

# The ALL-ENGLAND THEATRE FESTIVAL

## **OPERATIONAL RULES**



Issue 9



**OPERATIONAL RULES** 

#### 1. INTRODUCTION:

The All-England Theatre Festival (hereinafter referred to as the AETF) organises a series of competitive one-act play festivals throughout England. These rules detail how the AETF and its festivals are to be run. Called the Operational Rules they are attached to and part of, the Governing Document of the AETF.

#### 2. THE AREAS:

The overall responsibility of the Area is to provide a worthy representative derived from the counties within their Area, to represent them at the English Final each year.

<u>NOTE:</u> For administrative and festival purposes England is split into four Areas. The makeup of the Areas is detailed in Appendix 4.

#### 3. COMMITTEE STRUCTURE:

- 3/1 Area practices vary in appointing members to the Area Committee: in Eastern Area each Divisional Committee appoints up to three members; in Northern Area each Festival Organising Committee appoints three members; in Western Area one representative will be appointed from each of the Divisions and one representative will be appointed by each County, in Central Area one representative will be appointed from each of the Divisions and one representative will be appointed by each County.
- 3/2 The Area Committee will elect from among its members a Chairman, Vice-Chairman, Secretary and Treasurer. Individuals holding any of these offices will do so for one year, and will be eligible to stand for re-election at the end of each year. Other positions may be created by appointment from the Committee. Where a member of a Festival organising committee is also an officer on the Area Committee, members will no longer count as representing their Festival Committee at Area level, and replacement representatives from the relevant Committee may be appointed.
- 3/3 Divisional Committees (and District Committees, where these are part of the AETF) will consist of County representatives and/or organisers of Preliminary Round Festivals who will elect, from among their elected and appointed members a Chairman, Secretary and Treasurer.
- 3/4 Area and Divisional Committees shall be free to co-opt additional members if their co-option is deemed likely to further the interests of the AETF.

#### 4. **VOTING RIGHTS:**

- 4/1 Members as defined above have votes on the respective Area Committees (1 per delegate). Each Officer on the Area Committee is entitled to one vote, but the Chairman will be entitled to a casting vote in the event of an equality of votes on any resolution.
- 4/2 Voting rights on Divisional / District Committees will be restricted to one person, one vote. Proxies will only be accepted with written authorisation from an officer of the delegating body.

#### 5. MEETINGS:

- 5/1 Area Committees will meet not less than twice a year. One meeting, the Annual General Meeting should be at least two weeks prior to a meeting of the Trustees. Committee members shall have twenty-eight days notice of such meetings. Additional meetings of the Committees may be convened by the Chairman and Secretary or at the request of not less than five members of the Committee. Such meetings must be convened within twenty-one days of the request being received by the Secretary.
  - All notification of meetings (except additional meetings) shall contain an Agenda with a request for the submission of Agenda items for discussion to be submitted to the Secretary not later than twenty-one days prior to the meeting.
- 5/2 Meetings will be open to all members with voting rights as stipulated above. Additional representatives will be regarded as observers, but may be asked by the Chairman to contribute.

  District and Divisional Committees will meet at least once per year, ideally not less than three months before the

Annual General Meeting of their Area Committee.

<u>NOTE:</u> Where a District or Division is unable to form a Committee, the Area Committee will be responsible for running the District or Division, with the co-operation of a Preliminary Round Festival.

Issue9 1<sup>st</sup> August 2018



#### **OPERATIONAL RULES**

#### 6. **QUORUM**:

At least six members must be present for an Area meeting to be quorate. District and Divisional Committees may set a number commensurate with their overall representation.

<u>NOTE</u>: An Area Committee may agree to delegate the day-to-day responsibility for decision making to its Officers or other nominated persons.

#### 7. THE FESTIVAL:

Each Area organises its own Festivals in order to choose a winner to compete in the English Final. The English Final will be hosted in rotation by the four Areas (in the order N-E-W-C; see Appendix 2). The English Final winner will represent England at the British Final, hosted in rotation by the four Countries [in the order S(cotland)-E(ngland)-W(ales)-N(orthern Ireland)], which, when it is England's turn, will also be hosted in rotation by the four Areas see Appendix 2.

