to reflect new logo.	A. Christian	07/06/23
03/06/24	Added Section VII.I Emergency Contact requesting volunteer emergency contact information.	A. Christian	03/11/24

STATED POLICY OF THE VILLAGE PLAYERS OF HATBORO, INC.

Section I – Purpose

The purpose of this handbook is to communicate the mission and policies of The Village Players of Hatboro (VPH) as well as the expectations of all volunteers for the theater.

Section II – Scope and Definition

The policies outlined in this handbook apply to all volunteers of VPH.

A “volunteer” at VPH is anyone who is participating voluntarily at the theater in any capacity. Volunteers may or may not be “members.”

IMPORTANT NOTE

The governing documents for The Village Players of Hatboro are the By-Laws and Stated Policy. Additional training/reference information can be found on the VPH Google Drive. This Volunteer Handbook is NOT intended to usurp the policies and articles found within the governing documents.

A “member” at VPH is a volunteer who has paid their membership dues, and who may be participating voluntarily at the theater at during a production (actor, director, assistant director, Box Office, 50/50, Concessions).

Section III – About VPH

Since our founding in April of 1947, The Village Players of Hatboro has sought to present dramatic and similar creative works to the world in order to engage and develop interest in drama as a vehicle of education as well as entertainment. We are a registered 501(c)(3) non-profit organization made up entirely of volunteers from the surrounding communities. Our members, actors, directors, and staff are a diverse group with varied ages, occupations, and skills, all directed toward one thing: making good theater, and having fun while doing it.

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Section IV – Volunteer Basics

Subsection IV.I – Equal Opportunity Statement

The Village Players of Hatboro does not discriminate on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, physical handicap or disability, genetic information, age, membership in an outside organization, retaliation, parental status, military service, or other non-merit factor.

Subsection IV.II – Board, Committee, or Committee Chair Positions

All volunteers interested in joining the Board of Governors or a committee, or becoming a Committee Chairperson, must first be a member of the Village Players of Hatboro and contribute the appropriate membership fee.

Additionally, all members of the Board of Governors and Committee Heads are required to submit a current Criminal Background Check Clearance (optional: Child Abuse Clearance).

- Volunteers interested in joining a committee must speak to the designated Committee Chairperson.
- Volunteers interested in becoming a Committee Chairperson must speak to the acting President on the Board of Governors.
- Volunteers interested in joining the Board of Governors must become eligible based on requirements outlined in the governing documents of VPH. Additionally, volunteers must complete an application to be submitted to the acting Board of Governors for review prior to their name being submitted for general election at the annual June Membership Meeting. Volunteers are encouraged to campaign for their chosen position.

For more information, visit the Department of Human Services of PA website and view the Volunteer FAQ handout (https://www.dhs.pa.gov/KeepKidsSafe/Clearances/Documents/KKS-VolunteerFAQ_2021.pdf).

Subsection IV.III – Director Positions

Volunteers interested in becoming a director at VPH must complete the process outlined in the VPH Stated Policy as well as be a member of VPH.

Subsection IV.IV – Actors and Stage Crew

Auditions at VPH are open to any and all individuals willing to donate their time to a production.

- Individuals joining VPH as actors in a production are required to become members of VPH and pay their membership fee.
- Individuals working with a director in a season production as part of the Stage Crew (Stage Manager, Fight Choreographer, Poster Design, etc.) are NOT required to become members of VPH, although membership is encouraged.
- Assistant Directors are required to become members of VPH and pay their membership fee.

NOTE: All actors and stage crew volunteers are required to participate in a set build, painting, or set strike day related to their production. It is the purview of the director of the production to develop other opportunities for actors and stage crew to volunteer.

IMPORTANT: When participating in a production where an actor or stage crewperson is under the age of 18, all other actors and stage crew working on that production are REQUIRED to complete and submit a current Child Abuse Clearance and Criminal Background Check Clearance. Additionally, if at any time a volunteer who is

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working in the Box Office on a show night (either selling tickets, concessions, or 50/50) plans to be in the Green Room with the underage actor or stage crewperson, that volunteer is also REQUIRED to complete and submit a current Child Abuse Clearance and Criminal Background Check Clearance.

