



MISSOURI STATE  
THESPIANS™

AN EDUCATIONAL THEATRE ASSOCIATION AFFILIATE

## ADULT DELEGATE CONDUCT GUIDELINES Conference 2019

Adult delegates are expected to be familiar with and enforce/follow the Activity Safety Guidelines (posted on the website) and the Student Conduct Guidelines for the Missouri State Thespian Conference. MST conduct guidelines supersede any additional rules made by individual troupes and must be followed by all delegates. Please make sure you and your students are aware of these and enforce them. Your failure to do so may result in your troupe not being allowed to attend future conferences, as well as a letter sent to your administration notifying them of the lack of enforcement. Your required signature on the Consent Form indicates your agreement to follow and adhere to all guidelines.

The following are highlights of MST activities. Adults are strongly encouraged to also review the Activity Safety Guidelines on the MST website prior to EdTA/ITS/MST activities.

**BACKGROUND CHECKS** - All adult delegates understand that their signature indicates an understanding that a 3rd party background check will be run on them as a requirement to attending this conference and are responsible for submitting all requested information on their website. Delegates who are flagged as potentially not meeting the requirements will be notified and may appeal the decision (if done within time to do so).

**BADGES** - Badges must be worn by all registered delegates (including adult) during conference hours/events. In addition all health forms must be on file and carried in the badge holder of delegates. Any adult may retrieve the badge of any student who is in violation of the code of conduct. A retrieved badge should be brought to the registration area, turned in, and brief paperwork filled out. The student's troupe director will be notified, given a copy of the paperwork, and appropriate action must be taken to correct the problem and/or remove the student from the conference.

**CONFERENCE ATTENDANCE** - No student may attend the MO State Thespian Conference without their appointed troupe director, co-sponsor, or school administration approved designated sponsor. All adults must have submitted to a background check (either via school district or MST). No adult should be alone with a student (2:1 policy is always in effect)\* throughout the conference

**CLOSED CAMPUS** - Delegates are confined to conference approved facilities only after 7pm. Troupes/delegates that are not staying at the conference hotel may not be readmitted to the conference site after leaving for the evening until 1/2 hour before the first conference event of the next day.

**CURFEW / HOTEL** - Please enforce the following:

- Curfew and lights out posted in the program
- Mixed groups of unchaperoned male and female students will NOT occur under any circumstances, behind closed doors at any time during the conference. If this is found to happen all delegates concerned must be removed from the conference and sent home.
- Opening outside hotel windows is prohibited.
- All adult sponsors will coordinate the collection of hotel keys for their delegates and determine availability of said hotel room during conference activities during the day (with a reminder that all delegates must attend Main Stage performances and General Sessions).
- Outside food/drink consumption is prohibited in the hotel lobby or hallways per hotel Policy.
- Hotel rooms and conference discounts are non-transferable (see Weather)

**DRUG USE** - Missouri State Thespian activities are drug free. Please see student list of what is considered inappropriate to use/bring to the conference site.

**LATE NIGHT ACTIVITIES** - If your troupe has 2 or more adult delegates, please have an adult chaperone from your troupe in this conference area (if you have students attending these functions). However, do not allow students to have access to your troupe's hotel rooms without an adult chaperone present in that area.

**LIABILITY** - The host, all facilities, and the Missouri State Thespians shall not accept responsibility for the theft, loss or damage of personal effects, money or valuables or the misconduct.

**PROPERTY DAMAGE/HOTEL CHARGES** - Troupes that have damage or incidental charges assessed to rooms registered to their troupe will be responsible for all charges and will be invoiced accordingly.

**PROHIBITED MATERIALS** - Please review student list and make sure students do not bring any listed materials with them to the conference. Adults are also reminded that as a student centered conference the use of alcohol and tobacco is not allowed when directly working with, responsible for, or in the direct vicinity student delegates.

**SUPERVISOR DUTY** - In order to make the conference a safe and enjoyable experience for everyone, all adults are assigned a supervisor duty. Information will have been sent in advance and/or be placed in your registration packet. Please remember to check in and perform this duty. Adults who don't perform this duty may jeopardize future events their troupe is allowed to participate in.

**THEATER ETIQUETTE** - Troupe directors are expected to sit with their students to enforce exemplary behavior standards.

**WEATHER POLICIES** - In the event that weather causes district administration to pull employees while conference events are still conducted, student delegates are still required to have responsible adult chaperone on site. These adults should be on the district administration approved list and have third party background checks in order to be allowed in conference site activities. In the event a non-registered parent comes to the conference site to chaperone their student (due to district directive to pull sponsors and/or other registered adults) they are not considered a conference attendee and will not be allowed to attend conference events or space. Additional details will be on the form troupe directors will sign is leaving campus early.

**WORKSHOP ETIQUETTE** - Please make sure students are attending and participating appropriately in workshops.

\* 2:1 policy means there must be either 2 adults to 1 student or 2 students to 1 adult at all times.

Any sponsor who does not follow the above guideline understands that Missouri State Thespians is not responsible for liability claims, damages, or misconduct of your troupe delegates and lack of following guidelines may jeopardize a troupe's continued involvement at MST Activities.