#### 7/1 Preliminary Round Festival:

- 7/1-1 Within each Division, any number of local Festivals (known as Preliminary Round Festivals). May be either (a) organised by District Committees of the AETF or (b) be Independent Festivals licensed to be affiliated to the AETF, (Hereafter known as licensed members.). A licence will be issued by the National Treasurer each year on payment of the fee. A copy of the licence is shown as **Appendix 6.** The winning teams, which opt to do so, will represent the County or Preliminary Round Festival at the Quarter-Final (Divisional Final) of the AETF.
- 7/1-2 The Area Committee will be responsible for deciding the number of teams which will represent the Preliminary Round Festivals, Independent or AETF, in the Quarter-Final (Divisional Final). All Independent Festivals at this stage must be in possession of a Licence which will allow them to accept any team which wishes to opt into the Quarter-Final (Divisional Final), and which has satisfied the Festival Rules regarding "Entry". Independent Preliminary Round Festivals retain complete autonomy. They are, however, considered members of the AETF, and may contribute in any way to the furtherance of the organisation.
- 7/1-3 All teams are subject to the AETF Festival Rules in their entirety when they opt as an AETF entry. A copy of these Rules must be supplied to each team electing to opt. Non-opting teams remain of no concern to the AETF.

<u>NOTE</u>: If a Preliminary Round Festival has to cancel, any potential AETF entry's, should ideally be entered in another Preliminary Round Festival. If that is not possible, they may go forward directly into the next round.

#### 7/2 Quarter-Final (Divisional Final):

Where there is no Divisional Committee the responsibility for organising the Quarter-Final (Divisional Final) will be undertaken by the District Committees / or Independent Preliminary Round Festival Committees hosting those Finals. These will then become, for Festival purposes, the Divisional Committee for that year.

#### 7/3 Semi-Final (Area Final):

The organisation of the Semi-Final (Area Final) will be the responsibility of the Area Committee but may be delegated to a District Committee or Independent Preliminary Round Festival Committee.

The Adjudicator for this Final will be selected and engaged by the Area.

#### 7/4 English Final:

The organisation of the English Final will be the responsibility of the AETF but will be hosted by an Area who may delegate the local organisation to a Division or local organising committee.

The English Final should be run in accordance with the 'English Final Protocol'.



#### **OPERATIONAL RULES**

#### 8. **RESPONSIBILITIES:**

- 8/1 It is important to understand where the responsibilities for each level of the Festival begin and end and these are summarised as follows:
  - 8/1-1 Preliminary Round: Begins with application, ends when curtain falls on last night of the Preliminary Round Festival
  - 8/1-2 Quarter-Final Round: Begins at close of the Preliminary Round Festival, ends when curtain falls at close of Ouarter-Final
  - 8/1-3 Semi-Final Round: Begins at close of Quarter-Final, ends when curtain falls at close of Semi-Final
  - 8/1-4 English Final: Begins at close of the Semi-Finals, ends when curtain falls at close of English Final
- 8/2 Should any problems arise, reference must be made to the time-scales above, and thus to the (next) relevant Committee immediately.

#### 9. STANDARDS:

The highest marked AETF entry in a Preliminary Round Festival will go forward to the Quarter-Final.

#### 10. GRIEVANCE PROCEDURE:

Opting teams and Festival Organisers will have full access to this procedure, which will operate as follows:

- 10/1 If an opting team has a problem with a Preliminary Round Festival or any AETF festival; refer to the relevant Festival Committee in the first instance.
- 10/2 If not satisfied refer to the relevant Area Committee. The Officers will agree to establish a panel which will consist of the Area Chairman and Secretary and at least two other committee members to meet representatives of the aggrieved party.
- 10/3 If still not satisfied, refer to the Trustees which is the final court of appeal.
- 10/4 All grievances will be given a sympathetic hearing, but it must be understood that timescales between the rounds are very tight, which means that the above procedure may be conducted by telephone or letter in order to obtain a swift and timely solution to the problem.
- 10/5 Any officer or member taking decisions outside this procedure will be expected to justify those decisions to the relevant Committee.
- 10/6 Under no circumstances will any officer, member, festival organiser, or their agents, knowingly undertake any decision or action which leaves others open to possible legal action being taken against them.
- 10/7 Any officer, member or Preliminary Round Festival organiser who wilfully disrupts the procedure at any stage of the AETF may be removed from or de-licensed by, the Organisation, subject to the grievance procedure above.

