



# The AETF

OPERATIONAL RULES

The  
ALL-ENGLAND THEATRE FESTIVAL

OPERATIONAL RULES



Issue 10[draft1]

- Section 3 -  
Of the AETF GOVERNING DOCUMENT



# The AETF

## 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.

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

### 3. COMMITTEE STRUCTURE:

All four Areas are considered to be autonomous in nature; best practice however would suggest that the following structure is implemented:

- 3/1 The National Executive Committee will comprise three representatives from each Area, one of which will become a trustee.
  - 3/1/1 The National chairman can only serve for four consecutive years.
- 3/2 An Area should aim to comprise of one representative from each County within the Area, together with a representative from each of its Divisions.
  - 3/2/1 If NO Divisions then Preliminary Round Festivals should be representing at Area level.
- 3/3 The Division Committees should aim to have, at least one, representative from each of the Preliminary Round Festivals together with any County representatives from within the Division.
- 3/4 All Committees will elect, from among its members, the following officers, Chairman, Vice-Chairman, Secretary and Treasurer.
  - 3/4/1 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. (The exception being the National Chairman.)
  - 3/4/2 Other positions may be appointed by the Committee.
  - 3/4/3 Committees shall be free to co-opt additional members if their co-option is deemed likely to further the interests of the AETF.
  - 3/4/4 A preliminary Round Festival may provide a new representative if their original representative takes on an officers post.
  - 3/3/5 All officers should be aware that their primary responsibility is to 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 Executive Committee. 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.



# The AETF

## OPERATIONAL RULES

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.

**NOTE:** 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.

### 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.

**NOTE:** 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 of One-Act Plays, 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.

#### 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.
- An opting fee is payable by the team prior to taking part in the PRF. [See Appendix 1]
- Non-opting teams remain of no concern to the AETF.

**NOTE:** If a Preliminary Round Festival has to cancel, any potential AETF entry, 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**' document.



# The AETF

## 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 Quarter-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 Executive Committee 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 six 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.]
- 11/1-6 The Year End for: - Division & AETF Preliminary Round is June 30<sup>th</sup>  
Area is July 31<sup>st</sup>  
AETF is August 31<sup>st</sup>
- 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.



# The AETF

## 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 the winning team taking part the amount as recommended by the Executive Committee is shown in Appendix 1
- 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 Executive Committee 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 of One-Act Plays, 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 Appendix 1.
  - Losses for the English Final will be recoverable from the 'EFF account' via the National Treasurer.
  - Losses for the British Final of One-Act Plays 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 Final & British Final of One-Act Plays.
  - These will include specific expenditure which the Executive Committee 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 of One Act Plays 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 Executive Committee, then the Trustees will manage any loss.

**NOTE:** Both of these events should be considered as a **FUND RAISING EVENT** 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 Area Trustee.
- 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

**NOTE:** The completed application form should be returned to the national treasurer.



# The AETF

## 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 Executive Committee.

### 13. POLICY MAKING:

The ultimate control of policy will rest with the Executive Committee. 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 Executive Committee:

- 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 of One-Act Plays each year.

- 15/1 The competition is under the control of the United Kingdom Community Drama Federation (UKCDDF) and is administered by the SCDA.
- 15/2 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. (or [www.aetf.org.uk](http://www.aetf.org.uk) )

### 16. CHILD PROTECTION

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



## APPENDIX 1 to the OPERATIONAL RULES

### 11. FINANCE

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

1. 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.





# The AETF

## 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 ANNUALLY BY THE TRUSTEES

11/2-2	Membership Fees: -	Individual Family Group Associate Gold (min)	£15 £25 £20 £20 £50
11/2-3	Area's Annual Payment		£400
11/2-5	Quarter Final (Donation to team representing the Q/F at the next round.) Semi Final (Donation to team representing the S/F at the next round.) 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.		£75 £100 £500
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		
EXPENSES CLAIM FORM – For the _____ Division of the _____ Area.		
REASON FOR EXPENDITURE	DATE	AMOUNT
1 - _____		£ _____
2 - _____		£ _____
3 - _____		£ _____
4 - _____		£ _____
5 - _____		£ _____
6 - _____		£ _____
[NB – Ensure any receipts are attached.]		TOTAL: - £ _____
Claimed by: - _____ [Signature] _____		
Authorised by: - _____ [Signature] _____		