Subsection IV.V – Non-Volunteers on Theater Premises

Non-volunteers visiting the theater outside of normal productions (i.e., contractors, vendors, community representatives, etc.) must always be in the presence of a Board member or Committee Chairperson. Additionally, the Board of Governors must be made aware of individuals on theater premises outside of normal productions via email to board@thevillageplayers.com.

Subsection IV.VI – Volunteer Training

Work instructions for training new volunteers in various roles can be found on the Google Drive. Requests for this information can be sent to any member of the Board or Committee Chairs.

All volunteers are required to receive and sign off that they have received a copy of the VPH Volunteer Handbook. Acknowledgements are kept on file for (5) five years.

Subsection IV.VII – Leaving VPH

Volunteers may leave VPH at any time.

In the event that a volunteer leaves who was granted access to the theater with a key, the key must be returned within seven (7) days of the volunteer terminating their participation with the theater. The key may be returned to any Board member or Committee Chairperson.

In the event that a volunteer leaves who was granted access to any digital information (i.e., the VPH Google Drive or a VPH-branded email), their permissions will be immediately revoked and their VPH-branded email address will be suspended for a period of up to one (1) year, after which time the email address will be deleted.

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Subsection IV.VIII – Pennsylvania Child Labor Law

Minors, as defined in the Pennsylvania Child Labor Act, are individuals under 18 years of age.

Permission Slips. For individuals who are under 16 years of age, “Parental Acknowledgement of Minor’s Duties and Hours of Employment” must be completed and submitted to the Board prior to the beginning of any work.

For individuals 16-17, “VPH Volunteer Permission Slip” must be completed and submitted to the Board prior to the beginning of any work.

Hours worked and breaks. Minors may not be employed for more than six consecutive days. Additionally, no minor may be employed for more than five hours continuously without an interval of at least 30 minutes for a rest break. No period of less than 30 minutes shall be deemed to interrupt a continuous period of work.

Adhere to the following chart for information on minors volunteering at VPH in any capacity:

Age	Hours Permitted
Under 14 years of age	Minors under 14 years of age may not be employed or permitted to work in any occupation.
14-15 years of age	Minors CANNOT work during school hours, as well as: <ul style="list-style-type: none">• More than 3 hours on a school day, including Friday;• More than 18 hours per week when school is in session;• More than 8 hours per day when school is not in session;• More than 40 hours per week when school is not in session; and• Before 7:00 a.m. or after 7:00 p.m. on any day, except from June 1 through Labor Day, when nighttime work hours are extended to 9:00 p.m.
16-17	Minors CANNOT work during school hours (unless they have graduated high school), as well as: <ul style="list-style-type: none">• Before 6:00 a.m.; after 12:00 midnight during a regular school week; or after 1:00 a.m. when school is not in session;• More than 8 hours per day when school is in session;• More than 10 hours per day when school is not in session;• More than 28 hours per week when school is in session; and• More than 48 hours per week when school is not in session.

The Pennsylvania Department of Labor and Industry should be given information concerning violations of the law. You can call 1-800-932-0665 or visit <https://www.dli.pa.gov/Individuals/Labor-Management-Relations/llc/child-labor/Pages/Complaint-Form.aspx>.

Section V – Policies

Subsection V.I – Harassment

The Village Players of Hatboro maintains a strict policy of prohibiting unlawful harassment of any kind, including sexual harassment and harassment based on race, color, religion, national origin, sexual orientation, gender identity or expression, sex, age, physical or mental disability, or any other characteristic protected by state, federal, or local employment discrimination laws.

Examples of unlawful harassment include, but are not limited to:

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- Verbal conduct such as epithets, derogatory jokes or comments, slurs, or unwanted sexual advances, invitations, favors, or comments.
- Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings, e-mail, faxes, or gestures.
- Physical conduct such as assault, unwanted touching, blocking normal movement, or interfering with work directed at a volunteer because of the volunteer's sex or other protected characteristic.
- Threats and demands to submit to sexual requests in order to avoid some loss, and offers of benefits in return for sexual favors.
- Retaliation for having reported or threatened to report unlawful harassment.