#### 11. FINANCE:

#### 11/1 ACCOUNTING:

- 11/1-1 All funds held by Areas, Divisions, or AETF Preliminary Round Festivals are to be considered as a part of the AETF.
- 11/1-2 Each Area may, if it wishes set up 'Designated Accounts', as shown in Appendix 1.
  - Divisions are recommended to support the designated accounts within their Area.
- 11/1-3 All Treasurers are required to maintain accurate and proper records of the receipts and payments undertaken under the provisions of the AETF Governing Document.
- 11/1-4 Area Accounts must incorporate a Balance Sheet which includes the financial position of each Division or any AETF Preliminary Round together with a Financial Statement. The paperwork associated with the Area Accounts should be retained for a minimum period of <a href="mailto:six">six</a> years. The Area should also formally record the fact that they are happy with the Area Accounts.
- 11/1-5 A copy of Area Accounts must be passed to the National Treasurer each year. [Preferably in the format supplied by the National Treasurer.]
- 11/1-7 The National Treasurer will issue a 'Return Sheet' for each AETF committee via the Area Treasurer each year. All Treasurers will return the signed 'Returns Sheet' for their respective committee via the Area Treasurer to the National Treasurer.
- 11/1-8 'General Comments Associated with the Preparation of AETF Accounts' are shown in Appendix 1.



#### **OPERATIONAL RULES**

#### 11/2 RECEIPTS & PAYMENTS:

- 11/2-1 Funds may be raised through all lawful means by all AETF Committees in order to finance the operation of their Festivals. Each Area and its Divisions will be responsible for raising the finances for their Festivals within the Area. This also applies to AETF Preliminary Round festivals.
- 11/2-2 The level of Membership Fees, are decided by the Executive Committee annually.
  - Membership Fees are recorded in Appendix 1.
  - All fees will be recovered by the National Treasurer.
  - The Issuing of a Licence or Membership Card will confirm their affiliation to the AETF.
- 11/2-3 Each Area will transfer funds to the AETF known as the 'Area Annual Payment' (AAP), to cover the national running costs of the AETF.
  - The amount of the 'AAP' will be agreed by the trustees each year, and is shown in Appendix 1.
- 11/2-4 In the case of Quarter & Semi-Finals the respective organising committees should endeavour to make a donation to each of the teams taking part in the festival.
- 11/2-5 In the case of the English Final the organising committee should budget for a donation to the competing teams, the amount as recommended by the trustees is shown in Appendix 1.
  - This will be paid by the National Treasurer on the day of the English Final.
  - The cheque should be made payable to the group or society.
- 11/2-6 When an Area hosts the English or British Final, the Area Treasurer, for and on behalf of the National Treasurer, should maintain the 'receipts and payments' account sheet.
  - The host Area for the English and British Finals may, if they wish, retain a percentage of any post festival profit. All expenditures must have been taken into account including any made by the National Treasurer. The percentage that may be retained is recorded in Appendix1.
  - Losses for the English Final will be recoverable from the 'EFF account' via the National Treasurer.
  - Losses for the British Final will be recoverable from the 'BFF account' via the National Treasurer.

#### 11/3 EXPENSES:

- 11/3-1 Travel costs to and from scheduled Committee meetings at all levels will not normally be reimbursed, neither will accommodation costs should they be incurred.
- 11/3-2 However, if approved by the appropriate committee, or chair/treasurer, expenses will be refunded subject to sufficient funds being available to pay them.
- 11/3-3 Reasonable expenses incurred by the Officers whilst on AETF business are recoverable from the appropriate Treasurer, subject to sufficient funds being available to pay them.
- 11/3-4 All claims for expenses must be made on the appropriate 'claim form' together with receipts if appropriate. See Appendix 1. for suggested 'Claim Form'.

#### 11/4 BUDGETS:

- 11/4-1 Should be prepared for all Festivals.
- 11/4-2 Proforma budget sheets will be issued each year to the appropriate Area treasurer, for the English & British Finals.
  - These will include specific expenditure which the trustees expect to be covered by the event.
  - These budgets will be presented by the national treasurer to the trustees at their October meeting.
  - The budget for, the English should be presented two years before the event and updated the following year, the British Final should be presented four years before the event and then updated on a yearly basis.
- 11/4-3 All budgets should show a profit, NOT a break-even or loss.
- 11/4-4 If the budget is accepted by the trustees, then the trustees will manage any loss.