# The AETF

OPERATIONAL RULES

## APPENDIX 2 to the OPERATIONAL RULES

### 7. The FESTIVAL

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

YEAR	AREA HOSTING Eng. Fin.		AREA HOSTING Brit. Fin.		NOTES
	AREA	Location	AREA	Location	
2000	N	York			
2001	E				No Information
2002	W	Cannock			75 <sup>th</sup> English Final
2003	N	Port Sunlight	N	IOM	
2004	E	Maidenhead			
2005	W	Exeter			
2006	C	Hereford			
2007	N	Southport	C	Solihull	80 <sup>th</sup> English Final
2008	E	Grays			
2009	W	Street			
2010	C	Burton-Upon-Trent			
2011	N	Harrogate	W	Swindon	
2012	AETF	Worcester			85 <sup>th</sup> English Final
2013	W	Christchurch			
2014	C	Evesham			
2015	N	Harrogate	E	Bracknell	
2016	E	Maidenhead			
2017	W	Bridgwater			90 <sup>th</sup> English Final
2018	C	Stoke-on-Trent			
2019	E	Maidenhead	N	Harrogate	
2020	N	Bridlington			
2021	W	Bridgwater			
2022	C	Leicester			95 <sup>th</sup> English Final
2023	N		C		
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	C				
2035	E		N		
2036	N				
2037	W				
2038	C				
2039	N		C		
2040	E				

The nominal rotation is 'NEWC', for the Area hosting of the English Final, however **NO** Area will be expected to run an English Final and a British Final in the same year.



### 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 protection of specific children 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](mailto: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.



## 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 the Area's 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, County Durham & Tyne and Wear, East Riding of Yorkshire, Isle of Man, Merseyside & North Yorkshire.
- 2/1-2 There are currently, NO festivals in: Greater Manchester, Lancashire, Northumberland, South Yorkshire or West Yorkshire.

##### 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.
- 2/2-3 EASTERN DIVISION: Leicestershire & Rutland & Warwickshire.
- 2/2-4 There are, currently, NO festivals in: Derbyshire, Lincolnshire or Nottinghamshire.

##### 2/3 WESTERN AREA:

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

- 2/3-1 Active counties are: Avon-Gloucestershire, City of Bristol, Devon, Hampshire & Somerset.
- 2/2-4 There are, currently, NO festivals in: Cornwall, Dorset, the Isle of White or Wiltshire.

##### 2/4 EASTERN AREA:

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

- 2/4-1 Active counties are: Berkshire, North London, & West Sussex.
- 2/4-2 There are currently, NO festivals in: Buckinghamshire, Cambridgeshire East Sussex, Essex, Hertfordshire, Kent, Norfolk, Northamptonshire, Oxfordshire, South London, Suffolk or Surry.

- The above information is shown as a map over page: -

Cont.