Any volunteer or other person who believes he or she has been harassed by another volunteer or third-party non-volunteer, or has witnessed another volunteer being harassed, should promptly report the facts of the incident or incidents and the names of the individual(s) involved to the Board of Governors. Upon receipt of a complaint, the Board of Governors will undertake a prompt, thorough, objective, and good faith investigation of the harassment allegations.

Any volunteer determined by the Board of Governors to be responsible for harassment and/or who violate any parts of this policy will be immediately asked to leave the theater and will no longer be allowed to participate as a member, Board Member, Committee Chairperson, Committee participant, Director, actor, etc.

Any third-party non-volunteers determined by the Board of Governors to be responsible for harassment and/or who violate any parts of this policy will be contacted by the Board of Governors to file a complaint; will be reported to the police as needed; and/or will have their contract/working relationship with the theater dissolved.

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Subsection V.II – Workplace Violence

The Village Players of Hatboro maintains a strict policy of prohibiting workplace violence of any kind.

Examples of workplace violence include, but are not limited to:

- Intimidating or bullying others
- Abusive language
- Physical assault
- Threatening behavior
- Concealing or using a weapon
- Harassment based on protected categories

Any volunteer or other person who believes he or she has been a victim of workplace violence or has witnessed another volunteer being a victim of workplace violence should report the facts of the incident or incidents and the names of the individual(s) involved to the Board of Governors. Upon receipt of a complaint, the Board of Governors will undertake a prompt, thorough, objective, and good faith investigation of the allegations.

Any volunteer determined by the Board of Governors to have violated any parts of this policy will be immediately asked to leave the theater and will no longer be allowed to participate as a member, Board Member, Committee Chairperson, Committee participant, Director, actor, etc.

Any third-party non-volunteers determined by the Board of Governors to have violated any parts of this policy will be contacted by the Board of Governors to file a complaint; will be reported to the police as needed; and/or will have their contract/working relationship with the theater dissolved.

Subsection V.III – Whistleblower

Volunteers will not be retaliated against for filing a complaint and/or assisting in a complaint or investigation process. Further, we will not tolerate or permit retaliation by other volunteers against any complainant or anyone assisting in an investigation.

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Subsection V.IV – Drugs, Alcohol, and Smoking

The Village Players of Hatboro explicitly prohibits the use, possession, solicitation for, or sale of narcotics or other illegal drugs, alcohol, or prescription medication without a prescription on Village Players of Hatboro premises or while conducting volunteer duties or any activity in the name of The Village Players of Hatboro.

Any volunteer involved in an accident or incident on Village Players of Hatboro premises or while conducting volunteer duties or any activity in the name of The Village Players of Hatboro under circumstances that suggest possible use or influence of drugs or alcohol in the incident may be asked to submit to a drug and/or alcohol test in order to continue volunteering with The Village Players of Hatboro.

If test results indicate a violation of this policy, or if a volunteer refuses a request to submit to testing under this policy, the volunteer will be immediately asked to leave the theater and will no longer be allowed to participate as a member, Board Member, Committee Chairperson, Committee participant, Director, actor, etc.

Smoking is prohibited on the premises of The Village Players of Hatboro. Volunteers may smoke in their personal vehicles, but smoke and tobacco products must be completely contained within the vehicle.

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Subsection V.V – Working Alone

Working alone or in isolation under certain circumstances, situations, or environments may increase the risk to health and safety. A volunteer is considered “working alone” if the individual is working by him/herself such that assistance is not readily available should some injury, illness, or other emergency arise. “Alone” is interpreted as someone who cannot be seen or heard by another person and when they cannot expect contact or periodic surveillance from another volunteer, for over an hour.

Whether during or outside of normal business hours, working alone is PROHIBITED when work involves:

- Energized electrical equipment or systems operating at a nominal voltage of 300 volts or more.
- Working from heights including, but not limited to, the use of fall arrest equipment or scaffolds.
- A portable ladder that exceeds 10 feet (3 meters) in length and is not securely fastened.
- Machine and power tools that could cause critical injury (e.g., lathes, press brake, table saws, chain saws, etc.)
- Hazardous chemicals and substances, except for minor janitorial/custodial use.
- Manually lifting objects that weigh greater than 50 pounds (22.7 kg) or that are awkward for one person to lift.
- Working late at night (between the hours of 10:00PM and 5:00AM).