#### <u>NOTE</u>: Both of these events should be considered as a <u>FUND RAISING EVENT</u> for the AETF.

#### 11/5 CONTROL & USE OF THE NATIONAL CONTINGENCY FUND:

- 11/5-1 Area treasurers would apply to the National Treasurer, for funds from the 'NCF'. With the tacit agreement of the three Area Trustees.
- 11/5-2 The NCF is not to be considered as a source of sponsorship or as a donation to the Area. It is a LOAN.
- 11/4-2 Application for loan must be made on the appropriate application form, see Appendix 5, giving:-
  - REASONS FOR LOAN
  - AMOUNT REQUIRED
  - PROPOSALS FOR REPAYMENT OF LOAN

<u>NOTE</u>: The completed application form should be returned to the national treasurer.

**OPERATIONAL RULES** 

#### 12. ALTERATION TO THE OPERATIONAL AND FESTIVAL RULES:

These rules may be altered only by virtue of a resolution proposed and seconded, and expressly approved by the Trustees.

#### 13. POLICY MAKING:

The ultimate control of policy will rest with the Trustees. However the Areas will always be looking at ways in which the delivery of amateur drama can be improved, and will contribute regularly to the debate as well as instigate policy for discussion.

#### 14. LOGO AND IMAGE:

Areas will conform to the use of the logo and typescript currently in force throughout the AETF. Its headed notepaper will differ only to the extent that the Area name and the Divisional names will be appended. The colour and style will be determined by the Trustees:

- 14/1 The AETF colour is PANTONE 293U.
- 14/2 The AETF emblem ratio is 1:1.5.

#### 15. ORIGINAL PLAYWRITING COMPETITION:

The competition is for the Geoffrey Whitworth Trophy, which is awarded at the British Final each year. Competition currently administered by the SCDA.

- 15/1 The competition is run in conjunction with the other three national bodies and is open to original plays taking part in any Preliminary Round Festival.
- 15/2 The definition of an original play is as laid down on the competition application form.
- 15/3 Application forms can be obtained from the AETF Festivals Co-ordinator.

#### 16. CHILD PROTECTION

The National policy on 'Child Protection' is detailed in APPENDIX 3 of the Operational Rules.



**OPERATIONAL RULES** 

## **APPENDIX 1 to the OPERATIONAL RULES**

#### 11. FINANCE

#### 11/1-2 'DESIGNATED FUNDS'

- . The trustees, in October 2009, agreed that each Area could if they wished have three designated funds.
  - Whether or not the Area uses these columns is up to the Area itself.
  - The trustees should agree movement of these funds, only if they feel that the objects of the AETF are still being maintained.
  - These funds should be held in a Deposit Account.
- 2. These funds are for specific purpose; and would be: -
  - CRF-[area] Contingency Reserve Fund, this is for Areas that wish to retain control of money that they have raised, rather than hand it directly over to the national treasurer.
    - Should be used by the Area to help out in times of financial difficulty or for specific objective.
    - Should not exceed £5k.
  - EFF-201? English Final Fund, this is for use as its name implies, for the running of the English Final which will normally take place in each Area every four years.
    - Should be designated with the year to which it next applies.
    - Should have a max limit before the event year of £1.5k.
  - BFF-20?? British Final Fund, this is for use as its name implies, for the running of the British Final which will normally take place in each Area every sixteen years.
    - Should be designated with the year to which it next applies.
    - Should have a max limit before the event year of £5k.