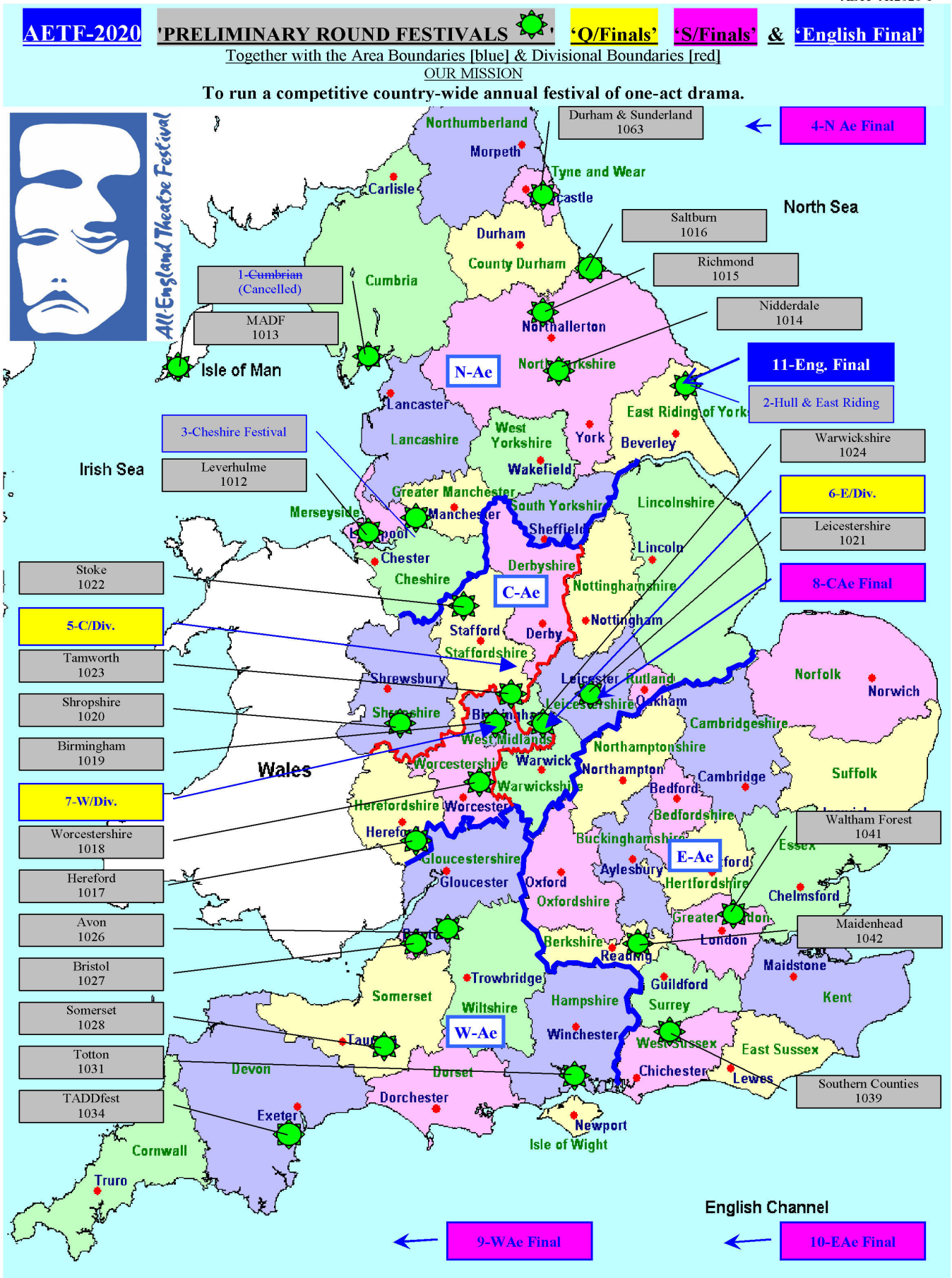
# The AETF



## OPERATIONAL RULES

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

AETF-Ae2020-1





# The AETF

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
<b>REASON FOR LOAN</b>		
<b>BUDGET SHEET ASSOCIATED WITH REQUEST ATTACHED</b>		<b>YES / NO</b>
<b>PROPOSALS FOR REPAYMENT OF LOAN</b>		
<b>AREA TREASURER</b>	<b>AREA TRUSTEE</b>	
NAME .....	NAME .....	
Signed .....	Signed .....	
<b>NATIONAL TREASURERS – RESPONSE ON BEHALF OF THE TRUSTEES.</b>		
Amount: - £ .....	Cheque No: - .....	Payback by: - .....
Signed .....	Date .....	

A5-Iss1. updated June 2011



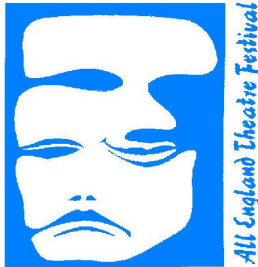
# The AETF

OPERATIONAL RULES

## APPENDIX 6 to the OPERATIONAL RULES

### 7. The FESTIVAL

7/1-1 Preliminary Round Festival Licence



## *All-England Theatre Festival*

Ann Aplin {Nat.Sec.}  
'The Clove Hitch'  
Iron Acton  
Bristol  
Avon  
BS37 9UG  
Tel: - 014 5422 8243  
e-mail: - [aplinironacton@gmail.com](mailto:aplinironacton@gmail.com)

Ian Clarke [Nat. Chair.]  
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Tel ; 014 2371 2240  
e-mail : -  
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R.A.Cunnington [Nat. Treas]  
11 Howard Road  
Yardley  
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Tel : - 012 1707 6684  
e-mail : -  
[aetftreasurer@btinternet.com](mailto: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: -

1. Could you please identify those entries that are willing to proceed to the 'AETF Quarter-Finals of the One Act Festival'.
2. The advert or something similar shown below.  
The advert can be downloaded from [www.aetf.org.uk](http://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](mailto:aplinironacton2@gmail.com)

[www.aetf.org.uk](http://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 30<sup>th</sup> April.

Entry forms can be downloaded from [www.aetf.org.uk](http://www.aetf.org.uk).

Roger A Cunningham  
National Treasurer

A REGISTERED CHARITY NUMBER 1071518