At all times, volunteers of The Village Players of Hatboro must evaluate the circumstances of the situation in which they are working and minimize the probability of an incident.

Subsection V.VI – Accident/Incident Reporting

Safe practices shall be employed by volunteers at all times in order to prevent injuries/accidents at the theater.

All accidents/incidents must be reported, documented, and investigated. This includes, but is not limited to, any situation in which:

- A volunteer, third-party non-volunteer, or patron was injured or died
- Property or equipment damage occurred
- A volunteer, third-party non-volunteer, or patron became ill while on The Village Players of Hatboro premises
- A near-miss occurred that could have resulted in injury, death, or property damage

If any volunteer sees or has knowledge of any potentially unsafe situation, they should report this to the Board of Governors immediately.

ALL ACCIDENTS/INCIDENTS MUST BE REPORTED WITHIN SEVEN (7) DAYS OF THE OCCURRENCE.

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Section VI – Emergency Action Plan

Subsection VI.I – Overview

The Village Players of Hatboro has a written Emergency Action Plan (EAP) appropriate to the hazards of the theater to respond to an emergency that may require rescue or evacuation. This EAP has been prepared to reflect probable emergency conditions which may arise, but we cannot anticipate every scenario. The EAP is in writing and orally communicated, and is available for all volunteers to review.

Subsection VI.II – Reporting of a Fire or Another Emergency

In the event of fire or another emergency, verbally warn others in the immediate area, dial 911, and pull the nearest fire alarm. Fire alarm pull stations are located throughout our facility and are clearly and easily identifiable by proper signage.

Subsection VI.III – Emergency Evacuation

All personnel and patrons must exit the building in the event of a fire or other emergency. The emergency exits will always be clear from obstructions and be checked daily. Diagrams of the buildings are posted to show all emergency evacuation routes.

If an evacuation of the building is required, all volunteers of the theater will report to the designated evacuation area in Tanner Park across the Summit Ave/Village Players parking lot.

Subsection VI.IV – Fire Protection and Prevention

Flammable materials are stored in the designated storage area based on the potential hazard. Any spills will be cleaned immediately to prevent a slip/fall or fire hazard.

Portable fire extinguishers have been selected and distributed at The Village Players of Hatboro; these are periodically inspected and updated as needed. Additionally, fire alarms are placed throughout the premises and are periodically inspected and updated as needed.

Subsection VI.V – Rescue and Medical Services

It is the position of The Village Players of Hatboro that, when reasonably possible, all rescue and medical duties are performed by emergency responders or local governmental responders when in the facility. If immediate rescue and medical duties are necessary, only volunteers qualified to provide first aid services should provide these services.

For minor first aid services, First Aid kits are available in the Box Office and the kitchen in the Green Room, and are periodically inspected and updated as needed.

In the event there is a need for medical attention or rescue efforts:

- Dial 911. Give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave them unattended.

Subsection VI.VI – Severe Weather and Disasters

The procedures to be followed in a severe weather event will be dependent upon the nature of the event itself. Below, you will find the most common severe weather you may encounter, and the accompanying procedures.

- Hurricane: In the event of a hurricane warning, The Village Players of Hatboro's Board of Governors may elect to cancel any events taking place on the premises of the theater.

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- Flood: In the event of a flood, evacuate the building as safely and calmly as possible. If evacuation is not possible, climb to high ground and remain there until emergency personnel arrive.
- Blizzard: In the event of a blizzard warning, The Village Players of Hatboro's Board of Governors may elect to cancel any events taking place on the premises of the theater. If volunteers are caught unawares by a blizzard while on the premises of the theater, volunteers are instructed to:
 - Stay indoors, remain calm, and await instructions from a designated official (director or Board member).
 - If there is no heat, close off unneeded rooms or areas and stuff towels or rags in cracks under doors. Eat and drink as much as possible; food provides the body with energy and heat and fluids prevent dehydration. If available, wear layers of loose-fitting, lightweight, warm clothing.
- Tornado: In the event of a tornado warning, The Village Players of Hatboro's Board of Governors may elect to cancel any events taking place on the premises of the theater. If volunteers are caught unawares by a tornado while on the premises of the theater, volunteers are instructed to:
 - Move into the auditorium away from the exits.
 - Remain sheltered until the tornado threat is announced to be over.
- Earthquake: In the event of an earthquake, stay calm and await instructions from a designated official. Keep away from overhead fixtures, windows, filing cabinets, and electrical power, then assist people with disabilities in finding a safe place and evacuate as instructed by a designated official.
- Bomb Threats: If the theater receives a bomb threat by phone, mail, or other means, get as much information as possible. If the threat is received by phone, try to keep the person on the line for as long as possible. Do not hang up the phone, even after the call has been terminated. Contact local emergency response personnel by phone or radio. Also, if a suspicious device is identified, evacuate the immediate area and notify local emergency response personnel.
- Active Shooter: It is important for you to quickly assess the situation and act accordingly. The number one priority is the protection of your own life. During an active shooter situation, you should attempt to evacuate the facility, hide if evacuation is not possible, and finally, as a last resort, act against the active shooter.