#### 11/1-8 'GENERAL COMMENTS ASSOCIATED with the PREPARATION of AETF ACCOUNTS'

- 1. GENERAL COMMENTS: -
  - 1.1 These notes apply to all levels of the AETF.
  - 1.2 These notes do not apply to "Independent Festivals" who pay a licence fee to the AETF enabling them to be "Preliminary Rounds" of the AETF.
  - 1.3 Please remember the AETF is a registered charity and as such all accounts including 'Areas', 'Divisions' and 'AETF Preliminary Rounds', could be looked at by the Charity Commissioners or their representatives.
  - 1.4 Designated Funds should generally only be held by the Area committees and the National committee.
  - 1.5 The National Accounts have to be 'Externally Examined'.
  - 1.6 All accounts and associated documents should be kept for a minimum of six years.
  - 1.7 Please note that returns are 'generic' so that comparison and trends can be made across the whole of the AETF.
- 2. RECOMMENDED GOOD PRACTICE: -
  - 2.1 All committees must have an Accounts Book and bank account, if they handle money on behalf of the AETF.
  - 2.2 The Account Book must be reconciled against the bank statements.
  - 2.3 All income should be paid into that account and must be recorded in the Account Book.
    - Money raised via a raffle should be considered as income to the festival at which it was raised.
  - 2.4 All cheques paid out from any account must be recorded within the Account Book.
    - Payments should only be made against an invoice or cash receipt.
    - All cash paid out should be signed for. [See P3 of appendix for a suggested cash receipt form.]
  - 2.5 Each committee treasurer must produce a Year-End set of accounts. (Annual Report)
    - Year-End accounts should be produced as soon after the year-end as possible.
    - Year-End accounts, for Divisions & PRF, can be in a similar format to the 'Annual Return Sheet'.
    - A generic template for Area year-end accounts is available from the National Treasurer.
  - 2.6 The AETF's 'assets' are not held centrally, but by all committees within the AETF.
    - The Year-End accounts for each committee must include any assets held by that committee.
    - This includes trophies.
  - 2.7 An 'Annual Return Sheet' will be issued annually, and must be completed by each committee treasurer.
    - This must be returned to the issuing treasurer as soon after the year-end as possible.
    - The Return Sheet forms a part of the National Accounts System, and must be a true reflection of the Year-End accounts for the committee concerned.
  - 2.8 The Area treasurer should complete the Area Return Sheet together with correlating the Return Sheets from their associated Divisions and any AETF Preliminary Round Festivals.
    - The Area treasurer will forward the Area Return together with all other associated return sheets to the National Treasurer before the end of August.
    - The Area treasurer will also provide a copy of the Area Accounts for the Year Ending 31st July, as presented to the Area AGM, by mid September.
    - This is necessary because the National Accounts 'have to be presented' and accepted by the Trustees at their October Meeting.

Cont.



#### **OPERATIONAL RULES**

- 3. POINTS OF CLARIFICATION FOR THE ANNUAL 'RETURN' SHEET: -
  - 3.1 'Transfers'
    - This should show any payments made or received between AETF accounts.
    - Will include any payments from Division, necessary for the running costs of the Area.
    - The Area Committee decides the level at which these running costs are set.
  - 3.2 'Other'
    - This entry must be specific, miscellaneous, un-known or other is not acceptable.
  - 3.3 Festival 'Donations'
    - Any money received specifically for this year's festival.
  - 3.4 Administration 'Donations'
    - Any money received from any source and NOT specifically for this year's festival.
  - 3.5 Payments 'Raffle'
    - This is for the cost of purchasing raffle tickets and raffle prizes.
  - 3.6 Payments 'Grants to Teams'
    - This is the total paid by a festival to the competing teams, or winning team, and could include money raised by a raffle.
    - This payment should be a cheque made payable to a group not an individual.

#### 11/2 RECEIPT & PAYMENTS

#### FEES, PAYMENTS & GRANTS SET ANNUALY BY THE TRUSTEES FOR 2016 / 2017

11/2-2	Individual		£15
	Membership Fees: -	Family	£25
		Group	£20
		Associate	£20
		Patron Supporter (min)	£50
11/2-3	Area's Annual Payment		£300
11/2-5	English Final Grant to teams.  The allocation is calculated as follows:  12.5% to each finalist. The remaining, 50% to be split pro-rata, as per the mileage travelled, by each of the finalists.		£400
11/2-6	Percentage of profit that may be retained by host Area for EF & BF.		25%

#### 11/3-4 SUGGESTED CASH / RECEIPT FORM

ALL-ENGLAND THEATRE FESTIVAL							
Division of the		Area.					
	DATE	AMOUNT					
		£					
		£					
		£					
		£					
	TOTAL: -	£					
gnature]							
gnature]							
	gnature]	DATE					



OPERATIONAL RULES

## **APPENDIX 2 to the OPERATIONAL RULES**

#### 7. The FESTIVAL

#### AREA HOST FOR THE ENGLISH & BRITISH FINALS

	AREA HOSTING		AF	REA HOSTING	
YEAR	Eng. Fin.			Brit. Fin.	NOTES
	AREA	Location	AREA	Location	
2000	N.T.	<b>W</b> 1-			
2000 2001	N E	York			No Information
2001	W	Cannock			75 <sup>th</sup> English Final
2002	N	Port Sunlight	N	IOM	73 Eligiisii Filiai
2003	E	Maidenhead	1	IOW	+
2004	W	Exeter			+
2006	C	Hereford			+
2007	N	Southport	C	Solihull	80 <sup>th</sup> English Final
2007	E	Grays	C	Somuli	60 English Finar
2009	W	Street			
2010	C	Burton-Upon-Trent			
2010	N	Harrogate	W	Swindon	
2012	AETF	Worcester	**	Swindon	85 <sup>th</sup> English Final
2012	W	Christchurch			65 Eligiisii Filidi
2013	C	Evesham			
2014	N	Harrogate	E	Bracknell	
2016	E	Maidenhead	E C	Diacklich	
2017	W	Bridgwater			90 <sup>th</sup> English Final
2017	C	Stoke-on-Trent			70 English i mai
2019	E	Maidenhead	N		
2020	N	Waldeliffedd	11		
2021	W				
2022	C				95 <sup>th</sup> English Final
2023	N		C		20 English I mar
2024	E				
2025	W				
2026	C				
2027	N		W		100 <sup>th</sup> English Final
2028	E				
2029	W				
2030	C				
2031	N		E		
2032	E				
2033	W				
2034	С				
2035	E		N		
2036	N				
2037	W				
2038	C				
2039	N		C		
2040	E				
		The manained meters	ia MEWO	for the Area to time - Cut	a English Einel
	1			for the Area hosting of the	tish Final in the same year.

A2-Iss8. updated October 2016



OPERATIONAL RULES

## **APPENDIX 3 to the OPERATIONAL RULES**

#### 16. Child Protection

#### **Background**

The All-England Theatre Festival (referred to as 'the AETF' in this statement and any accompanying procedures) recognises its duty of care under The Children Act 1989 and 2004 and Keeping Children Safe in Education 2016. The AETF is committed to practice which protects children and young people from harm and recognises that:

- Safeguarding is the action that is taken to promote the welfare of children and adults and protect them from harm
- Child protection is the <u>protection of specific children</u> who are suffering or at risk of suffering significant harm through violence, exploitation, abuse and neglect and that this abuse can take many forms, whether it be physical, emotional, sexual or neglect.

The AETF undertakes to ensure that all members recognise their responsibilities to develop awareness of the issues that cause children harm. For the purposes of this statement the AETF accepts the definition of the term 'child' as a person under 18. (Ref. Keeping Children Safe in Education 2018)

#### The AETF believes that

- The welfare of the child is paramount
- All children have the right to protection from abuse whatever their age, cultural background, disability, gender, gender reassignment, race, religion or belief, or sexual orientation
- All suspicions and allegations of abuse should be taken seriously and responded to swiftly and appropriately

In addition the AETF has a collective responsibility for the safeguarding of every adult member of the Festival and is committed to confidentiality and respectful practice. Protected characteristics as identified in The Equalities Act 2010 are: age, disability, gender reassignment, race, religion of belief, sexual orientation, marriage and civil partnership, pregnancy and maternity:

- Any and all allegations of inappropriate behaviour will be taken seriously and responded to swiftly and appropriately
- In order to achieve this all involved in the organisation will be made aware of the contents of this policy
- The contact for the AETF is:

## Mrs. Ann Aplin. The Clove Hitch, Iron Acton, Bristol. BS37 9UG. Tel. 014 5422 8243 or email. aplinironacton2@gmail.com

• This policy will be regularly monitored by the AETF Executive Committee and will be subject to annual review. Reviewed annually in October.

#### **Procedures**

As all AETF Festivals take place in different Local Education Authorities each Festival should have a policy in place which endorses this policy document and is acceptable to their relevant Local Authority.