Subsection VI.VIII – External/Media Communications Response

All media requests should be referred to the Board of Governors. Volunteers may not give any work-related interviews, affidavits, written or recorded statements, or depositions without the express written approval from the Board of Governors.

In the case of questions from law enforcement, government officials, or emergency personnel you must inform the Board of Governors immediately. If the interview is recorded or videotaped, please request a copy of the tape. If the interview is reduced to writing, please ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

Subsection VI.IX – Emergency Contacts

Volunteers are instructed to notify the Board of Governors whenever there is an emergency by emailing board@thevillageplayers.com or by directly contacting a member of the Board of Governors. The most current contact list for the Board of Governors can be found on the Google Drive and can be furnished upon request to any volunteer.

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Section VII – Volunteer Acknowledgement

This acknowledges that I have received a copy of The Village Players of Hatboro’s Volunteer Handbook.

I acknowledge that I am expected to read, understand, and adhere to all of the policies contained within The Village Players of Hatboro’s Volunteer Handbook.

I understand that if I have questions regarding the contents of this Handbook, I should ask a member of the Board of Governors for clarification.

Volunteer Signature

Date

Volunteer’s Typed or Printed Name

IMPORTANT: This Volunteer Acknowledgement must be signed and returned to the Board of Governors to be retained on file for a period of five (5) years.

Subsection VII.I – Emergency Contact

The Village Players of Hatboro requests that all volunteers have on file an emergency contact person(s) in the event of an accident or injury.

Emergency Contact Name (1): _____
Relationship to Volunteer: _____
Phone #: _____
Alternate #: _____
Email: _____

Emergency Contact Name (2): _____
Relationship to Volunteer: _____
Phone #: _____
Alternate #: _____
Email: _____

I have voluntarily provided the above contact information and authorize representatives of The Village Players of Hatboro to contact any of the above on my behalf in the event of an emergency.

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Section VIII – FBI Disclosure Statement

Required by the Child Protective Service Law 23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children) I swear/affirm that I am seeking a volunteer position and AM NOT required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; and
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

- Chapter 25 (relating to criminal homicide)
- Section 2702 (relating to aggravated assault)
- Section 2709.1 (relating to stalking)
- Section 2901 (relating to kidnapping)
- Section 2902 (relating to unlawful restraint)
- Section 3121 (relating to rape)
- Section 3122.1 (relating to statutory sexual assault)
- Section 3123 (relating to involuntary deviate sexual intercourse)
- Section 3124.1 (relating to sexual assault)
- Section 3125 (relating to aggravated indecent assault)
- Section 3126 (relating to indecent assault)
- Section 3127 (relating to indecent exposure)
- Section 4302 (relating to incest)
- Section 4303 (relating to concealing death of child)
- Section 4304 (relating to endangering welfare of children)
- Section 4305 (relating to dealing in infant children)
- Section 5902(b) (relating to prostitution and related offenses)
- Section 5903(c) (d) (relating to obscene and other sexual material and performances)
- Section 6301 (relating to corruption of minors)
- Section 6312 (relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

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I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Volunteer Signature

Date

Volunteer's Typed or Printed Name

IMPORTANT: This FBI Disclosure Statement must be signed and returned to the Board of Governors to be retained on file for a period of five (5) years.