- Each AETF Festival is made up of competing companies with their casts and crews, the Festival Organising Committee with its volunteers and staff and the audience. The physical and mental wellbeing of children involved in the Festival is the concern of the Organisers and all concerned.
- Each Festival should appoint a designated adult whose name should be given to the companies and who should wear a badge.
- Children involved in competing Youth Groups are the responsibility of the adults running these groups who must confirm in advance to the Festival's nominated adult the name(s) of their designated adults including chaperones.
- Children involved in adult companies are the responsibility of the adults running these companies, who must confirm in advance to the Festival's nominated adult the name(s) of their designated adults including chaperones.
- Badges should be worn by all designated adults for the competing companies.
- Children's privacy should be respected at all times and suitable changing arrangements made the competing groups should identify these requirements in advance.
- Mobile phones must not be taken into dressing rooms where children involved.
- The content and/or language of some plays may be unsuitable for all ages and this should be indicated on promotional material and programmes. However it is the responsibility of the designated adult for the participating group or the children's family as whether their child/children watch,
- Photographs and publication of winners. It is the responsibility of companies to obtain necessary permission and let the Festival's designated adult know in advance of any child/children for whom this is not permitted.



**OPERATIONAL RULES** 

## APPENDIX 4 to the OPERATIONAL RULES

#### 2. THE AREAS

#### MAKE UP OF THE FOUR AETF AREAS

The four Areas may be broken down into Divisions, below is shown the nominal catchment areas for each Area and the Divisions if appropriate.

#### 2/1 NORTHERN AREA:

The Northern Administrative Area has **no** Divisions, and comprises the Counties as follows:-

2/1-1 Active counties are: Cheshire, Cumbria, East Riding of Yorkshire, Isle of Man,

North Yorkshire & Yorkshire.

2/1-2 There are currently, NO festivals in: County Durham, Greater Manchester, Lancashire,

Merseyside, Northumberland, South Yorkshire or

Tyne and Wear.

#### 2/2 CENTRAL AREA:

The Central Administrative Area is divided into three Divisions, whose boundaries are defined by counties

as follows:-

2/2-1 WESTERN DIVISION: City of Birmingham & the West Midlands, Herefordshire &

Worcestershire.

2/2-2 CENTRAL DIVISION: City of Stoke & North Staffordshire, Shropshire & South

Staffordshire. (Derbyshire)

2/2-3 EASTERN DIVISION: Leicestershire & Rutland & Warwickshire. (Lincolnshire &

Nottinghamshire)

2/2-4 There are, currently, NO festivals in: Derbyshire, Lincolnshire or Nottinghamshire.

#### 2/3 WESTERN AREA:

The Western Administrative Area is divided into three Divisions, whose boundaries are defined by counties as follows:-

2/3-1 DIVISION: WESSEX Avon-Gloucestershire, City of Bristol, & Somerset. 2/3-2 SOUTHERN & MERCIA DIVISION: Dorset, Hampshire & Wiltshire. (Isle of Wight)

2/3-3 WESTERN DIVISION: Devon. (Cornwall)

2/2-4 There are, currently, NO festivals in: Cornwall or the Isle of White.

#### 2/4 EASTERN AREA:

The Eastern Administrative Area has **no** Divisions, and comprises the Counties as follows:-

2/4-1 Active counties are: Berkshire, Cambridgeshire, North London, Surry & West

Bedford, Buckinghamshire, East Sussex, Essex, Hertfordshire, 2/4-2 There are currently, NO festivals in:

Kent, Norfolk, Northamptonshire, Oxfordshire. South London

or Suffolk.

The above is shown in map formation over page.

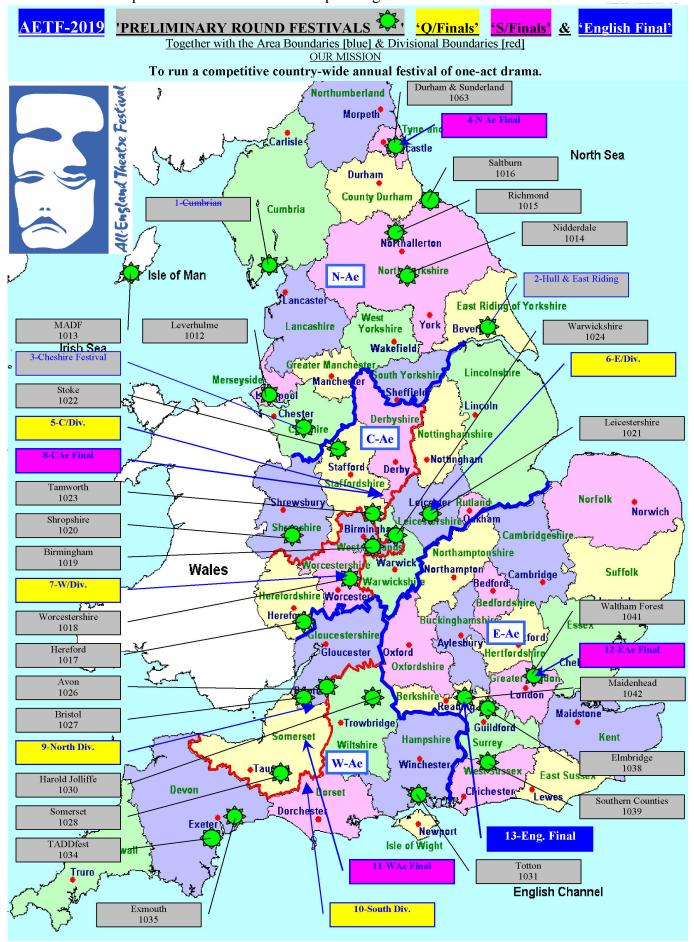
Cont.





**OPERATIONAL RULES** 

> The make-up of the AETF shown on a map of England.





**OPERATIONAL RULES** 

## **APPENDIX 5 to the OPERATIONAL RULES**

### 11/5 CONTROL & USE OF THE 'NATIONAL CONTINGENCY FUND'

### APPLICATION BY AN AREA FOR FINANCIAL SUPPORT FROM THE NCF

AREA REQUESTING LOAN	AMOUNT REQUESTED FROM NCF	DATE OF REQUEST
REASON FOR LOAN		
DUDGET CHEET ACCOCIATED WITH DEOL	HEST ATTACHED VEC / NO	
BUDGET SHEET ASSOCIATED WITH REQUERNOOSALS FOR REPAYMENT OF LOAN	UEST ATTACHED YES / NO	
AREA TREASURER	AREA TRUSTEE	
NAME	NAME	
Signed	Signed	
NATIONAL TREASURERS – RESPONSE ON	BEHALF OF THE TRUSTEES.	
Amount: - £ Cheque No:	- Payback by: -	
Signed	Date	



OPERATIONAL RULES

## APPENDIX 6 to the OPERATIONAL RULES

#### 7. The FESTIVAL

7/1-1 Preliminary Round Festival Licence



## All-England Theatre Festival

'The Clove Hitch' Iron Acton Bristol BS37 9UG

Tel: - 014 5422 8243 e-mail: - aplinironacton@gmail.com Briardene, Silver Hill, Patelev Bridge, Harrogate

HG3 5PO Tel; 014 2371 2240 e-mail:ian.clarke33@btinternet.com 11 Howard Road Vardley Birmingham West Midlands B25 8AL

Tel : - 012 1707 6684 e-mail : aetftreasurer@btinternet.com

AETF-AL17-01

## 2017 PRELIMINARY ROUND FESTIVAL LICENCE

for

Ref. No.

This is to confirm that your festival is now recognised as being affiliated to the AETF and as such the details supplied on your application form will appear in the brochure.

As an independent festival, acting as a Preliminary Round of the AETF, would you please include the following within your programme: -

- Could you please identify those entries that are willing to proceed to the 'AETF Quarter-Finals of the One Act Festival'.
- The advert or something similar shown below.

The advert can be downloaded from www.aetf.org.uk.

3. If you are able to include the subsequent round of the festival that would be much appreciated.



#### **All-England Theatre Festival**

Organisers of the only Annual Nationwide eliminating One Act Play Festival.

The national secretary is Ann Aplin: 014 5422 8243 aplinironacton2@gmail.com

www.aetf.org.uk



aetf.org

Could I also take the opportunity to remind you that any original play taking part in your festival is eligible to be entered in the "Geoffrey Whitworth playwriting competition" entries must be received by 30th April.

Entry forms can be downloaded from www.aetf.org.uk.

Roger A Cunnington National Treasurer

A REGISTERED CHARITY NUMBER 1071518